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## A Review On Indexing, History, Types and Indexing Agencies

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### ABSTRACT:

*Indexing and Abstracting are essential processes that ensure that information contained in documents is easily retrieved. Indexing is a collection of data stored on a computer or a set of cards in alphabetical order. The study provides a summary of Indexing, history, types, and indexing agencies. This study's objective is to emphasize the importance of Indexing and different indexing agencies' expectations from journals. The most familiar indexing agencies such as EBSCO, DOAJ, Elsevier selection criteria for journals to get indexed by them are discussed here. These agencies' expansion, evolution, & their consistency in publishing is focused. There are very few research articles on the Indexing of journals. The article tries to overcome the lack of materials on Indexing & to create awareness about it among Research scholars and teaching fraternity.*

**KEYWORDS:** Indexing, Indexing Agencies, Open access database, types of Indexing, EBSCO, DOAJ.

### INTRODUCTION:

Indexing is the process that produces entries in an index by analyzing the content of documents, revealing the essential details of the document item in a summarized form, and indicating the location of the information, creating substitutes for information items. Information professionals have devised tools that include catalogs, indexes, and abstracts. Information materials are indexed and abstracted to bring the readers/users nearer to information sources. It is also necessary to assist them in finding or locate their information need or reading interests in the references. Indexing indicates the rating of a journal and its reputation and Quality. Acentric source of the database for scholars is made available through journals where the manuscript of different disciplines is gathered and published. The indexing agencies play a prominent role in indexing the journals based on standard and different disciplines involved in it & making the data readily available to the scholars & users. The growth of Indexing & indexing agencies is remarkable since the 19th century. Many types of Indexing have also been invented and practiced.

## LITERATURE REVIEW:

The contrivance of a novel method that does automated Indexing based on the statistical latent class model and probabilistic latent semantic Indexing (PLSA), which extends beyond document indexing, this approach can be utilized, e.g., for language modeling and collaborative filtering. (Thomas Hofmann).

It is found that the Digital archives primarily help in finding the primary documents in full text and for subscribers. Still, their bibliographic records and abstracts for articles, conference papers, and other scholarly and professional documents are entirely open access for anyone. ( Peter Jacsó, 2006).

Jasco says that The partially open access archives are sources for free access indexing, and abstracting information may be the most precious by the ethics of their multidisciplinary nature. Still, they seem to be the least used, even if they are readily available. Jasco wrote about these resources in this column three years ago (Jasco, 2003).

Jasco found that The largest publishers manage their digital archives, including the largest one, Elsevier, which provides indexing records to 6.5 million articles. All the manuscripts do not have abstract, the number of articles and conference papers for which the largest scholarly societies and associations, such as the American Chemical Society. The Institute of Physics, the American Physical Society, and IEEE offer open access indexing/abstracting records that reach millions. (Peter Jacsó, 2006).

## OBJECTIVES:

1. To understand the importance of indexing and indexing agencies
2. To educate the teaching fraternity and research scholars about the indexing concepts and agencies.
3. To avoid authors falling prey to predatory journals that claim false index.
4. To overcome the lack of articles on these concepts.

## HISTORY:

Preprinting era: Till the 13th-century manuscript era had no printing manuscripts that were handwritten and used in magazines for publishing. The manuscripts were rated and given ranking—concordances where it started with Hebru Bible. Modern printing (1440-1459) till this era no indexing was done on publications except ranking later in 1460's era ALEXANDER CRUDEN wrote the bible and SAMUEL JOHNSON IN 1775 wrote a dictionary in the English language the first index he did the English language. Index society was established in London in 1877, aiming to create a general index of universal literature. Later society of indexers was established in 1957. In US William Frederick Poole, a student published his own 154 pages index to periodical literature; it's a precursor for modern Indexing. According to Cleveland and Cleveland (2001), several German journals had begun, and the same happened in England in the 16th and 17th centuries. By the middle of the 19th century, there were Indexing and abstracting journals covering most fields of knowledge. By the turn of the 21st century, most of the services had become specialized areas focusing on subject areas, such that today's Indexing and abstracting tools are produced and used in many countries as a vital device in managing scholarly and non-scholarly information.

