



ECORFAN-México, S.C.

Introduction VAINTIN VALUE of the

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Peru

Nicaragua

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Peru Nicaragua





Content of Copyright

Moral Right; Only for the Author

Patrimonial Law: Transferable from the Author

Author: is the physical person who creates a work with his intellect.

Owner: is the owner of a right, in the case of copyright, is the creator of a work, the heir or the acquirer by any title.

Related rights: Those granted to artists, performers, book publishers, producers of phonograms or videograms and broadcasting organizations.

Powers that the author grants the Moral Right: To preserve the unpublished work, the right to fatherhood, to modify it, to withdraw the work, to the integrity.

Art. 21 L.F.D.A.



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a Florida, Ecatepec Municipality





The international standard numbers How is the ISBN assigned?

ISBN:

National ISBN Agency Mexico

It is an international identifier that designates a monographic publication or edition exclusively, related to a title and its editor, it is also an electronically readable identification number that recognizes all books without causing errors to occur (ISO 2018)

He is over 35 years old and 170 countries are official members

International prefix 978 (Book)

Group Identifier 607 (Mexico)

Prefix Editor (02) (UNAM)

Title Identifier (0000)

Check digit X

Ej: 978-607-02-0000-X





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Peru

Nicaragua

Guatemala





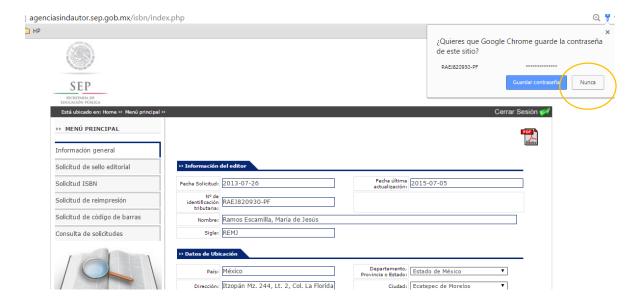
Publisher agent

Author-Editor. It self-publishes.

Physical person with business activity in book edition

Editor: Public or private moral person who is the custodian of neighboring rights

Publisher's account







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Peru

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Paraguay 5





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Ecuador

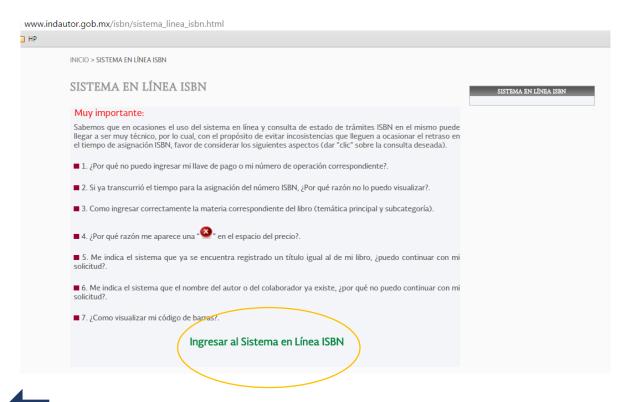
Peru

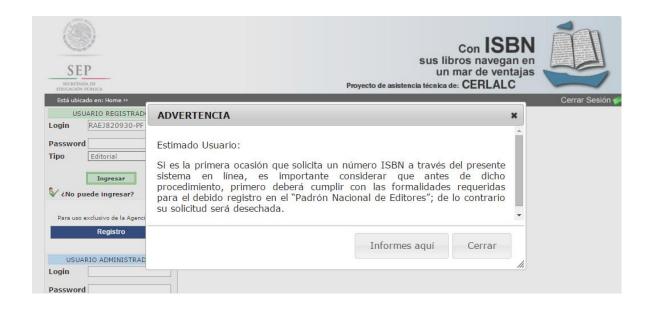
Holdings





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Mexico

Bolivia

Spain

Ecuador

Peru

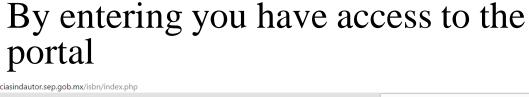


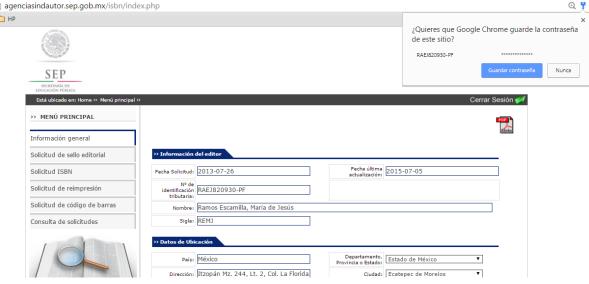




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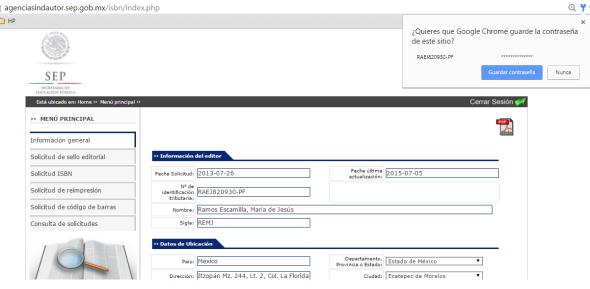




