



PIE-J: The Presentation & Identification of E-Journals

**A Recommended Practice of the National Information Standards Organization
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The PIE-J Recommended Practice guidelines in this brochure offer guidance to e-journal publishers and providers to help ensure that e-journal content can be reliably discovered, cited, and accessed by users over time. The full text of the PIE-J recommended practice (www.niso.org/publications/rp/rp-16-2013) includes background material, a glossary, examples of good practice, and helpful facts about how to obtain and display ISSN and create title histories, as well as information relating to CrossRef and DOI. The Guidelines are Section 2 of the full document, and that section numbering is retained in this brochure.

PIE-J SECTION 2 Recommended Practices

2.1 Journal Title and Citation Information

Retention of the original title and citation information is essential for users trying to access the original full text.

- 2.1.1 Provide the full journal title in a prominent, clear, and consistent manner on every journal content page where it is possible to control the title presentation.
- 2.1.2 Use the same journal title for all versions of a journal (e.g., print, electronic/online, CD-ROM).
- 2.1.3 Associate articles, issues, volumes, and dates with the journal title under which they were originally published. Identify all content from a former title(s) under that journal title and not the current journal title.
- 2.1.4 Construct any “Cite as” feature to use the title, volume, issue, and date under which the content was originally published.
- 2.1.5 Ensure that all outputs by the publisher or provider (e.g., Table of Contents alerts, information given to link resolvers, and exporting or e-mailing citations or articles) use the journal title and other identifying citation information under which the content was originally published.

2.2 Title Changes and Title History

New title changes should be justifiable, and new ISSN should be requested. Users appreciate as full a journal title history as possible to show clear relationships such as previous or later titles. Librarians may be excellent sources of information about title histories.

- 2.2.1 Ensure that a change to an existing title is based on a change in content or scope. Refrain from cosmetic title changes, which often result in user confusion or a loss of branding.

- 2.2.2 Consult the appropriate ISSN Center before changing a title to determine the impact on the ISSN and title abbreviation. See [Appendix C](#).
- 2.2.3 Implement a title change at the beginning of a volume or publication year.
- 2.2.4 Provide a journal title history. Include the full journal title, publication date range, and ISSN for the current title and at least the immediately preceding and/or succeeding titles, as appropriate. See [Appendix B](#) and [Appendix C](#).

2.3 ISSN (International Standard Serial Number)

Accurate and complete presentation of the ISSN enables user access via linking services and facilitates library identification and management of e-journals. Separate ISSN are required for the print and electronic versions of a journal and for each major change of title. The Linking ISSN groups all formats of one title. See [Appendix C](#).

- 2.3.1 Ensure that each separate title of a journal over time has its own ISSN. Check ISSN data with the appropriate ISSN Center.
- 2.3.2 Ensure that each format of a journal has its own ISSN. Apply for any needed ISSN from the appropriate ISSN Center.
- 2.3.3 Show all ISSN for a title and specify the format for each, e.g., ISSN XXXX-XXXX (Print); ISSN YYYY-YYYY (Online); ISSN-L XXXX-XXXX (Linking ISSN).

2.4 Enumeration and Chronology Systems

Numbering systems help users know if they have all of the content that has been issued. Dates of publication are essential to indicate currency or timeframe of the information.

- 2.4.1 Use an enumeration system that is clear and simple when starting a new title, e.g.: Vol. 1, No. 1 (2011 Jan 3).
- 2.4.2 Use a date of publication, at a minimum.
- 2.4.3 Keep identifying information (such as volume, issue, and page numbering) parallel, whenever possible, across all versions of a journal; for example, when introducing an e-journal for a previously print-only journal, use the enumeration system of the print version in the e-journal version.
- 2.4.4 Use the original enumeration and chronology scheme when posting content on the Web; do not retrospectively renumber existing content with a newly-imposed enumeration and chronology scheme.

2.5 Publication Information

To preserve the history of a journal and the individuals who were involved in editing it, certain vital facts should always be included on the website and retained over time so that content can be interpreted in context.

- 2.5.1 Provide an "About the Journal" or "Journal Information" page that covers vital identifying facts including: editors and editorial board members, ISSN, publisher names (and places), sponsoring or responsible bodies, scope and purpose,

publication frequencies, publication or copyright dates, masthead information, errata and retraction policies, and, if applicable, other pertinent information such as ethics guidelines and peer review status. Ensure that this information is retained for volumes over time.

- 2.5.2 Indicate clearly on a journal's website that a journal title history exists and provide appropriate links.
- 2.5.3 Retain distinctive issue-level non-article information, such as front and back matter, journal covers, and other issue-level metadata or information.
- 2.5.4 Provide a link or contact information for librarians to submit information or questions about the bibliographic history or presentation of a title.

2.6 Access to Content

The ability to find the full text of a journal's content is vital to the actual and potential readership, and to the ultimate dissemination of information that furthers scholarly research.

- 2.6.1 Provide both display and search access to the current and all former journal titles to ensure that all titles hosted on a website are available in browse lists and search features.
- 2.6.2 Provide clear presentation of all volume numbers, issue numbers, and publication dates.
- 2.6.3 Use a Table of Contents, which includes errata, to facilitate browsing and current awareness.

- 2.6.4 State, when possible, where any content not displayed or searchable on the journal website can be found, such as when the current publisher does not hold the rights to older content. Provide links, when feasible, to the other site(s).

- 2.6.5 Retain content once it is published, whether digitized from the print or born digital. Do not remove, rename, or renumber content.

2.7 Preservation of Content Digitized from Print

Use the relevant guidance from [2.1](#) through [2.6](#) and also these points in [2.7](#) for projects that digitize content from print versions. Digitization projects should be undertaken and continued even when some content is unavailable. Consider consulting with librarians for advice on, and as sources of, original material for digitization projects.

- 2.7.1 Digitize the entire original volume or issue, front and back covers, and all internal pages, including blank or nearly blank pages, and advertisements. (Advertisements are part of the historical record.)
- 2.7.2 Digitize all available content even when it is incomplete, but clearly indicate what is missing. This approach will facilitate use and permit reliable insertion later if the missing content is located and subsequently digitized.

The full recommended practice document, examples of good practice, and other helpful information is freely available from the NISO website at: www.niso.org/workrooms/pej