



Scope Database Content Coverage Guide- 2020

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Scope Database is the abstract and citation database of peer-reviewed scientific journals and conference proceedings. **Scope Database** is Journal citation database launched in 2008. **Scope Database** covers nearly 3500 titles of peer-reviewed journals in top-level subject fields: **life sciences, social sciences, physical sciences and health sciences.**

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1. Introduction

1.1 Scope Database – an overview

Scope Database launched in November 2008. Scope Database is a source- neutral abstract and citation database curated by independent subject matter experts. With over 3500 titles from more than 1,500 international publishers, Scope Database delivers the most comprehensive overview of the world's research output in the fields of science, technology, medicine, social science, and arts and humanities.

Over 3,000 leading academic, corporate and government institutions and millions of researchers trust Scope Database to produce high-quality research, gain insights and make more-informed decisions that guide the future of their institution and research strategy.

Every article and all cited references from every journal have been indexed, creating the most comprehensive and complete citation network to power both confident discovery and trusted assessment. Only the Scope Database Core Collection indexes every piece of content cover-to-cover, creating a complete and certain view of over 25 years of the highest-quality research.

The Content Selection Committee (CSC) is an international group of scientists, researchers and librarians who represent the major scientific disciplines. Year round, the Committee members are responsible for reviewing all titles that are suggested to Scope Database

Scope Database Statistics as on July 2020

Scope Database Statistics as on July 2020		
S. No.	Parameters	Numbers
1	Number of Articles indexed	5,26,800
2	Number of Source Title included	3.540
3	Number of Authors indexed	10,89,560
4	Number of Citations for all indexed source title	12,76,830
5	Number of Publishers covered	1,560
6	Number of Countries covered	136
7	Source Title Coverage Period	from 1980 to 2020
8	Numbers of Institutions are indexed	50,980
9	Number of Conference Proceedings are covered	1,209

10	Numbers of Book series are indexed	12,280
11	Number of References indexed in Scope Database	42,87,930
12	Number of Subject categories Covered	350
13	Number of Scope Database Users	3000

Email: publisher@scopedatabase.com

Scope Database supports researchers, librarians and research administrators in three key areas:

Search	Discover	Analyze
Search by document, author or affiliation, or use Advanced Search	Find related documents by shared references, authors and/or keywords	Track citations over time for a set of authors or documents with Citation Overview
Refine results by access type, source type, year, language, author, affiliation, funding sponsor and more	Identify and match an organization with its research output using Affiliation Identifier	Assess trends in search results with Analyze Search Results
Link to full-text articles your institution already subscribes to, along with other library resources	Identify collaborators or subject experts with Author Identifier	View h-index for specific authors
Use the Document Download Manager to bulk retrieve results in .pdf format	Clarify your identity through integration with Scope Database Researcher ID integration	Analyze an author's publishing output and research impact with Author Evaluator

Export data to other reference managers	Benefit from indexing with Universal Discovery services	Gain insight into journal performance with Compare Journals, a tool allowing you to analyze journals across multiple metrics, including Impact Factor Score, Scope Database Journal Rank, H-index and i-10 Index
Stay updated with email alerts, RSS and HTML feeds	Take advantage of interoperability with other solution provider	

Email contact: publisher@scopedatabase.com

1.2 Content Selection Committee (CSC)

- We seek out and ensure that only the most reliable scientific articles and content is available on **Scope Database**. The content is carefully curated and ultimately selected by the independent Scope Database Content Selection **Committee (CSC)** an international group of scientists, researchers and librarians who represent the major scientific disciplines.
- Year round, the Committee members are responsible for reviewing all **new titles** that are suggested to Scope Database, in addition to reviewing and ensuring that the quality of **existing content** is maintained in Scope Database.

