1.2: Indexing
Index

late Middle English: from Latin *index*, *indic-* ‘forefinger, informer, sign,’ from *in-* ‘toward’ + a second element related to *dicere* ‘say’ or *dicare* ‘make known’; compare with indicate. The original sense ‘index finger’ (with which one points) came to mean ‘pointer’ (late 16th cent.), and figuratively something that serves to point to a fact or conclusion; hence a list of topics in a book (“pointing” to their location).
Goal of indexing for journals

- Increase visibility of your journal ("make known")
- Increase accessibility of your journal ("make known")
- Make it easier for people to find you ("pointer")
INDEX

Alexander, father of Perdiccas, king of Macedonia, I. lvii. 2; cxxxvii. 1; of Argive descent, II. xcix. 3.

Alexarchus, a Corinthian commander, VII. xix. 4.

Alexicles, an Athenian general of the oligarchical party, arrested, VIII. xcii. 4; released, xci. 1; flees to Deceleia, xcvi. 1.

Alexippidas, ephor at Lacedaemon, VIII. lvii. 1.

Alicyaeeans, in Sicily, VII. xxxii. 1.

Allies of the Athenians: character of the alliance, I. xix.; used to meet at Delos, I. xcvi.; members originally independent, I. xcvi. 1; their gradual subjugation, I. xcix.; allies at opening of the Peloponnesian War, II. ix. 4; allies present before Syracuse, VII. lvii.

Ammes, a leader in the escape of the Plataeans, III. xxii. 3.

Amorges, bastard son of Pissuthnes, in revolt in Caria, VIII. v. 5; captured in Iasus, and handed over to Tissaphernes, VIII. xxviii. 3; said by Peisander to have been betrayed by Phrynichus, VIII. liv. 3.

Ampelidas, a Lacedaemonian envoy to Rome, VII. lvii. 1.
What is “indexing” in this context?

- Being included in Internet search results
- Being included in article databases
OK, so...

- Who do you want to find/use your articles?
- Which databases are those people likely to use?
- Are there interdisciplinary databases that might expand exposure/use of your articles?
- How do you get included in your “target” databases?
Identifying databases

- What do you use?
- Ask a librarian
- Imitate similar journals
Here is a package,  
a program of passwords.  
It is to bring strangers together.  
- William Stafford, “Passwords”

**Passwords**, a five-college literary magazine of poetry, prose, and visual art, has been published on a semesterly basis since 2000. Our mission is to provide a literary forum for the Claremont college community, and our editorial board is open to all students. We accept pieces from students across the 5-Cs throughout each semester, editing and publishing a selection of them in a magazine of approximately 45 pages.
Literary magazines/journals
<table>
<thead>
<tr>
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<th>Publisher</th>
<th>ISSN</th>
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<tr>
<td>The Kenyon Review</td>
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<td>Kenyon Leader</td>
<td>Noah Publishing, Inc.</td>
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<td>United States</td>
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Abstracting & Indexing Databases

- De Gruyter Saur
  - Dietrich's Index Philosophicus
  - IBZ - Internationale Bibliographie der Geistes- und Sozialwissenschaftlichen Zeitschriftenliteratur
  - Internationale Bibliographie der Rezensionen Geistes- und Sozialwissenschaftlicher Literatur

- EBSCOhost
  - Academic Search Alumni Edition, 1/1/1979-
  - Academic Search Complete, 1/1/1979-
  - Academic Search Elite, 1/1/1985
  - Academic Search Premier, 1/1/1979-
  - Academic Search: Main Edition, 1/1/1985-
  - Advanced Placement Source, 1/1/1985-
  - Book Review Digest Plus (H.W. Wilson), Oct.1983-
  - Corporate ResourceNet, 1/1/1985-
  - Current Abstracts, 1/1/2000-
  - Humanities Abstracts (H.W. Wilson), 9/1/1983
  - Humanities Full Text (H.W. Wilson), 9/1/1983-
  - Humanities Index (Online), 1983/10
  - Humanities International Complete, 1/1/1979-
  - Humanities International Index, 1/1/1979-
  - Humanities Source, 1/1/1979-
  - Literary Reference Center, 1/1/1979-
  - Literary Reference Center Plus, 1/1/1979-
  - MasterFILE, 1/1/1985-
  - MasterFILE Complete, 1/1/1984-
  - MasterFILE Elite, 1/1/1985-
  - MasterFILE Premier, 1/1/1984-
  - MasterFILE: Main Edition, 1/1/1985-
  - Military & Government Collection, 1/1/1979-
  - MLA International Bibliography (Modern Language Association)
    - OmniFile Full Text Mega (H.W. Wilson), 9/1/1983-
    - OmniFile Full Text Select (H.W. Wilson), 9/1/1983-
    - Poetry & Short Story Reference Center, 1/1/1979-
  - RILM Abstracts of Music Literature (Reperatoire International de Littérature Musicale)
    - The Philosopher's Index (Online)
    - TOC Premier (Table of Contents), 1/1/1995-

- Elsevier BV
  - Scopus, 2002-

- Gale
  - Academic ASAP, 01/1987-09/2013
  - Academic OneFile, 01/1987-09/2013
Getting indexed in a database

- Determine the inclusion criteria (if available)
- Submit an application
MEDLINE, the principal online bibliographic citation database of NLM’s MEDLARS® system, is used internationally to provide access to the world’s biomedical journal literature. The decision whether or not to index a journal for this service is an important one and is made by the Director of the National Library of Medicine, based on considerations of both scientific policy and scientific quality. The Board of Regents of the Library sets policy for the Library. The Literature Selection Technical Review Committee (LSTRC) has been established to review journal titles and assess the quality of their contents.

