Publishers: Filling out an Application

Last update: August 10, 2024
This set of instructions is for publishers that have already created an account in Uplink and are ready to begin filling out an application and submitting it to the U.S. ISSN Center.

If you need help creating an account, please refer to the FAQs.

1. Click on "Start a new application" on the homepage, or under the "Applications" menu.

   > ⚠ The U.S. ISSN Center can only process applications for publications under our jurisdiction. If you are publishing in a different country, please see the ISSN network website to find the appropriate ISSN center to assign your ISSN.

2. The application is divided into 5 sections: Title, Formats, Publisher, Contact, Documentation. Each section has several questions, so please be sure to answer all relevant questions for your publication.

   > ⊘ The sections are expanded by default. If you are working on a smaller screen or if it may help you track what you've completed so far, you may collapse a section when you've finished answering all questions by clicking the +/- button. Your answers will be retained if you choose to collapse/expand.
   >
   > ⊕ Title
   > ⊖ Formats ❓
   > ☐ *Online

   > ⊘ **Help Text Icon**
   >
   > Clicking "Save Draft" saves the data that you have entered as a draft so that you can come back to this application and finish it at a later time.
   >
   > Most questions on the application have a question mark icon that you can click in order to read help text for how to fill out that field.
   >
   > *Title of Publication ❓ More information
   >
   > * Attachments ❓
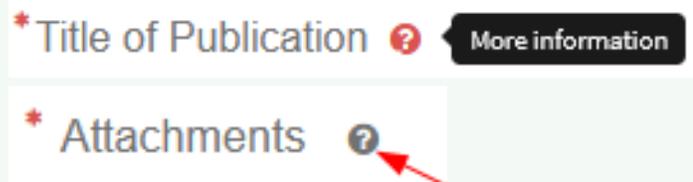
⚠ When a selection has not been made in a dropdown, the dropdown will have a placeholder label of "--None–". **This is not a valid answer.**
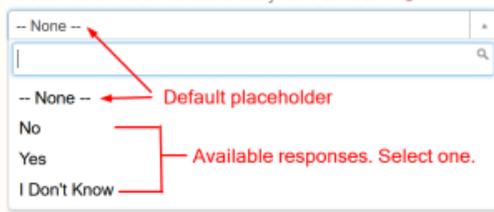
Please be sure to make a selection from the available options to avoid receiving an error message that will prevent you from submitting your application.

3. Enter the title information for your publication. If your publication displays a variation of its title, such as an acronym, please include that information under "Variation of Title." If your publication title has changed since its first issue, please include that information under "Previous/Former Title."

⚠ Please be aware that certain fields are responsive based on your answer and will open follow-up questions. If you are using Tab to navigate the application, these follow-up questions will appear *after* you tab away from the response to the next question. Please be sure to review the application from start to finish before submitting to confirm you have answered any responsive follow-up questions.

4. In the "Formats" section you can choose more than one format for your publication. Please select all formats the title is available in, including any that already have an ISSN and any that have already ceased. For example, if your publication is regularly available in print and online, select "Print" and "Online." If your publication started in print but switched to online-only, also select "Print" and "Online."

⊘ **Other tangible media**

Other tangible media can be used for any other physical medium that is not print or CD-ROM. Flash drives, dongles, and other non-paper printed materials are included here.

5. In the "Publisher" section, please enter the name of the current company or organization publishing the title (your organization or yourself). If self-published, please enter the individual's name.

6. In the "Contact" section you have the ability to choose a particular team to be associated with this application. Any team that you choose will receive all messages from the U.S. ISSN Center, so be cautious about choosing a team that has a lot of members. See the FAQs or the *Manage My Teams* document on our website for information on how to add/remove members of a team.

> ⊘ **Teams**
>
> You can preview the number of team members and applications for any given team by clicking the "i" icon which appears after choosing a team from the dropdown.
>
>

7. In the "Documentation" section you are asked to upload attachments that support your ISSN application. Documentation is required for all formats of your publication.

> ⊘ **Attachments**
>
> If you are publishing online-only, you can upload a screenshot of the homepage for the journal, screenshots of the first issue, and/or screenshots of the archives.
>
> If you are publishing in multiple formats, upload documentation for **each** format.

> ⚠ Attachments are not saved in draft applications. Wait to add attachments to the final version and add them just before submitting your application.

8. After reviewing your application to determine that you have filled out all of the required fields, you can either save the application as a draft or you can click "Review and Submit." Clicking the "Review and Submit" button will open a modal window that reads "By clicking submit, you confirm you have reviewed your application and all information is accurate to the best of your knowledge."

    If have reviewed your application, click "Submit"; if you did not review your application before receiving this modal window, click "Cancel" to go back and review your application before submission.

Application Review

By clicking submit, you confirm you have reviewed your application and all information is accurate to the best of your knowledge.

Cancel   Submit
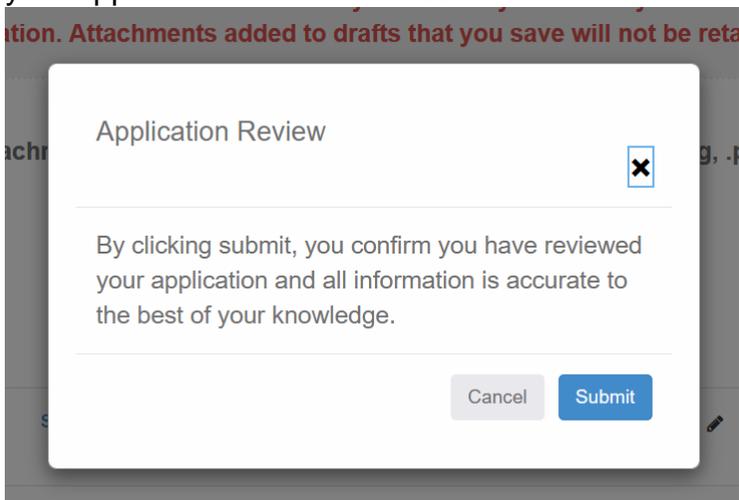
> ⚠️ *By clicking "Review and Submit" you are agreeing that you have complied with the U.S. ISSN Center's requirements for U.S. ISSN assignment that were detailed in the "Instructions and Requirements" section of the homepage. If your publishing activities do not take place in the United States and/or your publication is not a continuing or integrating resource, you may be denied an ISSN by the U.S. ISSN Center.*

9. After you submit your application you will receive a confirmation landing page. Make note of the application number and reference that number if you ask any questions of U.S. ISSN Center staff.

Thank you for submitting your application for an ISSN to the U.S. ISSN Center!

Your application number for *My Publication* is: **APPL0009600**.

You will receive an email shortly confirming your submission and application number.

> **Please note:** We may need to request additional supporting documentation as we review your application.

Complete applications are typically processed within 6 weeks.

As we process your application, we will contact you if we have any questions. Your prompt response to our inquiries will help expedite the processing of your application.

[View and print this application] [Start a new application]

⚠ Application data cannot be edited after submission. If you notice there is an error in your submitted application, please contact the U.S. ISSN Center.

⊘ The best way to ask the U.S. ISSN Center a question about your submitted application is by email; simply respond to the submission acknowledgement email you receive. You may also respond by using the messaging box in your application overview page

[Send a message to U.S. ISSN Center staff...] [Send]

If you have any questions about how to submit an application, you may email issn@loc.gov to contact us.