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our ref SEG
date 15 October 1993

Dear Sir/Madam

INTERNATIONAL STANDARD SERIAL NUMBER (ISSN)

This Centre is responsible for recording all serials published in the United Kingdom, especially those being deposited for the first time at the British Library Legal Deposit Office. For this purpose, a serial is defined as a series of publications bearing a common title and intended to be continued indefinitely. In the course of this programme, we have been dealing with the following publication(s):

Admin-world (London)

ISSN 1352-0091

I should be grateful if you would give consideration to

- * printing the ISSN in all issues of the serial preferably on the top right-hand corner of the cover in the form given above, ie preceded by the letters ISSN with a hyphen separating the two halves of the number
- * quoting the number(s) in all promotional and descriptive material concerning the serial(s).

I should appreciate it if we might be notified in advance of any change in title, however slight, since this may necessitate the assigning of new ISSN. Similarly, we should like to be informed of any serials which you may be publishing. I am able to issue numbers in advance of publication once I know the new title and other information such as the proposed date of first issue, the frequency and any relationship with other titles. Serials already in existence can also be assigned ISSN on receipt of either a sample copy of a recent issue or photocopies of relevant pages, such as the title page, contents page, cover, etc.

Thank you for your co-operation. Please let me know if you have any queries.

Yours faithfully



PP Director, ISSN UK Centre

NSDC 813

The 1981 Corporation of Executives and Administrators (CEA) being a Limited by Guarantee with no shares and Quasi Charity UK Awarding Body were circulating their events and news in a private printed format and by email. But in the year of 1993 September, at the Executive Council General Meeting, the Board of Trustees and Council Members unanimously came forward to create two publications, one to be known as "**Admin Times**" and the Second publication to be "**Admin World**". It was also concluded that Admin Times to be circulated by Monthly and Admin World to be twice a year.

