

## How to complete the publisher data excel sheet

The excel sheet consists of the tables: *Contact Information*, *Journals* and *Country Codes*.

The table *Contact Information* shows the sections *Publisher*, *Contact Person* and *Bank Information*.

Data entered in the *Publisher* section is regarded as common publisher data, such as the company's name, address and contact information including e-mail, telephone and fax. If your company belongs to an other publishing company, please complete the data for *parent company* with the name of your parent company.

The section *Contact Person* must give details of a person who can be contacted for all questions on the provided data.

*Bank Information* requires the account details in the form of IBAN and BIC codes. This is the account to which money will be transferred. Please note that all transfers will be made in Euros (€).

To provide addresses please complete *address lines 1 to 6* in the same way / address format as you would write it on a letter in your country. The recipients title should be shown in *name 1 to 3*.

In order to select the *Country*, a drop down list will be shown when placing the cursor on the corresponding cell. Please use this list to select your country. Otherwise find a table of ISO3166 codes on page 2 and 3 of this document.

The table *Journals* listing all your journals with *ISSN*, *publisher name*, *journal title*, *publishing type*, *owned from year*, *owned to year* and any relevant comments.

*Publisher/Affiliates* should show the name of your affiliate, if the journals do not directly belong to your company.

*Owned from year* and *owned to year* should relate to a specific calendar year (e.g. 2007). These two columns show the period in which your company owned the journal.

The *publishing type* can either be *p* for print or *e* for electronic. This allows you to differentiate between the electronic and print version of a journal.

The table *Country Codes* is only for your information.

**Attention: Please use the excel sheet as is. Do not delete any lines/cells or move any information within the sheet !**

Table of country codes ISO3166

Country	Code	Country	Code
AFGHANISTAN	AF	ECUADOR	EC
ÅLAND ISLANDS	AX	EGYPT	EG
ALBANIA	AL	EL SALVADOR	SV
ALGERIA	DZ	EQUATORIAL GUINEA	GQ
AMERICAN SAMOA	AS	ERITREA	ER
ANDORRA	AD	ESTONIA	EE
ANGOLA	AO	ETHIOPIA	ET
ANGUILLA	AI	FALKLAND ISLANDS (MALVINAS)	FK
ANTARCTICA	AQ	FAROE ISLANDS	FO
ANTIGUA AND BARBUDA	AG	FUJI	FJ
ARGENTINA	AR	FINLAND	FI
ARMENIA	AM	FRANCE	FR
ARUBA	AW	FRENCH GUIANA	GF
AUSTRALIA	AU	FRENCH POLYNESIA	PF
AUSTRIA	AT	FRENCH SOUTHERN TERRITORIES	TF
AZERBAIJAN	AZ	GABON	GA
BAHAMAS	BS	GAMBIA	GM
BAHRAIN	BH	GEORGIA	GE
BANGLADESH	BD	GERMANY	DE
BARBADOS	BB	GHANA	GH
BELARUS	BY	GIBRALTAR	GI
BELGIUM	BE	GREECE	GR
BELIZE	BZ	GREENLAND	GL
BENIN	BJ	GRENADA	GD
BERMUDA	BM	GUADELOUPE	GP
BHUTAN	BT	GUAM	GU
BOLIVIA, PLURINATIONAL STATE OF	BO	GUATEMALA	GT
BOSNIA AND HERZEGOVINA	BA	GUERNSEY	GG
BOTSWANA	BW	GUINEA	GN
BOUVET ISLAND	BV	GUINEA-BISSAU	GW
BRAZIL	BR	GUYANA	GY
BRITISH INDIAN OCEAN TERRITORY	IO	HAITI	HT
BRUNEI DARUSSALAM	BN	HEARD ISLAND AND MCDONALD ISLANDS	HM
BULGARIA	BG	HOLY SEE (VATICAN CITY STATE)	VA
BURKINA FASO	BF	HONDURAS	HN
BURUNDI	BI	HONG KONG	HK
CAMBODIA	KH	HUNGARY	HU
CAMEROON	CM	ICELAND	IS
CANADA	CA	INDIA	IN
CAPE VERDE	CV	INDONESIA	ID
CAYMAN ISLANDS	KY	IRAN, ISLAMIC REPUBLIC OF	IR
CENTRAL AFRICAN REPUBLIC	CF	IRAQ	IQ
CHAD	TD	IRELAND	IE
CHILE	CL	ISLE OF MAN	IM
CHINA	CN	ISRAEL	IL
CHRISTMAS ISLAND	CX	ITALY	IT
COCOS (KEELING) ISLANDS	CC	JAMAICA	JM
COLOMBIA	CO	JAPAN	JP
COMOROS	KM	JERSEY	JE
CONGO	CG	JORDAN	JO
CONGO, THE DEMOCRATIC REPUBLIC OF THE	CD	KAZAKHSTAN	KZ
COOK ISLANDS	CK	KENYA	KE
COSTA RICA	CR	KIRIBATI	KI
CÔTE D'IVOIRE	CI	KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	KP
CROATIA	HR	KOREA, REPUBLIC OF	KR
CUBA	CU	KUWAIT	KW
CYPRUS	CY	KYRGYZSTAN	KG
CZECH REPUBLIC	CZ	LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA
DENMARK	DK	LATVIA	LV
DJIBOUTI	DJ	LEBANON	LB
DOMINICA	DM	LESOTHO	LS
DOMINICAN REPUBLIC	DO	LIBERIA	LR

