



آشنایی با روال و روند نمایه‌سازی مجلات در بانک‌های اطلاعاتی ISI و Scopus



How to Index our Journal in Scopus?

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برنامه جلسه امروز !

- معرفی بانک اطلاعاتی Scopus
- شاخص‌های ارزیابی مجلات در Scopus
- استانداردهای مجلات جهت تامین حداقل‌های لازم برای Scopus
- نحوه نمایه‌سازی مجلات در Scopus
- بازبینی و ارزیابی تک‌تک مجلات منتخب
- آشنایی با روند و روال انجام کار
- تقسیم وظایف و شروع کار

Scopus at a Glance!

Scopus Coverage Summary (November 2023)

Global representation means global discovery across all subjects and content types

93.96M records from **29.3K** serials, **152K** conferences and **330K** books

from more than **7,000** publishers in **105** countries

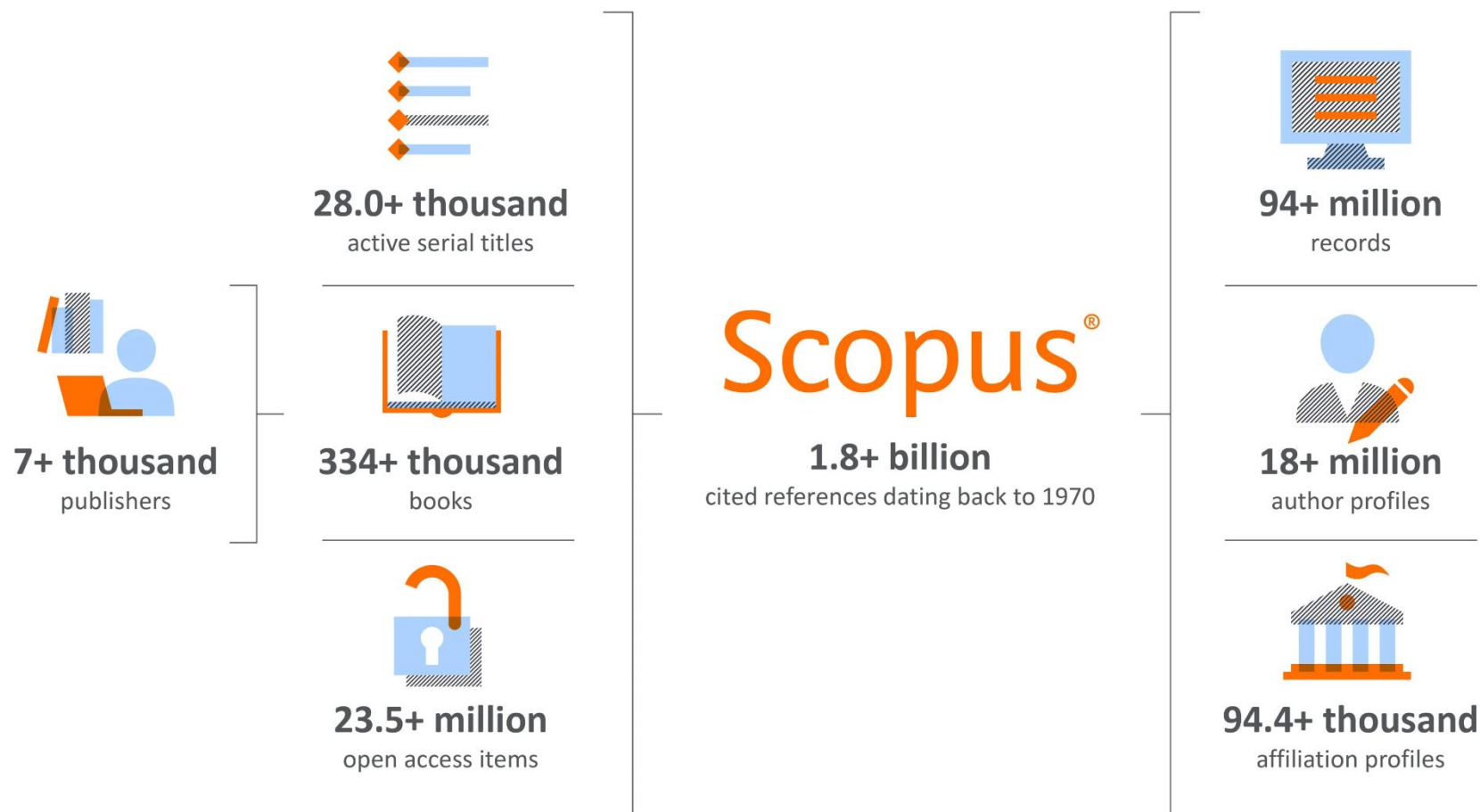
- Updated daily—**13,000+** new articles per day indexed
- **23.399M** open access documents
- “Articles in Press” from **>8,740** titles
- **1.91M** preprints from multiple preprint servers
- **6,618** active Gold Open Access journals indexed