Author input: Publisher agent



By entering you have access to the portal







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Guatemala

Republic

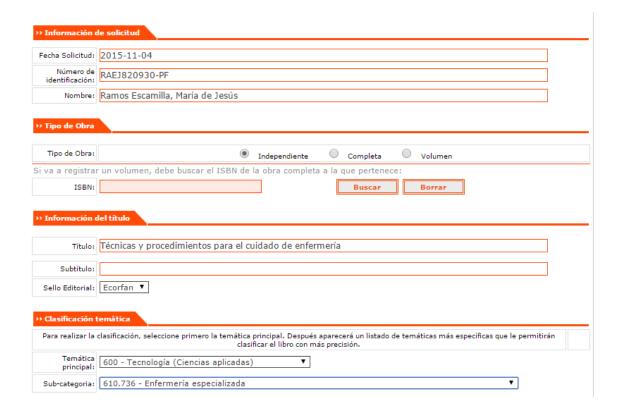
of Congo

Paraguay q

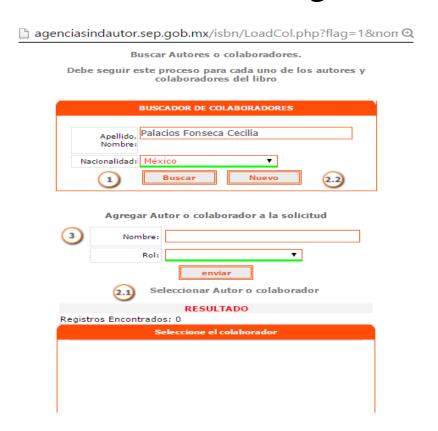




ISBN request



Collaborators search engine





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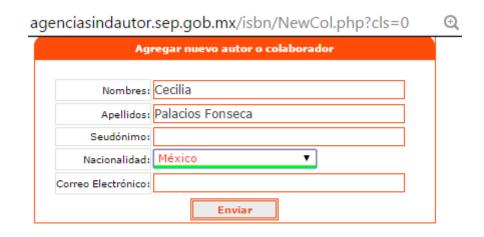
Paragua 10

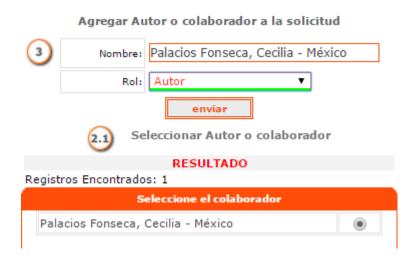




In case of not being found, the collaborator data is completed

The collaborator is added and will already be in the database







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All the information about the work that ISBN is requested is completed

›› Tema		>> Traducción
Colección:	Tipo de contenido: Libros Universitarios ▼	Traducción: Sí No
No. Colección:	Nombre de la Serie:	Idioma Del: ▼ Idioma Al:
Para adicionar e uno	el idioma debe seleccionarlo y hacer clic en el botón Pasar. Si el libro está en más de un idioma debe pasarlos uno por	Idioma Original: ▼
Idioma:	Español T Pasar	Título en el idioma Original:
Selección:	Español	>> Información de edición
>> Colaboradore	Si desea eliminar un idioma de la lista, selecciónelo y pulse B.	No. Edición: 1 Departamento, provincia o estado: Nayarit ▼ Ciudad de Edición: ▼ Ciudad de Edición: ▼
>> Colaboradore		Fecha Aparición: 2015-11-11 Coedición: O Sí No
Autores y Colaboradores:	Palacios Fonseca, Cecilia - México (Autor) Villegas Ceja, Maria Hilda - México (Autor) Nota: Se deberá incluir al Autor(es) de la obra.	Coeditor:
Buscar	Si desea eliminar un colaborador de la lista, selecciónelo y pulse B.	>> Comercializable Comercializable: Sí No
		No. Ejemplares Oferta Nacional: Precio en moneda local:
		No. Ejemplares Oferta Externa: Precio en Dólares:
		Oferta Total: 2



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Guatemala

Republic

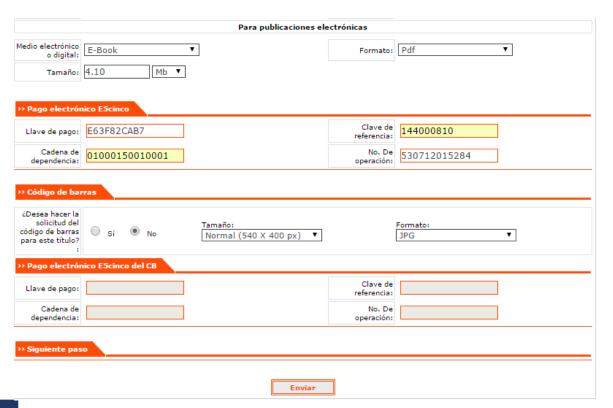
of Congo

Paragua₁₂





For electronic publications, the information requested is completed



And click on send once completed



Within the access to the account is the search engine that allows you to see the process in which the ISBN application is



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Peru

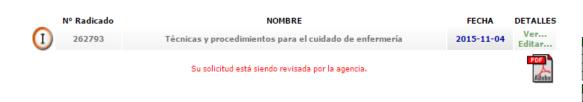




Application approval

Once accepted, you will have the download link of the pdf that shows the ISBN number

put that shows the ISBN humber





The pdf is saved and can already be used in the work





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Introduction

In Mexico it is important the generation of ISBN for the dissemination of science in the country.

Justification

ISBN production required for quality indicators in the country.

General objective

Generate production of International Standard Book Number (ISBN for its acronym in English, International Standard Book Number). Endorsed by the International Agency in its following modalities:

Moral person.

First ISBN Request.

Moral person Private (Editorial). Moral person Public (Government). Physical Person with Business Activity (Exclusively in Book Edition).

Subsequent requests.

Moral person Private or Public.

Physical Person.

First ISBN Request. Solicitudes subsecuentes. What is the ISBN?

It is an international identifier that designates a monographic publication or edition exclusively, related to a title, its publisher, the country where it is published and the publishing characteristics of the edition.



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What does ISBN mean?

N for T

International Standard Book Number (ISBN for its acronym in English, International Standard Book Number).

How is the ISBN made up?

The ISBN currently consists of thirteen digits grouped into five elements, which must be separated by dashes as follows:

International prefix: 978

Group identifier or Registration group: 607

Publisher agent or Publisher agent prefix: 0000

Title or publication identifier: 00

Check or check digit: 0

ISBN example: 978-607-0000-00-0



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Nicaragua

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Publications that must have ISBN

Must have ISBN:

Monographic works and printed non-publicity brochures.

Braille publications, or their equivalents in new technologies.

