

Publishers: Update publication status

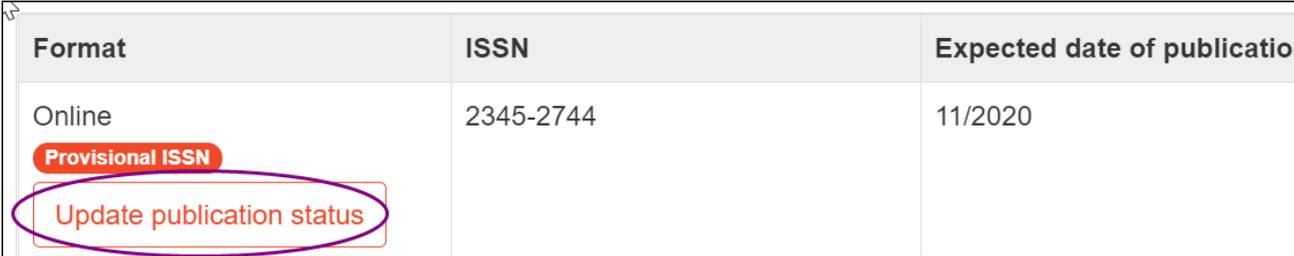
These instructions are for publishers who have submitted a pre-publication application and have received a provisional ISSN. Once these publishers are ready to provide any update to their publication's status they can use the "Update publication status" button to access this form and submit their responses to the U.S. ISSN Center.

Accessing the Publication Status form

There are a few different ways that you can access the Publication Status form. You may receive an email from the U.S. ISSN Center notifying you that your expected date of publication has passed and prompting you to provide us with an update to your publication's status. If you receive this email, use the URL provided in the email to access the specified application.

If you have not yet received an email regarding the status of your publication, you can proactively log into Uplink and navigate to the application in question.

Once on the application summary page, click "Update publication status" to access the form.



Format	ISSN	Expected date of publication
Online Provisional ISSN Update publication status	2345-2744	11/2020

Publication Status Form

The form is divided into three or more sections:

- The first section should only be used if the title of your publication has changed since you applied for ISSN.
- The middle section(s) of the form pertain to each format of your publication. Open the each format section(s) to see the options for publications that have:
 - published on time
 - postponed expected publication date
 - cancelled publication plans
- The final section of the form gives you the opportunity to attach scans, photos, or files that provide physical proof of publication. Attachments are required for print formats, other tangible media formats (such as CD-ROM), and for online publications that are behind a paywall.

Step by Step Instructions to Fill Out the Form

1. Click on the "Update publication status" button to access the form
2. If your publication has changed its title since you applied for ISSN, follow these steps:
 - a. Check the box next to Title change
 - b. Enter the current/changed title
 - c. If you have no other updates to document, click "submit" at the bottom of the form. If you wish to make further updates, proceed to the next section of the form.
3. If you have published a format of your publication, follow these steps:
 - a. Check the box next to "Update format."
 - b. Indicate that you have published this format.

-  • If the format is online, add the URL where the published issue is visible.
- If the format is print, indicate when you plan to mail an issue to the U.S. ISSN Center.

4. If you have decided to postpone the first issue of a format, follow these steps:
 - a. Check the box next to "Update format."
 - b. Indicate that the format is postponed.
 - c. Use the dropdowns to enter a new expected publication date.

-  *If you do not have a new expected publication date or are postponing indefinitely, choose the furthest out date available in the dropdown.*

5. If you have decided to cancel plans for publication of this format, follow these steps:
 - a. Check the box next to "Update format."
 - b. Indicate that the format is cancelled.

-  *This option is intended only for publications that never publish a single issue. If there is still a possibility that you may publish an issue in this format in future, please postpone the publication rather than cancelling it.*

6. Attach any necessary documentation by checking the box next to "Upload files and manage attachments." **Attachments are required for all physical formats (print, CD-ROM, other tangible media) that you indicate has published its first issue.** Even though they are not required for every format, you can add attachments for all formats.

7. Click "Submit update" to send your updates to the U.S. ISSN Center.