

## 1) Introduction

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

## 2) Justification

ISBN production required for quality indicators in the country.

## 3) General Objective

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

Moral person.

First ISBN Request.

Private Moral Person (Editorial).

Public Moral Person (Government).

Physical Person with Business Activity (Exclusively in Book Edition).

Subsequent requests.

Private or Public Moral Person

Physical person.

First ISBN Request.

Subsequent requests.

## 4) Course Description

### 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.

### What does ISBN mean?

International Standard Book Number (ISBN).

### How is the ISBN made up?

The ISBN is currently composed 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 or Agent Prefix editor: 0000

Title or publication identifier: 00

Check or check digit: 0

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

## 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 articles 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.

### Don't need to have:

- The forms of less than five pages.
- The planes 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 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 drop-outs. Never the periodic publications (Journals, newspapers, newspapers), except the yearbooks.
- Agendas, calendars, almanacs.

### ECORFAN-México, S.C.

143 – 50 Itzopan Street  
La Florida, Ecatepec Municipality  
Mexico State, 55120 Zipcode  
Phone: +52 1 55 6159 2296  
Skype: ecorfan-mexico.s.c.  
E-mail: [contacto@ecorfan.org](mailto:contacto@ecorfan.org)  
Facebook: ECORFAN-México S. C.

Twitter: @EcorfanC

[www.ecorfan.org](http://www.ecorfan.org)

### Holdings

Mexico	Colombia	Guatemala
Bolivia	Cameroon	Democratic Republic
Spain	El Salvador	of Congo
Ecuador	Taiwan	Paraguay
Peru	Nicaragua	

- Yearbooks and telephone directories.
- Commercial catalogs.
- 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, informative portals, databases, search engines, libraries and / or virtual classrooms, digital publications designed to renew their content on a regular or frequent basis 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.
- Serial publications (These are publications that are published in successive parts and intended in principle to continue indefinitely.) Normally such publications are published in successive or integrated sections and are usually designated numerically or chronologically, for example serial publications such as newspapers, periodicals, newspapers. , Journals, etc., and updatable publications such as single-sheet publications or web pages. Articles or numbers of serial publications sold separately are considered monographic publications and can be assigned an ISBN.) Treated in their entirety as bibliographic entities These being understood as: Journals, newspapers, bulletins, annual publications (institutional management reports, yearbooks or periodical compilations of articles published on a specific topic, directories, company reports, periodic conference proceedings which must be assigned with ISSN).
- Publications of the internal regime of entities or restricted circulation, such as: procedure manuals, institutional regulations, corporate bylaws, personalized books, among others.
- Temporary printed material, such as promotional, advertising and similar materials (catalogs and guides with commercial or advertising information, business service portfolios, brochures, promotional brochures and leaflets, cultural events programs, exhibition catalogs, study programs, commemorative forms ).
- 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
- Almanacs, diaries, calendars, notebooks.
- Stickers albums.

## Frequent questions

### – 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.

### – 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.

### – 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) is assigned an ISBN different from 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 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).

– **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.

– **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 publisher any of these elements of the publishing agent, nor any of the ISBNs that correspond to it. In the case of Mexico, the only competent authority is the National ISBN Agency Mexico.

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

In the case of joint publications, in which two or more co-publishers participate in order to publish a work, all co-publishers 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 that you can have from an electronic publication are considered different product forms, so an ISBN must be assigned to each type of format that is made available to the public separately.

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

In the event that a monographic publication is digitalized, the ISBN request 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 Application ISBN - Private Moral Person (Editorial):

Within this category are publishers, private universities, civil associations, civil societies, foundations or private incorporated companies that exercise an editorial 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 legal entity (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.

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 applications, delays in assigning them, or situations of greater complexity, it is required that the person designated, meet the following profile: Have basic knowledge or knowledge about editorial concepts, be directly immersed in the process editorial in order to identify the precise moment or due to request numbers, and to operate properly 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 process must be requested when the work is two weeks before the printing, maquilación 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 (Agencia Nacional ISBN México)  
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.

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 original writing with signed autograph of the accredited legal representative, to which must attach the original bank receipt for the corresponding payment of rights.

Formats:

First Application ISBN - Private Moral Person (Editorial)	
Procedure	Required format
ISBN request, and ISBN verification.	ISBN-01
ISBN Request Annex. (It is required only if you request more than one title, or be more than two authors).	ISBN-01-A
Instructions and Guidelines for filling out ISBN-01 and ISBN-01-A formats	



# International Standard Book Number



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 - Public Moral Person (Government):

This category includes public universities, federal, state, and municipal institutions, or entities created by decree that carry out 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 legal entity (creation decree), said document may be presented in a simple copy, in case of presenting it certificate and wish to return it, must be accompanied by a simple copy of the same and the original of the payment of rights for document matching.
2. 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 (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 applications, delays in assigning them, or situations of greater complexity, it is required that the person designated, meet the following profile: Have basic knowledge or knowledge about editorial concepts, be directly immersed in the process editorial in order to identify the precise moment or due to request numbers, and to operate properly 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.

