SLOVENSKI STANDARD
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Dokumentacija - Mednarodna standardna številka serijske publikacije (ISSN)

Documentation -- International standard serial numbering (ISSN)

Documentation -- Numérotation internationale normalisée des publications en série (ISSN)

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International Standard

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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.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council. They are approved in accordance with ISO procedures requiring at least 75 % approval by the member bodies voting.

International Standard ISO 3297 was prepared by Technical Committee ISO/TC 46, *Documentaion.*

This second edition cancels and replaces the first edition (ISO 3297-1975), of which it constitutes a technical revision.

Users should note that all International Standards undergo revision from time to time and that any reference made herein to any other International Standard implies its latest edition, unless otherwise stated.

INTERNATIONAL STANDARD **ISO 3297-1986 (E)**

Documentation — International standard serial numbering (ISSN)

0 Introduction

It has long been recognized that there is a need for a brief, unique and unambiguous identification code for serial publications.

The exchange of information between computer systems of different organizations, such as users (libraries, abstracting services and others), suppliers or distributors and publishers and producers, imposes the requirement for a standard code.

Communication between the different organizations transcends national boundaries and therefore requires an international code which should be numeric, since no single alphabet is used by the majority of producers and users of serials.

The International Standard Serial Number (ISSN) does not attempt to incorporate any significance other than the unique identification of a serial title; it does not reflect characteristics of a title so identified.

The ISSN[1] is applicable to the entire population of serials, whether past, present or to be published in the foreseeable future.

For specific purposes the ISSN may be accompanied by related codes, for example for the identification of the country of publication or of sub-units of a serial such as volume and part.

An international organization is necessary for the implementation of ISSN. The International Serials Data System (ISDS), an inter-governmental organization established within the framework of the UNESCO/UNISIST programme, is the designated authority for controlling the assignment of ISSN.

ISDS is a network of national and regional centres, coordinated by an international centre. National centres are responsible for registering serials published in their respective countries and several national centres may decide jointly to establish a regional centre, for reasons of economy, geography or language.

In the absence of a designated national or regional centre, the international centre undertakes registration and ISSN assignment. The international centre is also responsible for the allocation of blocks of ISSN to national or regional centres, for the coordination of all the activities within the network and for the publication of an international register of ISSN.[2]

1 Scope and field of application

The purpose of this International Standard is to define and promote the use of a standard code (ISSN) for the unique identification of serial publications.

2 Reference

ISO 2709, *Documentation — Format for bibliographic information interchange on magnetic tape.*

3 Definitions

For the purpose of this International Standard, the following definitions apply.

3.1 International Standard Serial Number (ISSN): An eight figure number including a check digit and preceded by an alphabetic prefix ISSN.

3.2 key title: The unique name assigned to a serial by the ISDS and inseparably linked with its ISSN.

3.3 serial: A publication, in printed form or not, issued in successive parts, usually having numerical or chronological designations and intended to be continued indefinitely.

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1) The abbreviation "ISSN" will be taken as denoting singular or plural forms, according to context.

2) ISDS register available from ISDS International Centre, 20, rue Bachaumont, 75002 Paris, France.

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Serials include periodicals, newspapers, annuals (reports, year-books, directories, etc.), the journals, memoirs, proceedings, transactions, etc. of societies, and monographic series.

NOTE — This definition does not include works produced in parts for a period predetermined as finite.

4 Construction of ISSN

An ISSN consists of eight digits, in arabic numerals 0 to 9, except for the last or check digit which can sometimes be an X. Since ISSN are likely to be used in the same context as codes designed for different purposes, such as the International Standard Book Number (ISBN) or local control numbers, a distinction must be preserved in their written or printed presentation. An ISSN shall therefore be preceded by the prefix ISSN, and appear as two groups of four digits, separated by a hyphen as in the following example:

ISSN 1234-5679

The check digit is always located in the extreme right (low order) position, and is 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.

ISSN are constructed and distributed by the ISDS International Centre.

5 Copyright

No fees will be charged for the assignment of ISSN to serial publications. No copyright shall subsist in the assignment of ISSN or in their use in association with, or in place of, the publications they represent.

6 Printing on serial issues

The ISSN should be printed in a prominent position on or in each serial issue (front cover, back cover, title page or colophon). On a periodical, the ISSN should, whenever possible, appear in the top right-hand corner of the front cover. The ISSN is also part of the bibliographic identification of contributions in serials, "biblid". If a serial issue bears an ISBN as well as an ISSN (for example, a volume of a monographic series, or a yearbook), the two numbers should appear together, each with its own prefix ISBN or ISSN.

When more than one ISSN is used to identify different serial titles appearing on a single publication, for example the titles of a main series and its sub-series, each ISSN should appear on the serial and should be distinguished by either adding the full or abbreviated title in parentheses after the relevant number, or by printing the ISSN as close as possible to the relevant titles. When a serial contains another serial as an insert with a separate title page, the ISSN for the insert should be printed on that title page, or in some other appropriate place on the insert.

7 Relationship between an ISSN and a serial publication

7.1 Only one ISSN may be assigned to a serial title. This ISSN is linked to the key title established by ISDS at the time of registration.

7.2 In cases when the title of the serial changes a new ISSN and a new key title shall be assigned.

7.3 When a distinct serial exists within another serial, each shall receive their own individual key title and ISSN.

7.4 Once assigned an ISSN is not reassigned. If it is necessary to cancel an ISSN, that ISSN is permanently retired.

8 Key title

The key title is established by the centre responsible for the registration of the serial, in accordance with the rules given in the ISDS manual.[1] The key title is derived from the title information appearing in the publication at the time of registration.

All key titles are listed in the ISDS register together with their ISSN. The key titles in non-roman alphabets are romanized according to ISO standards.

9 ISDS data elements

The ISDS files, in both international and national centres, contain a common set of data elements considered sufficient for the identification of a serial. Full specifications of the data elements are given in the ISDS manual.

The list of data elements may be augmented with additional fields if needed for national purposes.

For the exchange of serial data among the centres, ISDS utilizes the international standard format specified in ISO 2709.

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1) ISDS manual available from ISDS International Centre, 20 rue Bachaumont, 75002 Paris, France.

Annex

List of ISDS data elements

(This annex does not form part of the standard.)

The ISDS files, in both international and national centres, contain a common set of data elements, enumerated in the following list:

1   ISSN
2   Key title
3   Country of publication
4   Imprint
5   Abbreviated key title
6   Variant title
7   Title proper
8   Publication status (currently published, discontinued, unknown)
9   Start date
10 End date
11 Frequency
12 Type of publication
13 Language of publication
14 Script of original title
15 Universal Decimal Classification *or*
16 Dewey Decimal Classification
17 ISDS centre code
18 Name of issuing body(ies) as on piece
19 Name of issuing body(ies) as established by national cataloguing practice
20 Coden and other codes
21 Coverage by abstracting and indexing services
22 Is other language edition of
23 Has other language edition(s)
24 Former title(s)
25 Successor title(s)
26 Is inset or supplement to
27 Has inset(s) or supplement(s)
28 Is sub-series of
29 Has sub-series
30 Related title(s)

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Bibliography

[1] ISO 4, *Documentation — Rules for the abbreviation of title words and titles of publications.*

[2] ISO 8, *Documentation — Presentation of periodicals.*

[3] ISO/R 30, *Bibliographical strip.*

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