

# **HOW TO APPLY**

## **ON**

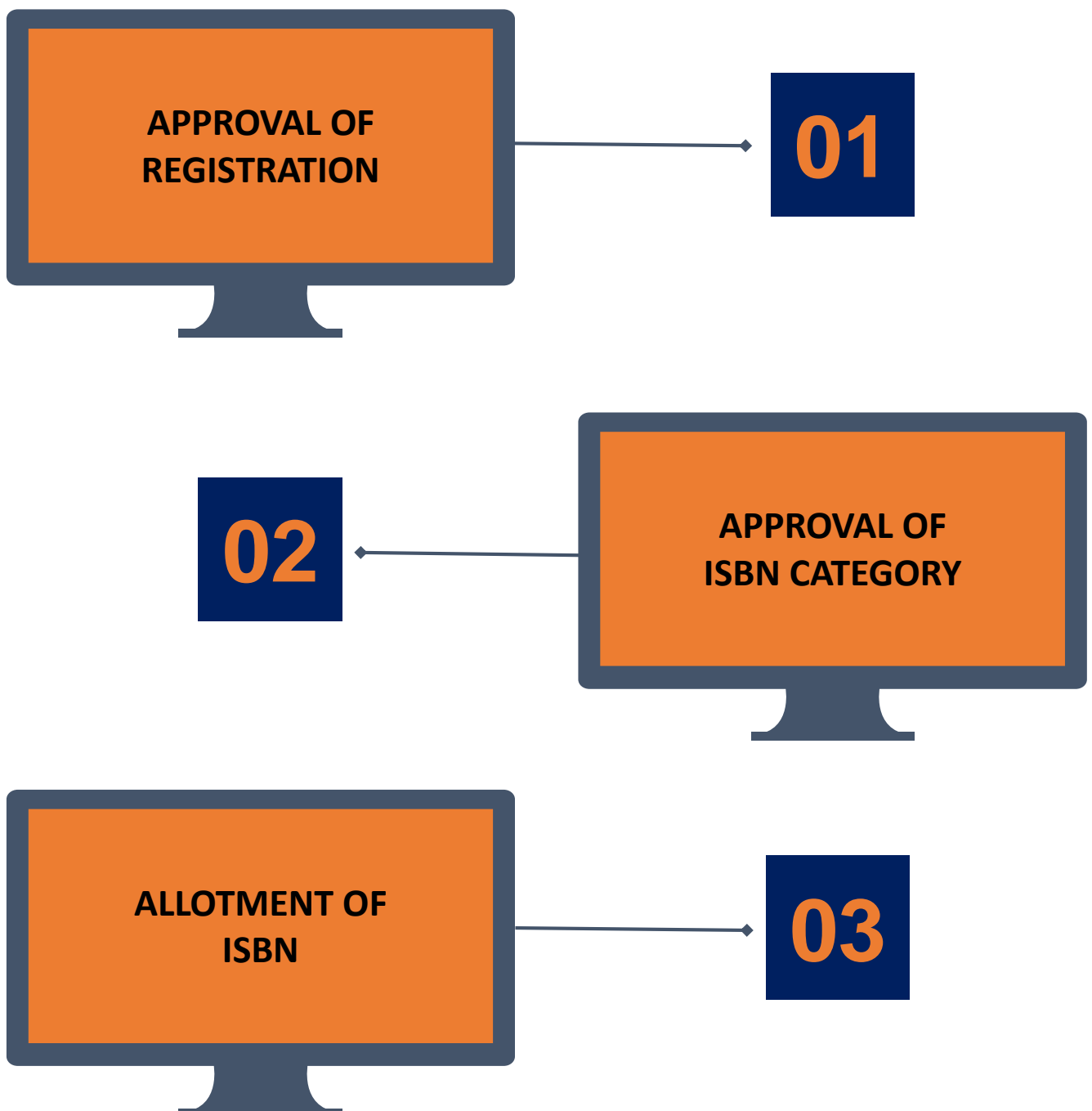
# **ISBN PORTAL**



**Raja Rammohun Roy National Agency for ISBN**  
**Department of Higher Education**  
**Ministry of Education**  
**Government of India**