Publications that the publisher does not expect to update regularly or continue indefinitely.

Separates of papers or monographic numbers of a specific serial publication.

Films and videos of educational or didactic content provided they are didactic resources of subjects taught in regular education.

Audiobooks are already in physical support (CD, DVD, etc.) or available on the Internet.

Electronic monographic publications, whether on physical media (such as machine-readable tapes, discs or CD-ROMs, etc.) or available on the Internet.

Digital copies of printed monographic publications.

Multimedia publications whose main component is the text.

Publications in microforms.

Multimedia publications whose main component is textual.

Books and printed brochures.

Publications by means of a combination of media.

Other similar media, including educational films and transparencies.

Books on CD, DVD or any other digital media.

Electronic publications.

Tapes in machine language.

Maps or collections of maps sold in the book market.



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Must not have:

The forms of less than five pages.

The plans that are distributed in isolation.

Musical scores.

Loose leaves not collectible.

Posters and prints.

Postcards

Drop-down leaves

The institutional publications. Memories of public and private organizations.

The strictly advertising publications.

Example: those that state the characteristics of a certain product or a tourist region.

The schedules and tariffs, the telephone directories.

The teaching programs, shows and exhibitions.

The statutes and balance sheets of companies; lists of company managers, instructions to take part in events; the circular ones.

The guides, agendas, calendars and almanacs, even when presented in the form of a book.

The interchangeable sheets to insert in books.

Art prints and folders without a cover or text.

The sound recordings.

The periodicals (ISSN).

Occasional publications that, in the opinion of the National ISBN

Agency, lack permanent interest.

The maps and plans that are not sold in the book market, loose musical scores, non-collectable loose sheets, posters, prints that do not make up a work with a book format, postcards and other dropouts. Never the periodic publications (journals, newspapers, newspapers), except the yearbooks.

Agendas, calendars, almanacs.

Yearbooks and telephone directories.

Commercial catalogs.



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Catalogs of bookstores or publishers.

Company statutes.

Songbooks brochures.

Film brochures.

Sports brochures.

School brochures, other than textbooks.

Propaganda brochures.

Theatrical brochures.

Tourist brochures.

Film, radio or television screenplays.

Works published in multicopy.

Publications in loose sheets without binding (postcards, posters, billboards, posters).

Sheet music (printed or digital books and loose sheets with score, must be identified with ISMN).

Artistic prints and folders without a cover or text.

Personal documents (such as a curriculum vitae or a personal profile in electronic format).

Greeting cards.

Recordings of musical sounds, musical CDs.

Scripts.

Computer programs that have no educational or didactic purposes.

Electronic bulletin boards [Examples of electronic bulletin boards are: blogs,

Internet news bulletin boards and chat rooms].

Emails and other electronic correspondence.

Games and hobbies.



Peru





Catalogs of bookstores or publishers.

Company statutes.

Songbooks brochures.

Film brochures.

Sports brochures.

School brochures, other than textbooks.

Propaganda brochures.

Theatrical brochures.

Tourist brochures.

Film, radio or television screenplays.

Works published in multicopy.

Programs of commemorative and / or cultural events.

Concert programs.

Cinematic programs.

Sports programs.

Web pages, information portals, databases, search engines, libraries and / or virtual classrooms, digital publications designed to renew their content regularly or frequently through the Internet.

Abstract entities (For example, each of the modalities in which the novel The Old Man and the Sea is commercialized can be assigned an ISBN, but not the novel itself, as a textual work in the abstract.), Such as textual works and other abstract creations of intellectual or artistic content.

Almanacs, diaries, calendars, notebooks.

Stickers albums.



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Peru

Paragua 90





When is not another ISBN required?

When it is fully a reprint, that is to say, that a new edition will be made keeping the total physical characteristics of the edition and the content, when only the price is changed, or, when small modifications are made in an edition such as a correction or errata by an incorrect name or word, in none of these cases is a new ISBN necessary.

I would like to create a new ISBN for commercial reasons, is it possible?

When it is fully a reprint, or when the price is changed, or when small modifications are made in an edition such as a correction or errata, in any of these cases a new ISBN is necessary.



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If a work is being published in several volumes, will an ISBN be sufficient or is an ISBN required for each volume?

The whole of the work must have an ISBN that identifies it together, also, each volume with its own ISBN, that is, an ISBN for the complete work (collection) which will share all the volumes and an ISBN for each volume, volume or fascicle. It is important to emphasize that the legal page in addition to the elements that must be translated must have both ISBNs (complete work and volume).

I have a website on the Internet, do I need to have ISBN?

The website itself is not a monographic publication, therefore, it is not worthy of an ISBN. However, it should be clarified that a publication that is presented through the Internet in its "e-book" category, or Internet formats, will have an ISBN.







What should the legal page contain?

The editors must record in a visible manner and place the works that publish the following data:

Name, denomination or company name.

Full address of the publisher.

Year of edition or reprint.

Ordinal number that corresponds to the edition or reprint, when this is possible.

International Standard Book Number (ISBN). If it is a complete work, both ISBNs must be included indicating the type of work it identifies (complete work or collection and volume).

What data should the colophon include?

Printers must record in visible form and place the works that publish the following data:

Name, denomination or company name.

Complete address of the printer.

The date when printing was finished.

The print run can be added.



Peru





I have a book that I will edit in different languages separately, is a different ISBN necessary?

Yes, when a publication is published in different languages separately, each book must have a different ISBN, example: First edition: "Agua" (Spanish version) is assigned an ISBN. First edition: "Aqua" (Italian version) a different ISBN is assigned to the Spanish version.

First edition: "Water" (English version) is assigned a different ISBN to the Spanish and Italian version.

It is important to distinguish when it is a bilingual work, that is, that the same book is in two or more languages, in this case an ISBN will be assigned to the publication as long as it is integrated in the same body of work.

Where should the ISBN appear?