Responsibility of Content Selection Committee (CSC)

- **The Content Selection Committee (CSC)** is an international group of scientists, researchers and librarians who represent the major scientific disciplines. Year round, the Committee members are responsible for reviewing all titles that are suggested to Scope Database
- The CSC is comprised of **45 Subject Chairs**, each representing a specific subject field. The Committee works with the **Scope Database** team to understand how Scope Database is used, what content is relevant for users and what enhancements should be made.
- The recommendations of the **CSC** directly influence the overall direction of Scope Database and the prioritization of new content requests to ensure that Scope Database content stays international and relevant.
- **Scope Database** works with multiple local Committees with the goal to further advance the overall standards and quality of journals published in non-English speaking countries. Currently, local Committee are in place in China, Thailand, Russia and South Korea.
- The **CSS** primary function is to evaluate and determine which peer-reviewed titles are accepted into Scope Database, and which titles are excluded. To ensure both the broadest coverage and highest quality content is included, the CSS maintains and follows a transparent and robust selection policy. This policy is reviewed on a regular basis

Contact CSS: css@scopedatabase.com

1.3 Purpose and scope

This document is designed to provide readers with a complete overview of all aspects of content coverage in Scope Database

Non-content aspects of Scope Database (e.g., interface, API, search and other functionality) are not included within the scope of this document.

2. Coverage of source types

The source types covered in Scope Database are either serial publications that have an ISSN (International Standard Serial Number) such as journals, book series and some conference series, or non-serial publications that have an ISBN (International Standard Book Number) like one-off book publications or one-off conferences. To ensure that coverage, discoverability, profiles and impact measurement for research in all subject fields is accounted for, Scope Database covers different source types.

As part of this effort, Scope Database takes a highly targeted approach of identifying content types that are significant to each discipline and expanding coverage accordingly. Examples of this include two major expansion works which focused on

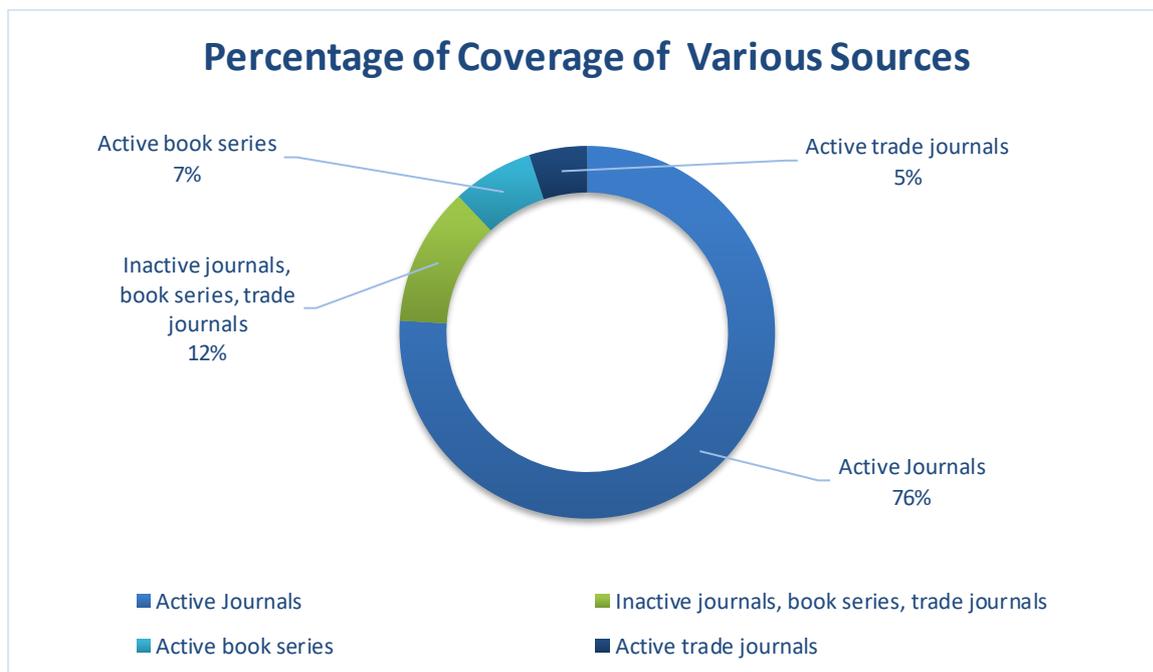
- Conference material: an important content type for disciplines such as engineering, computer science and some areas of physics

- Book titles: a primary source type for disciplines in the social sciences and humanities

In the table below shows the significance of each content type per discipline. This analysis underpins a highly targeted approach for coverage of various source types for different fields.