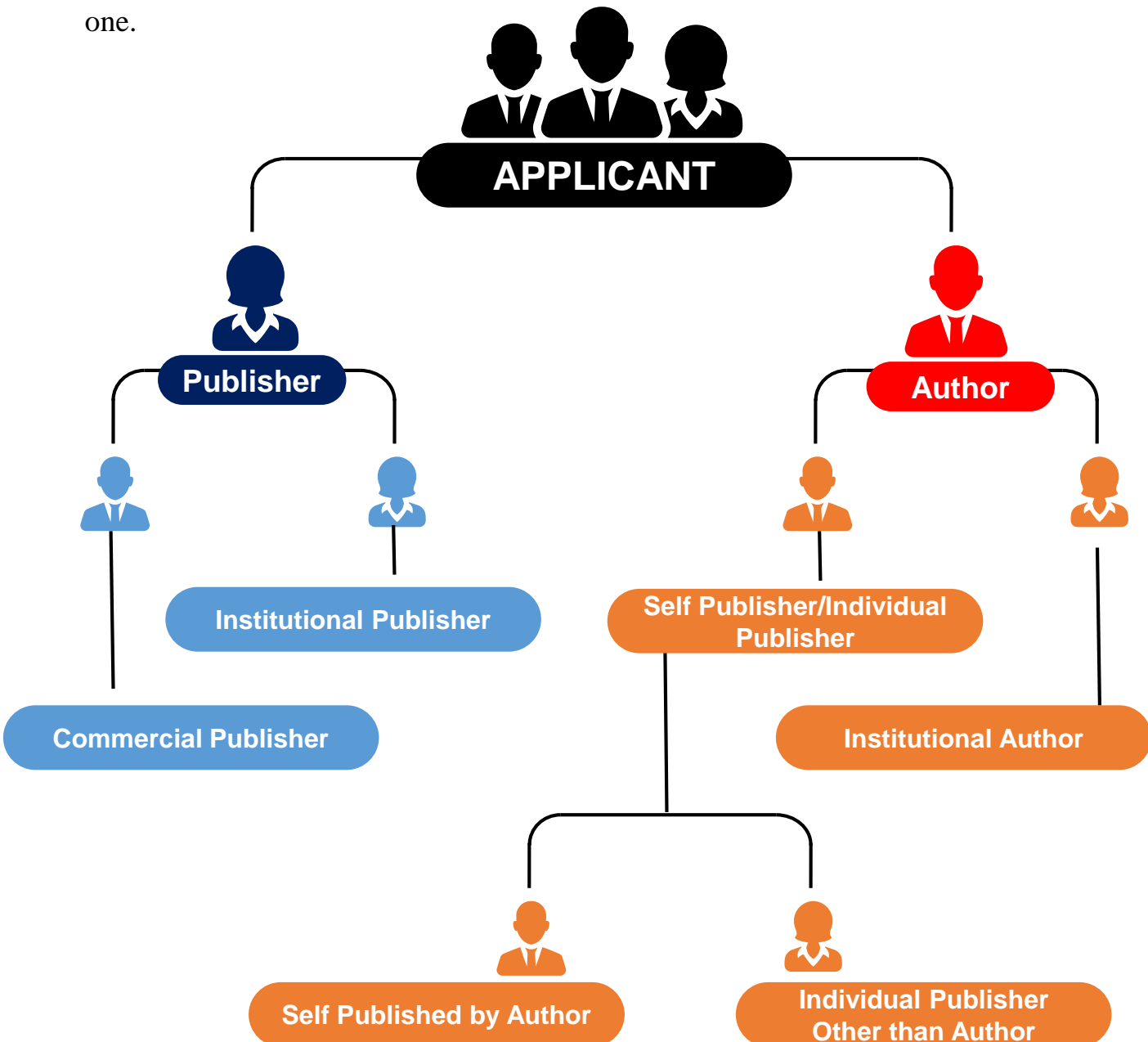
# STAGES OF APPROVALS REQUIRED

- The applicants must register on the following website before (<https://xxxxxx.xxxxxxxx.xx.xx/>) before they may submit an application for an ISBN.
- When requesting an ISBN, applicants should be aware that there are three levels of Departmental Approval involved in the overall procedure. The following is a list of the various approval phases of the process:



# PUBLISHER CATEGORIES

- The Applicants are requested to Register under the category that best fits their needs.
- Once the Applicant has registered, they just need to use the same **Login Credentials** to apply for an ISBN from the same portal.
- Once registered, the Publisher Category cannot be modified at a later stages.
- Three sets of ISBNs - **Category: 1** (set of 10 ISBN), **Category: 2** (set of 100 ISBN), and **Category: 3** (set of 1000 ISBN) are assigned to Publisher Categories as per the requirements.
- One ISBN per registered **Author Category** will be Earmarked at a time. After using the one designated for them, they can use the same Portal to apply for the subsequent one.