## TYPES OF INDEXES:

1. Bibliographic & database indexing - This indexers provide records for journal articles, it provides a database record and access online for a literature body.
2. Periodical and Newspaper Indexing – these indexers offer access to individual articles in a publication that is serialized. As the name suggests, they focus on the consistency of words over a while.
3. Book Indexing these indexers do Indexing on contents of books with details page number topics, etc., this type of Indexing will be made for fictions and non-fiction books, reports & e-books.
4. Legal Indexing – this Indexing involves legal materials; this type of indexers are mostly engaged in the consolidation of existing indexes, prepare tables of legislation.
5. Geographical Indexing – these indexes are most familiar as we know about atlas, maps, and other geographical materials. It is based on geographical locators, and It includes topics, places, scale and co-ordinates, demography.
6. Genealogical Indexing -these indexes allow users to view the names of people, information (personal life ); this type of indexers are highly proficient and skillful in recording the information of historical places and people. These indexers do not rely on original source materials; it remains as a drawback.

## INDEXER:

A person who does Indexing or prepares indexes is an indexer. Indexers are professionals who produce indexes based on standards and ethics. Some work fulltime & some work part-time. Some are employed in organizations or businesses while others work as freelancers or as consultants. Indexers should be intelligent, widely-read, level-headed, patient, and analytically-minded. They should have an analytical and imaginative mind because Indexing has to do with answering questions in the process of Indexing and thinking for the user.

Some of the basic necessity to be followed by the journals in publishing for getting indexed by indexing agencies:

1. An International standard serial number
2. Digital object identifier
3. A Publishing schedule
4. Copyright policy
5. The standard for manuscript acceptance

## INDEXING IN OPEN ACCESS DATABASES:

Open access was initiated and developed in 2001 by the open society institute in Budapest, to make research papers access easy to the world and freely available through the internet. The open-access initiative made peer viewed scholarly journals and the dissemination of knowledge as the primary intention. It offers a productive platform for researchers to acquire knowledge simultaneously to publish their manuscripts without costs or with the minimal cost through online publishing. The journals online are modern, easily readable, and searchable because of its electronic form.

Metadata is information on titles, authors and their affiliation, contact, the status of the work, the language used, the number of figures and tables in the paper, the number of pages, the abstract, and keywords. ( Alexandra-Emilia Forti)  
All digital libraries frequently use a set of information called metadata. This information can be classified as follows:

1. Descriptive is used concerning bibliographies and subjected to standards such as MARC(Machine-Readable Cataloging)
2. Structural is with relations between different parts of the deposit, such as abstract, text, figures, tables, and linkage information between deposits e.g., articles in a proceedings volume.
3. Administrative is related to the deposit storage format or its original format, aspects on the license, and copyright.

## **INDEXING AGENCIES:**

### DOAJ:

As open-access journal indexing is concerned, the directory of open access journal is in the first place. DOAJ has served a mark of journal quality for scholars and their institutions, and now it has become a core access publishing standard. It was launched in 2003 and indexed over 13,000 open access journals. The index is open to all open access journals irrespective of language and subject. The indexing standards of DOAJ are easy to meet as they keep minimal criteria for the index. Still, no compromise in the quality expectation and the content of the journal's manuscripts. It has a quality peer-review process, and the criteria are open and straight forward to all. The agency manages its transparency in terms of Indexing.

The agencies ask for the information from the journal such as journal-title, journal URL, ISSN, languages, subjects, publisher, name & Email address to contact for a journal, country, article processing charges, article submission charges if any, number of research articles and review articles in the journal, editorial board members and their details, format of article, description of each discipline articles in 6 keywords, editorial process, licensing policies, the review process, URL of the editorial board, the deposit collection currency and method.

DOAJ is co-created in partnership with COPE (The committee on publication ethics) and WAME (World association of medical editors).

Their mission is increasing visibility, accessibility, reputation, usage, and impact of Quality, peer-review, regardless of discipline language and cartography the open access scholarly journals should be accessible globally. It is 100% independent and maintaining all its services and metadata free to use by anyone.

DOAJ is a not-for-profit organization managed by Infrastructure Services for Open Access C.I.C. (Community Interest Company) based on the United Kingdom. It relies entirely on donations voluntarily from its members and on sponsorships. It has an Advisory Board and a Council, the members of which carry out their duties willingly. There is approximately 100 voluntary editorial staff who review applications and render services. Volunteers should abide by a Code of Conduct and an Agreement that must be signed and return to DOAJ before they can carry out their duties. At least two references requested from every volunteer, and all volunteers are bound by the Code of Conduct to declare any conflicts of interest to the Managing Editors.

