

# Tools that can help and what's next after submission to Scopus

Scopus Only Day Workshop October 24<sup>th</sup>, 2023

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### Different reasons why journals strive to be in databases

Opportunity to increase visibility

Opportunity to increase authority and prestige in subject area or society/community

Opportunity to disseminate knowledge wider

Commercial project

Opportunity to increase organization's/authors performance etc.





# If your choice is Scopus





# If a title meets all minimum criteria, it will be evaluated by the 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.

Eligible titles are reviewed by the Content Selection & Advisory Board according to a combination of 14 quantitative and qualitative selection criteria:

14 selection criteria in 5 categories											
Journal Policy	Quality of Content	Journal Standing	Regularity	Online Availability							
<ul> <li>Convincing editorial concept/policy</li> <li>Type of peer-review</li> <li>Diversity geographic distribution of editors</li> <li>Diversity geographic distribution of authors</li> </ul>	<ul> <li><u>Academic</u> <u>contribution to the field</u></li> <li>Clarity of abstracts</li> <li>Quality and conformity with stated aims &amp; scope</li> <li>Readability of articles</li> </ul>	• <u>Citedness of journal</u> <u>articles in Scopus</u> • <u>Editor standing</u>	• No delay in publication schedule	<ul> <li>Content available online</li> <li>English-language journal home page</li> <li>Quality of home page</li> </ul>							
https://	articles /www.elsevier.com/solutions/scopus	s/content/content-policy-and-selecti	on or titlesuggestion@scopus.com								

# Academic contribution to the field: do you know your subject area and competitors?

- Research area terminology, key words, research topics
- Subject area and subcategories All Science Journal Classification (ASJC)
- Duration and frequency of publications e.g. *Philosophical Transactions* is published since 1665, while journals in Nuclear Medicine are rather "young"
- Business model Subscribed, Open Access, APC Yes / No
- Publishing format part of big publisher portfolio or Standalone journal
- Audience geography, applied or fundamental focus ...
- Published document types Review, Article, Case study, Data paper, ...
- Rules for authors can submit anyone (Open submission) or membership ...
- What is your niche?

Select 5-10 Scopus journals, similar to yours (by research topics, by geographical diversity, level of authors etc), and try to answer above questions



## How to find reference group in Scopus? Search!

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## **ASJC**

А

All Science Journals Codes (ASJC) - is journals classification, used by Scopus and is represented by 26 subject areas and 334 subcategories.

F

Full list of ASJC could be found in Scopus Source Title List here: https://www.elsevier.com/solutions/scopus/how-scopus-works/content - ASJC classification codes.

C D

You can use ASJC codes in Scopus Advanced search: Subjmain (ASJC code)

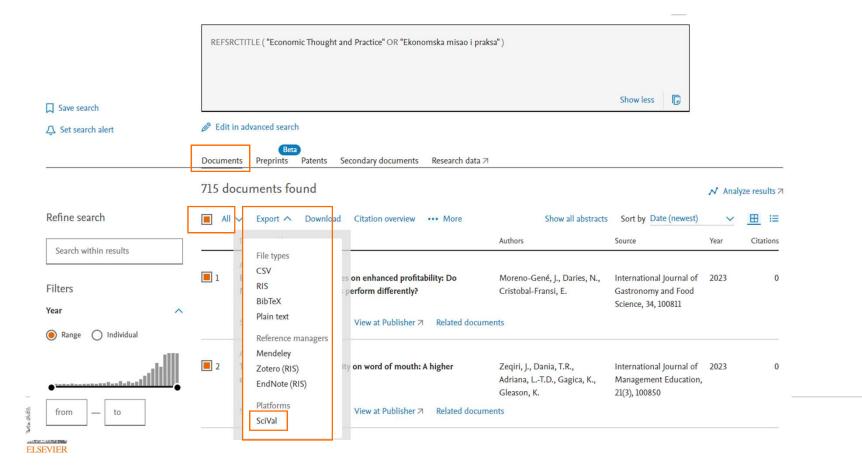
Example: subjmain (3322) - Scopus returns documents from all sources assigned to Urban Studies