# STAGES OF ISBN ISSUANCE

01

PRE - REGISTRATION

LOGIN

02

03

POST - REGISTRATION

ISBN REQUEST

04

05

ADDING BOOK DETAILS

ISSUANCE OF ISBN

06

07

FINAL TITLE VERSO PAGE

# STEPWISE PROCEDURES

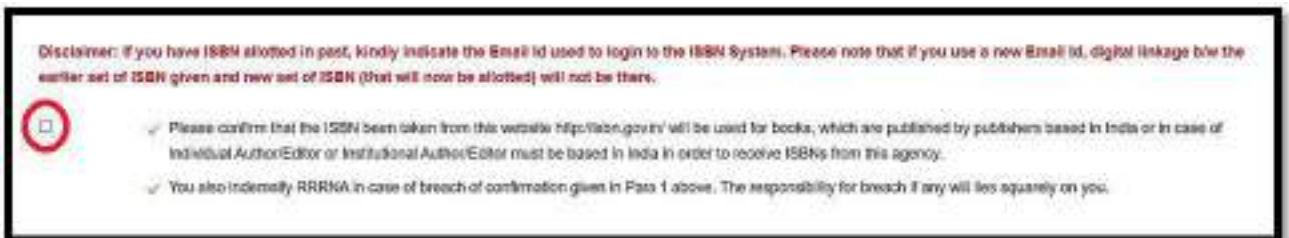
01

## PRE - REGISTRATION

- Open ISBN Agency Website Home Page (<https://isbnnew.inflibnet.ac.in/>)
- Select 'Applicant Registration'.



- Read the **Disclaimer** and click the checkbox, if the Applicant agrees to the conditions described.



- Consequently fill-up the form providing the Applicant Type and Publisher Type.

A screenshot of the form fields for 'Applicant type\*' and 'Publisher type\*'. Both fields are dropdown menus currently showing '--Select--' with a downward arrow.

- On selecting the **Publisher Type**, the Applicant will be able to see the **Documents required** for Registering under that particular category and the **Pre-Registration Form** of that Category which the Applicant wishes to Register.
- As a continuation, the Applicant will have to give few more basic details and an authentic Email ID which will be used for further communication throughout the process.
- After Submitting the Pre-Registration Form, Applicant will receive the Login Credentials to **Registered Email ID**.

**Applicant Login**

Username or email address\*

Enter Username or email address

Password

Enter password

Enter Captcha

Enter Captcha

2081

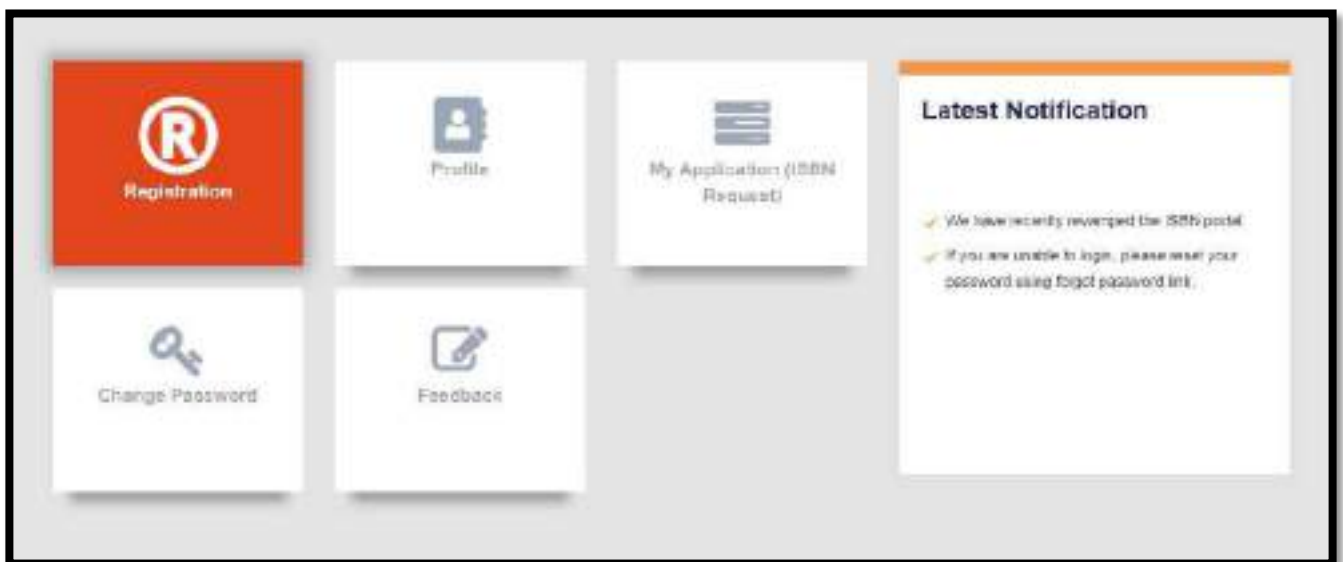
Login

[Forgot Password?](#)

[Don't have an account? Create:](#)

- Using the provided **Login Credentials**, the applicant can access the ISBN portal.
- After Logging in, the Applicant can access the **Dashboard** seen in the accompanying screenshot, where he or she must complete the Post-Registration procedures.

- The Applicant must click the Registration tab in the dashboard to access the detailed Registration form (Post-Registration Form).
- At this point, the Applicant must upload the necessary documents in accordance with the Publisher Category.



