# intellect



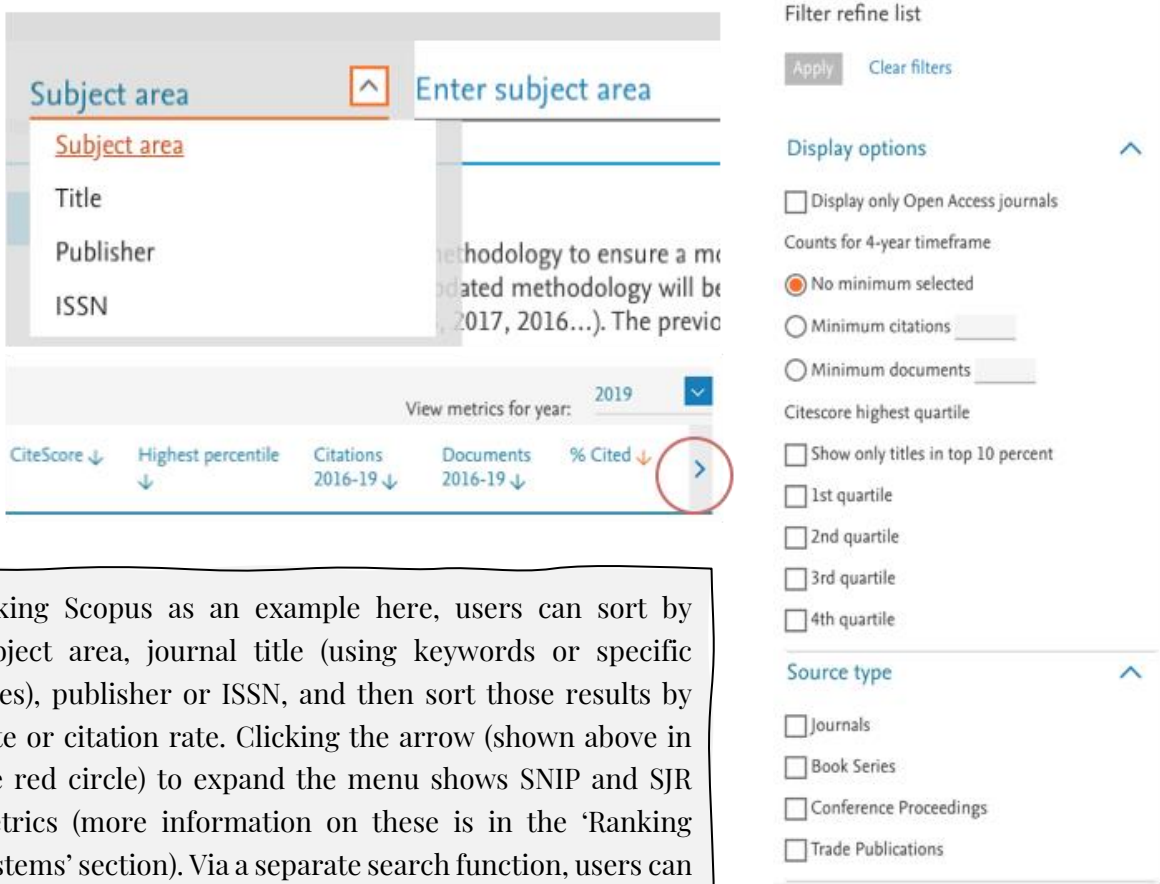# Abstracting & Indexing Journal Editor's Guide

# Contents

# The Basics

## What Is Abstracting & Indexing?

Abstracting & Indexing (A&I) is the process by which journals are listed with searchable databases that compile (often subject-specific) data to be accessed by academics and researchers. Most institutions have access to these databases on a subscription basis, or use them as reference tools to create their own internal databases, so they are essential in getting content to potential readers. There are two types of indexation:

1. **Full text (FT):** Access to the entire text is granted through the database, usually on a subscription basis (as with, for example, JSTOR and EBSCO). There are also FT open access (OA) databases that any OA journals are welcome to apply to.
2. **Abstract-only:** The metadata for a journal is compiled and accessible through the database. A link is provided to access the article (if the searcher has a subscription already)/purchase the article (if they do not). The metadata they display includes journal titles, article titles, abstracts, authors, date of publication, volume and issue numbers, page numbers, subject areas, keywords, DOI, etc.