Publication categories			
Field	Books	Journal articles	Conference papers
Chemical sciences	0.2	95.7	1.9
Biological sciences	0.3	90.7	2.7
Medical & health sciences	0.3	90.5	2.9
Physical sciences	0.1	90.0	7.3
Mathematical sciences	0.7	83.8	11.2
Earth sciences	0.9	82.2	9.2
Agriculture, veterinary, environment	0.4	79.0	14.7
Psychology	1.5	76.2	4.9
Law	4.1	71.9	1.69
Philosophy	6	64.8	5.4
Economics	2.9	64.5	8
Human society	3.5	63	5.6
Journalism, library	3.4	57.2	24.2
Education	2.5	54.5	23.6
The arts	4.4	54.5	20.3
Management	1.3	52.9	34
Engineering	0.4	52	45.1
Language	6.5	51.8	7.6
History	11.6	50.6	3.8
Politics and policy	5.8	46.1	10.8
Architecture	3	35.6	43.6
Computing, information science	0.4	32.8	62.3

Source: Australian research output by field and publication category
(Australian National University, Linda Butler, 2007)



2.1 Serial source types

Scope Database indexes serial publications (journals, trade journals, book series and conference materials) that have been assigned an ISSN.

Journals

Journals make up the bulk of the content in **Scope Database** and can have various physical formats (e.g., print, electronic). Titles are selected according to our content coverage policy. Any serial publication with an ISSN, excluding one-off proceedings, newsletters, secondary sources or patent publications, can be suggested for review and covered in Scope Database

Trade journals

Trade journals are serial publications covering specific industry, trade or type of business. These publications are usually magazine type of periodicals with articles on topical subjects, news items and advertisements that appeal to those in the field. Trade journals are seldom refereed and do not always have an editorial board. Abstracts are usually short or nonexistent, and few or no references are given. Usually an ISSN is available.

Trade journals are included in Scope Database because users and librarians consider selected articles to be scientifically relevant. Only articles or reviews of scientific relevance are included in Scope Database. The minimum requirements for trade journal items to be captured are: (1) minimum of one page, (2) minimum of one mentioned author.

Book series

A book series is a serial publication that has an overall series title, an ISSN, and in which every volume and/or issue is also a book with an ISBN. Usually, but not always, each book has a book title separate from the series title and a different editor or editors. Typically, each book is a monographic publication. Book series are usually published irregularly.

Conference Material

Conference material enters Scope Database in two different ways: (1) as a special issue of a regular journal, (2) as a dedicated conference proceeding. Scope Database covers conferences that publish full-text papers, i.e., document type conference papers, whereas conferences that publish only abstracts (meeting abstracts) are not considered for coverage.

Conference coverage in Scope Database is focused primarily on those subject areas where conference papers represent a substantial portion of published research, e.g., engineering, computer science and some areas of physics.

2.2 Non-serial sources

A non-serial source is a publication with an ISBN, unless it is a report, part of a book series, proceeding (non-serial) or patent. It can have different physical formats (e.g., print, electronic) and is usually a monograph or composed work.

Books are indexed on both a book and a chapter level. Book selection policy is publisher-based, meaning publishers are reviewed based on the relevancy and quality of their complete books list. Books can be suggested through the Scope Database Books Suggestion form. Once a publisher is accepted, all books from that publisher that fit the scope of the project are indexed in Scope Database.

