INTERNATIONAL STANDARD

ISO
3297

Information and documentation — International standard serial number (ISSN)

Information et documentation — Numéro international normalisé des publications en série (ISSN)

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Contents

Page

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 3297 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 9, *Identification and description*.

This fourth edition cancels and replaces the third edition (ISO 3297:1998), of which the entire text has been reorganized and rewritten. This edition clarifies and confirms that different media versions of a continuing resource are assigned different ISSN. In recognition of the increasing need in the digital environment to collocate as well as differentiate media versions, this edition of this International Standard introduces a functionality, the "linking ISSN" (ISSN-L), for the purpose of supporting services that offer search and delivery functionality across all media versions.

Introduction

The need for a brief, unique and unambiguous identification code for serials and other continuing resources is internationally recognized. The exchange of information among libraries, abstracting services and other content users; suppliers, distributors and other intermediaries; and publishers and other content producers imposes the requirement for a standard code. Communication between the different organizations transcends national boundaries and therefore requires an international code which is numeric, since no single alphabet is used by the majority of producers and users of serials. In response to these requirements, the International Standard Serial Number (ISSN) was established as the identification code for serials.

The International Serials Data System (ISDS) was established as an inter-governmental organization within the framework of the UNESCO/UNISIST program to be the designated authority for controlling the assignment of ISSN. In 1993, the ISDS became the ISSN Network.

The first three editions of this International Standard pertained only to serials. However, in 2002 a new category of resources, "continuing resources", was defined by the library community to encompass new kinds of resources, such as updating databases, as well as traditional serials. Thus the scope of this fourth edition has been broadened to cover serials and other continuing resources.

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Information and documentation — International standard serial number (ISSN)

1 Scope

This International Standard defines and promotes the use of a standard code (ISSN) for the unique identification of serials and other continuing resources.

Each International Standard Serial Number (ISSN) is a unique identifier for a specific serial or other continuing resource in a defined medium. This International Standard also describes a mechanism, the "linking ISSN (ISSN-L)," that provides for collocation or linking among the different media versions of the same continuing resource.

ISSN are applicable to serials and to other continuing resources, whether past, present or to be published or produced in the foreseeable future, whatever the medium of publication or production.

Individual monographs, sound and video recordings, printed music publications, audiovisual works and musical works have their own numbering systems and are not specifically mentioned in this International Standard. Such items may carry an ISSN in addition to their own standard numbers when they are part of a continuing resource.

More detailed operational guidance is provided in the *ISSN Manual* available from the Registration Authority for this International Standard (see Clause 11).

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1
continuing resource
publication, in any medium, that is issued over time with no predetermined conclusion and made available to the public

NOTE 1   Such a publication is usually issued in successive or integrating issues which generally have numerical and/or chronological designations.

NOTE 2   Continuing resources include serials such as newspapers, periodicals, journals, magazines, etc., and ongoing integrating resources such as loose-leaf publications that are continually updated and Web sites that are continually updated.

NOTE 3   The French term is *ressource continue.*

2.2
serial
continuing resource issued in a succession of discrete issues or parts, usually bearing numbering, that has no predetermined conclusion

EXAMPLE   Journals, magazines, electronic journals, ongoing directories, annual reports, newspapers, monographic series, and also those journals, magazines and newsletters of limited duration that otherwise bear all the characteristics of serials (e.g. newsletter of an event).

NOTE   The French term is *publication en série.*

2.3
ongoing integrating resource
continuing resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole

EXAMPLES   Databases, Web sites and loose-leafs that are updated over time with no predetermined conclusion.

NOTE   The French term is *ressource intégratrice permanente.*

2.4
ISSN
International Standard Serial Number
eight digit number, including a check digit and preceded by the alphabetic prefix ISSN, assigned to a continuing resource by the ISSN Network

NOTE   The French term is *ISSN, Numéro international normalisé des publications en série.*

2.5
ISSN Network
collective entity comprised of the ISSN International Centre and the ISSN national and regional centres, for the purpose of administering the assignment of ISSN

NOTE   The French term is *Réseau de l'ISSN.*

2.6
key title
unique name for a continuing resource, established by the ISSN Network and inseparably linked with its ISSN

NOTE 1   The key title can be the same as the title of the resource; or, in order to achieve uniqueness, it can be constructed by the addition of identifying and/or qualifying elements such as name of issuing body, place of publication, edition statement, etc.

NOTE 2   The French term is *titre clé.*

2.7
ISSN metadata
descriptive data recorded as part of the ISSN assignment process that provides elements by which the resource is identified and distinguished from other resources

NOTE   The French term is *métadonnées de l'ISSN.*

2.8
ISSN Register
official registration database of the ISSN Network containing metadata records for the ISSN assigned to continuing resources

NOTE   The French term is *Registre de l'ISSN.*

2.9
ISSN-L
Linking ISSN
ISSN designated by the ISSN Network to enable collocation or linking among the different media versions of a continuing resource

NOTE   The French term is *ISSN de liaison.*

3 Construction of ISSN

An ISSN shall consist of eight digits, using Arabic numerals 0 to 9, except for the last digit (extreme right, low-order position) which can also use the upper case letter X. The last digit shall be the check digit. The check digit shall be calculated on a modulus 11 basis with weights 8 to 2, using X in lieu of 10 where 10 would occur as a check digit. See Annex A for further details.

Since ISSN are likely to be used in the same context as codes designed for other purposes, such as the International Standard Book Number (ISBN) or local control numbers, the written or printed presentation of ISSN shall clearly distinguish ISSN from other numbering systems. Therefore, an ISSN shall be preceded by the prefix ISSN and a space, and shall appear as two groups of four digits separated by a hyphen.

