

# Understanding The Concept Of Indexing For A Budding Researcher

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**Abstract-** In traditional, back-of-the-book an index is the list of words that points to where those words can be found in a document. It is usually listed in the alphabetical order or numerical order follows by subjects, titles, authors and types of publications. Citation index is an index of citing between publications, allowing the user to easily establish which later documents cite which earlier documents. The indexing process usually begins with a reading of the text, during which indexable (significant) concepts are identified and the terms to be used to represent those concepts are selected and sometimes marked or likely to enter into a professional indexing software program. The indexed journal always gets the better visibility. Always gets the quality papers from the authors for publication. The Journal impact factor will be increased. The journal authority and reputation gets improved.

**Keywords-** Citation, Indexing, Journal, Quality.

## I. INTRODUCTION

Index is a guide either in the form of an electronic or print. It is used to locate required information in the documents, publications, or files. It is usually listed in the alphabetical order or numerical order follows by subjects, titles, authors and types of publications. In traditional, back-of-the-book an index is the list of words that points to where those words can be found in a document. The words or phrases are selected by an indexer and the pointers are page numbers, paragraphs, or section numbers. Information quickly and easily available: Truly useful index is not just simply a list of the words and phrases used in a publication which is called as a concordance, but it includes an organized map of its contents along with cross references, grouping of same concepts, and also other useful intellectual analysis.

## II. OBJECTIVES

- To explain the concept of indexing
- To tell about the quality of journals by indexing.
- To compare different types of indexing agencies.

## III. COLLECTION OF INFORMATION

**A. Types of Index-** There are several types of index. The back-of-the-book index indicates pages, chapters, sections, a listed word appear or it is explained in the book. Sub-entries and cross references are sometimes provided to the listed term[1]. A periodical index is an index for articles of periodical literature such as journals, magazines, and newspapers. Citation index is an index of citing between publications, allowing the user to easily establish which later documents cite which earlier documents. The Impact factor is often abbreviated with 'IF'. It is a measure of the citations to social science and science journals. IF is usually used as a proxy for a journal importance to its field[2].

**B. Elements of subject indexing-** Subject indexing involves two steps

- Conceptual analysis
- Translation

To maintain a consistency of indexing, a set of indexing rules and guidelines can be established prior to indexing.

**1. Conceptual analysis-** An indexer first analyzes what a document is about. An indexer identifies the range and scope of coverage, perspectives, types of research, disciplinary areas, and other specific information the document provides. The level of indexing specificity and other details of indexing are determined primarily by user group needs. If a user group is a specialist in a certain field, indexer needs to tailor index to their specific needs.

**2. Translation-** After a conceptual analysis, an indexer translates his or her conceptual analysis to index terms. Converting conceptual analysis into an index terms is called translation[3].

Basically there are two methods of translation:

- Derivative Indexing and
- Assignment Indexing.

These two methods are distinguished by a difference concerning how and where index terms are obtained.

**Derivative Indexing-** An indexer finds terms or phrases used in the document and extract them as index terms. An indexer often extracts words or phrases from the title, abstract, and a table of contents.

**Assignment Indexing-** For this type of indexing, an indexer selects index terms not from the documents but from controlled vocabularies which are a set of preselected, predefined terms. Those index terms may or may not appear in any part of the document. In information science the collection of controlled vocabularies is called [thesaurus](#).

**C. Other principles of indexing-** One of the most important principles of indexing is specificity of index terms. An indexer uses the most specific terms that can cover the topic. Rather than a single broad term, an indexer uses several specific terms that can exhaustively cover the topic. Another important principle of indexing is to give multiple access points to the information. A retrieval rate of a document increases if it can be found from multiple indexed topics.

**D. Indexing process in practice(Process of indexing)-** The indexing process usually begins with a reading of the text, during which indexable (significant) concepts are identified and the terms to be used to represent those concepts are selected and sometimes marked or likely to enter into a professional indexing software program[4]. The indexer may make a second pass through the text during which he or she enters the terms into an index document, creating subentries where appropriate. The professional indexing software handles tasks as formatting the index and arranging all the entries into alphabetical order. The final task involves editing to improve consistency, accuracy, and usefulness, and to ensure it follows publisher's guidelines[5]. Indexers must always analyze the text to enable presentation of the concepts and ideas in the index that may not be named within the text. Index is to help the researcher, reader, information professional, not the author to find information, so the professional indexer must act as a liaison between the text and the ultimate user. Indexing is often done by freelancers hired by publishers or book packagers. Some publishers and database companies employ indexers.

**E. Indexing software-** There are many indexing softwares available to assist with special sorting and copying needs involved in index preparation. They include Cindex, Macrex, and SkyIndex. The increasing interest towards the use of electronic documents has led to the development of embedded indexing, where index terms are inserted into appropriate

places in one or more source documents using some kind of markup language. An accurate, sorted list of these marked index terms ("index entries") can then be generated dynamically from the source document(s) at any time. This is a standard, yet little known, feature of many popular word processing programs such as Microsoft Word, StarWriter/Openoffice.org Writer, and WordPerfect.