2.3 Other sources

Secondary documents

The most highly cited of these non-core items are often books and older journal articles. Scope Database will also index Patent records from all over the world.

Contact: Source Collection: source@scopedatabase.com

3. Coverage of metadata

3.1 Document Types

Scope Database coverage focuses on primary document types from serial publications. Primary means that the author is identical to the researcher in charge of the presented findings. Scope Database does not include secondary document types, where the author is not identical to the person behind the presented research, such as obituaries and book reviews.

Document types covered in Scope Database

Article: Original research or opinion

Articles in peer-reviewed journals are usually several pages in length, most often subdivided into sections: abstract, introduction, materials & methods, results, conclusions, discussion and references. However, case reports, technical and research notes and short communications are also considered to be articles and may be as short as one page in length. Articles in trade journals are typically shorter than in peer-reviewed journals, and may also be as brief as one page in length

Article-in-Press (AiP)

Accepted article made available online before official publication

Book: A whole monograph or entire book

Book type is assigned to the whole. Additionally, for books with individual chapters, each chapter, along with a general item summarizing the book, is also indexed with the source type Book.

Chapter: A book chapter

A complete chapter in a book or book series volume where the item is identified as a chapter by a heading or section indicator

Conference paper: Original article reporting data presented at a conference or symposium

Conference papers may range in length and content from full papers and published conference summaries to short items as short as one page in length

Data paper: Searchable metadata documents describing an online accessible dataset, or group of datasets

The intent of a data paper is to offer descriptive information on the related dataset(s) focusing on data collection, distinguishing features, access, and potential reuse rather than information on data processing and analysis.

Editorial: Summary of several articles, or provides editorial opinions or news

Editorials are typically identified as editorial, introduction, leading article, preface or foreword, and are usually listed at the beginning of the table of contents.

Erratum: Report of an error, correction or retraction of a previously published paper

Errata are short items citing errors in, corrections to, or retractions of a previously published article in the same journal to which a citation is provided.

Letter: Letter to or correspondence with the editor

Letters are individual letters or replies. Each individual letter or reply is processed as a single item

Note: Note, discussion or commentary

Retracted article: Published articles that the author(s) or publisher has requested to retract

Articles with a published retraction note will be updated to the document type "Retracted." Usually, these articles are indicated with the words retracted or retraction.

Review: Significant review of original research, also includes conference papers

Reviews typically have an extensive bibliography. Educational items that review specific issues within the literature are also considered to be

reviews. As non-original articles, reviews lack the most typical sections of original articles such as materials & methods and results.

Short survey: Short or mini-review of original research

Short surveys are similar to reviews, but usually are shorter (not more than a few pages) and with a less extensive bibliography.

Document types not covered in Scope Database

Book reviews

Scope Database does not cover book reviews. The reason for this is that they do not represent primary literature, and the publishers in whose journals they appear often regard them as full-text. As a full-text article, Scope Database would only be able to display the title of the book review, which is often identical to the actual book, causing confusion to Scope Database users. Lastly, book reviews are not often cited in research literature.

Conference meeting abstracts

Conferences that publish only abstracts (meeting abstracts) are not considered for coverage.

3.2 Abstracts

Almost all records in Scope Database contain an abstract in order to provide users with as much information as possible about the research presented in the database. The increased availability of abstracts in Scope Database helps to ensure that users find all relevant results for their search across title, abstract and keywords.

3.3 Keywords and index terms

Scope Database manually adds index terms for 75% of the titles included in Scope Database.

A team of professional indexers assigns index terms to records according to the following online databases in Scope Database.

