**ISSN ASSIGNMENT REQUEST**

**STEP 1 : ENTER METADATA ABOUT THE RESOURCE**

表單的頂端

Fields marked with an asterisk (\*) are required.

|  |
| --- |
|  |
| **Description of the publication** |
| **(\*) Title of the publication For publications in non- Latin alphabets such as Arabic or Cyrillic, please give the transliteration of the title here and the form in original characters in the box below. For serials in Chinese, please give here the title in Pin Yin.** |  |
|  |  |
| **Title of the publication in original characters For publications in non-Latin alphabets only, to be provided with the transliterated form above.** |  |
|  |  |
| **Other titles appearing on the publication Sub-titles, titles in other languages, etc.** |  |
|  |  |
|  |  |
| **(\*) Name of the publisher If the name of the publisher appears on the publication in a non- Latin alphabet, please give the transliterated form here - or the Pin Yin form for a publication in Chinese.** |  |
|  |  |
| **Name of the publisher in original characters For publications in non-Latin alphabets only, to be provided with the transliterated form above.** |  |
|  |  |
| **(\*) City of Publication If the city of publication appears on the publication in a non- Latin alphabet, please give the transliterated form here - or the Pin Yin form for a publication in Chinese.** |  |
|  |  |
| **City of publication in original characters For publications in non-Latin alphabets only, to be provided with the transliterated form above.** |  |
|  |  |
| **(\*) Country code (Automatically filled by the system)** |  |
|  |  |
| **(\*) Status of Publication For publications not yet published: requests for ISSN assignment shall not be sent more than 6 months prior to the publication of the first issue or the launch of the website.** |  |
|    |  |
| **(\*) Start date of publication or projected start date for pre-publicationsPlease record the month and the year as follows: 201109 for September 2011.** |  |
|  |  |
| **(\*) Frequency** |  |
|    |  |
| **(\*) Language If you have selected Multiple Languages or Other language in the list, please specify the language(s) concerned in the comment box at the bottom of the page.** |  |
|                                                                                                                                                                                                                |  |
| **(\*) Medium If you have selected Other, please specify the medium concerned in the comment box at the bottom of the page.** |  |
|    |  |
| **Internet address of the publication (URL) If you have selected Online as the medium of publication, please record the URL here.** |  |
|  |  |
| **Related titles** |
| **Preceding title and ISSN of this title if applicable. If your publication was published under another title, please record this preceding title here, and the ISSN if this title was assigned an ISSN.** |  |
|  |  |
| **Title in another medium and ISSN of this title if applicable. If your publication is already published on another medium, please record this title here, and the ISSN if this title was already assigned an ISSN.** |  |
|  |  |
| **Title in another language edition and ISSN of this title if applicable. If your publication is already published in another language, please record this title here, and the ISSN if this title was already assigned an ISSN.** |  |
|  |  |
| **Other related title. If your publication has other types of relationships with another title (supplement...), please give further information in the comment box at the bottom of the page.** |  |
|  |  |
| **Applicant information** |
| **(\*) Title** |  |
|    |  |
| **(\*) Name** |  |
|  |  |
| **(\*) Address** |  |
|  |  |
| **(\*) City** |  |
|  |  |
| **(\*) Country** |  |
|  |  |
| **(\*) Email If you wish to enter multiple email addresses in the input box below, please separate them with a comma and a space. Example : name@domain.fr, name2@domain.fr, name3@domain.fr** |  |
|  |  |
| **Fax** |  |
|  |  |
| **(\*) Telephone** |  |
|  |  |
| **(\*) Company/Institution (can be the publisher name if the requestor is the publisher)** |  |
|  |  |
| **(\*) You are** |  |
|    |  |
| **Comments** |
| **CommentsPlease add here any comments you may have concerning this application: history of the publication (if there is more than one preceding title, or if the resource has been published by successive publishers), language or medium if not listed in the webform, etc.** |  |
|  |  |

## ISSN ASSIGNMENT REQUEST

### STEP 2 : UPLOAD FILE(S) AND VALIDATE THE REQUEST

|  |
| --- |
| In order to complete your request, please attach a full issue or copies of the cover, title page and editorial page (in pdf or jpeg files) and validate. Please note that the total combined size of the files should not exceed 8 Mbytes. |

表單的頂端

Reminder: Hong Kong publishers who are not academic institutions or public bodies and who request an ISSN in advance of publication must attach any document issued by the *Office for Film, Newspaper and Article Administration of the Hong Kong Special Administrative Region* attesting that the registration of the publication has been made or is being processed by this office. (see the PDF guidelines here in Chinese : <http://www.issn.org/en/services/requesting-an-issn/>)

表單的底部

表單的底部