Taking Scopus as an example here, users can sort by subject area, journal title (using keywords or specific titles), publisher or ISSN, and then sort those results by date or citation rate. Clicking the arrow (shown above in the red circle) to expand the menu shows SNIP and SJR metrics (more information on these is in the 'Ranking Systems' section). Via a separate search function, users can search by author and ORCID.

The more databases your journal is listed with, the higher the chance of readers finding and accessing its content.

## What Are A&I Services Used For?

Database research is often the first activity researchers undertake as part of their study, and they naturally look to established, well-known databases. Users browsing these services are shown articles relevant to their search or field, along with the whole article (if 'full text'), or the metadata and a link to purchase or access the full text. While a journal is indexed by a database, the information is made available to all users of that database and any additional databases it feeds to.



When you need to do a search for articles on a specific subject, where on the web do you start that search?

2005, n=413, ±0.20 at 95% confidence　2008, n=762, ±0.15 at 95% confidence　2012, n=2352, ±0.10 at 95% confidence
2015, n=4961, ±0.06 at 95% confidence　2018, n=1898, ±0.10 at 95% confidence　2021, n=3825, ±0.08 at 95% confidence
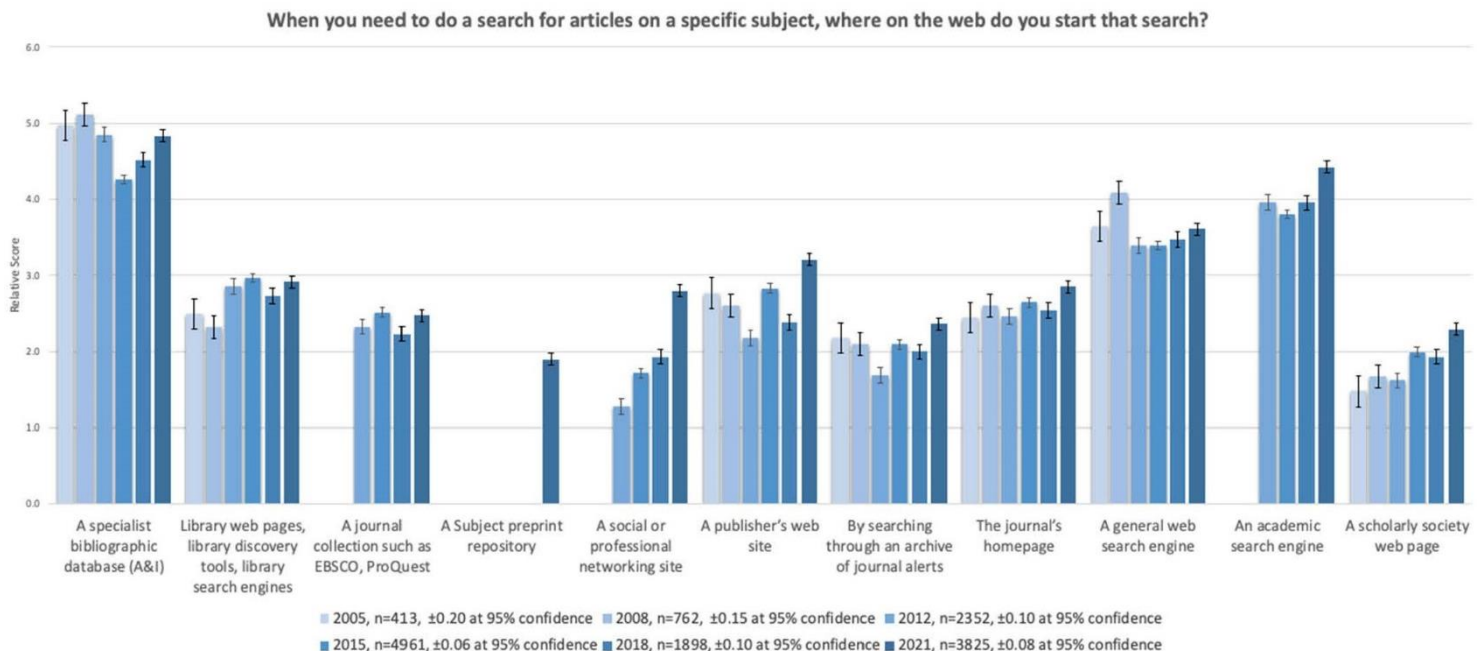
[1]

