



Authors

Key points to getting your work published

This guide is aimed primarily at authors trying to publish their own work – in other words, acting as their own publisher. It also touches on problems arising where authors submit articles to journals or book publishers for publication

Getting an ISBN

For various purposes, including computerised ordering systems and cataloguing, it is normal for all books commercially published to be given an International Standard Book Number (ISBN). Amateur publishers may also find this useful.

Apply to:

ISBN Agency
3rd Floor, Midas House
62 Goldsworth Road, Woking
Surrey
GU21 6LQ
Tel: 0870 777 8712 (9am – 5pm)
Fax: 0870 777 8714
Email: isbn.agency@nielsen.com
URL: www.isbn.nielsenbookdata.co.uk

Each publisher is allocated a number, preceded by a product code of either 978 or 979, and by 0- or 1- indicating the English language countries. After the publisher's number comes that of the individual book, and the fourth and final section of the number is a check digit for computer purposes.

A University of Nottingham ISBN **978-0-85358-225-0** indicates:

978-	product code used for books
0-	an English language publisher
85358-	University of Nottingham
225-	identifier for specific title
0	check digit

You can obtain an ISBN before publication so that it can be printed on the verso (the back) of the title-page and quoted in advertising literature. Getting an ISBN and giving details of the book to Nielsen Bookdata has the great advantage of securing an entry in the weekly publication, *The Bookseller*, which promotes sales.

For departmental publications, the Standard Book Numbering Agency has allocated ISBNs to The University of Nottingham. Contact the Library

Resource Acquisition team (based at King's Meadow Campus — 0115 95 **14615**, or bookacquisitions@nottingham.ac.uk) to request an ISBN if you intend to publish. Further information about registering details of and publicising the title will be supplied along with the ISBN.

If your publication is of general/widespread interest and might benefit from additional publicity contact the University's Marketing and Communications team at communications@nottingham.ac.uk

Getting an ISSN

A similar system exists for getting an International Standard Serial Number (ISSN).

If you produce a periodical, you should apply to:

ISSN UK Centre
The British Library
Boston Spa
Wetherby
West Yorkshire
LS23 7BQ
Tel: 01937 546267
Email: issn-uk@bl.uk

Copyright

Please see our pages on copyright

<http://www.nottingham.ac.uk/library/help/copyright/> for further information.

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This also ensures that the book is seen by the cataloguers of the *British National Bibliography (B.N.B)*, which is a weekly list of British publications. If your book appears in this, it will be brought to the notice of libraries throughout the world, and this may well help to promote sales and awareness. It does make it very important, however, to ensure that the information on the title-page and verso does include your name and

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In addition, five other libraries, known as Copyright Deposit Libraries, are entitled to a free copy on request, which is usually made a few months after publication. These libraries are: The Bodleian Library in Oxford, Cambridge University Library, the National Library of Scotland, the National Library of Wales, and Trinity College Library, Dublin. Copies may be sent (without necessarily waiting for a demand) to:

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EH9 1PH
Tel: 0131 623 4680
Email: publisher.enquiries@legaldeposit.org.uk
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URL: www.plr.uk.com

The scheme applies only to books. The author must be named on the title-page, and lending from libraries which are not public is ignored. The *Writers' and Artists' Yearbook* is well worth consulting for further details of the scheme, as well as for other topics including those already mentioned.