

# Publishers: Filling out an Application

*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."
2. Use the "Country of publication" dropdown to indicate where your publishing activities are located for this particular publication.

 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 website](#) to find the appropriate ISSN center to assign your ISSN.

3. The application is divided into sections (tabs). You can enter information on any tab and click "Save and continue" to proceed to the next tab. Clicking "Save and continue" also 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.

## Help Text Icon

Most questions on the application have a yellow icon  that you can click in order to read help text for how to fill out that field.

4. On the "Format" tab 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. If your publication is primarily an online publication but readers can special order a print issue, select "Online with print on demand." If your publication is regularly available in print and online, 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. Flashdrives and dongles are included here.

5. On the "Publisher" tab 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. On the "Contact" tab 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](#) on how to add/remove members of a team.

✔ **Teams**

You can see all the team members for any given team by choosing a team from the dropdown.

7. On the "Documentation" tab 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 the archives.

8. The last tab of the application, "Review full application" gives you the ability to review all of the fields and edit any data necessary.

✔ **Additional notes**

You can add any notes about this publication/application on the "Review full application" tab in the box for question 13.

9. 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 submit it.

**⚠ *By clicking "Submit" you are agreeing that you have complied with the U. S. ISSN Center's requirements for U.S. ISSN assignment that were detailed on the first page of the application. 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.***

10. After you submit your application you can view it and check the status by clicking on "View my applications." Make note of the application number and reference it if you ask any questions of ISSN Center staff.

✔ The best way to ask the U.S. ISSN Center a question about your submitted application is by clicking on "Messages" on your application's summary page, then clicking "Send a message to the U.S. ISSN Center."

11. If you have any questions about how to submit an application, you may email [issn@loc.gov](mailto:issn@loc.gov) to contact us.