Priority, on the back of the cover, on the legal page; In the lower part of the external cover;

At the foot of the cover if there is no space in any other place;

At the base of the loin (only if the product is a paperback); On the label of the box, if there is one (cassette, floppy disk, CD-ROM, etc. Only audiobooks);

On the title display screen, (CD-ROM, Internet publications) In credits of audiovisual materials (Only audiobooks).



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When is not another ISBN required?

When it is fully a reprint, that is to say, that a new edition will be made keeping the total physical characteristics of the edition and the content, when only the price is changed, or, when small modifications are made in an edition such as a correction or errata by an incorrect name or word, in none of these cases is a new ISBN necessary.

I would like to create a new ISBN for commercial reasons, is it possible?

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Name, denomination or company name.

Complete address of the printer.

The date when printing was finished.

The print run can be added.



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First edition: "Water" (English version) is assigned a different ISBN to the Spanish and Italian version.

It is important to distinguish when it is a bilingual work, that is, that the same book is in two or more languages, in this case an ISBN will be assigned to the publication as long as it is integrated in the same body of work.

Where should the ISBN appear?

Priority, on the back of the cover, on the legal page; In the lower part of the external cover; At the foot of the cover if there is no space in any other place; At the base of the spine (only if the product is a paperback); On the label of the box, if there is one (cassette, floppy disk, CD-ROM, etc. Only audiobooks); On the title display screen, (CD-ROM, Internet publications) In credits of audiovisual materials (Only audiobooks).



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I am the author of a book, I want to publish my work but without going to an editorial. Can I get an ISBN?

Yes, in that case when the author himself will take charge of the editorial process, printing and distribution of his work, he may request ISBN as author-editor.

Why is it recommended to use ISBN?

Since the ISBN is a unique international identifier for monographic publications, the number replaces long records of bibliographic descriptions, copy errors are avoided, it is beneficial to compile and update book sales directories, to distribute publications, appear in the bibliographic data repertoires, you can easily find information about the available books, order, the ISBN can be read by the machines thanks to the barcode EAN.UCC, it is necessary for the operation of the terminals of electronic points of sale of the libraries, it is important to activate the anti-piracy mechanism, among other advantages and additional benefits.



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Is it necessary to assign ISBN to books that are not going to be sold?

It is recommended that absolutely all books are identified by an ISBN. In many countries it is mandatory that every book has its ISBN, for the advantages it represents and the benefits obtained through this identifier.

Who assigns the Identifying Digits and ISBNs?

The only bodies authorized to assign the elements of the ISBN's publishing agent are the registration agencies designated by the International ISBN Agency. You can not sell or assign to any other editor agent any of these elements of agent publisher, nor any of the ISBNs that correspond. In the case of Mexico, the only competent authority is the National ISBN Agency Mexico.



Peru

Guatemala





A book will be published among several publishers. What ISBN should appear in the work?

In the case of joint publications, in which two or more copublishers participate in order to publish a work, all copublishers will have their ISBN for the publication and therefore, they have the right to print the ISBN in the book. It should be clear that if one of the co-publishers has been entrusted with the storage and distribution of the publication, the latter may print the ISBN in the form of a bar code, as well as the external back cover. Do not confuse the coedition with the sponsorship, because in the latter case, it is not more than the financing or economic support for the publication, therefore, an ISBN should not be applied for the entity that provides resources in money or in kind.

The different formats of an electronic publication such as PDF, HTML, etc., require their own ISBN?

All the different formats you can have of an electronic publication are considered different product forms, so you must assign an ISBN to each type of format that is made available to the public separately. In the case of Mexico, the only competent authority is the National ISBN Agency Mexico.



Guatemala

Democratic

Republic

of Congo

Paraguago





How does the assignment of the ISBNs in the digitized copies work?

In the event that a monographic publication is digitalized, the request for the ISBN of the resulting electronic publication will correspond to the entity that has been in charge of the digitalization, which will be considered as the publisher of the publication. The digital publication must include a cover and legal page that identifies the editor who was in charge of the publication.

How to request my ISBN?

First ISBN Request - Moral person Private (Editorial):

Within this category are publishers, private universities, civil associations, civil societies, foundations or private incorporated companies that exercise a publishing activity.

In the case of an editorial that intends to join the ISBN system, it is important to give due compliance to the formality of the "First ISBN request" process, for which it is necessary to have the following documentation:

- 1. Original document or certified copy that certifies the legal existence of the moral person (constitutive act), accompanied by a simple copy of the same and the original payment of fees for document matching.
- 2. Original document proving the personality of the legal representative, accompanied by a simple copy of the same and the original payment of fees for document matching.



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none: +52 | 55 6|59 2296





Note: In most cases, the legal representative is named in the articles of incorporation.

- 3. Legible copy of official and current identification of the legal representative (voter's credential, passport, professional identification card, national military service card, naturalization letter, immigration form, INAPAM before INSEN).
- 4. Free writing of appointment (no power of attorney) signed in original, through which the legal representative designates a single person responsible for the ISBN, indicating the full name of said person, the email and telephone (non-cellular) contact. The designated person will be the permanent contact link with the National Agency ISBN Mexico, as well as the person in charge of the total follow-up of the ISBN requests that are generated only by the online system..

To avoid inconsistencies in ISBN requests, delay in assigning them, or situations of greater complexity, it is required that the person designated, meet the following profile: Have basic knowledge or notions about editorial concepts, be directly immersed in the editorial process in order to identify the precise moment or due to request numbers, and operate correctly technological uses (computers, devices, etc.). We remind you that there are no cancellations or substitutions of ISBN numbers, since such practices constitute an infraction.

- 5. Legible copy of official and current identification of the sole person in charge of the ISBN (voter's credential, passport, professional card, national military service card, naturalization letter, immigration form, INAPAM before INSEN).
- 6. Original of the ISBN-01 and ISBN-01-A formats, both with the autographed signature of the Legal Representative, without amendments or deletions.
- 7. Original payment of corresponding fees for the application of the ISBN number, issued by the banking institution of your preference.