> This graph shows how scholars from 2005–21 went about finding research online. Many of these columns indicate methods that are A&I database-specific, and you'll see that starting the search on a specialist database or academic search engine was by far the most common response for every year. Others show searches that might not begin with specific databases but are still significantly influenced by them – either, in the case of say EBSCO and ProQuest, because full-text aggregating services also provide A&I services, or because inclusion in a wide range of databases improves a journal's discoverability through even standard search engines.

## The Benefits of Indexation

The more platforms your journal is visible on, the greater the opportunity it has to build a solid reputation in its field. The benefits include:

- helping to make your journal as accessible – to as wide an audience – as possible (thus increasing citations);
- improving the journal's reputation as a reliable source of information in its field;
- increasing a journal's subscriptions and submission rate;
- conforming to some institutions and governmental schemes' requirements for researchers' work to be published in well-indexed journals (for example, scholars from some institutions must publish within journals indexed with Scopus);

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[1] https://renewconsultants.com/wp-content/uploads/2021/07/How-Readers-Discover-Content-2021.pdf.

- providing ranking measurements, known as metrics, to give you an idea of how successful the journal is in its field;
- improving your journal's chance of getting indexed with more prestigious databases in the future;
- increasing your journal's visibility and impact in areas like governmental policy and academic curricula. ProQuest's Worldwide Political Science Abstracts (WPSA), for example, is intended as a database for political researchers and government officials.

## Ranking Systems (Metrics)

A metric is a figure assigned to your journal – by its material reference in other scholarly work or online, or by a database with which it is indexed – with which we can measure the success of a journal title, article or contributor. Many of these metrics are reached by comparing the journal to other titles in its subject area ('field-normalized'), and are updated regularly (ranging from an update with every publication to once per year).

- ### Citations

  A publication's citation rate is the number of times it has been cited by other publications. One way you can see how many citations it has is by searching the title through the Dimensions database [here](). Article-level citation information can also be obtained from Google Scholar (you can search by journal in the 'Advanced Search'). There will likely be some discrepancies between the citation figures through each engine: Google Scholar finds its information by simply web crawling, so while a lot of the information on there is 'legitimate' published sources, it is vulnerable to predatory journals and spam, while Dimensions – like Scopus and Web of Science – gets its citation information from specific databases, so there's an added level of verification and disambiguation, but they rely on accurate metadata.[2] For this reason, considering citations alongside your journal's other reliable metric sources is the best way to get a clear picture of its success.

- ### Altmetric Attention Score

  The Altmetric Attention Score is a weighted count of all online attention the Altmetric system can find for an individual article. This includes mentions in public policy documents and references in Wikipedia, mainstream news, social networks, blogs and more. This can also be found by searching the title through the Dimensions database [here]().

- ### Impact Factor

  An Impact Factor is a measure of the frequency with which the average article in a journal has been cited in the previous two years, and, amongst databases currently listing Intellect content, is only provided for journals in the Web of Science's Social Sciences Citation Index (SSCI). As such, most Intellect journals will not be eligible for an Impact Factor, regardless of the quality of research, number of citations and academic impact. However, on this topic, the Web of Science states that:

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[2] For more information, see [https://www.dimensions.ai/resources/a-guide-to-the-dimensions-data-approach](https://www.dimensions.ai/resources/a-guide-to-the-dimensions-data-approach) (pp. 8–10).