### 3.1 COMMERCIAL PUBLISHER

- In case of Commercial Publishers, the Applicant has to fill the details given in the following screenshot.
- Commercial Publishers may add the **Imprint** during the Post-Registration process since they fall within the Publisher category. (An imprint of a publisher is a trade name under which it publishes a work. A single publishing company may have multiple imprints, often using the different names as brands to market works to various demographic consumer segments).
- The Maximum Imprints that a Publisher can add at the time of Registration is limited to three.

Address*	State/UT*	District*
163 DIST. INDIA	GUJARAT	Gandhinagar
Pincode*	Website (if any)	
382421		
Do you have names/Trade Names under which the will be published (imprints)?		
File*	Imprint Name	Name
file	ABC 1	ABC 3
Name		
ABC 2		

- The Applicant must upload the Administrator's and the Publishing Agency's documents in the space designated for documentation.
- If the Applicant has a PAN Card of Publishing Agency, he/she can upload it and also should upload one address proof of Administrator (Voters ID/Driving License/Passport).

Please select PAN Card

PAN Card of Publishing Agency/Publisher

Select Document: -Select-

Upload Document: Choose file No file chosen

Enter PAN Card Document No

Address Proof of Administrator: -Select-

Upload copy: Choose file No file chosen

- If the Applicant is not having a PAN Card of Publishing Agency, he/she can upload the PAN Card of Administrator and any Registered document of the Publishing Agency.

The screenshot shows a web form with the following elements:

- Please select PAN Card:** A dropdown menu with the selected option "PAN Card of Proprietor/Administrator".
- Select Document:** A dropdown menu with the selected option "-Select-".
- Upload Document:** A button labeled "Choose file" next to the text "No file chosen".
- Enter PAN Card Document No:** An empty text input field.
- Registered ID Proof of Publishing Agency/Publisher:** A dropdown menu with the selected option "-Select-".
- Upload copy:** A button labeled "Choose file" next to the text "No file chosen".

### 3.2 INSTITUTIONAL PUBLISHER / INSTITUTIONAL AUTHOR

- In case of Institutional Publisher and Institutional Author, the details to be filled is shown in the following screenshot.
- Institutional Publisher will also be able to add the Imprint (if needed) at the time of Post-Registration which is limited to three.

The screenshot shows a web form with the following elements:

- Address:** An empty text input field.
- State/UT:** A dropdown menu with the selected option "-Select-".
- District:** A dropdown menu with the selected option "-Select-".
- Pincode:** An empty text input field.
- Website (if any):** An empty text input field.
- Do you have various Trade Names under which title will be published (imprints?):** A dropdown menu with the selected option "No".

- An Organizational ID of Applicant and a Request Letter (must include Institutional Stamp and Signature of Head) from the side of Institutional should be uploaded

The screenshot shows a web form titled "Document Section" with the following elements:

- Select Document:** A dropdown menu with the selected option "Organizational ID of the Administrator".
- Upload Document:** A button labeled "Choose File" next to the text "No file chosen".
- Scan Copy of Organizaton Request Letter for ISBN:** A button labeled "Choose File" next to the text "No file chosen".

### 3.3 SELF PUBLISHER / INDIVIDUAL PUBLISHER

- In case of **Self Published by Author** and **Individual Publisher Other than Author** category, the details shown in below screenshot should be filled.



Fax No. of Individual Publisher (other than author) (Inc. Area code)

Address\*

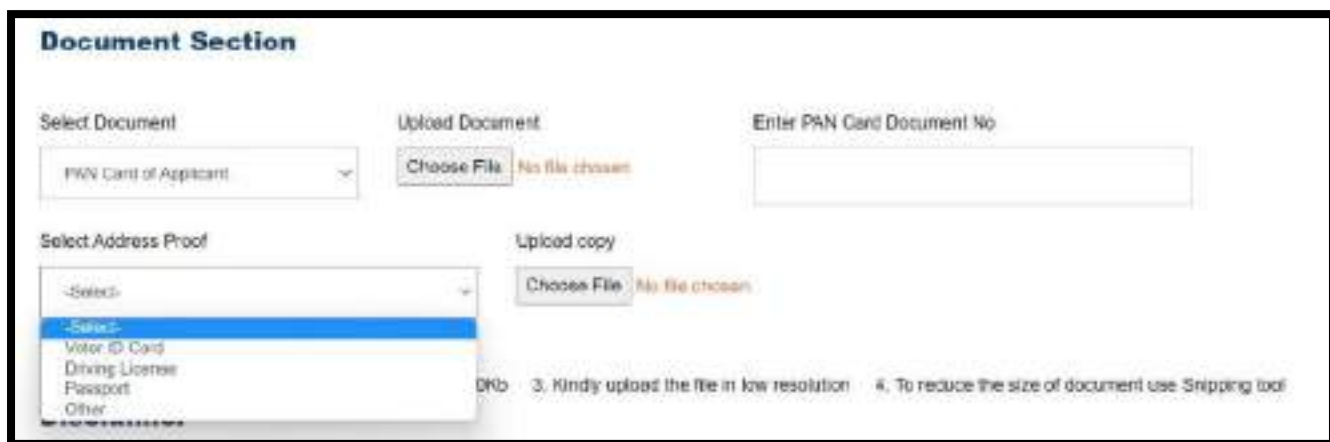
State/UT\*

District\*

Pincode\*

Website (if any)

- Required documents are PAN Card and any of the Listed Address proof of Applicant.
- Applicant should upload the copy of PAN Card as well as enter the PAN Card No. in the given field next to the Choose File button as in the below screenshot.



