Discover how to set a publication pattern for a serial in WorldShare Acquisitions.

**Notes**

- You must have started receiving a serial before you can set its publication pattern. For more information, see Serial issue workflow, below.
- Changing a publication pattern affects all WMS Acquisitions libraries that use it. Make sure any changes are accurate.

**Serial issue workflow**

1. Create (add) issue
   - a. Required before doing 2, 3, or 4
   - b. Created by any WMS Acquisitions library
2. Start receiving
   - a. Indicates you plan to start receiving. Also, triggers claiming notices.
   - b. Required before doing 3
3. Set publication pattern
   - a. Not required before doing anything
4. Receive issue
   - a. Received by any WMS Acquisitions library

**Procedure**

1. Search for the serial in the Discover items area on the left panel.
2. From the search results, click the serial's title.
3. Click Manage issues tab.
4. In the upper left corner of the screen, below the Add issue button, click Edit or the pencil icon. The Publication Settings window appears.
5. In the Publication Settings window, select an option from the Publication Frequency list

Note:
- All publication patterns require Chronology of most recent issue to have more than the year (e.g. month year, season year, etc.).
- Seasons are not allowed for the Chronology of 3/Year.

### Publication Frequencies and default volume and number/issue settings - Table

Changing the publication frequency changes the default settings and the Most Recent and Next Predicted issues below the table in the Publication Frequency window.

<table>
<thead>
<tr>
<th>PUBLICATION FREQUENCY</th>
<th>DESCRIPTION</th>
<th>DEFAULT SETTINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>INCREMENTS AFTER (ISSUE/NUMBER AFTER WHICH VOLUME INCREMENTS)</td>
</tr>
<tr>
<td>Annual</td>
<td>Once per year</td>
<td>1</td>
</tr>
<tr>
<td>Bimonthly</td>
<td>Once every two months</td>
<td>6</td>
</tr>
<tr>
<td>Biweekly</td>
<td>Once every two weeks</td>
<td>26</td>
</tr>
<tr>
<td>Every 2 Years</td>
<td>Once every two years</td>
<td>2</td>
</tr>
<tr>
<td>Every 3 Years</td>
<td>Once every three years</td>
<td>2</td>
</tr>
<tr>
<td>Monthly</td>
<td>Once per month</td>
<td>12</td>
</tr>
<tr>
<td>Quarterly</td>
<td>Once every three months</td>
<td>4</td>
</tr>
<tr>
<td>Semiannual</td>
<td>Twice per year</td>
<td>2</td>
</tr>
<tr>
<td>Weekly</td>
<td>Once per week</td>
<td>52</td>
</tr>
<tr>
<td>3/Year</td>
<td>Three times per year</td>
<td>3</td>
</tr>
</tbody>
</table>

6. You will see a display of Predicted issues. Check carefully to ensure that the pattern is correct.
7. Click **Save**. The publication pattern is set. The next time a WMS Acquisitions library receives an issue, the system automatically generates the next issue, so it can be received or claimed by your library.
Watch a video

Create a publication pattern and start receiving serials issues (9:30)

This video shows how to create a publication and start receiving serials issues.

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