Table of country codes ISO3166

Country	Code	Country	Code
LIBYAN ARAB JAMAHIRIYA	LY	SAINT LUCIA	LC
LIECHTENSTEIN	LI	SAINT MARTIN	MF
LITHUANIA	LT	SAINT PIERRE AND MIQUELON	PM
LUXEMBOURG	LU	SAINT VINCENT AND THE GRENADINES	VC
MACAO	MO	SAMOA	WS
MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	MK	SAN MARINO	SM
MADAGASCAR	MG	SAO TOME AND PRINCIPE	ST
MALAWI	MW	SAUDI ARABIA	SA
MALAYSIA	MY	SENEGAL	SN
MALDIVES	MV	SERBIA	RS
MALI	ML	SEYCHELLES	SC
MALTA	MT	SIERRA LEONE	SL
MARSHALL ISLANDS	MH	SINGAPORE	SG
MARTINIQUE	MQ	SLOVAKIA	SK
MAURITANIA	MR	SLOVENIA	SI
MAURITIUS	MU	SOLOMON ISLANDS	SB
MAYOTTE	YT	SOMALIA	SO
MEXICO	MX	SOUTH AFRICA	ZA
MICRONESIA, FEDERATED STATES OF	FM	SOUTH GEORGIA & THE SOUTH SANDWICH ISLANDS	GS
MOLDOVA, REPUBLIC OF	MD	SPAIN	ES
MONACO	MC	SRI LANKA	LK
MONGOLIA	MN	SUDAN	SD
MONTENEGRO	ME	SURINAME	SR
MONTSERRAT	MS	SVALBARD AND JAN MAYEN	SJ
MOROCCO	MA	SWAZILAND	SZ
MOZAMBIQUE	MZ	SWEDEN	SE
MYANMAR	MM	SWITZERLAND	CH
NAMIBIA	NA	SYRIAN ARAB REPUBLIC	SY
NAURU	NR	TAIWAN, PROVINCE OF CHINA	TW
NEPAL	NP	TAJIKISTAN	TJ
NETHERLANDS	NL	TANZANIA, UNITED REPUBLIC OF	TZ
NETHERLANDS ANTILLES	AN	THAILAND	TH
NEW CALEDONIA	NC	TIMOR-LESTE	TL
NEW ZEALAND	NZ	TOGO	TG
NICARAGUA	NI	TOKELAU	TK
NIGER	NE	TONGA	TO
NIGERIA	NG	TRINIDAD AND TOBAGO	TT
NIUE	NU	TUNISIA	TN
NORFOLK ISLAND	NF	TURKEY	TR
NORTHERN MARIANA ISLANDS	MP	TURKMENISTAN	TM
NORWAY	NO	TURKS AND CAICOS ISLANDS	TC
OMAN	OM	TUVALU	TV
PAKISTAN	PK	UGANDA	UG
PALAU	PW	UKRAINE	UA
PALESTINIAN TERRITORY, OCCUPIED	PS	UNITED ARAB EMIRATES	AE
PANAMA	PA	UNITED KINGDOM	GB
PAPUA NEW GUINEA	PG	UNITED STATES	US
PARAGUAY	PY	UNITED STATES MINOR OUTLYING ISLANDS	UM
PERU	PE	URUGUAY	UY
PHILIPPINES	PH	UZBEKISTAN	UZ
PITCAIRN	PN	VANUATU	VU
POLAND	PL	VENEZUELA, BOLIVARIAN REPUBLIC OF	VE
PORTUGAL	PT	VIET NAM	VN
PUERTO RICO	PR	VIRGIN ISLANDS, BRITISH	VG
QATAR	QA	VIRGIN ISLANDS, U.S.	VI
RÉUNION	RE	WALLIS AND FUTUNA	WF
ROMANIA	RO	WESTERN SAHARA	EH
RUSSIAN FEDERATION	RU	YEMEN	YE
RWANDA	RW	ZAMBIA	ZM
SAINT BARTHÉLEMY	BL	ZIMBABWE	ZW
SAINT HELENA	SH		
SAINT KITTS AND NEVIS	KN		