Number of journals by subject area**	Journals	Conferences	Books	Patents
Physical sciences 15,151	29,265* active peer-reviewed journals	152K conference events	74.3K individual book series volumes	50.1M patents
Health sciences 14,940	6,618 Gold OA Journals (DOAJ/ROAD)	11.9M conference papers	330K stand-alone books	5 major patent offices:
Social sciences and humanities 15,446	20.7M fully-indexed funding acknowledgements	12.9% of database items	2.86M total book items	<ul style="list-style-type: none">• WIPO• EPO• USPTO• JPO• UK IPO
Life sciences 8,094	1.91M preprints	Mainly Engineering and Computer Sciences	Focus on Social Sciences and A&H	
	<ul style="list-style-type: none">• Full metadata, abstracts and cited references (refs post-1970 only)• Citations back to 1970			

*Journals may be classified in multiple subject areas: this count includes current actively indexed titles only

**These counts include both active and inactive titles; total number of Scopus journals in database including inactive titles is 42,400

Scopus at a Glance!



What does **Inclusion** in **Scopus** Mean for a Journal?

- Gain **international visibility**
- Increase the opportunity for **collaboration** with other **world** researchers
- Increase the possibility of the **good article** content having additional citations
- Be contributing to the **wider scholarly community** in the **specialist** subject field



Minimum Requirements

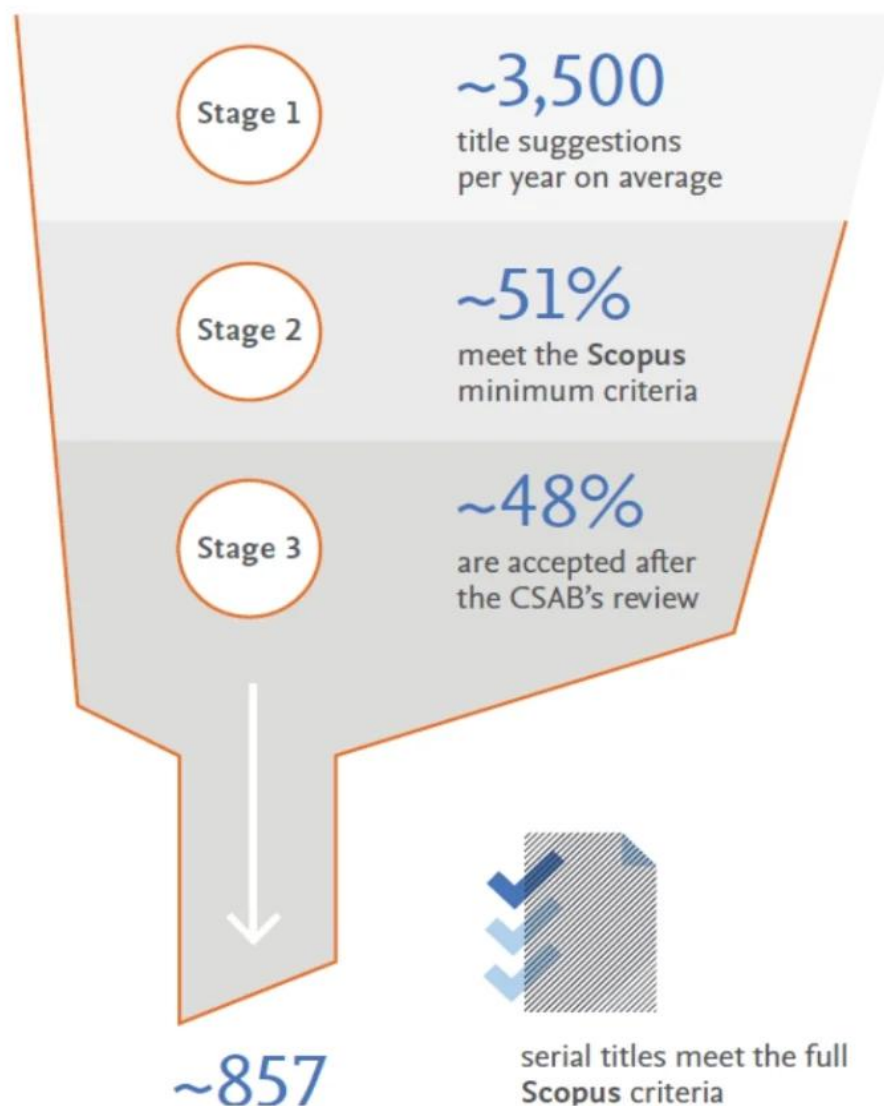
- Peer-reviewed content and a publicly available description of the peer review process
- Published on a Regular Basis
- An International Standard Serial Number (ISSN) registered with the ISSN International Centre
- All References should be in Roman Script



Minimum Requirements

- Rich content that is **relevant** for and readable by an **International Audience**, meaning
- Having English **Language Abstracts** and **Titles**
- Have a **publicly** available publication and **Publication Ethics & Malpractice Statement**

Selection **Process** and **Policy**



Successful Journal Selection



How are Journals **Selected**?

