

# Guide to Applying for Journal Indexing

IU Libraries assists journals with the indexing application process, which includes potential indexes and databases to be included in, submitting applications, and updating policies and the journal website to satisfy indexing requirements. Editors are expected to submit the indexing application and field communication with the indexer, with IU Libraries providing guidance and templates. Below are potential databases of interest with general information about requirements for inclusion. Contact [iusw@indiana.edu](mailto:iusw@indiana.edu) for information about where to apply or for help submitting an application.

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## [Clarivate Analytics](#) (formerly Thomson Reuters—this company now owns Web of Science)

An analytics company focused on scientific and academic research, patent analytics and regulatory standards, pharmaceutical and biotech intelligence, trademark protection, domain brand protection and intellectual property management.

- Evaluation period is close to a year
- Re-evaluated yearly
- Very selective in what they include
  - Publishing regularly is a must
- If included, likely going into Emerging Sources Citation Index (ESCI) for one year and then re-evaluated for the Science Citation Index Expanded (SCIE), the Social Sciences Citation Index (SSCI) and the Arts & Humanities Citation Index (AHCI)
- Publication ethics: Thomson Reuters evaluates journal practices, so having a publication ethics and malpractice statement is preferable
- Impact Factors available—but only for SCIE (Science Citation Index Expanded) and the SSCI (Social Science Citation Index)
- More information and get started: <https://clarivate.com/essays/journal-selection-process/>

## [Directory of Open Access Journals \(DOAJ\)](#)

A community-curated online directory that indexes and provides access to high quality, open access, peer-reviewed journals. Most legitimate open access journals are indexed and certified here.

- Complete application here: <https://doaj.org/application/new>
- This application will require very specific details on your Open Access and Copyright policies. If you have questions about how to meet DOAJ's standards, contact us at [iusw@indiana.edu](mailto:iusw@indiana.edu).

## [EBSCO](#)

Provides fulltext coverage of magazine, newspaper, and scholarly journal articles for most academic disciplines.

- Very inclusive—takes most journals
- OA adds value to their collections and increases discoverability for the journal
- Submission form: <https://www.ebsco.com/publishers-partnerships/full-text-databases>

## [Elsevier Scopus](#)

Scopus is the largest abstract and citation database of peer-reviewed literature: scientific journals, books, and conference proceedings as well as smart tools to track, analyze, and visualize research.

- Must have two years of content to be considered
- Regular publication schedule/ publishing on time is a factor in acceptance
- Re-evaluated yearly
- Requires a public-facing Publication Ethics and Malpractice Statement (see <http://www.iupress.indiana.edu/pages.php?plD=83&CDpath=4> for an example and <https://publicationethics.org/resources/code-conduct> for information on best practices)
- Requires journal is being cited in Scopus (for figuring this out, look at number 9 [here](#) for instructions)
- General intro to process: [https://www.elsevier.com/\\_data/assets/pdf\\_file/0004/95116/general\\_introduction\\_csab.pdf](https://www.elsevier.com/_data/assets/pdf_file/0004/95116/general_introduction_csab.pdf)
- Content policy and selection: <https://www.elsevier.com/solutions/scopus/content/content-policy-and-selection>

- More information and get started: <http://suggestor.step.scopus.com/index.cfm>

### Google Scholar

Indexes full text or metadata of scholarly literature across many academic fields.

- Journals with less than 100 published articles are excluded
- Follow the [Instruction Guidelines for Webmasters](#) (particularly the section under "Individual Authors") to increase your journal's chances of being indexed

### MedLine/PubMed

Focusing on biomedical literature, all MedLine content is also available in PubMed, and the indexing processes of both interfaces are closely linked.

- [Policy on indexing electronic journals](#)
- [Indexing FAQs for electronic journals](#)
- Has higher aesthetic standards than many other indexes, especially regarding graphic and illustration quality.

### ProQuest

One of the largest, multidisciplinary, full-text databases available in the market today.

- More selective than EBSCO
- Application is very basic
- Submit new content evaluation requests to [connectwithgca@proquest.com](mailto:connectwithgca@proquest.com) and include pertinent details such as title(s), the subject areas covered by your publication(s), ISSN/EISSN, frequency of publication, average number of articles per issue, etc.

### PsycInfo

An indexing database for peer-reviewed literature in the behavioral and mental health sciences.

- [Selection criteria](#)
- [Submission guidelines](#)

### Ulrich'sWeb

A database of serial information, including ISSN, editorial boards, indexing coverage, peer review status, and publication history for journals. This resource is commonly used to identify legitimate venues for publication.

- If your serial publication is not already tracked by Ulrich's, you can bring that title to the attention of the Ulrich's editorial team by sending an email to [ulrichs@proquest.com](mailto:ulrichs@proquest.com).
  - In your email, include the name of the publication and any other information, you can. An editor will follow up with the publisher or provider and attempt to get the most recent information about the publication.
- More info here: <http://www.ulrichsweb.com/ulrichsweb/faqs.asp>

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