**Indexing**

What is indexing and why is it important?

Indexes help readers to find journals and to determine the quality of a journal. The databases that index journals can vary from the general, such as Google Scholar, to specific, like the Social Sciences Citation Index. Whilst they all can vary in what titles and articles they list, and the types of content they host, what they all do is help journals in being searched for and found. By having your journal indexed, it increases its impact and reach, as users can find your content easier. A recent report by Gardner and Inger showed that searching index databases is the top research starting point for scholars. Not only does it help in making your content easier to find, a number of indexes have a rigorous review process that shows the quality of the research you’re publishing. Here are some of the basics of indexing, and some of the easier things to get right for getting your journal indexed.

Here to help you

For those of you with journals not indexed in Scopus and feel they meet their guidelines, please do fill in this form providing additional information about your journal and get in touch so we can put together a submission. Indexing can be a long process, as it may require some work to ensure all the policies and structure is in place to meet some of the guidelines for submission to different databases. However, as one of the main ways researchers now find content, it is worth investing in and taking the time to seek out different databases to index in. We will support you in making a submission to an index database and help you to do this.

How can I help my journal get indexed?

As your publisher, we normally submit your applications to index databases on your behalf and work with you to make sure these are more likely to be accepted. We always welcome suggestions if you frequent a particular database and think the journal should be indexed there, or you have come across something specific in your field you would like to submit the journal to.

Here are a few things that can help when working towards getting a journal accepted into different index databases, although each database has a different review process and requirements:

Meeting basic indexing standards

* Having an **International Standard Serial Number** (ISSN) – all our journals have these!
* All articles should be assigned **Digital Object Identifiers** (DOIs) – this should be being done as part of the process, please inform us if you notice any changes
* An **established and punctual publishing schedule** – many indexing databases that have a submission policy requires your journal to have an established and consistent schedule for publishing articles and issues. An example of such a requirement comes from SCOPUS, who require an uninterrupted publication history of 2+ years. We can work with you to get towards this if that’s not already in place.
* **Ethics policy** - it is advisable that you have a statement made available through our website on your publication ethics and malpractice. You can see here the statement we have from us at PJ. We are happy to update the website with a publication ethics statement for you.
* **State the type of peer review** - clearly explain the type of peer review the journal follows on its website (i.e., single-blind, double-blind, open review)

This involves having the following (many of which you might have already!)

More ways to meet indexing standards

* **A copyright policy** – A copy of the Pluto Journals publishing agreement can be found [here](https://www.plutojournals.com/publishing-agreement/).
* **Article-level metadata** – for indexing most of this comes through Science Open, which if you are providing consistent and accurate metadata, this should be fine.
* **Listing editorial board and affiliations** – many databases either require the names of the editorial board, or want to see the international reach of the editorial board, so it helps to have this list readily available on the website. If it is not already available, please send it along.