Stage 1

All titles should meet all minimum criteria in order to be considered for Scopus review:

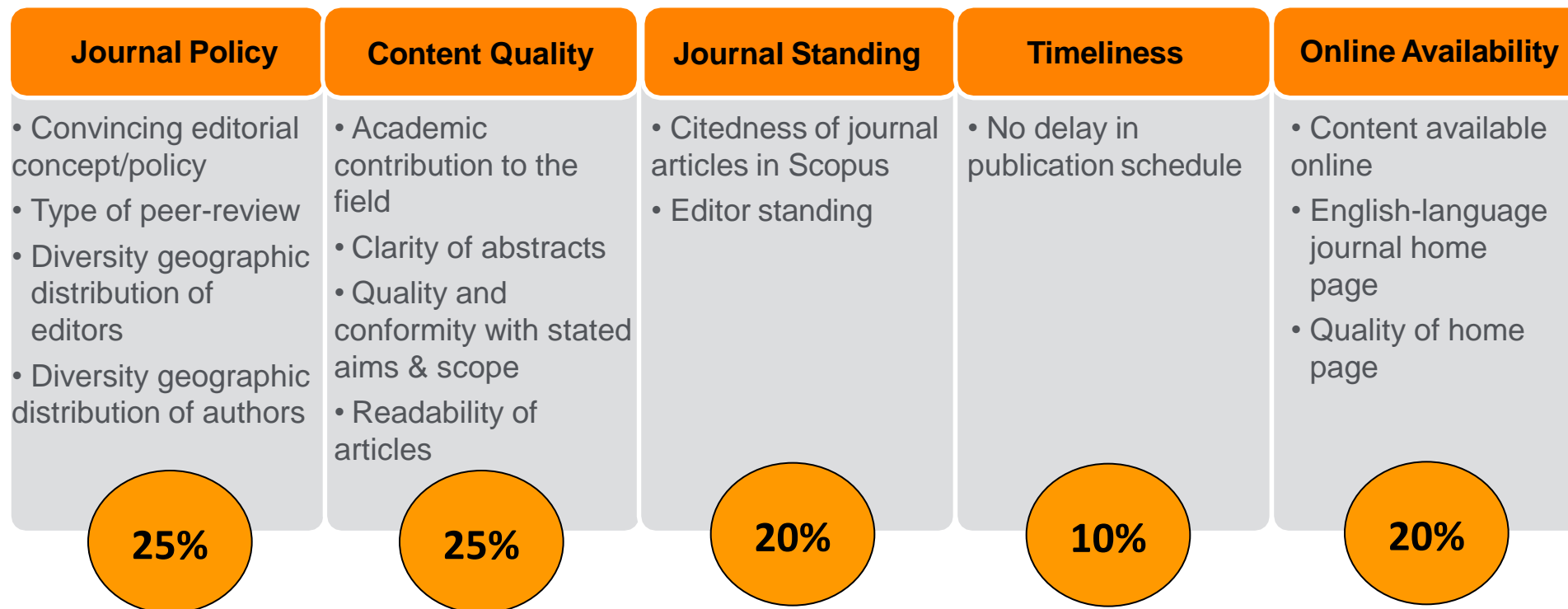


Stage 2

Eligible titles are reviewed by the Content Selection & Advisory Board (CSAB)

All journals are handled the same irrespective of the business model

Assessment **Pillars** & Selection Criteria in **5 Categories** & **14 Sections**



STEP - Score Sheet (Selection Criteria)

Journal title Journal of Modern Dreams
ISSN 1234-5678
eISSN
Source type Journal

Overall score	range	recommend. vote
7.1	8-10	accept journal
	6-7	case of doubt
	0-5	reject journal