**Document Section**

Select Document: PAN Card of Applicant

Upload Document: Choose File No file chosen

Enter PAN Card Document No.

Select Address Proof: --Select--

Upload copy: Choose File No file chosen

DNB: 3. Kindly upload the file in low resolution 4. To reduce the size of document use 'Shipping tool'

- After filling the details, Applicants of all categories have to tick the check box given above the Submit button as an acceptance of Disclaimer and then Submit the Post-Registration Form.



**Disclaimer**

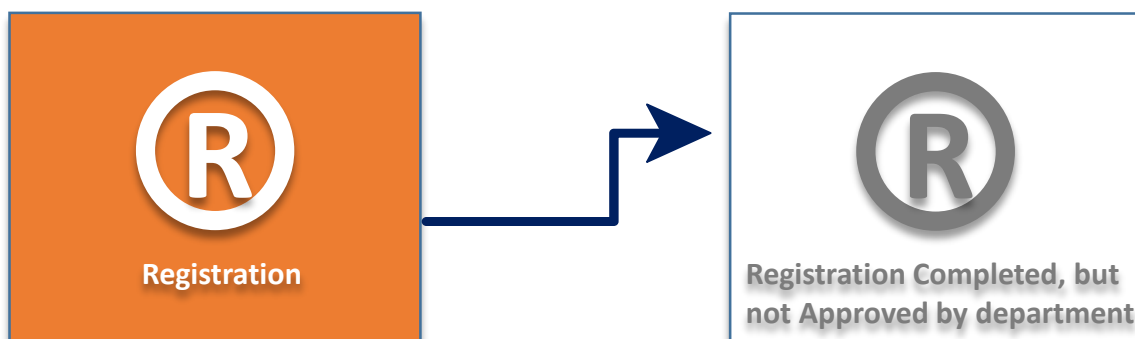
Author / Editor

1. The RRRNA for ISBN will not be responsible for any legal implication in case the applicant(s) does/ do not use the allotted ISBN for the book as per details given by him/them in the application.
2. The RRRNA for ISBN will not be responsible for any legal implication in case the applicant(s) has/ have got ISBN on the basis of false information/documents.
3. The RRRNA for ISBN will not be responsible for the content of the book.
4. Any reported matter on the issues at Serial No. 1,2, 3 above will be referred to the Competent Authority for appropriate action.
5. Once the ISBN numbers have been assigned to applicant, the agency will not be responsible for allotment of numbers by the applicant to the book / e-journal/e-books and is not liable to verify it.
6. No document related to application and acceptable on email or by post unless requested by the RRRNA.

