Journal Indexing Options

DESCRIPTION:

Indexes are lists of citations for journals, articles, books or other resources that help databases organize large amounts of information. Indexes also provide machine readable content to search engines so they are more efficient at retrieving and sorting potential search results. Every journal index has different requirements for inclusion, so it is important closely review their criteria before beginning. Journals should be listed on specialized indexes as well as more general indexes. Listed below are some of the more popular general indexes. The Electronic Resources and Scholarly Communication Department recommends obtaining an ISSN (1) for the journal title and DOIs (2) for articles to help uniquely identify journal content. Contact the Scholarly Communication Librarian for questions regarding indexing, applications, or indexing strategies to help promote your journal.

1 INTERNATIONAL STANDARD SERIAL NUMBER

International Standard Serial Number (ISSN) is not an index, but it a vital first step in uniquely identifying your journal so it can be properly indexed. An ISSN is an eight digit code that identifies different types of continuously distributed media content. An ISSN can be used for electronic or print media, and must be visible on the physical copy, or on the homepage of the website.

- About ISSN: https://www.issn.org/understanding-the-issn/what-is-an-issn/
- Request an ISSN: https://www.issn.org/services/requesting-an-issn/

2 DIGITAL OBJECT IDENTIFIER

Crossref, a nonprofit organization provides Digital Object Identifiers (DOI) which are unique, permanent links to scholarly content. URLs and websites may change over time causing links to be broken, but a DOI will always function as a unique identifier to find a particular scholarly article, book, or other content. Obtaining a DOI increases the chance that your content will be found and cited appropriately, even if the content changes websites. Membership fees for Crossref are based on total revenue of the journal or publisher, and start at $275. Members are required to provide and maintain metadata (author, title, date, etc) about the article. Crossref has a list of terms and conditions that publishers must agree to in order to become a member and register their content for a DOI.

- About content registration: https://www.crossref.org/pdfs/about-content-registration.pdf
- Membership terms: https://www.crossref.org/membership/terms/
- Fees: https://www.crossref.org/fees/#member-fees
- Fee Assistance: https://www.crossref.org/fee-assistance/

3   DIRECTORY OF OPEN ACCESS JOURNALS

Directory of Open Access Journals (DOAJ) has an online form that can be filled out to request indexing. The form is highly detailed and lengthy, so it is recommended you fill out their mock application through Excel or GoogleDocs before completing the final application online. Pay attention to every detail, because missing, irregular, or incomplete information will result in an automatic rejection. Once the application is submitted, it can take up to 6 months to process.

- Online application: https://doaj.org/application/new
- Mock application: https://docs.google.com/spreadsheets/d/15zwig2nXHigzAGlEluLGrB7w-LdbHYGGu_ZkFd3ueRU/edit#gid=0
- Application process: https://doaj.org/publishers#applying
- Inclusion criteria: https://doaj.org/publishers#advice

4   JSTOR

JSTOR is a digital library for scholars, researchers, and students. They have a fairly simple, online application, and they look for content that most closely matches their mission. The mission of JSTOR is to "collaborate with the academic community to help libraries connect students and faculty to vital content while lowering costs and increasing shelf space, provides independent researchers with free and low-cost access to scholarship, and helps publishers reach new audiences and preserve their content for future generations."

- Online application: https://about.jstor.org/publishers/contribute-content/journals/submit-journal-content/

5   WEB OF SCIENCE

Web of Science also has a lengthy application process. First, Web of Science looks at 24 quality criteria and 4 impact criteria. If journals meet the quality criteria they enter the Emerging Sources Citation Index (ESCI). Then, if the journals gains an impact, they can be moved to other citation indexes such as Social Science Citation Index (SSCI), Science Citation Index Expanded (SCIE), or Arts & Humanities Citation Index (AHCI). **Please note: if a journal fails to gain an impact after being entered into ESCI, resubmission is subject to embargo of at least two years.**

- Online application: http://mjl.clarivate.com/journal-submission/
- Evaluation and selection: https://clarivate.com/webofsciencegroup/journal-evaluation-process-and-selection-criteria/

6   SCOPUS

Scopus has a very stringent curation and selection process, so most of the journals that apply for indexing do not make it through. Journals must meet certain citation metrics and benchmarks to be

considered. Indexing on Scopus is best suited for journals that have been indexed through other entities, have a proven citation impact, and a growing scholarly presence.

- Application process information: https://www.elsevier.com/solutions/scopus/how-scopus-works/content

7 GOOGLE SCHOLAR

Google Scholar has "crawlers" that continuously scope the web for scholarly content to be included in search results. Crawlers do this by searching for citation information on repositories, journal hosting sites, publisher sites, and other URLs. However, this does not mean Google Scholar captures everything, or captures everything *effectively*. Check if a journal is indexed on google by searching several titles to see if they populate in the results. If results do not populate with the desired article, see their troubleshooting guide.

- Overview: https://scholar.google.com/intl/en/scholar/inclusion.html#overview
- Crawlers: https://scholar.google.com/intl/en/scholar/inclusion.html#crawl
- Troubleshoot: https://scholar.google.com/intl/en/scholar/inclusion.html#troubleshooting

8 CABELLS LISTS

Cabells preforms an in-depth review of a journal's policies and practices. Applications for the Whitelist are by invitation only. Journals that have been added to the Blacklist, a list of potential predatory publishers, may appeal the decision if they provide proof that they have made a genuine effort to correct their behaviors, and prevent potential violations again in the future.