enter vote here

Category	Criteria per category	Information to be provided	Scoring basis	Source of score	Maximum possible points per crit.	Points given for evaluated journal	Weight of criterion in percentage	Weighted percentage score per crit.	Weight of category in percentage	Weighted percentage score per cat.
Journal policy	English-language abstracts available	no / yes	0 vs 1	prepopulated	1	1	12.5%	12.5%		
	Language quality of abstracts	levels	0 (low) - 4 (high)	prepopulated	4	3	12.5%	9.4%		
	Articles have cited references	levels	0 (none) - 3 (all)	prepopulated	3	2	12.5%	8.3%		
	Convincing editorial concept/policy	URL	0 (none) - 5 (high)	reviewer	5	3	12.5%	7.5%		
	Level of peer-review	levels	0 (no PR) - 4 (double-blind PR)	prepopulated	4	3	12.5%	9.4%		
	Availability of editorial board	no / yes	0 vs 1	prepopulated	1	1	12.5%	12.5%		
	Diversity in provenance of editors	levels	0 (not adequate) - 4 (very adequate)	reviewer	4	3	12.5%	9.4%		
	Diversity in provenance of authors	levels	0 (not adequate) - 4 (very adequate)	reviewer	4	4	12.5%	12.5%		
Scoring					26	20	100.0%	81.5%	25%	20.4%
Presentation of content (sample articles)	Originality/relevance	sample records	0 (very bad) - 5 (excellent)	reviewer	5	4	15.0%	12.0%		
	Methodology	sample records	0 (very bad) - 5 (excellent)	reviewer	5	2	15.0%	6.0%		
	Argumentation	sample records	0 (very bad) - 5 (excellent)	reviewer	5	3	15.0%	9.0%		
	Conformity with the journal's stated aims	sample records	0 (very bad) - 5 (excellent)	reviewer	5	3	15.0%	9.0%		
	Conformity with publication ethics	sample records	0 (very bad) - 5 (excellent)	reviewer	5	3	12.5%	7.5%		
	Clarity of title, objectives, abstract	sample records	0 (very bad) - 5 (excellent)	reviewer	5	5	12.5%	12.5%		
	Mean length of articles	sample records	0 (very bad) - 5 (excellent)	reviewer	5	1	5.0%	1.0%		
	Quality of language/proof reading	sample records	0 (very bad) - 5 (excellent)	reviewer	5	4	5.0%	4.0%		
Illustrations/tables	sample records	0 (very bad) - 5 (excellent)	reviewer	5	3	5.0%	3.0%			
Scoring					45	28	100.0%	64.0%	25%	16.0%
Citedness	Citedness of journal	numbers	0 (none) - 5 (high)	reviewer	5	2	50.0%	20.0%		
	Citedness of editors	numbers	0 (none) - 5 (high)	reviewer	5	3	50.0%	30.0%		
Scoring					10	5	100.0%	50.0%	20%	10.0%
Timeliness	Timeliness of publication	no / yes	0 vs 1	prepopulated	1	1	100.0%	100.0%		
Scoring					1	1	100.0%	100.0%	10%	10.0%
Distribution	Major publisher?	no / yes	0 vs 1	prepopulated	1	0	25.0%	0.0%		
	Published by society?	no / yes	0 vs 1	prepopulated	1	0	25.0%	0.0%		
	Covered in major bibliographic databases?	no / yes	0 vs 1	reviewer	1	1	25.0%	25.0%		
	Number subscribing libraries (VWorld Cat)	number	0 (low) vs 1 (high)	reviewer	1	1	25.0%	25.0%		
Scoring					4	2	100.0%	50.0%	10%	5.0%
Homepage	Content available online		0 vs 1	prepopulated	1	1	40.0%	40.0%		
	English-language homepage available		0 vs 1	prepopulated	1	1	40.0%	40.0%		
	Quality of homepage		0 (low) - 4 (high)	prepopulated	4	3	20.0%	15.0%		
Scoring					6	5	100.0%	95.0%	10%	9.5%
Total									100%	70.9%

What is the CSAB?

- Scopus Content Selection & Advisory Board (CSAB) is an international group of scientists, who are experts in their respective subject field. The independent CSAB is responsible for reviewing the journals that are suggested to Scopus.
- The CSAB comprises 17 Subject Chairs, each representing a specific subject field(s).

Who Determines Journal Selection?

Content Selection & Advisory Board (CSAB)



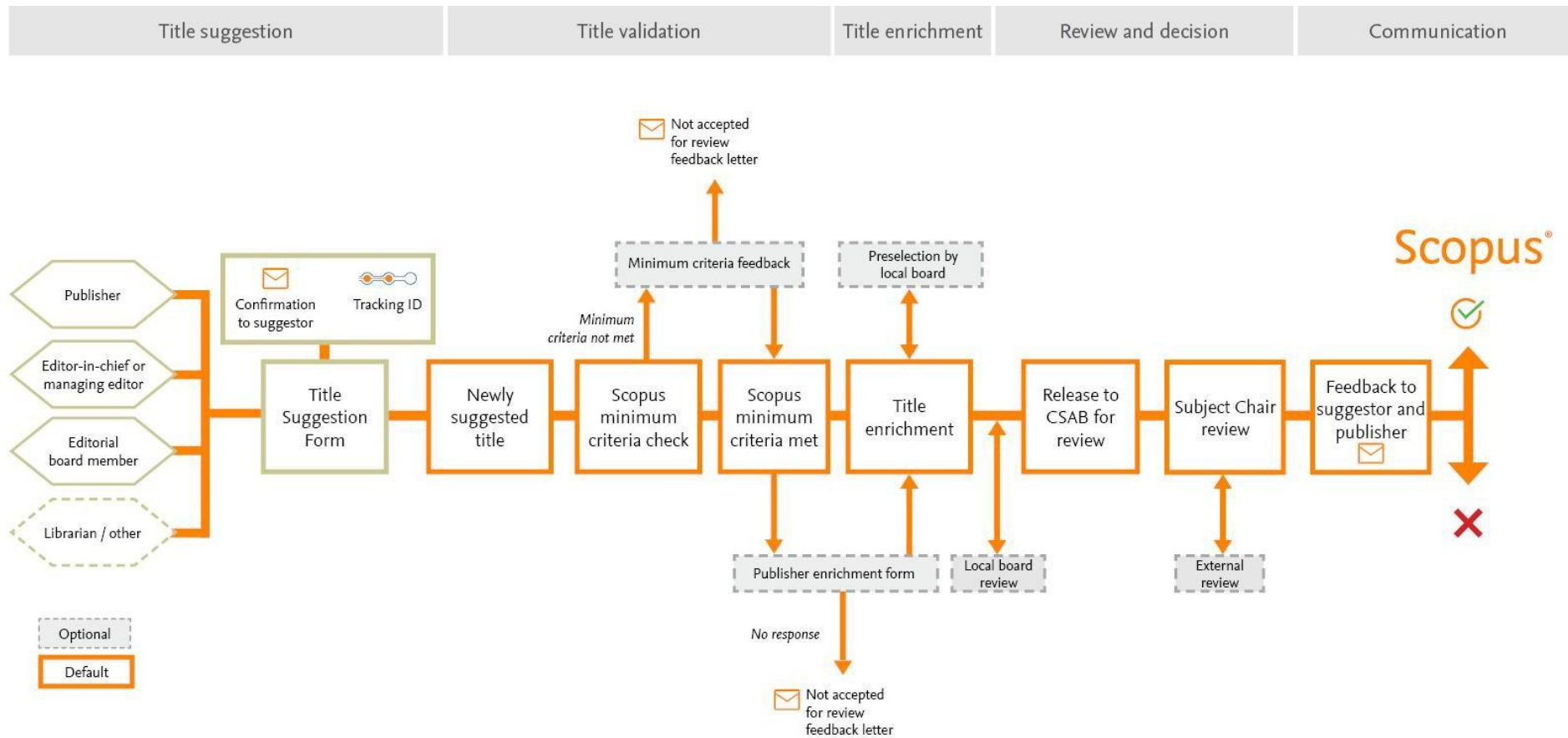
The CSAB is an independent board of subject experts from all over the world. Board members are chosen for their expertise in specific subject areas; many have (journal) Editor experience