## F. Index quality

Everyone had experienced a very bad index; it's almost worse than no index at all. Some principles of good indexing include:

- Make sure each of your topics or sections includes a variety of relevant index entries; use two or three entries per topic
- Analyze your audience and understand what kind of index entries they're likely to look for
- Use the same form throughout (singular vs. plural, capitalization, etc), preferably using standard indexing conventions
- One grouping approach uses nouns as the first level entries with verbs as the second level

## G. Indexing pitfalls

- Topics with no index entries at all.
- Duplicate entries under different names (ie. "word processors" and "processors, word"). This is a problem only if entries are inconsistent, e.g., contain different locators. However, the process of double-posting entries under one or more terms can help users find the information, since they may very well use a term different from that used in the text[6].
- Inconsistently indexing similar topics No index entries at all for significant topics
- Indexing 'mere mentions' that "But John Major was no Winston Churchill" it indexed under 'Churchill, Winston'
- Circular cross references for 'Felidae. See Cats'; 'Cats. See Felidae'
- References to the discussions of a single topic scattered among the several main headings: 'Cats, 50–62'; 'Felidae, 175–183'
- Inconsistently indexing the similar topics.
- Confusing with similar names like Henry V of England, Henri V of France
- Incorrect alphabetization such as ' $\alpha$ -Linolenic acid' under 'A' instead of 'L'

- Inappropriate inversions like 'processors, word' for 'word processors'
- Inappropriate subheadings which includes 'processors: food, 213–6; word, 33–7'
- Computer indexing from the section headings: e.g. 'Getting to know your printer' under 'G'.

**H. Indexer roles-** Some selected indexers specialize in specific formats such as scholarly books, web indexing (the application of a back-of-book-style index to a [website](#) or [intranet](#)), microforms, search engine indexing, database indexing (the application of a pre-defined [controlled vocabulary](#) such as MeSH to articles for inclusion in a database), periodical indexing (indexing of newspapers, magazines, journals). With their expertise in controlled vocabularies, some indexers also work as [taxonomists](#) and [oncologists](#). Indexers usually specialized in particular subject areas, such as [anthropology](#), [business](#), [computers](#), economics, education, government documents, [history](#), law, mathematics, [medicine](#), [psychology](#), and [technology](#). Indexes are designed to help the reader find information easily and quickly. The complete or truly useful index is not just simply a list of words and phrases used in a publication (which is properly called a [concordance](#)), but an organized map of its main contents, including [cross references](#), grouping of like concepts, and other useful intellectual analysis.

### I. Index Quality

Some principles of good indexing include

- Ensuring each topic or section includes a variety of the relevant index entries; use two or three entries per topic
- Understanding audiences and what kind of index entries they are likely looking for
- Use the same form throughout (singular vs. plural, capitalisation, etc.), using standard indexing conventions.

### J. The benefits for Indexed journals

- The [indexed journal](#) always gets the better visibility.
- Always gets the quality papers from the authors for publication.
- The Journal impact factor will be increased.
- The journal authority and reputation gets improved.
- Journal indexing agencies list are listed below

Here there is some of the **reputed journal indexing agencies**, can check the indexing and apply for it.

1. Google Scholar
2. Scopus
3. PubMed
4. EBSCO
5. IJIFACTOR
6. EMBASE
7. DOAJ
8. ISI Indexing
9. SCIE
10. SCIMAGOJR
11. OAJI
12. Index Copernicus
13. Open J Gate
14. Ulrich's International Periodical Directory
15. BASE

**K. Evaluation Parameters/Methodology-** In publication, the Impact Factor is calculated on yearly basis with a 100 point scale. The Journal or Serial Publication submitted for assignment of Publication Impact Factor will be evaluated on the basis of the following qualitative and quantitative parameters.

- Scientific or Publication Quality
- Manuscript or Publishing Quality
- The presentational Quality
- The editorial Quality Scientific/Publication Quality

The Citation Count: -The number of papers or articles cited for that respective year of publication.

Originality: - The original research, innovation of the new ideas or the further enhancements, new approaches in solving existing problems and strict Plagiarism Policy.

Scientific Quality:- The Scientific validity of the fact, calculations, methods and results.

Journal Discipline: - Research Paper publication relevance to the domain of title

Indexing and Abstracting: - Journal's presence in the various Indexing Services, Research Databases, listings and directories.

### L. Manuscript or publishing Quality

Uniform Textual Format: - The uniformity of style, size, and typeface for titles, bullets and headings etc.

Uniform Page Layout: - Insertion of an appropriate page breaks in case of more than 1 column, correct size and layout of pages, consistent justification for text, punctuation consistently, callouts, warnings and cautions etc.

Listing/Numbering: - Lists, Figures, Paragraphs, Graphs, Tables etc., numbered or lettered consecutively.