A Journal Impact Factor, by all its current definitions, is not the proper way to assess Arts & Humanities publishing.[3]

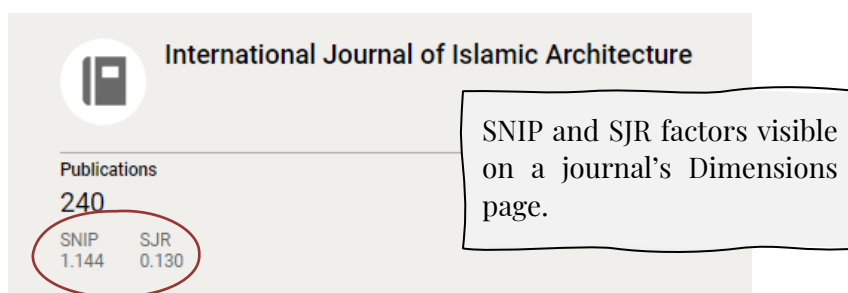- ## Journal Citation Indicator (JCI): by Web of Science[4]

  Any journal indexed with a Web of Science Core Collection database (including ESCI) now receives an annually updated Journal Citation Indicator (JCI) via their Journal Citations Report (JCR) (which Intellect receives once per year, in July). Web of Science calculates all citations to your journal within other Web of Science-indexed titles in its field (on the basis that inclusion on a Web of Science database is one hallmark of a quality publication), normalized to a factor of one. Thus, a JCI of 1 is average, below 1 is lower than average and above 1 is higher than average. Web of Science is now using this metric to decide what order to consider titles in from their Core Collection for movement up to one of their higher-tier databases (more on this process later in the Guide). If you'd like to know your journal's most recent JCI, if it is indexed with WoS, please ask your production editor.

- ## Field Citation Ratio (FCR): by Dimensions

  The Field Citation Ratio (FCR) is an article-level metric, indicating the relative citation performance of a publication when compared to other articles published *in the same year* in its subject area. A value of more than 1 indicates higher than average citation, when defined by a subject area code and publication year. The FCR is unique in this list, then, in that it compares an article to other articles of the same age. This can be found on an article's Dimensions page.

- ## Scimago Journal Rank (SJR): by Scopus

  An SJR measures a journal's 'weighted' citation rate. Ranking is based on the concept of a transfer of prestige between journals via their citation links. SJR weights each incoming citation to a journal by the SJR of the citing journal, with a citation from a high-SJR source counting for more than a citation from a low one. Only journals indexed with Scopus can receive this metric information, and a journal will not receive a Scimago rating until it has been listed with Scopus for a year. This information can be found on the Scopus source list



SNIP and SJR factors visible on a journal's Dimensions page.

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[3] https://support.clarivate.com/ScientificandAcademicResearch/s/article/Journal-Citation-Reports-Reasons-for-not-calculating-Impact-Factors-for-journals-covered-in-Arts-Humanities-Citation-Index?language=en_US.

[4] For more information, see https://clarivate.com/wp-content/uploads/dlm_uploads/2021/05/Journal-Citation-Indicator-discussion-paper-2.pdf.

and on [Dimensions](). It is important to check the average score for your subject area to judge your journal's success, as Scopus does not calculate this automatically.

- ### Source Normalized Impact per Paper (SNIP): by Scopus

  An [SNIP]() measures your journal's citations against the average for its field against other Scopus-indexed titles. Only journals indexed with Scopus can receive this metric information, and a journal will not receive a Scimago rating until it has been listed with Scopus for a year. This information can be found on the [Scopus source list]() and on [Dimensions]().

- ### Citescore: by Scopus

  [Citescore]() counts the average citations received in a three-year period by a journal. This is calculated and updated annually. 'Average citations received' is calculated as:

  *No. of citations given in the present year to issues from the past three years*

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  *total no. of issues from the past three years*

  Only journals indexed with Scopus can receive this metric information. This information can be found on the [Scopus source list.]()

- ### h-index

  The h-Index is a numerical indicator of how 'productive' and influential a journal or author is. The h-index tallies the number of articles (h) that have received *at least* h citations. For example, a scholar would have an h-index of 3 if they have 3 papers that are cited at least 3 times each. A scholar is therefore rewarded for having a range of papers with good levels of citations rather than one or two outliers with very high citations, and is not rewarded solely for citations above their number of actual publications. A journal's h-index can be found through Scopus and the Web of Science. Author level h-indexes are also available through Google Scholar, but are only visible to the author. An h5-index also exists, which is the h-index for articles published in the last five complete years. [You can access this,]() but it is tricky to find any particular publication.