<https://www.elsevier.com/solutions/scopus/how-scopus-works/content/scopus-content-selection-and-advisory-board>.

What They **Look** for on in a **Journal Website?**

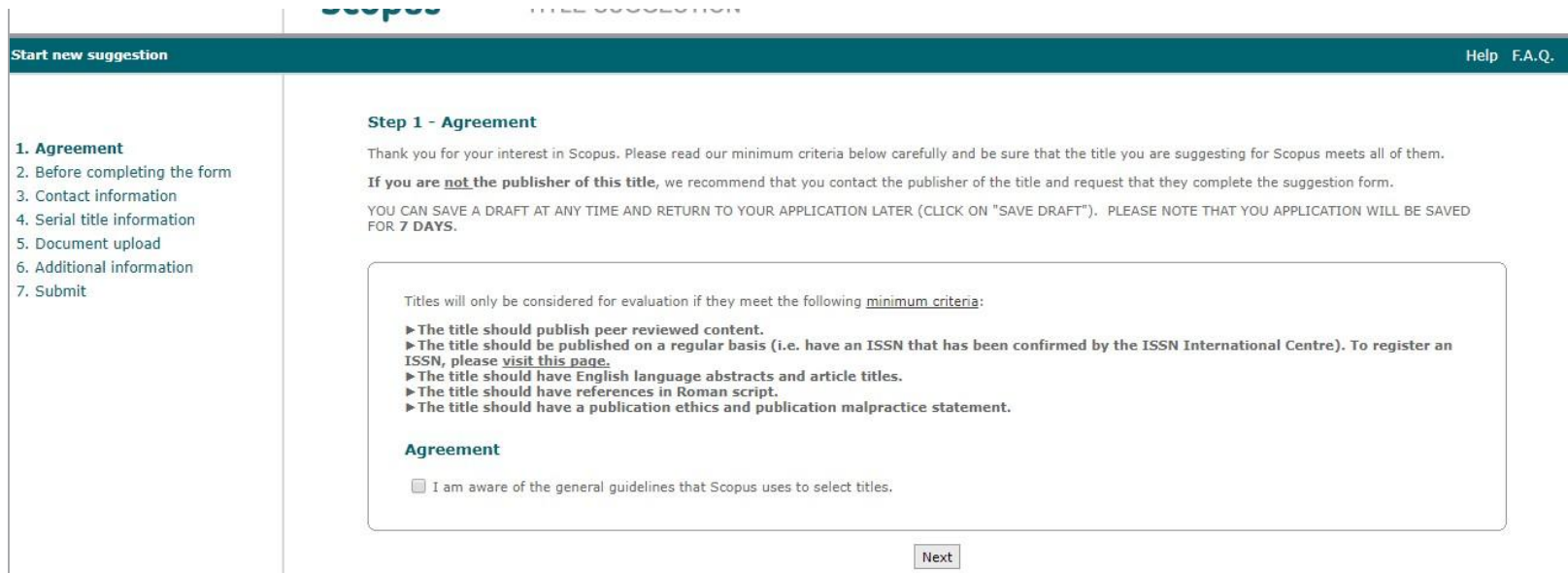
Editorial Board	<ul style="list-style-type: none">• Recognized experts, transparent who are member	Archiving	<ul style="list-style-type: none">• Digital preservation is indicated
Author and Author Responsibility	<ul style="list-style-type: none">• Participate in peer-review, unique, good standards	Ownership & Management	<ul style="list-style-type: none">• Clear who owns and manages the journal, not misleading
Peer Review Process	<ul style="list-style-type: none">• All content subject to review, objective, no conflict of interest	Website	<ul style="list-style-type: none">• Relevant information available and according to standards
Publication Ethics	<ul style="list-style-type: none">• Measures to prevent misconduct, procedures to address misconduct	Publication Schedule	<ul style="list-style-type: none">• Periodicity clearly indicated
Copyright and Access	<ul style="list-style-type: none">• Clearly describe copyright and access, possible fees clearly stated	Name of Journal	<ul style="list-style-type: none">• Name is clear, unique and not misleading or confusing