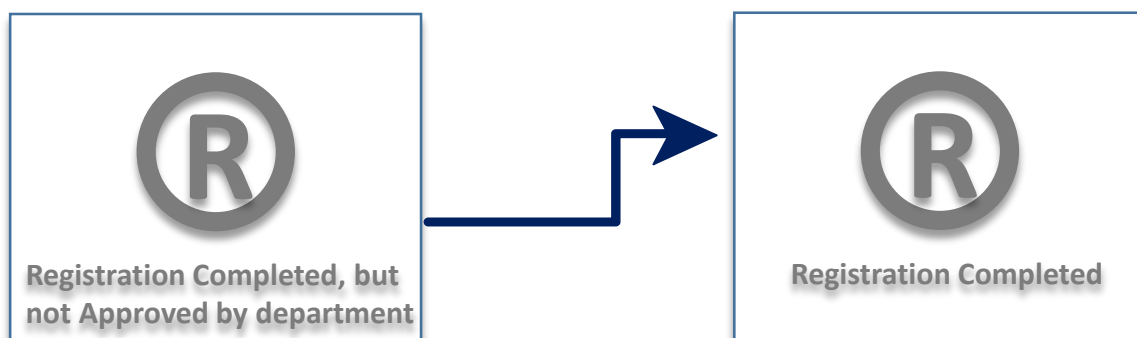
Please Accept Our Disclaimer

Submit

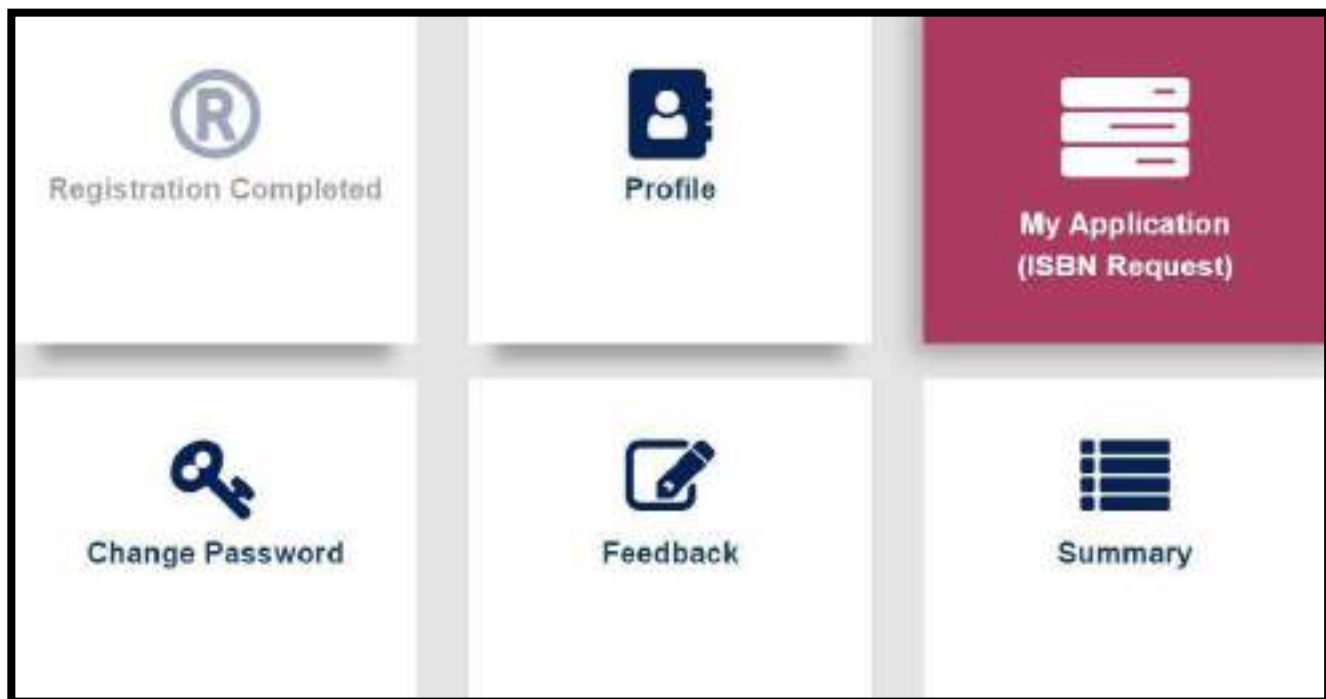
- The Status of Registration tab will change after submission, as shown in the screenshot below.



- Now the Applicant will have to wait for the Approval of Registration.
- The Technical team will verify the details and documents provided by the Applicant and may **Approve/Reject or ask Clarification**.
- If **Rejected**, the Applicant has to re-submit the Registration form with documents according to the remarks given and if **Clarification Asked**, the re-submission of documents is necessary.
- If **Approved**, the status of Registration tab in the Dashboard will change according to the below screenshots and if so, the Applicant can proceed with submitting the **ISBN Request**.
- Through the registered email address, the applicant will be informed with any changes to the status of Post-Registration.



- On completion of Post-Registration, now the Applicant has to Submit the ISBN Request by clicking on **My Application** tab in the Dashboard



#### 4.1 COMMERCIAL PUBLISHER / INSTITUTIONAL PUBLISHER

- On entering to My Application tab, on the next page appearing, Applicant will be able to see Apply for New Application button.



- Click on **Apply for New Application**, afterwards the following page will appear where the Applicant has mention the **No. of Expected Titles to be Published in the current year**, tick the **Publishing Fields**, tick the **Oath and Affirmation** and Submit.

**Note:** In case a Publisher has more than one imprint (trade name under which the title is published) then he may apply for different ISBN series for different imprints or a common ISBN series for all the imprints by clicking the option accordingly.

**Apply For ISBN**

Name of Publishing Agency/Publisher: ABC Publishers  
 Name of Administrator: Test Person A  
 Mobile No of Administrator: 9876543210  
 Email of Publishing Agency/Publisher: abc@abc.com  
 Phone No of Publishing Agency/Publisher:  
 The Name of Publishing Agency/Publisher (Incl. Area Code)  
 Address of Publishing Agency/Publisher (Incl. District, Pincode)  
 State: GUJARAT  
 District: Gandhinagar  
 Pincode: 382121  
 Website:  
 Publishing Fields (Please Tick (✓) Application Box):  
 Science & Tech  Arts & Culture  Religion  Health & Fitness  Education  Arts  Music & Audio Books  Electronic Media (E-books)  Children  Heritage  Educational CDs  
 Others  
 Number of ISBNs required:  
 10  
**Oath and affirmations:**  
 I, the undersigned hereby declare that, at the information furnished by me, is correct to the best of my knowledge and belief. I understand that I am liable for any information or statements furnished by me with respect to this application.  
 I understand that, in the event of any change in the details furnished by me, I shall be liable to inform the concerned authorities.  
 I will utilize the ISBNs assigned by RRRNA for ISBN for those publications only, in respect of which I have ticked the publishing field.  
 I understand that RRRNA is not liable to forward a report of sale (or copy/stock of books) published with the assigned ISBNs.  
 I understand that RRRNA for ISBN grants the right to verify the address and/or identity of the publishing agency, in any manner it may deem fit.  
 I have hereby accepted the above oath and affirmations.