## Holdings

Mexico	Colombia	Guatemala
Bolivia	Cameroon	Democratic Republic
Spain	El Salvador	of Congo
Ecuador	Taiwan	Paraguay
Peru	Nicaragua	



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, maquilación 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.

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.

Formats:

First Application ISBN - Public Moral Person (Government)	
Procedure	Required format
ISBN request, and ISBN verification.	ISBN-01
ISBN Request Annex.	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 - Business Physical Person Exclusively in Book Edition

In 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 (not printing, marketing or distribution) using a commercial name for his 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.

In the case of an individual with an editorial business activity that intends to join the ISBN system, it is important to duly comply with 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 natural person with business activity in Book Edition, has the possibility of presenting a free writing of appointment (not power of attorney) with handwritten signature, through which 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 only by the online system. To avoid inconsistencies in ISBN applications, delays in assigning them, or situations of greater complexity, it is required that the person designated, meet the following profile: Have basic knowledge or knowledge about editorial concepts, be directly immersed in the process editorial in order to identify the precise moment or due to request numbers, and to operate properly 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 process must be requested when the work is two weeks before the printing, maquilación 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.
- 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 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 (Agencia Nacional ISBN México) Puebla, 143, 2nd floor Col. Roma Norte Del. Cuauhtémoc, 06700 México DF.

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

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 ISBN number and Bar Code, you must cover the corresponding payment of fees in a timely manner.

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, to which must attach the original bank receipt for the corresponding payment of rights.

Formats and Costs:

First Application ISBN - Physical Person with Business Activity exclusively in Book edition	
Procedure	Required format
ISBN request, and ISBN verification.	ISBN-01
ISBN Request Annex.	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

**ECORFAN-México, S.C.**

143 – 50 Itzopan Street

La Florida, Ecatepec Municipality

Mexico State, 55120 Zipcode

Phone: +52 1 55 6159 2296

Skype: ecorfan-mexico.s.c.

E-mail: contacto@ecorfan.org

Facebook: ECORFAN-México S. C.

Twitter: @EcorfanC

[www.ecorfan.org](http://www.ecorfan.org)


## Holdings

Mexico	Colombia	Guatemala
Bolivia	Cameroon	Democratic Republic
Spain	El Salvador	of Congo
Ecuador	Taiwan	Paraguay
Peru	Nicaragua	

Proof of correction and updating of data.	Free writing
Checking or certifying documents	-----

## Subsequent Requests - Private or Public Moral Person

In the case of an editor agent who is already incorporated into the RISBN Online System, the Legal Representative or the sole ISBN Responsible must enter the system following the steps indicated below:

1. [www.indautor.sep.gob.mx](http://www.indautor.sep.gob.mx)
2. Click on the logo  located in the middle / right part of the main page that 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 must 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.
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.

## Symbology

Description	Símbolo
Author-Editor (Green Screen)	
Editorial (Blue Screen)	
Editorial stamp (awarded at the time of joining the system) (Yellow 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)	

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 of ISBN accredited by either 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 "Ver". 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:** Applications that are under this status, 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 "Ver" 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.



Formats:

Subsequent requests - Private or Public Moral Person	
Procedure	Required format
ISBN request, and ISBN verification.	ISBN-01
ISBN Request Annex (It is required only in case of requesting more than one title, or being more than two authors).	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.
3. Legible copy of official and current identification of the author-editor (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 process must be requested when the work is two weeks before the printing, maquilación or surveys phase on a platform.

Important is to consider 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 individual creator or author of a work and who is economically and legally responsible for the edition thereof on their own account in any of the formats or substrates available, 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:

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.

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 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 verification.	ISBN-01
ISBN Request Annex (It is required only in case of requesting more than one title, or being more than two authors).	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	-----

## 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](http://www.indautor.sep.gob.mx)
2. Click on the logo  located in the middle / right part of the main page, that 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.
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.

## 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)	

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 application. This document appears below the word "VER" (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 "Ver". 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.

## Formats:

Subsequent requests - Physical Person (Author-Editor)	
Procedure	Required format
ISBN request, and ISBN verification.	ISBN-01
ISBN Request Annex. (It is required only if you request more than one title, or be more than two authors).	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 Formats filling

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

**ECORFAN-México, S.C.**

143 – 50 Itzopan Street

La Florida, Ecatepec Municipality

Mexico State, 55120 Zipcode

Phone: +52 1 55 6159 2296

Skype: ecorfan-mexico.s.c.