1. Engineering and Technology Citation Index (ETCI)
2. Computing Citation Index (CCI)
3. Chemical Engineering Citation Index (CECI)
4. Material Science Citation Index (MSCI)
5. Architecture Citification Index (ACI)
6. Science Research Citation Index (SRCI)
7. Social Sciences Research Citation Index (SSRCI)
8. Physical Science Research Citation Index (PSRCI)
9. Agriculture Citation Index (ACI)
10. Arts and Humanities Research Citation Index (AHRCI)
11. Health Sciences Research Citation Index (HSRI)
12. Education Citation Index (ECI)
13. Advanced Research Citation Index (ARCI)
14. Library and Information Sciences Citation Index (LISCI)
15. Conference Proceedings Citation Index (CPCI)
16. Book Citation Index (BCI)

There is no limit to the number of index terms that Scope Database can add to records. Only the index terms that have a direct relation with the

topic of the article are displayed and made searchable on Scope Database in order to avoid retrieving irrelevant results

3.4 Cited references

The benefits of Cited References are given below

1. Users can measure impact, perform historical trend analyses and conduct more accurate evaluations of authors who have published prior to 2000.
2. It provides more accurate and higher h-index rankings for those senior researchers – many of whom who subsequently have become key influencers and decision makers.

3.5 Affiliation data

It is possible to search **Scope Database** based on affiliation data (using the 25,000 affiliation profiles). The **Scope Database Affiliation Identifier** automatically identifies and matches an organization with all of its research output. This tool is particularly relevant for deans, faculty heads and librarians in the academic market; researchers, project leaders and those involved in competitive intelligence in the corporate market; and funding bodies in the government market.

3.6 Author profiles

It is possible to search **Scope Database** based on author data. The **Scope Database Author Identifier** automatically identifies and matches an author with all of his/her research output. This tool is particularly relevant for analyzing citation metrics for authors, as well as specific articles by an author. The data can also be used to find authors or reviewers to collaborate with or for hiring purposes.

The **Scope Database Author Identifier** assigns each author in Scope Database a unique number and groups together all of the documents written by that author. To determine which author names should be grouped together under a single identifier number, the Scope Database Author Identifier uses an algorithm that matches author names based on their affiliation, address, subject area, source title, dates of publication citations and co-authors. An author can request corrections to their author details directly from their profile page using the **Scope Database Author Feedback Wizard**.

3.7 Scope Database Researcher ID (SDRID) integration

Scope Database Researcher ID (SDRID) is dedicated to solving the name ambiguity problem in scholarly research by assigning a unique identifier to each author.

3.8 Other metadata

Funding Data

Scope Database is making improvements to the inclusion of funding data on Scope Database. The full text funding acknowledgement sections are now included for documents (where applicable). This enables the text to be searchable and makes it easier to find out what research is being funded and by whom.

This includes the following information:

- Funding Sponsor (i.e., Department of Science and Technology, India)
- Funding Acronym (i.e., DST)
- Funding Number (i.e., DST-23923032162)

Open access (OA)

OA refers to journals in which all peer-reviewed scholarly articles are available without any restrictions. Scope Database includes an open access indicator for journals indexed in Scope Database. The indicator allows users to easily identify open access journals within Scope Database via the Browse Sources link. This link provides an alphabetical list of all journals, book series, trade publications and conference proceedings available in Scope Database.

4.Coverage of sources

4.1 Scope Database title list

The Scope Database Journals title list contains over 3,500 titles. The Scope Database Books title list contains more than 54,892 books.

The title lists and the sources section are updated 20 times per year and include only journals and books with substantial coverage on Scopedatabase.com at the time of the update. Titles that are newly added to Scope Database will be visible in the title list and the source section only as of the next update after the first content appears on Scope Database.

4.2 Scope Database title evaluation

In order to ensure that Scope Database remains the most relevant resource for all research in the sciences, technology, medicine, social sciences and arts and humanities fields, the CSS

continually reviews new titles for inclusion, using transparent selection criteria.