- Following clicking the Submit button, the Applicant can view the details supplied in a table and must then submit the Application by selecting the **Submit to RRRNA** button.

Name of Publishing Agency/Publisher	ABC Publishers
Name of Administrator	Test Person A
Mobile No of Administrator	9876543210
Phone No of Publishing Agency/Publisher (Incl. Area Code)	
Fax No of Publishing Agency/Publisher (Incl. Area Code)	
Email of Publishing Agency/Publisher	abc@abc.com
Address of Publishing Agency/Publisher	Road: DA-ICT, Intolby
State	GUJARAT
District	Gandhinagar
Pincode	382121
Website	
Publishing Fields	Science & Tech
Number of Titles Expected to Be Published in The Current Year	10

- Following submission to the department, the applicant will get a Mail on submitting the Application and the Application reference number.

- Now the following table with the current Application Status can be viewed in My Application (ISBN Request) page.

Sl No.	Action	Submitted On	Application Ref No.	Title	Total Published	Book Details	Status of Book Submitted	ISBN Applied
1	New (PUB)	11/03/2022	0000000000	Author	Total ISBN Generated is 0 Applied ISBN is 0 0 out of 0		0 Books published 0 Books Pending for submission	

## 4.2 INSTITUTIONAL AUTHOR / SELF PUBLISHER / INDIVIDUAL PUBLISHER

- In case of **Author Categories**, on clicking the **Apply for New Application** in My Application Page, Applicant will be able to see the following Application form where they have also have to mention the **Title of Publication, Imprint Name** (if needed) and **Author Name**.
- Applicant have also the option to add the **Co-Authors** in case (if needed).
- As a continuation, Applicant has to tick the Publishing Fields, Oath and Affirmation and Submit.

**Apply For ISBN**

Name of the Author/Editor (name will be visible on publication)

Title of Publication

Published by/Imprint (specify name under which title will be published)

Do you want to add co-author(s)? Yes No

**Publishing Fields (Please Tick (✓) Application Box.):**

General & Fiction  
  Philosophy  
  Religion  
  Social Sciences  
  Law  
  Arts  
  Reference books  
  Short/Children books  
  Games  
  Mapping  
  Educational CDs  
 Other Fields (enter details in the comment)

- On clicking the Submit button a preview form with the details entered by Applicant can be seen, after they have to Submit the Application Form to RRRNA by clicking **Submit to RRRNA** button.

Application Reference Number	
Name of the author/Editor	Dr Mahesh Kumar
Nationality of Publisher (other than author)	India
Title of Book/Seminar/Conference	Paving ISBN in Indian Context: A Retrospect and Future
Published By	Dr Mahesh Kumar
Email of Publisher (other than author)	m1j@mirindia.ac.in
Contact No of Publisher (other than author)	963325785
Address of Publisher (other than author)	Sector DA-107, India City
Publishing Fields	Social Sciences, Educational CDs

- After Submission the following table with the current Application Status can be viewed in My Application (ISBN Request) page.

ID	STATUS	BOOK	BOOK ID	APPLICATOR NAME	STATUS	TOTAL EARMARKED	BOOK DETAILS	Status of Book Submitted	ISBN ALLOCATED
1	Reserved	View (For Approval)	47612205	SAATCHI&SAATCHI	Reserved	Total ISBN Earmarked is 1 Available Balance is 1 0 used of 1	Fill Title Details for which ISBN is Required	0 books Pending for submission	

- In case of Approval of ISBN Category, Applicant will be able to see a link given in the Book Details column of the table in My Application Page as shown in the screenshot below.
- In case of Rejection, Applicant has to Re-submit the Application again.