Scopus Review Process



Suggesting a Title for Review

- Scopus **Content** Page: <https://www.elsevier.com/solutions/scopus/content>
- **Suggest** a Serial Title: <http://suggestor.step.scopus.com/suggestTitle/step1.cfm>
- **Queries**: titlesuggestion@scopus.com



The screenshot shows the 'Suggest a Title' interface on the Scopus website. The page is titled 'Start new suggestion' and includes a 'Help F.A.Q.' link. A sidebar on the left lists the steps: 1. Agreement, 2. Before completing the form, 3. Contact information, 4. Serial title information, 5. Document upload, 6. Additional information, and 7. Submit. The main content area is for 'Step 1 - Agreement'. It includes a welcome message, a note about contacting the publisher if you are not the publisher, and a draft saving feature. A box contains the minimum criteria for title evaluation: peer-reviewed content, regular publication with ISSN, English abstracts and titles, Roman script references, and a publication ethics statement. At the bottom, there is an 'Agreement' section with a checkbox for acknowledging the guidelines and a 'Next' button.

Start new suggestion Help F.A.Q.

1. Agreement
2. Before completing the form
3. Contact information
4. Serial title information
5. Document upload
6. Additional information
7. Submit

Step 1 - Agreement

Thank you for your interest in Scopus. Please read our minimum criteria below carefully and be sure that the title you are suggesting for Scopus meets all of them.

If you are **not** the publisher of this title, we recommend that you contact the publisher of the title and request that they complete the suggestion form.

YOU CAN SAVE A DRAFT AT ANY TIME AND RETURN TO YOUR APPLICATION LATER (CLICK ON "SAVE DRAFT"). PLEASE NOTE THAT YOUR APPLICATION WILL BE SAVED FOR 7 DAYS.

Titles will only be considered for evaluation if they meet the following minimum criteria:

- The title should publish peer reviewed content.
- The title should be published on a regular basis (i.e. have an ISSN that has been confirmed by the ISSN International Centre). To register an ISSN, please [visit this page](#).
- The title should have English language abstracts and article titles.
- The title should have references in Roman script.
- The title should have a publication ethics and publication malpractice statement.

Agreement

☐ I am aware of the general guidelines that Scopus uses to select titles.

Next



Application Process

- **Journals**, book series or conference series
- Suggestions may be made by **publishers** or editors of a title.
- Via **online submission** form only
- Must provide sample **PDFs** – **three** most recent journal issues or **9 articles** plus a table of contents (mandatory)



Application Process

- Evaluation takes several months to years, average 6 month to 1 year.
- Applicant can track the progress of the evaluation process through Tracking Link
- If rejected, you have an embargo time form 6 month to 5 years based on the evaluation score.



Minimums Pass Level

- If you could get 80% of the whole score (8 from 10) your journal is indexed in Scopus!
- Just wait at least about 6 to 24 month !

Publication Ethics & Malpractice Statement (PEM Statement)

Principles of Transparency and Best Practice in Scholarly Publishing

DOI: <https://doi.org/10.24318/cope.2019.1.12>

The [Committee on Publication Ethics](#) (COPE), the [Directory of Open Access Journals](#) (DOAJ), the [Open Access Scholarly Publishing Association](#) (OASPA), and the [World Association of Medical Editors](#) (WAME) are scholarly organisations that have collaborated to identify principles of transparency and best practice for scholarly publications. This is the fourth version of a work in progress (published 15 September 2022). We encourage its wide dissemination.



Presentation

[Principles of Transparency and Best Practice in Scholarly Publishing](#) PDF 1 MB

The Principles of Transparency and Best Practice in Scholarly Publishing should apply to all published content, including special issues and conference proceedings. Where practices deviate from the standards outlined, editors must transparently communicate the procedures that the journal follows.ws.