New title suggestions may come from librarians, publishers and journal editors, and can be submitted using the Title Suggestion form on the Scope Database info site:

<http://suggestor.step.scopedatabase.com/suggestTitle.html>

Email contact: evaluation@scopedatabase.com

Criteria for title selection

To be considered for review, all journal titles should meet all of these minimum criteria:

- Consist of peer-reviewed content and have a publicly available description of the peer review process
- Be published on a regular basis and have an International Standard Serial Number (ISSN) as registered with the ISSN International Centre
- Have content that is relevant for and readable by an international audience, i.e., have references in Roman script and have English language abstracts and titles
- Have a publicly available publication ethics and publication malpractice statement

CSS members have deep subject matter expertise and are committed to actively seeking out and selecting literature that meets the needs and standards of the research community that they represent.

Journals eligible for review by the CSS will be evaluated on the following criteria in six categories:

Category	Criteria
Journal Policy Statement	Convincing editorial policy and Editorial Members Type of peer review process Diversity in geographical distribution of editors Diversity in geographical distribution of authors
Content Quality	Academic contribution to the Subject field Clarity of abstracts, keywords, Conclusions and References Quality and conformity to the stated aims, scope of the journal and Subject Coverage Readability of articles
Journal Standing	Citedness of journal articles in Google Scholar, Web of Science, Scopus and other indexing search engines Editor or Editor in Chief standing
Publishing Regularity	No delays or interruptions in the publication schedule in online and print mode Mail intimation to the authors regarding online and print mode availability
Online Availability	Full journal content available online Online Paper Submission availability Downloadable Paper Template and guidelines English language journal home page available Quality of journal home page
Quality Parameters	Article originality Article Quality in terms of typesetting parameters Article Acceptance Rate Review Time Plagiarism Rate Quality of Reviewer comments Grammar and Spelling Checking References Checking

Title Re-evaluation Process

The quality of our content is paramount for Scope Database. In addition to journals undergoing a rigorous evaluation and selection processes prior to acceptance into Scope Database, they must also demonstrate the ability to maintain their quality status year over year.

To determine journal quality, Scope Database runs the annual Re-evaluation program which identifies outlier and underperforming journals in three different ways:

1. Scope Database identifies underperforming journals for Re-evaluation by using six metrics and benchmarks which all journals in the database must meet year after year. If a journal does not meet any of the six benchmarks for two consecutive years, the CSC will re-evaluate the journal based on the Scope Database title selection criteria with a potential outcome discontinuation of the journal its forward flow from Scope Database
2. Scope Database identifies outlier journals for Re-evaluation by running the data analytics tool 'Content Analyser' on an annual basis. This tool identifies journals demonstrating outlier behaviours such as sudden and exponential article output growth, unexplainable and sudden changes to affiliation country, or high journal self-citation rates, amongst others. All journals identified by the Content Analyser tool will be re-evaluated by the CSC in the year of identification. CSC review is based on the Scope Database title selection criteria and may result in discontinuation of the journal's forward flow from Scope Database

3. Journals for which users, buyers or stakeholders have publication concerns will be added to Re-evaluation if the claim is identified as legitimate. The journal will be re-evaluated by the CSC in the year of identification based on the Scope Database title selection criteria with as potential outcome discontinuation of the journal its forward flow from Scope Database

Metrics and benchmarks

Once a year, Scope Database analyses the performance of all journals in the database. All journals must meet the below six metrics and benchmarks:

Metric	Benchmark not met when	Explanation
Self-citation rate	$\geq 300\%$ compared to the average in its subject fields	The journal has a self-citation rate three times higher, or more, when compared to peer journals in its subject field.
Total citation rate	$\leq 50\%$ compared to the average in its subject fields	The journal received half the number of citations, or less, when compared to peer journals in its subject field.
Impact Factor Score (IFS)	$\leq 50\%$ compared to the average in its subject fields	The journal has a Impact Factor Score (IFS) half or less than the average Impact Factor Score, when compared to peer journals in its subject field.
Number of articles	$\leq 50\%$ compared to the average in its subject fields	The journal produced half, or less, the number of articles, when compared to peer journals in its subject field.