Grammar and Spelling: - The Grammatical and Spelling error free.

Redundancy: - No duplicate in tables and figure titles.

Table of Contents: - Text and page numbers in the table of contents.

References & their citation: - Format for the bibliographic references, i.e. according to any of the Citation Style and Citation of figures, tables & references in the text.

### M. Presentation Quality

The Journal Website Design: - Ease to use, ease to access for requisite information & archived papers, payment methods, online submission.

Acceptability: - The degree of acceptance and presence of the journal in the Global Research community.

Governing & Managing Body: - Institute or University or College, Editorial Board, Publisher, Reviewer Team, Advisory Board etc.

The Cover Page: - The title, Frequency, ISSN, Volume / Issue or Number / Month / Year

Structure of Paper: - The adherence of manuscript to the standard structure that is specified in Author Guidelines like Abstract, Keywords, Introduction to the concept, Background, Material and Methods used, Results, Conclusion and References).

References and Indices:- The Proper sequencing in order of the citation in text.

Consistency of Publication: - Regularity of the serial publication.

### N. The Editorial Quality

The Editorial & Reviewer Board: - Details of qualitative and quantitative information about the Editorial & Reviewer Board members.

Guidelines for the Authors: - Detailed guidelines (instructions) for the authors to prepare and submit the manuscripts.

The language of the publication: - English is most preferred.

Publication Ethics: - Information that is regarding Plagiarism Policy and relevant guidelines for Authors or reviewers.

Contact Details: - For contact details editor/Publisher.

### O. Criteria of the selection

1. The journal must have ISSN i.e Online or Print or Both
  2. At least one issue of Journal should have been published.
  3. The Articles published in the issue should be according to research paper template.
  4. The quality of figures, tables must be maintained.
  5. Regularity of the Journal in publishing issues is a mandatory.
  6. The published papers should be available either in online or in .pdf format.
- So, if journal satisfy all the above mentioned checks, then it is a quality journal.

### P. The five other types of systematic reviews are

- **Scoping review:** The preliminary assessment of potential size and scope of the available research literature. This aims to identify the nature and the extent of research evidence which usually includes ongoing research.
- **Rapid review:** The assessment of what is known about a policy or the practice issue by using systematic review method to search and critically appraise the existing research.
- **Narrative review:** It synthesizes the primary studies and explores through description rather than statistics.
- **Meta analysis:** It statistically combines the results of the quantitative studies to provide more precise effect on the results obtained.
- **Mixed methods or mixed studies:** This refers to any combination of the methods where one component is a literature review i.e usually systematic. With a review context, it refers to combination of review approach. For example, combining the quantitative with the qualitative research or outcomes with process studies.

**Q. Open access** - It is a broad of international movement which seeks to grant free and also open online access to academic information, like data and publications. A publication is defined as 'open access' when there is no financial, legal or technical barriers in accessing it, to say when anyone can read, copy, download, print, distribute,

search for and search within information, or use it in the [education](#) or in any other ways within the legal agreements.

The open access is a publishing model for the scholarly communication which makes the research information available for readers at free cost, as opposed to traditional subscription model in which the readers have access to scholarly information by paying a subscription.

The most important [advantages](#) of open access is that, increases the visibility and reuse of the academic research results. There is also [criticism](#) and the aspect of [quality](#) deserves the extra effort. The principles of the open access are set out in the [Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities](#) 2003. This declaration was signed by many international organizations for the academic research, including all Dutch universities and also research organizations.

There are different ways of publishing the open access:

#### The [golden route](#) :

1) Full Open Access journals: The publication via publisher [platforms](#), in full open access journals. This route may involve charges. The publication cost is known as ‘article processing charges’, covered by authors or by their institutions sometimes. Most of the research [funders](#) support open access and are willing to cover the costs by their own. The list of fully open access journals are accessible worldwide can be found on [DOAJ](#) website.

2) Hybrid Journals: The publication via ‘[hybrid](#)’ journals. These journals are subscription of journals that allow open access publication of the individual articles on payment of the Article Processing Charge ([APC](#)). Thanks to a series of [deals](#) between VSNU and several academic publishers, Dutch-affiliated researchers can publish for free in thousands of [hybrid](#) journals.

**The [green route](#):** The full text of academic publication is deposited in a trusted repository, a publicly accessible database managed by the research organization. Finding all Dutch institutional repositories via [NARCIS](#), Dutch portal for the research information. NARCIS gives access to all publications in Dutch repositories.

**The [diamond route](#):** The publication via diamond journals or platforms that do not charge the author-facing publication fees. The Diamond open access journals are usually funded through library subsidy models, institutions or sometimes societies.

By this Indexing concept it is observed that the [indexed journal](#) always gets the better visibility. Always gets the quality papers from the authors for publication. The Journal impact factor will be increased. The journal authority and reputation gets improved.

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#### IV. CONCLUSION