There is a rough analogy to the National Institutes of Health’s (NIH) decision-making process, with respect to research grant awards. Namely, the relative scientific merit of individual grant applications is determined by Study Sections in the same way journals are evaluated by LSTRC, while the mixture of types of research grants or types of journals is determined independently by Council or Board according to considerations of program relevance. Consistent with this principle, the LSTRC frequently incorporates the review and advice of outside experts in the subject area. As a result of these reviews, currently indexed titles may be dropped and new titles added.

About 5,000 titles are indexed and included in the MEDLINE database. The LSTRC meets three times a year and considers approximately 140 titles at each meeting. Additional titles are considered in reviews of specialty coverage.

The world-wide users of the MEDLARS indexes are researchers, health care practitioners, educators, administrators, and students whose needs vary considerably. All are important, and the goal of the indexes will not be met by concentrating on one set of users at the expense of another. The content, format, and accepted structure of the journals, designed to meet the needs of these users, also vary greatly. NLM still seeks a practical system to guide our selection of journals that will reflect these different needs and desires. In the meantime, the selection is highly dependent on the judgment of Committee members and the Director. The following critical elements are intended as a general guide so that a consistent set of issues will be considered as the Committee members examine journals in their search for the best and the most appropriate coverage of the biomedical literature.

Critical Elements

Scope and coverage: The journals brought to the Committee for review will contain articles predominantly on core biomedical subjects. Journals whose content is predominantly a subject peripheral or related to biomedicine are occasionally brought to the Committee when they have some biomedical content. In these cases, the Committee’s advice is sought not only on the quality of the content but also on the contribution it makes to the coverage of the subjects in question. Generally, such journals will not be indexed if their biomedical content is already adequately covered.

Quality of content: Scientific merit of a journal’s content is the primary consideration in selecting journals for indexing. The validity, importance, originality, and contribution to the coverage of the field of the overall contents of each title are the key factors considered in recommending a title for indexing, whatever the intended purpose and audience.

Quality of editorial work: The journal should demonstrate features that contribute to the objectivity, credibility, and quality of its contents. These features may include information about the methods of selecting articles, especially on the explicit process of external peer review; statements indicating adherence to ethical guidelines; evidence that authors have disclosed conflicts of interest; timely correction of errors; explicit responsible rejections as appropriate; and opportunity for comments and dissenting opinion. Neither the advertising content nor commercial sponsorship should raise questions about the objectivity of the published material. Sponsorship by national or international professional societies may be considered. Additional factors that are considered include the publisher and/or sponsoring organization’s history and corporate structure, longevity, and record of performance regarding such issues as: quality of publications; experience in scholarly publishing; involvement with the scientific community; disclosure of and adherence to print and online publication standards and business practices (e.g., advertising standards, ethical guidelines, and conflict of interest disclosures); and promotion of editorial integrity and independence.

Production quality: Quality of the layout, printing, graphics, and illustrations are all considered in assessing a journal. Though not a requirement for selection, journals of archival importance should be printed on acid-free paper. For detailed information concerning the use of acid-free paper please refer to the Acid-Free Paper for Biomedical Literature Fact Sheet.

Audience: MEDLINE is intended primarily for those in the health professions: researchers, practitioners, educators, administrators, and students. The phrase health professionals includes physicians, nurses, dentists, veterinarians, and the many types of allied health professionals in the research and health care delivery systems.

Types of content:

For indexing in Medline, NLM currently selects publications that it considers to be journals. NLM uses some general guidelines to decide whether a publication is a journal:

- Publication must have an ISSN
- Publication content is issued over time under a common title
- Publication is a collection of articles by different authors
- Publication is intended to be published indefinitely

In making this determination, NLM also takes into account the form and structure of individual units (i.e., articles) and published collections of articles (e.g., volumes) within the publication.
Use this form to submit titles for consideration on inclusion on EBSCO products.

*Publisher

*Contact Name

Address 1

Address 2

Phone

*Email

Website URL

I would like to discuss opportunities for partnership regarding:

- [ ] Books
- [ ] Journals
- [ ] Other Content Types
- [ ] Other Partnership Opportunities

Comments:

Please list the titles for partnership consideration:

1.
2.
3.
4.
5.
What if they say “yes”?

- Review the contract carefully; does it:
  - impact your ability to publish open access?
  - include provisions that you aren’t comfortable with?

- Understand what data/files you will be required to provide (and the schedule)
File/metadata submission

- **Full text indexing**: Provide PDF

- **All indexing**: Provide article descriptive metadata (title, authors, pages, DOI, etc.)
  - Some databases may “screen scrape”
  - Most will ask for XML
XML: To hand-code or not…?

- Digital Commons generates OAI XML

- This can be converted to meet database XML requirements (e.g. NLM DTD)
  - XSLT style sheet
  - XML editor (e.g. Oxygen)
Trust, but verify...
Instead of...

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Next steps...

- Identify databases of interest
- Determine submission requirements/criteria