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- 8. Original of the payment of corresponding fees, in case of requiring the issuance of the certificate of registration in the National Register of Publishers (procedure that must necessarily be performed if it is the first time you request an ISBN number).
- 9. Original payment of corresponding fees in case of requiring the issuance of the proof of ISBN number with barcode.

Very important: It is important to highlight that the application for registration in the National Register of Publishers and ISBN number are made jointly, that is why the process must be requested when the work is two weeks before the printing, maguilation or surveys on a platform.

The information described above, should be sent to the following address in the case of a user from the interior of the Republic:

National Institute of Copyright (National Agency ISBN Mexico) Puebla, 143, 2nd floor Col. Roma Norte Del. Cuauhtémoc, 06700 Mexico DF.

Time of assignment of the ISBN, in its two modalities:

1.- Through the Online System ISBN (only applies to users who are registered in the National Register of Publishers): Once the request has been satisfactorily made, within a period of five working days after the date of the request and during the course of the fifth day, the user must re-enter his / her personal account of the Online System ISBN (with his / her login and password), to consult in the menu called "Consultation of Requests", by number of filing or status of requests.



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2.- Through a window or mail: Applications made by documentary means will have a response time of ten business days after their official entry date in the National ISBN Agency.

Important:

Certificate of ISBN number and Bar Code:

For the issuance of the corresponding Certificate of ISBN number and Bar Code, you must timely cover the payment of respective rights.

Proof of ISBN number:

In case of requesting Correction or Updating of data, it must be done by means of a free written document in original signed by the accredited legal representative, to which must attach the original bank receipt for the payment of corresponding fees. Formats:

First ISBN Request - Moral person Private (Editorial)		
Procedure	Required format	
ISBN request, and ISBN verification.	ISBN-01	
ISBN annex request.	ISBN-01-A	
Instructions and Guidelines for filling out ISBN-01 and ISBN-01-A formats		
ISBN and Bar Code Certificate	Free writing (the free writing to obtain the bar code, will be required only when the ISBN is already assigned)	
Proof of registration in the National Register of Publishers	Free writing	
Proof of correction and updating of data.	Free writing	
Checking or certifying documents		



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First Application ISBN - Public Moral Person (Government):

Within this category are public universities, institutions of federal, state, municipal government, or entities created by decree that exercise editorial activities.

In the case of an editorial that intends to join the ISBN system, it is important to give due compliance to the formality of the "First ISBN request" process, for which it is necessary to have the following documentation:

- 1. Document proving the legal existence of the person moral (decree of creation), said document may be presented in a simple copy, in case of presenting it certificate and wish to return it, it must be accompanied by a simple copy of the same and the original of the payment of rights for document matching.
- Original document proving the personality of the legal representative (original appointment or certified copy), accompanied by a simple copy of the same and the original payment of fees for document matching.

- 3. Legible copy of official and current identification of the legal representative (voter's credential, passport, professional identification card, national military service card, naturalization letter, immigration form, INAPAM before INSEN).
- 4. Free writing of appointment (no power of attorney) signed in original, through which the legal representative designates a single person responsible for the ISBN, indicating the full name of said person, the email and telephone (noncellular) contact. The designated person will be the permanent contact link with the National Agency ISBN Mexico, as well as the person in charge of the total follow-up of the ISBN requests that are generated solely by the online system. To avoid inconsistencies in ISBN requests, delay in assigning them, or situations of greater complexity, it is required that the person designated, meet the following profile: Have basic knowledge or notions about editorial concepts, be directly immersed in the editorial process in order to identify the precise moment or due to request numbers, and operate correctly technological uses (computers, devices, etc.). We remind you that there are no cancellations or substitutions of ISBN numbers, since such practices constitute a violation.



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of Congo

Paragua 35





- 5. Legible copy of official and current identification of the sole person in charge of the ISBN (voter's credential, passport, professional card, national military service card, naturalization letter, immigration form, INAPAM before INSEN).
- 6. Original of the ISBN-01 and ISBN-01-A formats, both with the autographed signature of the Legal Representative, without amendments or deletions.
- 7. Original payment of corresponding fees for the application of the ISBN number, issued by the banking institution of your preference.
- 8. Original of the payment of corresponding fees, in case of requiring the issuance of the certificate of registration in the National Register of Publishers (procedure that must necessarily be performed if it is the first time you request an ISBN number).
- 9. Original payment of corresponding fees in case of requiring the issuance of the proof of ISBN number with barcode.

Very important: It is important to highlight that the application for registration in the National Register of Publishers and ISBN number are made jointly, that is why the process must be requested when the work is two weeks before the printing, maquilation or surveys on a platform.

Time of assignment of the ISBN, in its two modalities:

1.- Through the Online System ISBN (only applies to users who are registered in the National Register of Publishers):

Once the request has been satisfactorily made, within a period of five working days after the date of the request and during the course of the fifth day, the user must re-enter his / her personal account of the Online System ISBN (with his / her login and password) , to consult in the menu called "Consultation of Requests", by number of filing or status of requests.



Nicaragua

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2.- Through a window or postal mail :

The requests made by documentary means, will have a response period of ten business days after their official entry date in the National ISBN Agency.

Important: Certificate of ISBN number and Bar Code: For the issuance of the Certificate of ISBN number and corresponding Bar Code, you must timely cover the payment of respective rights.

Certificate of ISBN number: In case of requesting Correction or Updating of data, it must be done by means of an original free written document signed by the accredited legal representative, to which must attach the original bank receipt for the corresponding payment of fees.

First Application ISBN - Public Moral Person (Government)		
Procedure	Required format	
ISBN request, and ISBN verification.	ISBN-01	
ISBN annex request.	ISBN-01-A	
Instructions and Guidelines for filling out ISBN-01 and ISBN-01-A formats		
ISBN and Bar Code Certificate	Free writing (the free writing to obtain the bar code, will be required only when the ISBN is already assigned)	
Proof of registration in the National Register of Publishers	Free writing	
Proof of correction and updating of data.	Free writing	
Checking or certifying documents		



Formats:

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First Application ISBN - Business Physical Person Exclusively in Book Edition

Within this category are individuals who are registered with the SHCP and in active exercise to develop specific economic activities in "Book Edition" assuming all and each of the legally established obligations (no printing, marketing or distribution) using a commercial name for their editorial productions. Emphasizing that previously the rights of the work to be published must have been acquired, and those that only offer editorial services are excepted from the ISBN system.