Number of full-text clicks on Scopedatabase.com	≤50% compared to the average in its subject fields	The journal's full texts are used half as much, or less, when compared to peer journals in its subject field.
Abstract usage on Scopedatabase.com	≤50% compared to the average in its subject fields	The journal's abstracts are used half as much, or less, when compared to peer journals in its subject field.

If a journal does not meet any of the six benchmarks, Scope Database will inform the journal of its quality performance and will allow the journal one year to improve at least one metric. If one year later the journal could improve at least one metric, the journal will not be part of Re-evaluation that year. However, if a journal does not meet all of the six benchmarks for two consecutive years, it will be flagged for re-evaluation by the independent Content Selection Committee (CSC)

The review criteria for re-evaluation are identical to the Scope Database content selection criteria used for newly suggested titles. Upon completion of the re-evaluation process, the CSC will decide to either continue a journal's coverage or to discontinue the forward flow of the journal its coverage in Scope Database (content covered in Scope Database prior to the re-evaluation completion will remain in Scope Database).

Email contact: re-evaluation@scopedatabase.com

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Email contact: css@scopedatabase.com

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- The recommendations of the CSC directly influence the overall direction of Scope Database and the prioritization of new content requests to ensure that Scope Database content stays international and relevant.
- Scope Database works with multiple local Committees with the goal to further advance the overall standards and quality of journals published in non-English speaking countries. Currently, local Committee are in place in China, Thailand, Russia and South Korea.

Scope Database Title Evaluation Platform

The Scope Database Title Evaluation Platform (SDTEP) is a web-based editorial system, streamlining the entire title evaluation process from submission until the final decision, including the feedback to the suggestor and publisher/editor of newly suggested titles. STEP offers several benefits, including:

- Those suggesting new titles receive feedback on why their title was accepted or rejected via a consistent process of communication
- Shorter decision-making cycle

4.3 Global coverage

Scope Database coverage is global by design to best serve researchers' needs and ensure that relevant scientific information is not omitted from the database. Titles from all geographical regions are covered, including non-English titles as long as English abstracts can be provided with the articles. In fact, approximately 40% of titles in Scope Database are published in languages other than English, adding up to 40 local languages (or published in both English and another language).

4.4 Subject area coverage

Scope Database offers the broadest, most integrated coverage of peer-reviewed literature and quality web sources across the sciences, technology, medicine (STM), as well as social sciences and arts & humanities (A&H).

Titles in Scope Database are classified under four broad subject clusters (life sciences, physical sciences, health sciences and social sciences &

humanities), which are further divided into 45 major subject areas and 320+ minor subject areas.

Email contact: support@scopedatabase.com

4.5 Complete coverage

Scope Database was launched in 2008. At that time, Scope Database contained 250 journals. There have been approximately 3,500 new titles added to Scope Database since 2019. As per industry standards, Scope Database does not backfill content for newly added journals, but rather begins coverage with the most recent journal issue in the year that it is accepted for inclusion in Scope Database. However, if back file content for newly added journals is provided, Scope Database may decide to cover the back files as well.

Email contact: index@scopedatabase.com

5. Processing of Scope Database content

Obtaining content for Scope Database content is obtained from over 1,560 publishers worldwide. Scope Database has content delivery agreements in place with each publisher and receives content in both print and electronic formats. Currently, 95% of material is received electronically and/or sourced from the journal websites.

For over 95% of the journals in Scope Database, the data from publishers gets delivered via e-Feeds (XML or PDF deliveries) or downloads from journal websites. This ensures the fastest possible processing and indexing. On average, fully-indexed article data will appear in Scope Database within two to three weeks of publication on the publisher's website. A diminishing number of publishers still supply their journal issues in paper format. Processing and indexing of such data usually takes four to five weeks, depending on distribution and delivery from publishers' warehouses.