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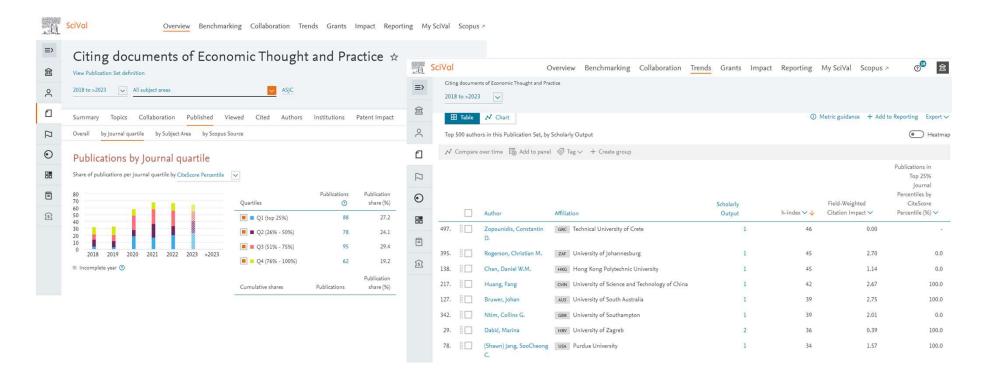
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## **Citing documents**



# SciVal\*





\* SciVal is modular analytical tool. Subscription is required. Learn more at https://www.elsevier.com/research-intelligence/solutions

# **Editor standing**

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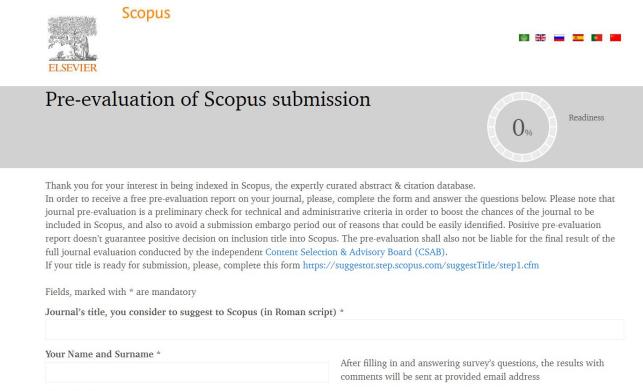
# Additional sources to check readiness

(recommended and proved by Elsevier)





# Self-evaluation for all via www.readyforscopus.com





Your role \*

# **Pre-evaluation service for CEE**

- The journal pre-evaluation service serves as a preliminary check for technical and administrative criteria in order to boost the chances of the journal to be included in Scopus, and also to avoid a submission embargo period out of reasons that could be easily identified.
- The pre-evaluation shall also not be liable for the final result of the full journal evaluation as pursued by the independent Content Selection Advisory Board (CSAB).
   Please note that each journal may use this service only one. Duplicate submissions will not be considered.

Complete the form below in order to receive a free pre-evaluation report (in approx. 6 weeks).

# https://bit.lu/scopus-pre-evaluation



Request a consultation for your journal: <u>https://bit.ly/ELSConsultationRequest</u>

# If you are ready





## Complete submission form

Step 1 - Agreement

Thank you for your interest in Scopus.

### https://suggestor.step.scopus.com/suggestTitle/step1.cfm

Scopus TITLE SUGGESTION

#### 1. Agreement

- 2. Before completing the form
- 3. Contact information

Start new suggestion

- 4. Serial title information
- 5. Document upload
- 6. Additional information
- 7. Submit

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

To read how Elsevier uses, collects and shares personal data, please read the Elsevier Privacy Policy

•The title should publish peer reviewed content. The true shows yours per reviewed content.
 The title should be published on a regular basis (i.e. have an ISSN confirmed by the ISSN International Centre). To register an ISSN, please <u>visit this page.</u>
 The title should have that is the publication mating and publication mating practice statement in the English language on its website. To read how Elsevier uses, collects and shares personal data, please read the Elsevier Privacy Policy. Agreement

•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 of the suggestion for a sany time and return to your application itart (citck on 'Save draft'), Please note that your \* application will be saved for 7 days.

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

#### Publication standards

Please check adherence to our Publication Ethics and Malpractice Statement requirement.

Please provide the publication ethics and publication malpractice statement for this title:

Principles of Transparency and Best Practice in Scholarly Publishing:

U Website

Peer review process

http(s)://

A journal's website, including the text that it contains, shall demonstrate that care has been taken to ensure high ethical and professional standards. It must not contain information that might mislead readers or authors, including any attempt to mimic another journal/publisher's site. An 'Aims & Scope' statement should be included on the website and the readership dearly defined. There should be a statement on what a journal will consider for publication including authorship criteria (e.g., not considering multiple submissions, redundant publications) to be included. ISSNs should be clearly displayed (separate for print and electronic).

1

Help F.A.Q.

Name of journal The Journal name shall be unique and not be one that is easily confused with another journal or that might mislead potential authors and readers about the Journal's origin or association with other journals.