### ELSEVIER/SCOPUS:

Elsevier is an open-access journal indexing agency which is most familiar for its Scopus index and quality journals and manuscripts under it with high standard and knowledge sharing aspects for researchers. Elsevier founded to be a small Dutch publisher in 1880. The way they share information has been subject to constant change over the period. The Elsevier Heritage Collection consists of over 2,000 volumes, with more than 1,000 distinct titles published by the original House of Elsevier from 1580 to 1712.

The growth cycle of it is an inspiration, founding, science publishing, post-war growth, new technology, merger, digital age, and information analytics.

The selection criteria include information about journal-title, journal website, ISSN, Content readability, international audiences, publication ethics, review policies, and process, publication malpractice statement, journal policy for Diversity in the geographical distribution of editors & Diversity in the geographical distribution of authors, Editorial policy, aim & scope of the journal and its Quality, academic contribution of a journal, Cited count of journal articles in Scopus, Editor standing, publication regularity, Full journal content availability online,

does the journal home page available in English language, Quality of journal home page, citation rates, it has its metrics and benchmark to evaluate and index the journals.

In 2017 the Radar tool was launched by Elsevier, it is an Elsevier-made data analytics algorithm, trained to identify outlier journal behavior in the Scopus database, that includes rapid and unexplainable changes to the number of articles published or unexplainable changes in the geographical diversity of authors or affiliations, self-citation rate, and publication concerns. The tool improves continuously by new examples or rules added to it. It will initially run once a year, checking the full Scopus journal base of around 22,800 titles for outlier behaviour.

Every journal which has to be indexed by Elsevier should have transparent publication ethics. The Elsevier follows the publication ethics from the guidelines of organizations like Committee on Publication Ethics (COPE), World Association of Medical Editors (WAME), International Committee of Medical Journal Editors (ICMJE), Consolidated Standards of Reporting Trials (CONSORT).

### EBSCO:

Stephen B. Alton established the EBSCO database in the United States in 1944, currently serving as one of the largest publishers and collectors of various types of resources and information, including full-text journals, newspapers, and other information sources.

The EBSCO Adopted a customer-centric approach; the database serves the world's library industry.

It is one of the pioneers in providing research databases, electronic journals, journal subscriptions, e-books, and services for a variety of libraries that have purchased its access.

#### Criteria for Indexing in EBSCO:

It contains 17 scientific committees seeking to index the journals with the highest impact factors among researchers. To find better and more efficient journals, the committees pay close attention to the Quality of the scientific content of the journals, the Absence of a journal on suspicious websites, Effective scientific impact by referring to statistical reports, Fulfillment of the principles of publication ethics and authors' consent. Before submitting the journal, it should be carefully screened to meet the required criteria since it cannot be re-submitted for another five years in case of rejection.

### **DISCUSSION:**

The research and its passion among teaching fraternity and researchers are growing day by day. The dimension of publishing articles has changed over a while with changing technology from indexing dictionary initial stages to information analytics of today, we have evolved from copies of books till E-books, E-journals, E-magazines. A journal is indexed or evaluated to assure its effectiveness, efficiency, its value, and Quality. Index evaluation is also necessary because non-retrieved information does not exist. The journals' Indexing is required to define the journal's uniqueness among the millions of journals available online. The indexing agencies are many, but all the indexing agencies have one common aspect of dissemination of knowledge to scholars & researchers. Indexing makes it easy for the user to identify the information required out of the widespread data availability. Its found that the resources are readily available as massive data and information is free through open access. Still, people do not make use of it, either because they are unaware of availability or too much data availability confuses them.

### **CONCLUSION:**

Each indexing agencies follow different criteria's for selection of the journal to index them, but their mission and objective is to exhibit the best possible information with supreme Quality. The indexing agencies like DOAJ, Elsevier, and EBSCO have grown to global standards and have become a brand in indexing journals. The passion of these agencies and coping up with the changes occurring over a few decades and consistency has made their achievements remarkable. The transparency of the indexing process of indexing agencies is evident. Open access databases have made it convenient to acquire information from any corner of the world free. Indexing has its impact on the expansion

and rapid growth in improving the Quality of research manuscripts and made authors make their work available global. Indexing is the only medium or solution to overcome the predatory journals claiming false promises to authors. sOnly the proper knowledge of indexing agencies and journals can prevent authors and quality papers from falling prey to predatory journals.

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