Being a physical person with an editorial business activity that intends to join the ISBN system, it is important to give due compliance to the formality of the "First ISBN request" process, for which it is necessary to have the following documentation:

- 1. Discharge document before the SAT (company card) that specifies the activity in "Book Edition".
- 2. Determine the commercial name or stamp under which the editorial productions that are made are identified.
- 3. Legible copy of official and current identification of the legal representative (voter's credential, passport, professional identification card, national military service card, naturalization letter, immigration form, INAPAM before INSEN).
- 4. The physical person with business activity in Book Publishing, has the possibility of presenting a free writing of appointment (not power of attorney) with handwritten signature, through which he designates a single person responsible for the ISBN, indicating the full name of said person, Email and telephone (non-cellular) contact. The designated person will be the permanent contact link with the National Agency ISBN Mexico, as well as the person in charge of the total follow-up of the ISBN requests that are generated solely by the online system. To avoid inconsistencies in ISBN requests, delay in assigning them, or situations of greater complexity, it is required that the person designated, meet the following profile: Have basic knowledge or notions about editorial concepts, be directly immersed in the editorial process in order to identify the precise moment or time to request numbers, and operate correctly technological uses (computers, devices, etc.). We remind you that there are no cancellations or substitutions of ISBN numbers, since such practices constitute a violation.







- 5. Legible copy of official and current identification of the sole person in charge of the ISBN (voter's credential, passport, professional card, national military service card, naturalization letter, immigration form, INAPAM before INSEN).
- 6. Original of the ISBN-01 and ISBN-01-A formats, both with the autographed signature of the Legal Representative, without amendments or deletions.
- 7. Original payment of corresponding fees for the application of the ISBN number, issued by the banking institution of your preference.
- 8. Original of the payment of corresponding fees, in case of requiring the issuance of the certificate of registration in the National Register of Publishers (procedure that must necessarily be performed if it is the first time you request an ISBN number).
- 9. Original payment of corresponding fees in case of requiring the issuance of the proof of ISBN number with barcode.

Very important: It is important to highlight that the application for registration in the National Register of Publishers and ISBN number are made jointly, that is why the procedure should be requested when the work is two weeks before the printing phase, maguilation platform. surveys on

Time of assignment of the ISBN, in its two modalities:

- 1.- Through the Online System ISBN (only applies to users who are registered in the National Register of Publishers): Once the request has been satisfactorily made, within a period of five working days after the date of the request and during the course of the fifth day, the user must re-enter his / her personal account of the Online System ISBN (with his / her login and password), to consult in the menu called "Consultation of Requests", by number of filing or status of requests.
- 2.- Through a window or mail: Applications made by means of their official entry date in the National ISBN Agency.

documentary, will have a response time of ten working days post



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Important:

Certificate of ISBN number and Bar Code: For the issuance of the Certificate of ISBN number and corresponding Bar Code, it must cover the payment of respective rights in due time.

Certificate of ISBN number: In case of requesting Correction or Updating of data, it must be done by means of an original free written document signed by the accredited legal representative, to which must attach the original bank receipt for the corresponding payment of fees.

The information described above must be sent to the following address:

National Copyright Institute (National Agency ISBN Mexico) Puebla, 143, 2nd floor Col. Roma Norte Del. Cuauhtémoc, 06700 México DF.

First ISBN Request - Physical Person with Business Activity exclusively in Book		
edition		
Procedure	Required format	
ISBN request, and ISBN	ISBN-01	
verification.		
ISBN annex request.	ISBN-01-A	
Instructivo y Guías de llenado de los formatos ISBN-01 e ISBN-01-A		
ISBN and Bar Code	Free writing	
Certificate	(the free writing to obtain the bar code, will be required	
	only when the ISBN is already assigned)	
Proof of registration in the	Free writing	
National Register of		
Publishers		
Proof of correction and	Free writing	
updating of data.		
Checking or certifying		
documents		



Time of assignment of the ISBN, in its two modalities:

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3.- Through the Online System ISBN (only applies to users who are registered in the National Register of Publishers):

Once the request has been satisfactorily made, within a period of five working days after the date of the request and during the course of the fifth day, the user must re-enter his / her personal account of the Online System ISBN (with his / her login and password), to consult in the menu called "query of requests", by number of filing or status of requests.

4.- Through a window or postal mail:

The requests made by documentary means, will have a response time of ten working days after their date of entry.

Very Important:

Certificate of ISBN number and Bar Code:

For the issuance of the corresponding Certificate of ISBN number and Bar Code, you must timely cover the payment of respective rights.

You must consider that the request for an ISBN number, and if applicable, "ISBN number and Bar Code certificate", must be made when the book is at a maximum of two weeks in order to be admitted to printing workshops..

5. Once inside the Online System, in the "Type" field select "Editorial" and proceed with filling in the requested fields according to the type of request you wish to make.

Instructions for the proper use of the Online System ISBN:

Remember that in the ISBN request form you will be asked for the corresponding payment information (Reference code, dependency chain, operation number and payment key).

Payments must always be made separately (one payment for each number that you request), in case of making global payments by request of several ISBNs, these will not be accepted.

1. Click on the main menu on the type of request you wish to make: ISBN, barcode, reprint







- 2. For the ISBN request, the system will show you an orange form, where you must provide all the data corresponding to the publication as it will be done.
- 3. When you complete the requirements for obtaining the ISBN, you can then, if you wish, request the corresponding bar code. We remind you that for this procedure you must make the payment of respective rights.
- 4. At the end of the process, the system will pass it to another screen where you can download in PDF format and print the proof of the ISBN request. This document appears under the word "SEE" (in green). In this document you will find the "file number", which will allow you to follow the procedure in question.
- 5. With the "Login and Password" that was provided to you by the Agency, you can access the online system account and verify the status of your ISBN requests..