# Editorial Team Responsibilities

## General Editorial Standards

There are some general Editorial standards that most databases require journals to adhere to in order to be considered for inclusion. Many of these standards are important not only for indexing, but also more generally to maintain good academic rigour and international appeal. It is useful to consider these points regularly, and make changes where necessary before application and during any successful indexation to maintain a healthy database list.

- A journal must have two years of content to be considered.
- A regular publication schedule, as well as publishing on time, is a major factor under consideration.
- All articles need to be peer-reviewed by independent and qualified subject-matter experts. The peer-review process may generally be single- or double-blind.
- The journal's description must be explicit and publicly available. It is integral to have a clear and convincing Editorial policy, which should be consistently applied throughout every issue.
- The journal follows international Editorial conventions:
    - informative journal titles;
    - fully descriptive article titles and author abstracts;
    - complete bibliographic information for all cited references;
    - full institutional address and e-mail information for every author.
- Editors, members of the Editorial Board and authors must be of diverse backgrounds and institutional affiliations:
    - Most members of the academic Editorial Board should be affiliated with universities or other independent research organizations.
    - The journal should be aimed at as international an audience as possible.
    - The Board members and contributors should be broadly international.
- The articles published in the journal are of high linguistic quality.
- No more than two thirds of authors published in the evaluated timespan should be associated with any one institution.
- A rejection rate of 10% + is generally good, but information confirming this is difficult to come by.

## Action Plan

If you feel your journal isn't reaching the abstracting milestones you would like it to be, or the journal has been rejected from one of the key databases, you should work with your production editor on an action plan. Our joint aim here should be achievable milestones that will indicate to Intellect and the database's examiners that the journal is ready for resubmission at a later stage.

1. It is always a good idea to continue targeting smaller databases in the field, as getting onto these will increase visibility and citation rate. Ask your production editor about which databases they would suggest targeting, and if you spot any databases you think we should be making a submission to, let them know.
2. It is essential for your team to regularly revisit your Editorial structure; this includes ensuring the Aims & Scope, Description, Calls for Papers and Notes for Contributors are regularly

updated to attract the most relevant and cutting-edge research, and making the most of the peer review process to guarantee only very clearly relevant and rigorous submissions are making it to print.

3. Making the most of metadata is one really helpful way of making the intention and topicality of your journal clear, and it is an essential part of becoming an impactful and leading title. Look over our [Writing Better Metadata](#) document on the website, and consider including it in your response e-mails to successful authors post-peer review.

4. It is important to regularly review the diversity and productivity of the journal's Editorial Board. Members should be chosen for their expertise in key areas related to the journal or for their international presence in the field, and kept on-Board pending consistent and valuable contribution.
    a. Editorial Board members (like contributors) should be encouraged to cite articles published in the journal – not just their own.
    b. Board members should be encouraging submissions from well-published and well-cited authors through their institutions and circles where possible.

5. Special Issues are a great way to curate a topical issue, or one headed by respected scholars, that might draw a new audience. Generating interest in an issue generally leads to higher readership and citations.

6. Self-archiving should be utilized to make the most of pre-print and author accepted manuscript (AAM) versions of an issue's articles. Intellect's self-archiving policy can be found [here](#).

7. Contributors should be encouraged to use [Kudos](#), a cross-publisher platform enabling authors to claim all their publications in one convenient place. Authors can monitor the impact of their activities on citations, downloads and Altmetrics using the programme, and listing work here includes producing a short title, a summary accessible to non-experts and an impact statement. Kudos has been shown to increase publication downloads by more than 20%.[5]

8. If you feel you are regularly falling behind the schedule laid out by your production editor during issue production or have been unable to meet the journal's regular publication cover dates, we can create a personalized timetable to make things a little easier. This way, you can flag any tricky dates with your production editor (for example, exam or marking seasons) and plan accordingly.

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[5] Based on a comparison of median average downloads for publications in a control group (where authors had not explained or shared the work via Kudos) against those in the treatment group, which had used Kudos. The study was carried out by independent analysts at the Wee Kim Wee School of Communications and Information at Nanyang Technological University in Singapore.