Status	Total Earmarked	Book Details	Status of Book Submitted
Reserved	Total ISBN Earmarked is 1 Available Balance is 1 0 used of 1	Fill Title Details for which ISBN is Required	0 books Pending for submission



- For Bulk Upload, the Applicant has to click on Upload Books given in My Application page



- Now the Applicant will see the following screen where a Sample of Book List file in excel format is given
- Through the excel file, the Applicant can enter the book details accordingly to the remaining ISBNs he/she got



- On uploading the file, the Applicant will be able to see the uploaded Book Details in the following format and then accept the Declaration and Submit

No	Title	Edition	Author	Publication Date	Author/Editor	Language	Product Composition	Product Form
1	Twisted Mind Games	1	Dr. Joki Bellani	31-07-2020	Author Editor	Select	Select	Select
2	The God Delusion	1	Richard Dawkins	31-07-2021	Author Editor	Select	Select	Select
3	A Brief History of Time	1	Stephen Hawking	31-07-2022	Author Editor	Select	Select	Select

- On submitting, the following table will appear on the next page, where the Applicant will have to tick the checkboxes corresponding to the book which he/she has to submit to Department for getting ISBN

- Then the status will be changed from Pending for Submission to Submitted to Department

S.No	Author	Year of Publication	Book Title	ISBN Number	Year of Publication	Language	Category of Publication	Year of Publication	Year of Publication	Status
1	SA		Twisted Mind Games	978-91-980000-00-0	2020	English	Non-Fiction	2020	2020	<input type="checkbox"/>
2	SA		The God Delusion	978-91-980000-00-0	2021	English	Non-Fiction	2021	2021	<input checked="" type="checkbox"/>
3	SA		A Brief History of Time	978-91-980000-00-0	2022	English	Non-Fiction	2022	2022	<input type="checkbox"/>

**Status**

Pending for Submission to RRRNA

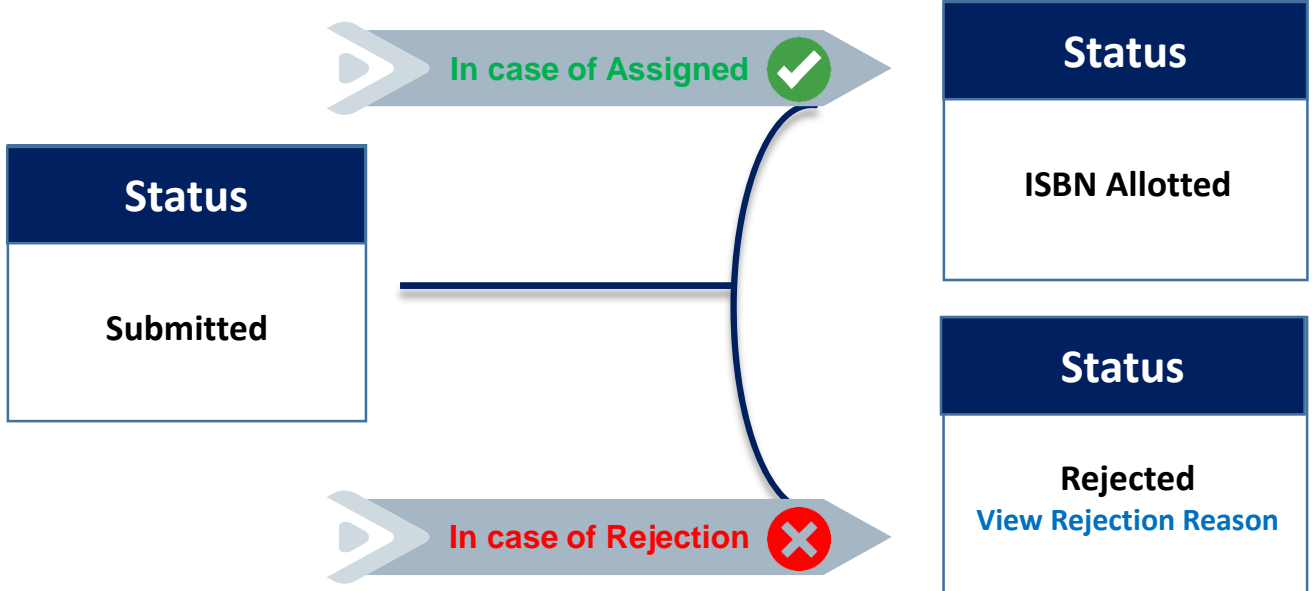


**Status**

Submitted to RRRNA

- After selecting "Submit to RRRNA," the department receives the Book's Details, the Technical team will examine them, and the department will decide whether to Assign or Reject the ISBN Request
- If Assigned, the status will be updated in line with the screenshot provided below
- If Rejected, the Applicant will need to Re-submit the Book Details with the changes made in accordance with the Department's noted cause for Rejection.

ISBN	Action	Submitted On	Application Ref No	Status	Total Submitted	Book Details	Book Status	ISBN Allotted
1	<a href="#">View [Book]</a>	26/05/2021	4200410003P	Reserved	Total ISBN Formatted in 0 Available Book(s) 0 Total of 0	Book Title Details for Which ISBN is Request	0 Books submitted 0 Books Pending for Submission	1 ISBN Allotted



- After ISBN Issued, the Applicant has to Upload original copy of Title Verso Page with the **mentioning of Issued ISBN**.
- Only after Uploading the Final Title Verso Page, the Users will be able to see the Book Details with ISBN in RRRNA Website while searching.