6. In the left menu called "Query of Requests", you will have the possibility to verify the status of your requests, you can find them by number filed or by application status, identifying the following states:

Requests in Process: Applications that are under this status, are still in the process of being ruled for their respective resolution, the system allows you to print the cards and confirm the data of those requests.

Pending Applications: Applications that are under this state require additional information from the applicant (incomplete application), having to consult in the field "Observations" the specific information that must be provided to the National ISBN Agency, which will allow to follow up the process in question. It is important to consider that for the case of "Editorial" only the legal representative or the sole responsible for ISBN accredited by either email or telephone can answer the request..

Rejected Requests: Requests that are under this state are those that do not meet the conditions or characteristics necessary to obtain an ISBN, the particular reasons can be viewed in the online system ISBN by clicking on the word "See". In most cases they are ISBN requests for materials that do not merit this identifier, for duplications, for pre-assignment or for editing to third parties when the category does not allow such action.







Approved Applications: The applications that are under this state, are those applications that have already been approved by the National Agency for the assignment of the ISBN, barcode, reprint or publisher registration as the case may be. To know the corresponding ISBN number, the user must "click" on the "View" icon and download the format that contains the corresponding ISBN number.

The same action will correspond to the bar code and double clicking on the icon of the image, with the right mouse button on the image window of the bar code you can execute additional actions such as saving the image, wallpaper, sending by email, etc. It is important to consider that in order to obtain the Bar Code, the corresponding payment of fees must be made in advance...

ISBN assignment time:

Once the request has been satisfactorily made, within a period of five working days after the date of the request and during the course of the fifth day, the user must re-enter the system with their login and password to consult the menu called "inquiry of requests", by number of filing or status of applications.

Very Important: Certificate of ISBN number and Bar Code: For the issuance of the Certificate of ISBN number and its corresponding Code and Bars, it must timely cover the payment of respective rights and request it in writing signed by the legal representative.

You must consider that the request for an ISBN number, and if applicable, "ISBN number and Bar Code certificate", must be made when the book is at a maximum of two weeks in order to be admitted to printing workshops.

Proof of ISBN number: In case of requesting Correction or Updating of data, it must be done through an original free written document signed by the accredited legal representative. Also, you must attach the original bank receipt for payment of corresponding fees.



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Peru

Guatemala

Republic





Formats:

Subsequent requests - Moral person Private or Public		
Procedure	Required format	
ISBN request, and ISBN verification.	ISBN-01	
ISBN annex request.	ISBN-01-A	
Instructions and Guidelines for filling out ISBN-01 and ISBN-01-A		
formats		
ISBN and Bar Code Certificate	Free writing (the free writing to obtain the bar code, will be required only when the ISBN is already assigned)	
Proof of registration in the National Register of Publishers	Free writing	
Proof of correction and updating of data.	Free writing	
Checking or certifying documents		

First Application ISBN - Physical Person (Author-Editor)

Within this category are exclusively the natural persons who create a work, that is, the authors who, independently and through their own means, publish their work without third parties...

In the case of an Author-Editor who has recently joined the ISBN system, it is important to duly comply with the formality of the "first ISBN" process, for which it is necessary to have the following documentation:

- 1. Original of the ISBN-01 and ISBN-01-A formats, both with the autographed signature of the Legal Representative, without amendments or deletions.
- 2. Original payment of corresponding fees for the application of the ISBN number, issued by the banking institution of your preference.

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- 3. Legible copy of official and current identification of the authoreditor (voter's credential, passport, professional card, national military service card, naturalization letter, immigration form, INAPAM before INSEN).
- 4. Original of the payment of corresponding fees in case of requiring the issuance of the certificate of registration in the National Register of Publishers (procedure that must necessarily be performed if it is the first time you request an ISBN number).
- 5. Original payment of corresponding fees in case of requiring the issuance of the proof of ISBN number with barcode.

Very important: It is important to highlight that the application for registration in the National Register of Publishers and ISBN number are made jointly, that is why the procedure must be requested when the work is two weeks before the printing phase, maquilation or surveys

on

a platform.

It is important to take into account the following specifications:

Only the author-editor himself can request ISBN, when he is fully responsible for the editing, printing, marketing and distribution of the work as an Author-Editor, also, when the work is within ten calendar days of entering workshops. Print.

In the event that the work is edited by a publishing entity such as a university, publisher, governing body or through a third party, the number must be managed by the corresponding entity that will publish the book.

Under the category of Author-Editor, the physical person who created or authored a work and who is economically and legally responsible for editing it on their own in any of the available formats or substrates, must take into account should not denote, contain or include in any part of the publication (book) coats of arms, emblems, logos, brands, names or denominations of public or private persons, etc..

Neither may publish to third parties regardless of the relationship, link or proximity to other people.

Time of assignment of the ISBN, in its two modalities:



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Important:

1.- Through the Online System ISBN (only applies to users who are registered in the National Register of Publishers):

Once the request has been satisfactorily made, within a period of five working days after the date of the request and during the course of the fifth day, the user must re-enter his / her personal account of the Online System ISBN (with his / her login and password) , to consult in the menu called "query of requests", by number of filing or status of requests.

2.- Through a window or postal mail:

The requests made by documentary means, will have a response period of ten business days after their official entry date in the National ISBN Agency. Certificate of ISBN number and Bar Code:

For the issuance of the corresponding Certificate of ISBN number and Bar Code, you must timely cover the payment of respective rights.

Proof of ISBN number:

In case of requesting Correction or Updating of data, it must be done through an original free written document signed by the accredited legal representative, to which must attach the original bank receipt for the corresponding payment of rights.