9. Spend some time looking over the journal's metrics – information about accessing and understanding which can be found a little earlier in this guide. If you haven't seen any lately, you can request citation reports and article download statistics from your production editor. Using these and free citation information sites like Dimensions, you may be able to spot trends or popular authors.

# Notable Databases: Submission Completed by Intellect

## What Is Intellect's Ongoing A&I Policy?

Intellect recognizes the importance of A&I on all aspects of journal publishing. We have a dedicated A&I Team, consisting of members of our Journal Production Department, and it is part of your production editor's responsibility to submit your journal for consideration where possible and work alongside your team on its A&I progress. The department is always working to move the programme forward, adding new databases to our target list every year and focusing on the biggest databases (some of which are listed below) at the start of the year. That said, please feel free to speak with your production editor about submissions, pending applications and action plans at any time and they will be happy to advise.

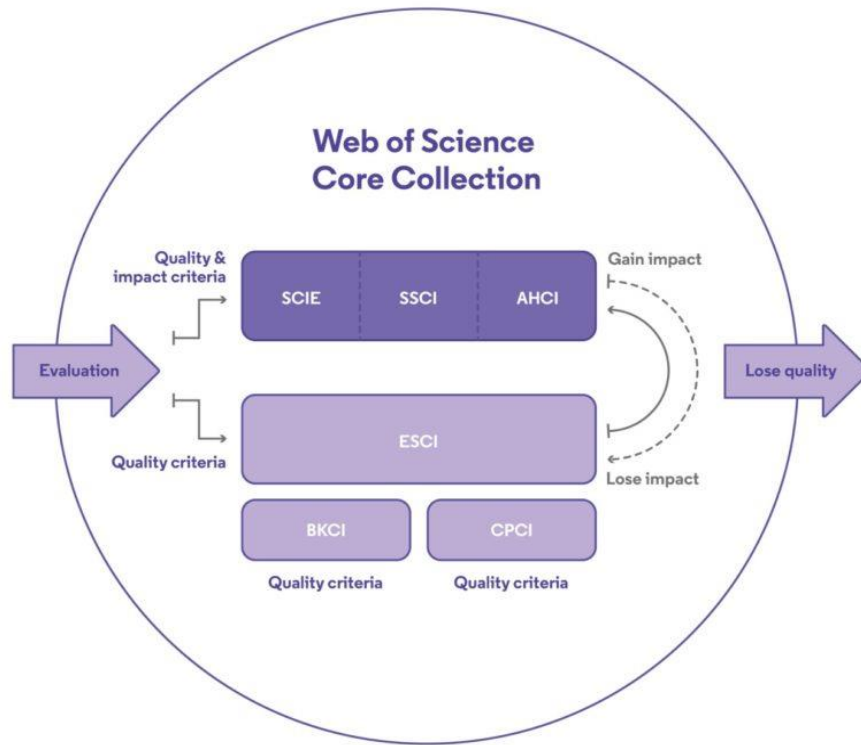## CNKI, Ulrich's Periodicals Database, Google Scholar and Ingenta

All Intellect journals are automatically indexed with these databases upon publication. If your journal began publication before 2014, it is also full-text indexed with EBSCO.

## Scopus (Elsevier)

As the largest indexer of global research content, Scopus includes titles from more than 5000 publishers worldwide. These journals, books and conference papers are visible to millions of Scopus users, who in turn read the content and then cite it in their papers, in grant applications and reports and in patent applications. Indexation with Scopus means your journal is also automatically indexed with UGC-CARE, too. Intellect can submit a journal to Scopus if: (1) it has at least two years of published content; (2) it has been published on time for at least two years; and (3) it is not currently under consideration. Please contact your production editor for information on this; do not submit the journal for consideration yourself. They will need answers to the following questions from you to begin: (1) Could you estimate the turnaround time for the average manuscript from original submission to print? (2) What is the average acceptance rate for manuscripts submitted to the journal? (3) Please list the countries in which contributors are majorly based. (4) Please list the countries in which Editorial Board members are majorly based. (5) Please provide as detailed a description of the peer review process as possible (100–200 words). (6) Please provide an ORCID for each editor, if applicable.

