

ISBN Decision and Assignment Guide

A concise decision worksheet and permanent assignment ledger for independent publishers and authors.

Step 1: Identify the format

- ☐ Paperback
- ☐ Hardcover
- ☐ Large-print edition
- ☐ Revised or second edition
- ☐ Ebook
- ☐ Audiobook or other format

Step 2: Ask the identifier questions

- ☐ Does this format require or benefit from an ISBN in the intended distribution channels?
- ☐ Is this a distinct format or materially revised edition?
- ☐ Will the publisher use a platform-provided ISBN or a publisher-owned ISBN?
- ☐ Does the publisher or imprint name match the planned ISBN record?
- ☐ Has this ISBN already been assigned to another title, format, or edition?

Step 3: Record the assignment

Never rely on memory. Enter every assignment in a permanent ledger.

ISBN	Full title	Format / edition	Date assigned	Status

Control rule: Assign each ISBN once to one specific title, format, and edition. Do not reuse an assigned ISBN.

Important: This worksheet provides general publishing guidance. Requirements, platform policies, and project needs may change. Verify current requirements before final publication.