Articles-in-Press (AiP)

“Articles-in-Press” (AiP) are pre-published versions of accepted articles. AiP do contain cited references and are de-duplicated once the final version is published and made available in Scope Database. Publishers usually use a File Transfer Protocol (FTP) service to deliver the pre-published version to Scope Database once it has appeared on their website. Once received, Scope Database usually makes it available online within five days. The average time it takes before an AiP becomes a published article in a specific issue, however, can vary from weeks to months depending on how often the journal is published (e.g., bi-weekly vs. quarterly)

6. Key Contact Details

Various Departments of Scope Database

Scope Database employees more than 250 persons in All Levels. We have different Department in Scope Database office

- **Source Collection Management Department**
- **Source evaluation and Re-evaluation division**
- **Indexing Division**
- **Citation and Journal metrics Department**
- **Sales and Marketing Division**
- **Website and Database Development and maintenance Division**
- **Computer System Maintenance Division**
- **Research and Development Division**
- **Customer and Publisher Support Division**
- **Accounting and Finance Division**
- **General Admin division**
- **Content Selection Committee (CSC) Department**
- **Subscription Division**

- **University/Institute Co-ordination Division**
- **Legal and Complaints division**
- **Conference Division**
- **Book Series and Trade journal co-ordination Department**
- **Content Quality Control division**
- **Human Resource Division**
- **MIS Division**

Scope Database Email Contact and Responsibility

S. No	Purpose of contact	Responsibility	Email id
1	Source Collections	Collecting Source from the publisher	source@scopedatabase.com
2	New Journal, conference proceedings and Trade journal Evaluation	Evaluation of New journals, conferences, trade journals and book series for inclusion into the Scope Database	evaluation@scopedatabase.com
3	Journal Re-Evaluation	Re-evaluation of journals, conferences, trade journals and book series which is already indexed in Scope Database	re-evaluation@scopedatabase.com
4	Help	Any help for all kind of business actives	help@scopedatabase.com
5	General Contact	All Business-Related contact	contact@scopedatabase.com
6	New Title Suggestion	New Title Suggestion	title-suggestion@scopedatabase.com

		communication among Publishers	
7	Chief Executive Officer	Major Communication among internal and external business activities	ceo@scopedatabase.com
8	Payment Related information	All payment related queries	payment@scopedatabase.com
9	Submit the information	Submission of All customer requirements	submit@scopedatabase.com
10	Administration	Scope Database Internal administration	admin@scopedatabase.com
11	General information	All General Query	info@scopedatabase.com
12	Promotion	Online promotion and support for new customers	promotion@scopedatabase.com
13	Sales and Marketing	Sales related query	sales@scopedatabase.com
14	Director – Operations	E-operations and Support for new and existing customers	director@scopedatabase.com
15	Managing Director	Responsible for Smooth operations of entire business activities	md@scopedatabase.com
16	Enquiry	All General enquiry about indexing and citation analysis	enquiry@scopedatabase.com
17	Support	System, Website and Database support for internal and external customers	support@scopedatabase.com

18	General Manager-Marketing	E-Marketing and promotion of Scope Database product	gm@scopedatabase.com
19	Content Selection Committees	Communication among CSS Members and Scope Database	css@scopedatabase.com
20	Manager – Operations	Scope Database Internal actives related query	manager@scopedatabase.com
21	Publisher Contact	All Publisher Related Enquiry	publisher@scopedatabase.com
22	Director –R & D	Research and Development of Scope Database for future Innovation	research@scopedatabase.com
23	Vice President-Marketing	Marketing of Scope Database Product and Subscription related queries	marketing@scopedatabase.com
24	Complaints	Any Compliant about internal and external business-related issues	complaints@scopedatabase.com
25	Director – Indexing	Responsible for indexing and metrics analysis	index@scopedatabase.com
26	Director- University Relations	University Related contact	university@scopedatabase.com
27	Chief Technical Officer	All Technical Operations related enquiry	cto@scopedatabase.com
28	Customer Service	Support to All customer needs	sevice@scopedatabase.com

29	Reports	Report generation and communication to the customers	reports@scopedatabase.com
30	Chief Operating Officer	All Business Operations related activities	coo@scopedatabase.com