## Web of Science (Clarivate): ESCI, SSCI, AHCI, SCIE

Clarivate's Web of Science (WoS) databases are some of the most prestigious in publishing. Journal evaluation is ongoing, with journals added to and removed from the Web of Science Core Collection throughout the year. While some journals under evaluation are selected directly into one or more of the high-tier indexes (which are the Social Sciences Citation Index [SSCI], the Arts & Humanities Citation Index [AHCI] and the Science Citation Index Expanded [SCIE]), most eligible journals will be covered initially in ESCI and considered on a rolling basis for the higher tiers. Intellect can submit a journal to ESCI if: (1) it has at least two years of published content; (2) it has been published on time for at least two years; and (3) it is not currently under consideration. Please contact your production editor for information on this; do not submit the journal for consideration yourself. They will need answers to the following questions from you to begin: (1) Do you have a system for checking articles for plagiarism? (2) Please provide a telephone contact number for the lead Editor.

**Web of Science Core Collection**

Evaluation → Quality & impact criteria → SCIE | SSCI | AHCI → Gain impact / Lose impact → Lose quality

Quality criteria → ESCI

BKCI (Quality criteria) — CPCI (Quality criteria)

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**1.** Initial Triage   **2.** Editorial Triage   **3.** Editorial Evaluation

| Quality Criteria | | | Impact Criteria |
|---|---|---|---|
| ✓ ISSN<br>✓ Journal Title<br>✓ Journal Publisher<br>✓ URL (online journals)<br>✓ Content Access<br>✓ Presence of Peer Review Policy<br>✓ Contact Details | ✓ Scholarly Content<br>✓ Article Titles and Article Abstracts in English<br>✓ Bibliographic Information in Roman Script<br>✓ Clarity of Language<br>✓ Timeliness and/or Publication Volume<br>✓ Website Functionality/Journal Format<br>✓ Presence of Ethics Statements<br>✓ Editorial Affiliation Details<br>✓ Author Affiliation Details | ✓ Editorial Board Composition<br>✓ Validity of Statements<br>✓ Peer Review<br>✓ Content Relevance<br>✓ Grant Support Details<br>✓ Adherence to Community Standards<br>✓ Author Distribution<br>✓ Appropriate Citations to the Literature | ✓ Comparative Citation Analysis<br>✓ Author Citation Analysis<br>✓ EBM Citation Analysis<br>✓ Content Significance |

**Successful outcomes** →

| Starts editorial triage | Starts editorial evaluation | Enters ESCI and is evaluated for impact | Enters SCIE/SSCI/AHCI |
|---|---|---|---|

**Unsuccessful outcomes** →

| **Failed initial triage** | **Failed editorial triage** | **Failed editorial quality evaluation** | **Failed editorial impact evaluation** |
|---|---|---|---|
| Re-submission welcome as soon as issues have been resolved | Re-submission welcome as soon as issues have been resolved | Re-submission subject to embargo of at least two years | Entry/continued coverage in ESCI<br><br>Re-evaluation subject to embargo of at least two years |

Of the higher-tier databases, arts and humanities journals are generally only considered for AHCI and SSCI. WoS now considers ESCI-indexed journals with a JCR >1 for inclusion on their higher-tier databases first. If you notice that your journal is in this cohort and you'd like to speed the process up, your production editor can submit a covering letter – written by your Editorial team – to Clarivate directly, arguing the case. However, please bear in mind that this will not guarantee success. Indexation with any WoS database means your journal is also automatically indexed with UGC-CARE, too.

If you'd like to learn more about the Web of Science's selection criteria, they hold webinars for Editors and publishers to attend, typically ending each with a Q&A. See more about those [here](#).

## ProQuest: Summon, BHI, Humanities Index, IBSS, etc.

ProQuest databases provide a source for scholarly journals, newspapers, reports, working papers and datasets – along with millions of pages of digitized historical primary sources and more than 450,000 e-books. Renowned Abstracting & Indexing makes this information easily navigable, while content tools, including instant bibliography and citation generators, simplify management and sharing of research. Intellect's Abstracting & Indexing Team works with ProQuest to submit a list of non-indexed but of-interest journal titles to these databases every year, but if you have any questions or suggestions, please get in touch with your production editor.

