

## How to fill in the application

Before making an application for ISSN, please make sure that conditions shown below are all fulfilled.

-It is an application for continuing resources with fixed title and designation of volume (number) or date.

-A publication published in Japan. For online journal, place of publication should be displayed on the website.

-For print publications and CD-ROMs, they must be already sent to the NDL (or to be sent).

1. Application date: Date when preparing the application.
2. Title: Title of the publication. When you apply before publishing, write down the expected title. When applying after publishing, write down the most distinct title on the cover (for foreign language publication, write down the title on the title page).
3. Media: Select only one medium. For several media, fill in an application form for each.
4. Place of publication: Place displayed (or to be displayed) on the publication. Country and city.  
ISSN can be applied only when the publication is published in Japan. For online journal, place of publication (publisher's location, contact address, etc.) should be displayed on the website.
5. Name of the publisher: Name of the organization. Official letter will be sent to the organization written here.  
If you prefer an individual address for official letter, please inform us by using "15. Message."
6. Contact person's information  
Write down the name of the person in charge, not the name of the representative person of the organization. We will send notices to the person in charge. If you want the notices to be sent to a different address, please inform us by using "15. Message."
7. Information of the first issue (including first issue after title change or media change): Volume (number) and publication date of the first issue.  
-In case of title change, fill in the volume and publication date of the issue which was (is to be) published after title change.  
(e.g. Title A: v. 1-v.6, Title B: v. 7-, the first issue for title B is "v. 7."  
In case of media change, fill in the volume and publication date of the issue which was (is to be) published after media change.  
(e.g. v. 1-v. 7 was published by print publication, and from v. 8, it was changed to CD-ROM: The first issue for CD-ROM version is "v. 8.")
8. Frequency: Select the frequency of the publication. If it is irregular, please choose the rough indication.
9. History of title change: If the new publication was once published in different title, write down that information.
10. History of media change: If the new publication was once published in different media, write down that information.
11. Condition of the publication and legal deposit (except online journal): Select the appropriate answer. In case of "application after publication," select if you have already sent the publication to the NDL or not.
12. Condition of the publication (online journal): Select the appropriate answer for each entry.  
If you choose "PAY CONTENTS" for item 1, "Yes" for item 2 to 4, the bibliographic records of online journals with ISSNs are registered in ROAD (Directory of Open Access Scholarly Resources) provided by ISSN International Centre in principle.
13. Condition of the publication (online journal): Select the appropriate answer for each entry.
14. URL (online journal): Write down the appropriate URL. Make sure to write down the URL of a page where all back numbers are indicated or a cover page of this publication. If URL is not yet fixed,

write down the fixed part.

15. Message: Write down if there is something specific to inform us (see also item 5 and 6).