Publication Ethics & Malpractice Statement (PEM Statement)

JOURNAL CONTENT



A journal's name is unique



The website protects users and has high professional standards



The publishing schedule is clear and kept to in practice



Preservation of the journal content is clearly indicated



Copyright terms for published content are clear



Licensing information is in the policy and on published articles

JOURNAL PRACTICES



Publication ethics policies are available



The peer review policy is clear



Charges or registration required for access to articles are clear to readers

ORGANISATION



Journals clearly state ownership and management



Editorial board members are experts in the journal's subject area

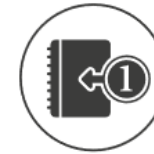


Journals provide contact information and full editor details

BUSINESS PRACTICES



Any charges relating to manuscripts are clear to authors



Journals clearly state all revenue sources



Journals have a transparent advertising policy



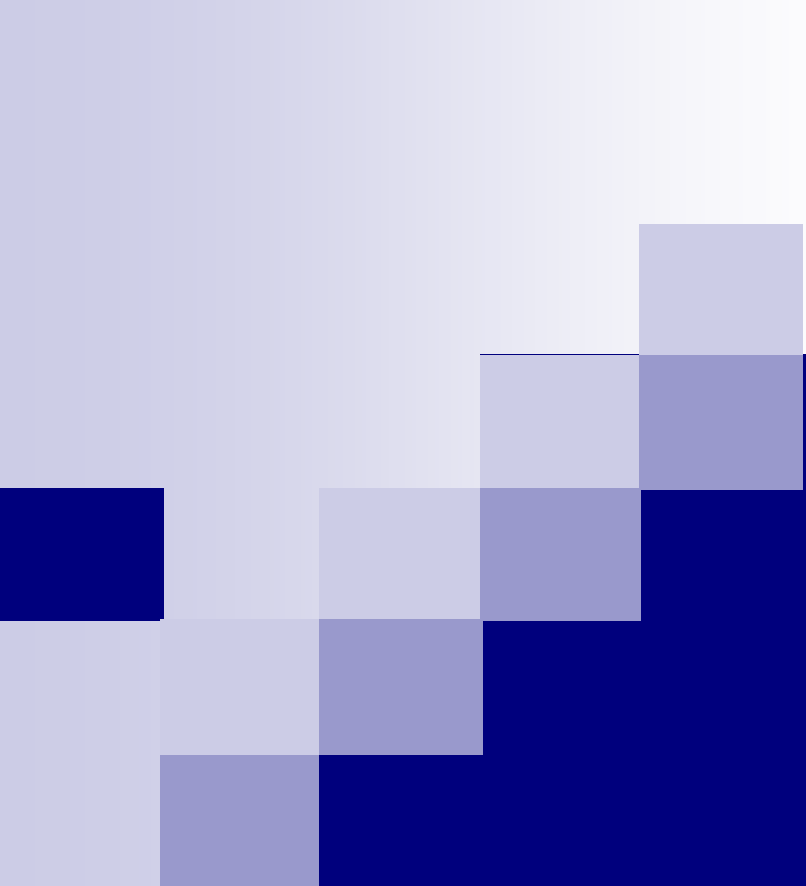
Marketing to authors is appropriate, targeted, and unobtrusive

شاخص‌های مهم در نمایه‌سازی مجلات در بانک‌های اطلاعاتی معتبر

- سردبیر و هیات تحریریه: صاحب مقاله، صاحب استناد، صاحب نام
- سابقه انتشار، تعداد مقاله: تاریخچه انتشار مجله، انتشار حداقل ۲۵ مقاله در سال
- ارکان و اجزای سایت: تکمیل و بروزر بودن بخش‌های اخلاق در انتشار، سیاست داوری و
- وضعیت انتشار: انتشار به‌نگام در ابتدای دوره انتشار مربوطه
- توزیع و تنوع جغرافیایی نویسندگان و اعضای هیات تحریریه: هر چه بیشتر و متنوع‌تر بهتر
- تعداد استنادات فعلی در Scopus: برحسب رشته و موضوع حداقل ۳۰ تا ۱۰۰ با توزیع مناسب
- کیفیت فنی مقالات: صفحه‌آرایی مناسب، درج DOI و ORCID لینک‌شده، درج متن کپی‌رایت و ...
- کیفیت زبان انگلیسی: کیفیت ویراستاری زبان انگلیسی در چکیده و متن مقاله، نوع چکیده مبسوط و ...

شاخص‌های حداقلی برای نمایه‌سازی مجلات در Scopus

- انتشار منظم، به‌هنگام و پیوسته
- سابقه قابل قبول انتشار
- وجود چکیده انگلیسی در مقالات
- درج منابع و مآخذ مقالات به زبان انگلیسی
- وجود بخش کامل اخلاق در انتشار در مجله
- تصمیم‌گیری برای انتشار از طریق هم‌پراز داروی



How to Preserve & Save our Journal Indexing Status?

Payam Kabiri

Clinical Epidemiologist

Tehran University of Medical Sciences

Indexing is NOT Permanent!

- Acceptance into the databases does not guarantee permanent indexing.
- Journals evolve their scope, reset their editorial thresholds, refresh their editorial leadership and change ownership; each of these may affect a journal's characteristics and the quality of its published content.
- Indexing bodies proactively monitor changes in the journal behavior, consider community feedback and periodically re-evaluate journals to ensure they continue to meet quality criteria.



Important Considerations

- Don't increase the number of published papers by more than **20% a year**.
- Don't publish special issues more than **once a year**.
- **Report any change** in the journal title, URL, ISSN,
- **Provide** to & **monitor** your published papers in the databases.
- Keep the **timeliness** of the journal.
- **Check & Update** the journal website static pages **regularly**.
- Don't use the **broken & inactive DOI's**.

