

# The stepping stone for Researchers

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## Abstract

*Indexing is the major part for writing a research paper or article. This paper is going to discuss about how to index content and what is the requirement to do so. Indexing parameters can contain indexing, conversion, and resource collection parameters, options, and values. For most reports, Content Manager OnDemand requires three indexing parameters to extract or generate index data: **Indexing** is a process in which **indexes** are created in order to maintain the records so that the **researchers** can reach the requisite particular record otherwise it will be difficult for them to narrow down their search from a huge number of records. The researchers are going to get the best benefit for the work from this paper. Some technical words related to submission of paper is defined here in this paper.*

**Keyword:-** *Indexing, Impact factor, purpose of review, types of peer review, open access, journal manager editorial board, etc.*

## 1. Indexing

Indexing is an Art itself. This Indexing was introduced during 1460s and before that indexing was done manually resulting in difference in pagination in the same two books.

In 1877 the indexing agency was formed to sort out the problems related to indexing of the books. To make it easy for the readers to search for a particular passage or para easy indexing as required. This need was felt when the Greeks and Romans started writing big fat compilation of various prospects and information.

In this paper I had tried to explain some important aspects of Indexing with the help of my class notes what we have been taught by our Professor.

## 2. Impact Factor

- Eugene Garfield
- ISI - Journal Citation reposts
- $D = \# \text{ Articles in years 1 and 2}$
- $N = \# \text{ citations to D in Year 3}$
- $IF = N/D \text{ published in year 4}$

The smallest impact factor can be 0 and not less than that and the highest cant be infinity because we have count the no.

ITs non negative number always higher than zero in real number factors.

It need not have to be integer can be resulted in point but always greater than zero.

No. of articles published by a journal; in how many places this particular articles have been cited . (no. of articles will come in denominator and no. of citation be wil nominator)

The journal should have existence for at least the last three years (previously three years impact factors should be considered)

It requires two quantities. The no. of articles and the no. of citation.

It requires three years of existence. The no. of articles published in the first two years. Third years they would check, the web science. They count the no. of times these articles have been cited which have been cited through web of science. Citation which are appearing within the web of science. Its purely business minded decision.

Policy of evaluation of the journal. The D can't be 0. And if zero then they will be removed soon as per Web of science is concerned. JCR is the report published by ISI. ANNUAL REPORT is called JCR, no body can use this JCR. The negative impacts-

- Its predominately based with english language only.
- It initially started with medical journal and was dominated by the

### 3. 5 year Impact Factor

- $D = \# \text{ Articles in years 1 to 5}$
- $N = \# \text{ citations to D in year 6}$
- $IF = N/D \text{ published in year 7}$

### 4. JOURNAL MANAGER EDITORIAL BOARD

Journal manager executive of the company not required to be highly educated. He is the representative of the company.

Editorial board there should be a person as Academician, section editor, managing editor. most of them are academicians.

Henry Oldenburgh- German Theologian- manuscript to experts who could judge their quality before publication.

### 5. Peer

Peer is a person from the same group and they did the review hence peer review.

Reviewing from the expertise from the same group can do the peer review. Initiation of peer review is done by Henry Oldenburgh.

### 6. EDITORIAL REVIEW

For non research item is done by handling editor.

(short communication and collection review, letter to editor, )

Post publication review is the review which is done after the publication.

Pre publication review is done before the publication of the work.

Journal policy- suggested by the author

- Invited by the editors
- Voluntarily enrolled

## 7.FIRST Review

1. Desk- review - Editorial Board - assigned person.

Desk review is done by handling editor or people who collect the articles and if its a research paper then they will decide who is better to review.

Editorial board identifies the person and they identify which article is good for the review.

## 8.TYPES OF PEER REVIEW

SINGLE BLIND (close review)- all reviewers know who the particular person is but the author is dead for them. Author doesn't know who the reviewer is but the reviewer know who the author is hence single blind. ADvantage- it clears lots of clerical work.

Reviewer(s) know(S) the author(s) autor(S) does not the Reviewer(s).

Biases - they may immediately check who is the author and if a fresher then may be underestimated. If a woman is there ethen may be a gender biasness can come. Nationality bias when they look at the name. Institution, religion, region and sometimes topic bias.

DOUBLE BLIND(Close review) - THE reviewer doesn't know who the author is and the author doesn't know who the reviewer is.

Double blind Process- Separate title page - the manuscript title

- All authors name and affiliation
- A complete address acknowledgements
- Conflict of interest statement
- File name
- Avoid direct reference

TRIPLE BLIND (close review)

(the handling) editor, reviewer and author are anonymous to each other.

Journal Manager only knows everything.

## 9. Open review process

- open dissatisfaction between the reviewer and the author.
- its an open forum and the author can ask the reasons for the rejection.
- It avoids favoritism

Open review - reviewers and the authors do know each other.

## 10. IMPACT FACTOR

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## CONCLUSIONS

For most reports, Content Manager OnDemand requires three indexing parameters to extract or generate index data. Indexing is a process in which indexes are created in order to maintain the records so that the researchers can reach the requisite particular record otherwise it will be difficult for them to narrow down their search from a huge number of records. The researchers are going to get the best benefit for the work from this paper. Some technical words related to submission of paper is defined here in this paper.

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