EXAMPLES

ISSN 0251-1479

ISSN 1050-124X

4 Assignment of ISSN

4.1   An ISSN shall be assigned only by a centre of the ISSN Network.

4.2   Required metadata about the continuing resource to which an ISSN is assigned shall be collected and submitted within the timeframe established by the ISSN International Centre to the *ISSN Register* by the centre of the ISSN Network that registered the continuing resource. See Annex B for further details.

4.3   Each distinct continuing resource in a particular medium as defined in the *ISSN Manual* shall be assigned only one ISSN.

4.4   Each ISSN shall be permanently linked to the key title established by the ISSN Network at the time of registration.

4.5   When a continuing resource is published in different media, with the same title or not, different ISSN and key titles shall be assigned to the different editions.

4.6   In cases where the continuing resource undergoes a major change in title or other major change as defined in the *ISSN Manual*, a new ISSN shall be assigned and a corresponding new key title shall be established.

4.7   Once an ISSN has been assigned to a continuing resource, it shall not be altered, replaced or reused for another publication.

4.8   The assignment of an ISSN to a continuing resource shall not imply any meaning or legal evidence with regard to the ownership of rights to that publication or its contents.

5 Establishment of the key title

The key title is established or authenticated by the ISSN centre responsible for the registration of the continuing resource, in accordance with the rules given in the *ISSN Manual*.

The key title is derived from information appearing at the time of registration on the title page of resources having a title page or title page equivalent, or from the most complete information formally presented on resources lacking a title page. The title of the resource becomes the key title if this title is unique in the *ISSN Register* at the time of registration. If this title is not unique, the key title is the title of the resource, to which a qualifying term is added (such as name of issuing body, place and/or date of publication, edition statement or medium statement), in order to make the resulting key title unique.

All key titles are listed in the *ISSN Register* together with their ISSN. Key titles in non-roman alphabets shall be romanized according to ISO standards or, in the absence of ISO standards, national standards.

6   Linking ISSN (ISSN-L)

To enable the use of ISSN in cases where finding or linking to a continuing resource without regard to medium is desired, the ISSN Network shall designate a linking ISSN.

The linking ISSN shall be designated from among the ISSN assigned to the different media versions of a continuing resource. Further specifications regarding the linking ISSN are given in Annex C.

7   Printing and display of ISSN

7.1   General

The ISSN shall be presented as two groups of four digits separated by a hyphen and shall always be preceded by the prefix ISSN and a space (see also Clause 3).

The ISSN shall be displayed in a prominent position on or in the first issue and on or in each subsequent issue of serials; or on or in each iteration of ongoing integrating resources.

If a resource bears an ISSN as well as another standard number, such as an ISBN for a volume of a series, the two numbers shall appear together and each number shall be identified by its own prefix: "ISSN" and "ISBN" or another appropriate prefix.

When a single continuing resource bears more than one ISSN in relation to different continuing resource titles, for example the titles of a main series and its subseries, each ISSN shall appear on the continuing resource and each shall be distinguished by either adding the full or abbreviated title in parentheses after the relevant number, or by printing each ISSN as close as possible to the relevant title.

When a continuing resource contains another continuing resource as an insert with a separate title page, the ISSN for the insert shall be printed on its title page, or in some other appropriate place on the insert.

When serials or other continuing resources are produced in different media for which different ISSN and key titles are assigned, the related ISSN may also be displayed on or in the serials or other continuing resources, each with additional, distinguishing information.

EXAMPLES:

ISSN 1562-6865 (Online)

ISSN 1063-7710 (Print)

or

Online version: ISSN 1562-6865

Print version: ISSN 1063-7710

NOTE   For printing and display of ISSN-L, see Annex C.

7.2   Display of ISSN on printed continuing resources

The ISSN shall be printed in a prominent position on each printed issue of a continuing resource in the following order of preference: front cover, title page, caption, masthead, back cover, colophon or editorial pages.

The ISSN shall, whenever possible, appear in the top right-hand corner of the front cover. In the case of *tête-bêche* publications (i.e. when two resources, each with its own ISSN, are bound together in inverted relation to each other), the ISSN pertaining to each resource should be printed in the preferred location (cover, etc., as above) on each resource.

7.3 Display of ISSN on electronic continuing resources and on other non-print media

On a continuing resource published in an electronic medium (e.g. online continuing resource, CD-ROM), the ISSN shall appear on the title screen or, in the absence of a title screen, on the main menu, and, if applicable, on any labels permanently affixed to the publication. If it is not possible to display the ISSN on the item or its label, the ISSN shall be displayed on the container.

For online continuing resources using embedded metadata element sets, the ISSN shall be included in the "Identifier" or equivalent element of such metadata.

On a continuing resource published on microfiche, the ISSN shall be entered in the identification area of the header of the microfiche and/or the labels.

8 Metadata

8.1 ISSN metadata

The ISSN records in the *ISSN Register* contain a common core set of descriptive metadata that is maintained by the ISSN centres (see Annex B).

The list of metadata elements may be augmented with additional elements if needed for national, regional or international purposes.

8.2 Metadata required for ISSN assignment

Metadata is required, in addition to copies of or access to continuing resources, for the assignment of ISSN (see Annex B).

9 Copyright

No copyright shall subsist in the assignment of ISSN or in its use in association with, or in place of, the resources they represent.

10 Fees

ISSN are assigned free of charge.

11 Administration of the ISSN system

The Registration Authority for this International Standard shall be the ISSN International Centre[1]. The ISSN Network shall be supervised, coordinated and administered by the ISSN International Centre.

The principal tasks of the ISSN International Centre and of ISSN national and regional centres are specified in Annex D.

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