E-mail: contacto@ecorfan.org

Facebook: ECORFAN-México S. C.

Twitter: @EcorfanC

[www.ecorfan.org](http://www.ecorfan.org)

## Holdings

Mexico

Bolivia

Spain

Ecuador

Peru

Colombia

Cameroon

El Salvador

Taiwan

Nicaragua

Guatemala

Democratic

Republic

of Congo

Paraguay



## Join the Online System ISBN

Está ubicado en: Home >>

Estimado Usuario:

Si es la primera ocasión que solicita un número ISBN a través del presente sistema en línea, es importante considerar que antes de dicho procedimiento, primero deberá cumplir con las formalidades requeridas para el debido registro en el "Padrón Nacional de Editores"; de lo contrario su solicitud será desechada.


**USUARIO REGISTRADO**

**Login**

**Password**

**Tipo**  ▼

**Ingresar**

 **¿No puede ingresar?**

Para uso exclusivo de la Agencia ISBN


**Registro**

**USUARIO ADMINISTRADOR**

**Login**

**Password**

**Ingresar**



Libros Registrados

### 5) Results

ISBN Management.

### 6) Information Sources

- Cebrián-Robles, V., Raposo-Rivas, M., Cebrián-de-la-Serna, M., & Sarmiento-Campos, J. A. (2018). Percepción Sobre El Plagio Académico De Estudiantes Universitarios Españoles. *Educación XX1*, 21(2).
- Fernández, M. S., Díaz, C. D. C. V., Vera, M. Á. E., Civitelli, C., de Egaña, C. B. H., Vide, C. R., & de Sá, A. (2018). Estudio de los límites a los derechos de autor desde una perspectiva de derecho comparado: Reproducción, préstamo y comunicación pública en bibliotecas, museos, archivos y otras instituciones culturales. Editorial Reus.
- Martínez Salcedo, J. C., & Córdoba Marentes, J. F. (2018). Encrucijadas del derecho de autor. Universidad de La Sabana.

- Rosales. (2018). Perspectiva del derecho de autor.
- Vidal, G. B. M. (2018). El libro de artista contemporáneo, su relación con el ISBN y el Depósito Legal. *Bibliographica*, 1(1), 181-197.

## 7) Material that will be used during the course

### Instructor

- Laptop
- Projector
- Board
- Assistance Group
- Computer Lab with Internet Access

## 8) Instructor

BA in Economics from the Universidad Latina, IT Specialist from College Coronet Hall, Specialist in Finance from the University of London, Master in Finance from the University of London, PhD in Economics from the Instituto Politécnico Nacional with a research stay at the University of Santiago de Compostela.

Scientific production in Canada, Colombia, Brazil, Spain, Bolivia, England and the United States, member of research groups at the Complutense University of Madrid, National University of Australia, the National University of Colombia, the University of San Francisco Xavier, the Instituto Politécnico Nacional and the University of the Santa Elena Peninsula for the areas of fractal modeling in the sectors of economic activity.

Production of intellectual property of more than 200 titles in economics and applied mathematics, book chapters, production of software and books, national and international conferences.

Editor of indexed and refereed journals in Mexico, Spain, Ecuador, Bolivia, Republic of the Congo, Peru, El Salvador, Colombia, Cameroon, Nicaragua, Paraguay, Guatemala, Taiwan and Western Sahara.

CEO of ECORFAN-MEXICO, S.C. and their respective Clusters, RINOE in applied research of Economic Science according to the International JEL in Iran - Pakistan - Taiwan - Chile and Western Sahara regarding PIREQA for the ludic teaching of Languages according to the United Nations in Germany - Czech Republic - China - France - Japan-England -Russia-Italy and Portugal finally MARVID for Scientific Arbitration with registration RENIECYT of CONACYT.

### ECORFAN-México, S.C.

143 – 50 Itzopan Street  
La Florida, Ecatepec Municipality  
Mexico State, 55120 Zipcode  
Phone: +52 1 55 6159 2296  
Skype: ecorfan-mexico.s.c.  
E-mail: [contacto@ecorfan.org](mailto:contacto@ecorfan.org)  
Facebook: ECORFAN-México S. C.

Twitter: @EcorfanC

[www.ecorfan.org](http://www.ecorfan.org)

### Holdings

Mexico	Colombia	Guatemala
Bolivia	Cameroon	Democratic Republic
Spain	El Salvador	of Congo
Ecuador	Taiwan	Paraguay
Peru	Nicaragua	