

# Publishers: Update Publication Status

*Last update: August 12, 2024*

*These instructions are for publishers who have submitted a pre-publication application and have received a provisional ISSN assignment. 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

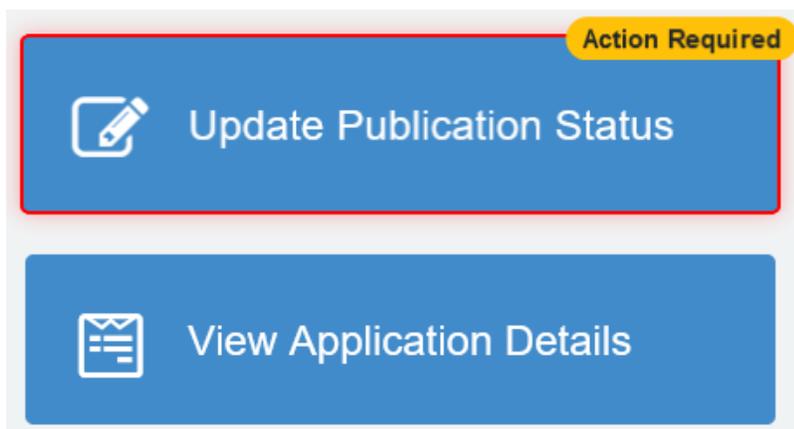
There are a few different ways that you can access the Update Publication Status form. You may receive an email from the U.S. ISSN Center notifying you that your expected date of publication has passed and prompting you to provide us with an update to your publication's status. If you receive this email,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

- ✔ You can view all applications pending a publication update under the "Action Needed" filter on the "View My Applications" page.

Applications will be added to the "Action Needed" filter as soon as U.S. ISSN Center staff make the provisional ISSN assignment. You may complete the form any time after your have published a complete issue or if you have made changes to your publication schedule. We will not send a reminder until your expected date of publication has passed.

Once on the ISSN Application Request page, click the "Update Publication Status" button to access the form.



## Publication Status Form

The form is divided into four or more sections: Title Change, each submitted format, Upload files and manage attachments, Additional information

Application Number: [APPL0009609](#)

Title: Example Quarterly Magazine

Use this form to provide updates on the status of your publication.

**Note:** Evidence of publication is required for each format, even if the publication has now ceased.

Title Change

Update **Print** Format

Expected Date of Publication: 2024/08

Upload files and manage attachments

Additional Information

Enter any additional information...

Update

### Title Change

- This section should only be used if the title of your publication has changed since you applied for a provisional ISSN.

 If you have already published an issue with the title to which we assigned a provisional ISSN, but you plan to change the title with the next issue, please submit a new ISSN request.

### Submitted Formats

- This area of the form will list each format of your publication as submitted in the application. Each format will be its own section.

 You cannot submit updates for any formats that do not have a provisional ISSN (e.g., it was already published when you submitted your application, or the U.S. ISSN Center has confirmed the ISSN). These formats are complete and require no additional action.

- To provide an update, click the checkbox for the format you are updating. Once selected, you will see three options to choose from. The option you select will let the U.S. ISSN Center know whether your publication is:
  - published on time
  - postponed expected publication date
  - cancelled publication plans

Update **Print Format**

Expected Date of Publication: 2024/10

Published

Postponed

Cancelled -- no issues were ever published

Required

### Upload files and manage attachments

- This section of the form gives you the opportunity to attach scans, photos, or files that provide 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.

### Additional Information

- This section is a free text notes field you may use to provide any additional information about your update.

### 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 provide, click "Update" at the bottom of the form. If you wish to make further updates, proceed to the next section(s) 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. Select "Published" from the options provided.

- If the format is online, add the URL where the published issue is visible. If behind a paywall, please provide a temporary login U.S. ISSN Center Staff may use to access the publication. The temporary login will only be used to confirm the ISSN.
  - If you cannot provide temporary login access, **do not provide your personal credentials.** Attach screenshots and indicate in the "Additional Information" field that there is a paywall.
- If the format is print, indicate when you plan to mail an issue to the U.S. ISSN Center.
- You can access a pre-addressed shipping label by clicking "Print shipping label." Postage costs are not included.

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. Select "Postponed" from the provided options.
- c. Use the dropdowns to enter a new expected publication date.

**i** 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 a format, follow these steps:

- a. Check the box next to "Update format."
- b. Select "Cancelled – no issues were ever published" from the provided options.

**i** 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. If you have published even one issue, follow the instructions under step 3. We will not cancel the ISSN but will indicate on the ISSN record that the publication has ceased.

6. Attach any necessary documentation by checking the box next to "Upload files and manage attachments." **Attachments are required for each physical format (print, CD-ROM, other tangible media) that you indicate has published its first issue; this section will be automatically selected if you indicate these formats were published.**

**✓** You can submit updates and attachments for all formats at once.

 The attachments provided in your initial application will be visible in the "Attachments" section of this form. Please be sure the file name for your new documentation is unique and does not match the existing documentation file name.

7. If there is additional information you need to provide with your update, use the "Additional Information" text box.
8. Click "Update" to send your form to the U.S. ISSN Center.

 The update button at the bottom of the form will only be active if all required information has been provided.

Once you submit an update for a particular format, you will no longer be able to select that format until U.S. ISSN Center staff have reviewed your latest form submission.

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If you have any questions about how to use this form, you may email [issn@loc.gov](mailto:issn@loc.gov) to contact us.