

ISBN Application Instructions

Dear Authors and Publishers,

Thank you for choosing our publishing house for your book publication. To successfully apply for an ISBN (International Standard Book Number), please follow the steps below to prepare the necessary documents:

1. Prepare the Documents for the Published Book:

- Complete manuscript (including cover design and interior layout).
- Book synopsis and content outline.
- Author biography and contact information.
- Any relevant illustrations or images (if applicable).

2. Provide Required ISBN Application Information:

- Book Title:
- Edition:
- Language:
- Page Count:
- Binding Type: Hard Cover / Paperback
- Publication and Printing Date:
- Release Date:
- Printing Quantity:
- Price:
- Currency:
- Printing Company, and Printing Location
- Remarks:

3. Submit Your Application:

- Send the completed ISBN application form along with all necessary documents via email to our publishing department (university.press@usj.edu.mo).

4. Await Review:

- We will review your application within 5 working days of receipt and will contact you to confirm the allocation of your ISBN.

5. Receive Your ISBN:

- Once your application is approved, you will receive your ISBN number, which can be used on your book.

Note: The Cover Page and the Copyright Page in PDF format are required parts of the application.

Please ensure that the copyright page includes the **publication and printing date, release date, printing company, and printing location**, as these details are required for the ISBN application.

If you have any questions or need further assistance, please feel free to contact our customer service team.

Thank you for your cooperation, and we look forward to your successful publication!

ISBN申請指引

親愛的作者及出版人員,

感謝您選擇我們的出版社進行您的書籍出版。為了順利申請ISBN(國際標準書號), 請依照以下步驟準備相關文件:

1. 準備出版書籍的文檔:

- 完整的書稿(包括封面設計和內頁排版)。
- 書籍的簡介及內容大綱。
- 作者簡介及聯絡資訊。
- 任何相關的插圖或圖片(如有)。

2. 提供必要的ISBN申請信息:

- 書名:
- 版本:
- 語言:
- 頁數:
- 裝訂類型:精裝 / 平裝
- 出版及印刷日期:
- 發行日期:
- 印刷數量:
- 價格:
- 貨幣:
- 印刷公司及印刷地點:
- 備註:

3. 提交申請:

- 將所有必要的文檔及資料以電子郵件形式發送至我們的出版部門(university.press@usj.edu.mo)。

4. 等待審核:

- 我們會在收到申請後的5個工作日內進行審核, 並與您聯繫確認ISBN的分配情況。

5. 獲取ISBN:

- 一旦申請通過, 您將收到您的ISBN號碼, 並可在書籍上使用。

注意:封面頁和版權頁的PDF格式文件是申請的必要部分。請確保版權頁上包含出版及印刷日期、發行日期、印刷公司及印刷地點等詳細信息, 這些都是ISBN申請所需的。

如有任何疑問或需要進一步協助, 請隨時聯絡我們的客服團隊。

謝謝您的合作, 期待您的作品能夠順利出版!