Formats:







First Application ISBN - Physical Person (Author-Editor)		
Procedure	Required format	
ISBN request, and ISBN	ISBN-01	
verification.		
ISBN annex request. (It is	ISBN-01-A	
required only if you		
request more than one		
title, or be more than two		
authors).		
Instructions and Guidelines for filling out ISBN-01 and ISBN-01-A formats		
ISBN and Bar Code	Free writing	
Certificate	(the free writing to obtain the bar code, will be required	
	only when the ISBN is already assigned)	
Proof of registration in the	Free writing	
National Register of		
Publishers		
Proof of correction and	Free writing	
updating of data.		
Checking or certifying		
documents		

Subsequent Requests - Physical Person (Author-Editor)

In the case of an Author-Editor that is already incorporated into the Online System ISBN, you must enter the system following the steps indicated below:

- 1. www.indautor.sep.gob.mx
- 2. Click on the logo located in the middle / right part of the main page, where it will link to the ISBN portal.
- 3. Enter the RISBN Online System, which is in the main menu.
- 4. Once in the RISBN Online System, enter the Login and Password assigned by the National Agency ISBN Mexico. Remember that it should not be changed by the user, for it requires first requesting it from the National ISBN Agency through a free written document signed by the legal representative and corresponding payment of rights.

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5. Once inside the Online System, in the "Type" field select "Editorial" and proceed with filling in the requested fields according to the type of request you wish to make.

Instructions for the proper use of the Online System ISBN:

Remember that in the ISBN request form you will be asked for the corresponding payment information (Reference code, dependency chain, operation number and payment key). Payments must always be made separately (one payment for each number that you request), in case of making global payments by request of several ISBNs, these will not be accepted. 1. Click on the main menu on the type of application you wish to make: ISBN, barcode, reprint.

Symbology

Description	Symbol
Author-Editor	
(Green Screen)	
INDEPENDENT Work	
(Orange Screen)	
Complete work or collection	
(Orange Screen)	
Volume that is part of the complete work or collection	
(Orange Screen)	
Reprint	
(Purple Screen)	



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- 2. For the ISBN request, the system will show you an orange form, where you must provide all the data corresponding to the publication as it will be done.
- 3. When you complete the requirements for obtaining the ISBN, you can then, if you wish, request the corresponding bar code. We remind you that for this procedure you must make the payment of respective rights.
- 4. At the end of the process, the system will pass it to another screen where you can download in PDF format and print the proof of the ISBN request. This document appears under the word "SEE" (in green). In this document you will find the "file number", which will allow you to follow the procedure in question.
- 5. With the "Login and Password" that was provided, you can access the online system account and check the status of your ISBN requests..

6. In the left menu called "Query of Requests", you will have the possibility to verify the status of your requests, you can find them by number filed or by application status, identifying the following states:

Requests in Process: Applications that are under this status, are still in the process of being ruled for their respective resolution, the system allows you to print the cards and confirm the data of those requests.

Pending Applications: Applications that are under this state require additional information from the applicant (incomplete application), having to consult in the field "Observations" the specific information that must be provided to the National ISBN Agency, which will allow to follow up the process in question. It is important to consider that for the case of "Editorial" only the author-publisher who is the owner of the accredited account, either by email or by telephone, can answer the request..







Rejected Requests: Requests that are under this state are those that do not meet the conditions or characteristics necessary to obtain an ISBN, the particular reasons can be viewed in the online system ISBN by clicking on the word "See". In most cases they are ISBN requests for materials that do not merit this identifier, for duplications, for pre-assignment or for editing to third parties when the category does not allow such action.

Approved Applications: The applications that are under this state, are those applications that have already been approved by the National Agency for the assignment of the ISBN, barcode, reprint or publisher registration as the case may be. To know the corresponding ISBN number, the user must "click" on the "view" icon and download the format that contains the corresponding ISBN number. The same action will correspond to the bar code and double clicking on the icon of the image, with the right mouse button on the image window of the bar code you can execute additional actions such as saving the image, wallpaper, sending by email, etc. It is important to consider that in order to obtain the Bar Code, the corresponding payment of fees must be made in advance..

ISBN assignment time:

Once the request has been satisfactorily made, within a period of five working days after the date of the request and during the course of the fifth day, the user must re-enter the system with their login and password to consult the menu called "inquiry of requests", by number of filing or status of applications.

Very Important: Certificate of ISBN number and Bar Code: For the issuance of the Certificate of ISBN number and its corresponding Code and Bars, it must timely cover the payment of respective rights and request it in writing signed by the legal representative.

You must consider that the request for an ISBN number, and if applicable, "ISBN number and Bar Code certificate", must be made when the book is at a maximum of two weeks in order to be admitted to printing workshops.

Proof of ISBN number: In case of requesting Correction or Updating of data, it must be done through an original free written document signed by the accredited legal representative. Also, you must attach the original bank receipt for payment of corresponding fees.



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Formats:

Subsequent requests - Physical Person (Author-Editor)		
Procedure	Required format	
ISBN request, and ISBN verification.	ISBN-01	
ISBN annex request.	ISBN-01-A	
Instructions and Guidelines for filling out ISBN-01 and ISBN-01-A formats		
ISBN and Bar Code Certificate	Free writing (the free writing to obtain the bar code, will be required only when the ISBN is already assigned)	
Proof of registration in the National Register of Publishers	Free writing	
Proof of correction and updating of data.	Free writing	
Checking or certifying documents		

In what case is it required to request a new ISBN?

When the title of the publication suffers a change. In changes of support, format or means of publication. When the same title is published within a series and individually. When a new edition is made (With important changes).

Guide for filling Formats

ISBN-01 format guide Instructions for the ISBN-01 format RISBN system fill guide 5.1 Filling the RISBN 5.1 Query of requests of the RISBN 5.1



Guatemala

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of Congo

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Thank You Very Much

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Mexico Bolivia **Spain** Ecuador Holdings
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El Salvador
Taiwan

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Democratic

Republic

of Congo

Ecuador Peru

Nicaragua Paragua**5**2