

Procedures for applying for an ISSN number

The International Standard Serial Number (ISSN) was developed in the early 1970's by the International Organization for Standardization (ISO) in order to meet the need for a brief, unique and unambiguous identification code for serial publications. Sole responsibility for controlling the assignment of ISSN was allocated by the resulting standard, ISO 3297, to the ISDS International Centre – since 1993 known as the International Centre of the ISSN Network. The ISSN Network consists of the International Centre and National Centers established in those countries which have acceded to the Statutes of the ISSN Network.

The Journal is eligible to have ISSN.

These Procedures for applying for an ISSN are oriented to:

- know the terms and conditions of ISSN assignment by the ISSN International Centre;
- determine if Journal is eligible for an ISSN assignment;
- submit a complete request, with all the necessary information and documents.

To request an ISSN, it is important to contact ISSN National Centre or, if there is no ISSN Center in the country of publishing the Journal, the ISSN International Centre.

The ISSN is to be requested on the following web site: <http://www.issn.org/2-22652-Requesting-an-ISSN.php>

The ISSN assignment requests are processed within 10 working days (2 weeks). If information or documents are missing (incomplete or inaccurate forms), the ISSN may not be assigned in this timeframe.

ISSN are assigned free of charge according to the ISO standard 3297:2007 that defines the identification of serials and other continuing resources by the ISSN.

ISSN shall not be requested more than three (3) months before the release of the first issue.

The ISSN International Centre reserve the right to defer the assignment of an ISSN requested in advance until a copy of the first issue has been received by them.

Editorial board of the Journal must be aware that ISSN assigned ahead of publication won't be formally registered in the ISSN Register (<http://www.issn.org/2-22639-The-ISSN-Register.php>) until the ISSN International Centre receives proof of the effective publication of the serial. Such proof must be sent to the ISSN International Centre as soon as the publication is released.

It is recommended to those publishers whose request has been delayed to display the statement "ISSN request pending" on their website.

The request for ISSN should be done to the ISSN National Centre in the country of publication. If there is no ISSN National Centre in the country of publication, then it is possible to request for ISSN to the ISSN International Centre

The Edito-in-Chief of the Journal should to fill in the web form carefully and don't forget to attach/communicate the following documents/information:

- For a print version: complete issue or copy (in pdf or jpg files) of the cover, title page and editorial page. The editorial page must show the name and address of the publisher.
- For an online version: the URL (electronic address) of the publication. The name and address of the publisher must be displayed on the publication.
- For a mobile version (for e-readers and smart phones): screenshots of the title screen and/or of any other screens showing the name and the address of the publisher.

It is particularly important for the name of the publisher and the place of publication to be printed or displayed on the resource so that the ISSN centre responsible for the ISSN assignment can be determined accurately.

The ISSN is used in forming EAN barcodes (and in SISAC barcodes as well) but the ISSN International Centre does not calculate the check digits of such barcodes. For more information about barcodes (who to contact, etc.), please visit the following page on the website: <http://www.issn.org/2-22642--ISSN-and-barcoding.php>

Procedures to respect in order to apply for ISSN by the Faculty of Economics University of Prishtina, for the Journal:

- The Editor-in-Chief will obtain information if there is the ISSN National Centre in Kosovo. If there is no ISSN National Centre in Kosovo, he will submit the request for the ISSN for the Journal thru ISSN International Centre
- The request will be done on-line, respecting the main mentioned elements above.
- The Editor-in-Chief will charge one person who will administratively be in charge of the preparation and submission of this request, under his supervision.
- ISSN for the Journal is obtained.