## Notable Databases: Submission Necessary by Editorial Team

### Italian National Agency for the Evaluation of Universities and Research Institutes (ANVUR)

ANVUR's Class A journals list covers publications in the fields of architecture; art history, history, philosophy and pedagogy; economic and statistical sciences; and political and social sciences. Only Editors with an institutional log-in are able to submit here, and can only do so typically between September and November for consideration the following year.

### International Federation of Film Archives (FIAF)

The International Federation of Film Archives (FIAF) index journals in the fields of film and television. Only FIAF members can submit titles to be considered through the Member Portal on their website. More information on the process can be found here.

### European Reference Index for the Humanities, Pedagogical and Educational Research (ERIH PLUS): Norwegian Centre for Research Data

ERIH PLUS is a prestigious database covering all arts and humanities, to which commercial publishers, unfortunately, cannot submit. Journals are evaluated by reviewing the issues published during the previous two years, and waiting time for new submissions to be processed hovers around the 7-month mark. You can read more about criteria and the process here, and submit your title for consideration using this portal.

# FAQs

## Is there anything I can do if a journal is rejected based on incorrect information (for example, claiming low citation when Dimensions shows otherwise)?

If we can respond to the rejection e-mail, or find an alternative contact e-mail for the database, you may provide evidence for reconsideration. In the case of Dimensions, for example, your production editor can send them a screenshot of the citation rate and a link to the page with a brief explanation of the error. They've been known to change their minds, so it is always worth a shot.

## Is there anything for me to consider when submitting, or consenting for Intellect to submit, my journal to a database?

It can take anywhere from a few weeks to 12 months (or more, in extreme cases) for a database to consider an application; but remember that if the result is a rejection, we can always resubmit once the grounds for that rejection are addressed. In the case of Scopus, a cover letter is required with submission explaining how the journal has improved since they provided rejection feedback (which could include, for example, an unclear or not adequately followed Aims & Scope, a low citation rate or publication lateness). Typically, we wouldn't recommend resubmitting until at least another year of content has been published to ensure we have enough evidence to support the application. If you're concerned that the journal may not quite be ready, consider the 'Action Plan' section of this guide first and speak with your production editor.

## What is an Impact Factor and why doesn't my journal have one?

An Impact Factor is a measure of the frequency with which the average article in a journal has been cited in the previous two years. For the vast majority of arts and humanities databases, this is not provided, partly because it isn't as effective a way of tracking an arts journal's success as it is for a STEM journal. The Social Sciences Citation Index (SSCI) is the only index most of our journals are 'eligible' for that provides an Impact Factor, but it is very difficult to get onto and requires a higher than average citation rate (which, of course, most journals will be unable to achieve). In light of the Impact Factor often being a sub-par metric for measuring the success of a journal in the arts and humanities, though, we're better off focusing on the many alternative ranking systems available instead (see the 'Metrics' section of this guide for more information).

## My journal is listed with Scopus but doesn't have a Scimago (SJR) rating. Why?

It takes a year of inclusion on Scopus to receive a Scimago rating. If it has been included for over a year and a rating still isn't appearing on the Scopus site, please contact your production editor.

## What can I do to boost my journal up the metric rankings?

If you are are keen to get your journal up a particular ranking system's listings, the key is almost always citations. Scopus's Scimago, for example, measures a journal's success against other Scopus-listed journals in its subject area (all of which can be seen by selecting 'subject area' on Scopus's title list). Having an idea of competing journals' rankings is a good place to start; from there, you will need to try to improve citations through the usual channels. See the 'Action Plan' section of this document for more information.

## Are Intellect journals indexed with Google Scholar?

Yes, all our journals are automatically included in the Google Scholar database upon publication. They are also automatically indexed with Ulrich's Periodicals Database, CNKI and Ingenta and, if first published before 2014, EBSCO.

## If the quality of a journal drops, can an indexer remove it from a database it is already listed with?

Many databases regularly evaluate the quality of included titles, removing any that no longer adhere to the required standards or considering those that have improved for more prestigious databases hosted by the same organization. For this reason, it is important that standards do not slip once your journal is indexed.