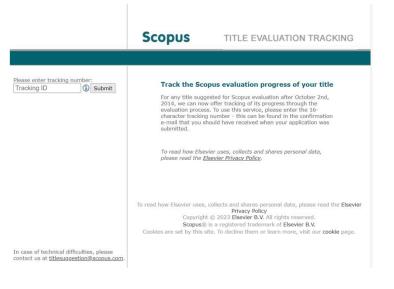
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# After submission

- Upon completion, an automatic confirmation e-mail will be sent to applicant's email address with Tracking ID number to track evaluation process <u>here</u>
- In general, serial titles will be evaluated within 6 months. If after 6 months no final decision has been made yet – contact <u>titlesuggestion@scopus.com</u>, using title and ISSN in subject field

### In case of positive decision:

- Within 1 month after accepting the serial title, the permission holder (usually the publisher) will receive a message with request to sign in Permission Form (technical details of content collection). If no such Permission was received within 1 month – contact <u>bd-</u> <u>scm@elsevier.com</u>
- The first indexed articles should appear in Scopus within 3 months after signing the Permission form (*Hint: Articles can be found in Scopus through a search by using the journal's title name or ISSN*). If articles couldn't be found in Scopus within 3 months after signing the Permission Form please contact: <u>bd-scm@elsevier.com</u>



# After submission (2)

### In case of negative decision

Scopus will provide you with feedback and comments on how to improve and an embargo date. You can submit your title again after the embargo period has expired. Please note that you will be required to upload a cover letter, explaining how the comments from the previous review round have been addressed.

### Adding to Source Browse Title List

- Newly accepted titles will be added to the 'Accepted titles' sheet in Source Title List on a monthly basis
- The main Scopus Source Title list is updated twice per year: in spring and autumn
- Depending on whether the serial title has been fully profiled in Scopus, it will be added to the main Scopus Title list.



# Indexing in Scopus

- Usually the ongoing indexing of content takes between 3 weeks and 2 months from content appearing online at publisher's website to appearing in Scopus (depending on content quality and options to provide content in signed Permission form).
- Set Scopus search alert (see: <u>How do I create and manage my Alerts?</u>) on newly added articles from your title to track timely indexing
- If you noticed delay with your title's content indexing in Scopus, please, fill in form or contact: Scopus Support (ELS) <u>ScopusSupport@elsevier.com</u>
- Set Scopus citation alert (see: <u>How do I create and manage my Alerts?</u>) on your title's articles citing. It will help to monitor your title's content citing and track impact of your title.
- Track your title's impact progress by monitoring your journal metrics, including monthly updated CiteScore Tracker (see: <u>CiteScore and CiteScore Tracker</u>).
- If you found incorrect information in your title's documents in Scopus or missed documents, please, submit request on correction via form or contact Scopus Support (ELS) <u>ScopusSupport@elsevier.com</u>.
- If there's the necessity to change the serial title's name or ISSN, or Publisher, or subject areas, please, fill in the <u>form</u> or contact Scopus Support (ELS) <u>ScopusSupport@elsevier.com</u> and provide eligible evidences of required changes (e.g. already done corrections in ISSN Center, link at publisher's website). Scopus team will check provided information and requested changes. Please, note: all correction regarding to source title, ISSN, publisher, subject areas and source's website are updated twice a year (in spring and autumn).



# Additional sources





### https://www.elsevier.com/plpl/events/elsevier-training-and-demowebinars

#### Elsevier Online Training Hub

Webinars for Central and Eastern Europe

What do you want to learn today? Improve your research work, library work and get new insights from research information arena in many languages. Follow to your country page for local webinars: English   Bulgarian   Croatian   Czech   Polish   Romanian   Ukrainian	Upcomi     Recorde     Request	Recorded Webinars		
Upcoming live Webinars in English				
Title	Topic	Date	Hour (CET)	
What's New with Scopus and SciVal? $\rtimes$ Keep up-to-date on the most recent Scopus and SciVal enhancements.	Scopus	10/5/2022	10:00	
Improving scholarly journal publishing and visibility » Do you publish scholarly journal(s)? Join us to learn how The Journal of Sustainable Mining met- publishing success with Digital Commons, and how your institution can benefit with support from Digital Commons, Scopus and other tools from Elsevier.	Journal publishing	18/5/2022	10:00	
10 Things You Need to Know About Open Access & Transformative Agreements » Join us for a primer on the dynamic areas of Open Access & Transformative Agreements.	ScienceDirect	24/5/2022	10:00	
Increasing Journal Success with Scopus? >> Learn how journal publishers can optimize their success with the Scopus content selection process.	Scopus	7/6/2022	10:00	

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#### Content Policy and Selection

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# Thank you

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