- Whitelist criteria: https://www2.cabells.com/selection-policy2
- Blacklist criteria: https://blog.cabells.com/2019/03/20/blacklist-criteria-v1-1/

9 ULRICH'S PERIODICALS DIRECTORY

Ulrich's is a comprehensive serials directory with an open selection criteria to maximize coverage. Ulrich's covers scholarly journals, trade publications, newsletters, magazines, niche titles, and other content that can be considered "serial" publications. This resource is commonly used to identify legitimate venues for publication. If your journal is already indexed on the DOAJ, it will be included in Ulrich's as well. If the serial publication is not already tracked by Ulrich's, email the journal title and other publication information to Ulrich's editorial team. An editor will follow up with the publisher or provider and attempt to get the most recent information about the publication.

- Editorial team email: ulrichs@proquest.com
- Collection policies: https://knowledge.exlibrisgroup.com/Ulrich%27s/Product_Documentation/Overview/Ulrich's_Collection_Policies
- FAQ: http://www.ulrichsweb.com/ulrichsweb/faqs.asp

10 EBSCO

EBSCO provides full text coverage of magazines, newspapers, and scholarly journal articles for most academic disciplines. They are very inclusive, taking in most journals. EBSCO has content submission guidelines to help expedite processing time and quality.

- Submission guidelines: https://www.ebsco.com/apps/assets-publishers-materials/Journal_Content_Delivery_Guidelines.pdf
- Submission form: https://www.ebsco.com/publishers-partnerships/full-text-databases

11 PROQUEST PERIODICALS INDEX ONLINE

ProQuest's Periodicals Index Online is one of the largest indexes for the arts, humanities, and social sciences. ProQuest also offers options to submit your thesis or dissertation. Submissions for indexing can be emailed in and must include title, subjects covered by publication, ISSN/EISSN, frequency of publication, average number of articles per issues, and other relevant publication information.

- Email submissions to: connectwithgca@proquest.com
- Thesis/Dissertation submission: https://www.proquest.com/products-services/dissertations/submit-a-dissertation.html
- Thesis/Dissertation Agreement: https://media2.proquest.com/documents/pqdt-authoragreement_0.pdf
- ProQuest FAQ: https://www.proquest.com/about/publishers-partners/Frequently-Asked-Questions.html#top

12 MEDLINE/PUBMED

MEDLINE is the bibliographic database for the National Library of Medicine. MEDLINE is a large component of PubMed and contains citations focusing on health, life, and biomedical sciences. A separate application for MEDLINE and PubMed must be filled out. For MEDLINE, the Literature Selection Technical Review Committee looks at several critical elements such as scope, quality, audience, content, and coverage. Applications for indexing on MEDLINE can be filled out online. For indexing on PubMed, journals must go through an initial screening, a scientific quality review, and a technical evaluation. If a journal fails at one of these steps, they may be able to reapply in two years.

- MEDLINE journal selection: https://www.nlm.nih.gov/lstrc/jsel.html
- MEDLINE journal selection FAQ: https://www.nlm.nih.gov/lstrc/j_sel_faq.html
- MEDLINE application: https://www.ncbi.nlm.nih.gov/medline/publisherportal/
- PubMed application process: https://www.ncbi.nlm.nih.gov/pmc/pub/addjournal/#sci-quality
- PubMed policies: https://www.ncbi.nlm.nih.gov/pmc/about/guidelines/

13 PSYCINFO

PsycINFO indexes online, peer-reviewed journals that are relevant to the behavioral science, and within the scope of interest to an international audience. Journals are evaluated a list of criteria that

considers content quality, relevance, publication ethics and policies. For submissions email three consecutive issues, a completed Editor's Survey, and the Indexing Coverage Agreement to the Journal Content Coordinator.

- Journal Content Coordinator email: psycinfocov@apa.org
- Selection and submission process: https://www.apa.org/pubs/databases/psycinfo/publishers/journals
- Abstract requirements: https://www.apa.org/pubs/databases/psycinfo/publishers/requirements
- Editor's Survey: http://surveys.apa.org/psycinfo/editor/?_ga=2.1211057.1651285799.1569618849-380472282.1568065973
- Indexing Coverage Agreement: https://www.apa.org/pubs/databases/psycinfo/publishers/journal-agree.pdf

14   MLA DIRECTORY OF PERIODICALS

The Modern Language Association Directory of Periodicals provides information on journals and book series related to literature, language, and other humanities topics. Works listed in the directory will also be indexed in the MLA International Bibliography. A PDF copy of the journal or the URL to the online journal can be submitted through email. The journal will then be examined by an examiner who will look for editorial information, sponsoring organization, archiving, publishing information and frequency.

- Email submissions to: periodicals@mla.org
- Content and Submission criteria: https://www.mla.org/Publications/MLA-International-Bibliography/About-the-MLA-International-Bibliography/MLA-Directory-of-Periodicals

FOR CONSULTATIONS

Katie Pierce Farrier
Scholarly Communication Librarian
Dick Smith Library, Office 112A
kpierce@tarleton.edu
254-968-9456

Amy Castillo
Manager of Electronic Resources & Scholarly Communication
Dick Smith Library, Office 119
acastillo@tarleton.edu
254-968-9868