Important Considerations

- Observe the **Research Misconducts** in publication thoroughly.
- Check the **journal Emails** continuously.
- Check the **Reader Comments** on social media, PubPeer, Repositories and
- Observe the validity of **Suggested Reviewers**, & their Emails.
- Have your **Journal Performance Indices** & **Observe your Citation Activity**.
- Make sure to cover all Principles of Transparency and Best Practice in Scholarly Publishing.



Scopus Re-Evaluation



Title re-evaluation Policy

- The journal is **underperforming** as it does not meet any of the three metrics and benchmarks for journals in the same subject area.
- **Concerns About the Publication Standards** of the journal or publisher have been raised by formal complaints.
- The journal shows outlier behavior based on its publishing performance in Scopus.
- **Continuous curation** based on CSAB feedback



Metrics and Benchmarks

- Once a year, Scopus analyzes the performance of all journals in the database. All journals must meet the below three metrics and benchmarks in the table below.
- If a journal does not meet all of the three benchmarks for two consecutive years, it will be flagged for re-evaluation by the independent CSAB.



Metrics and Benchmarks

Metric	Benchmark and Explanation
Self-citation rate	The journal has a substantially higher self-citation rate, when compared to peer journals in its subject field.
Total citation rate	The journal received a substantially lower number of citations, when compared to peer journals in its subject field.
CiteScore	The journal has a substantially lower CiteScore, when compared to peer journals in its subject field.



Publication Concerns

- A journal can also be flagged for Re-evaluation based on publication concerns at either the publisher or journal level.
- Concerns for such journals are identified by Scopus or flagged to Scopus by the research community.
- If the concern is legitimate, the title will be added to the **Re-evaluation** program and re-evaluated by the **CSAB** in the year of identification of the publication concern.

Outlier Performance

- Elsevier Data Scientists created a data analytics algorithm called **RADAR** to identify journal **outlier** performance in the **Scopus** database.
- The tool improves continuously by incorporating new examples or signals. It runs regularly to check **all Scopus** journals for **outlier** performance.



Outlier Performance

Outlier journal signals include, but are not limited to:

- Rapid and unexplainable changes to the number of articles published;
- Unexplainable changes in the geographical diversity of authors or affiliations;
- Unexplainable shifts in publication topics compared to the journal's aims and scope;
- Self-citation rates.



Continuous Curation

- Since the establishment of the **CSAB** in **2010**, Scopus has continuously collected review data as part of the content curation process.
- For example, the **CSAB** can indicate whether any accepted title should be evaluated again in the future.
- This is an ongoing process and ensures **continuous curation of Scopus content**.



Continuous Curation

- All titles identified for underperformance, publication standard concerns, outlier behavior, or during continuous content curation will be re-evaluated. The criteria for re-evaluation are identical to the Scopus content selection criteria used for new titles. The decision would be to continue or discontinue (content covered in Scopus prior to the re-evaluation completion will remain in Scopus).
- Discontinued titles will only be considered for evaluation again 5 years after the discontinuation decision was made.



Clarivate (Web of Science)



Embargo Policy for Journal Evaluations

- Journals may be put under embargo if they fail to meet the quality criteria. Journals placed under embargo cannot be re-submitted until the end of the embargo period. Embargo periods are determined as follows.
- **Initial Triage:** There is no embargo period for re-submission if a journal does not pass initial triage.



Embargo Policy for Journal Evaluations

- **Editorial Triage:** There is no embargo period for re-submission if a journal does not pass editorial triage in its first evaluation. If a journal is subsequently re-submitted and fails editorial triage for a second consecutive time, re-submission is subject to an embargo period of one year.



Embargo Policy for Journal Evaluations

- **Editorial Evaluation (Quality):** If a journal does not pass the editorial evaluation (quality) step, re-submission is subject to an embargo period of at least two years.
- **Journals Removed From Coverage:** Journals previously covered in the Web of Science Core Collection that have been removed from coverage are subject to an embargo period of at least two years after the removal decision is communicated to the publisher. For more information see our removal from coverage policy.

Removal From Coverage

- Acceptance into the Web of Science does not guarantee **permanent indexing**. Journals evolve their scope, reset their editorial thresholds, refresh their editorial leadership and change ownership; each of these can affect a journal's characteristics and the quality of its published content.
- They proactively **monitor changes** in journal behavior, consider community feedback and periodically re-evaluate journals to ensure they continue to meet our quality criteria.

Removal From Coverage

- If valid concerns arise regarding an indexed journal, either through internal monitoring by our AI tools or in-house editors, or external feedback from users, the journal will be **re-evaluated** based on quality criteria. During this period, new content will not be processed for indexing and an **'On Hold'** notice will be placed on the Master Journal List
- If a journal is removed from coverage because it no longer meets the quality criteria, it will be **removed** from the Master Journal List and appear as an **'Editorial De-listing'**.



اگر میل داشتید Email بزنید !

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