



## FREQUENTLY ASKED QUESTIONS:

### Citation supplier and publication tagging

#### What is an indexed journal?

A journal is 'indexed' when its bibliographic and citation information is included by the citation data supplier. For the Cluster One Trial—Physical, Chemical and Earth Sciences (PCE)—the ARC has engaged Scopus as the citation data supplier.

#### How do I know whether a journal is indexed?

The ARC has released the final [ERA PCE journal list](#). This list specifies whether a journal is indexed by Scopus.

#### What happens with non-indexed journals?

If the research output submitted is a journal not indexed by Scopus, but is on the [ERA PCE journal list](#), it will be included in the 'ranked outlet' analysis but not used in 'citation analysis'. However, the proportion of non-indexed journal articles submitted by each institution will be shown to the Research Evaluation Committees.

If a research output submitted is neither published in a Scopus indexed journal nor on [ERA PCE journal list](#) it will not be used in either the ranked outlets or citation analysis.

#### What is a unique article identifier?

Journal articles that are indexed by Scopus are each tagged with a unique article identifier. Scopus' unique article identifier is termed the 'EID' or electronic identifier of Scopus.

#### Do we need a Scopus licence?

The ARC and Scopus have an agreement that allows for the ARC to provide static citation counts and benchmark information back to submitting institutions, for the reference period (2002–2007) for Cluster 1.

#### When is the cut-off date for tagging?

EID tagging is now closed for Cluster One ERA Trial.

#### Can I send all articles to Scopus?

No. Only research outputs that meet **all** of the following criteria should be sent to Scopus:

1. published in the [ERA PCE journal list](#)
2. indexed by Scopus.
3. published in the reference period (2002–2007), and
4. not previously matched with an EID.

Please note that EID tagging is now closed for Cluster One ERA Trial.



### **Who is paying for the tagging service?**

The ARC will bear the cost of EID tagging conducted by Scopus for articles meeting the criteria specified in *Research Outputs to be Tagged* of the [Citation supplier and publication tagging fact sheet](#).

### **Who is responsible for the quality and accuracy of EID tagging?**

It is the responsibility of the institution to ensure that all articles published in indexed journals are tagged.

The degree of quality and accuracy of the EID tagging service provided by Scopus is dependent on the quality of data provided by the institutions. Scopus has specified preferred formats and field columns for tagging, which will increase the accuracy of EIDs tagged.

### **What if I am not happy with the tagging undertaken?**

If you are not satisfied with the result of the EID tagging, please contact Scopus at [scopus.era@elsevier.com](mailto:scopus.era@elsevier.com) to rectify any errors or omissions in the first instance.

You may also contact the ARC at [era@arc.gov.au](mailto:era@arc.gov.au) you are not satisfied with the service provided by Scopus.

### **How long will it take Scopus to take my institution's publications?**

Up to 15 working days from the date of logging the initial EID tagging request.

### **Who will Scopus send the tagged data to?**

Scopus will send the tagged institution records to the person submitting the original request. It is the institution's responsibility to advise Scopus if the tagged records need be sent to a different person.

Institutions can also nominate up to two alternative people to receive the tagged data if desired. Please provide full details of the nominees, including name, position, email and phone. This information can be emailed to [scopus.era@elsevier.com](mailto:scopus.era@elsevier.com)

### **I will be on leave when I expect to receive the EID tagging results from Scopus; how will I know that Scopus has returned the tagged data?**

Scopus will send the tagged records to the person who submitted the original request. In the instance that you will be on leave, you may nominate two alternative people to receive the tagged records. Please provide full details of the nominees, including name, position, email and phone. This can be emailed to [scopus.era@elsevier.com](mailto:scopus.era@elsevier.com)



**Should I expect to obtain an EID for all articles in the reference period published in titles in the ERA PCE List that are indexed by Scopus?**

Some journal titles that are on the [ERA PCE journal list](#) are not fully indexed by Scopus for the entire ERA reference period. For example, if Scopus began indexing Journal A in 2004, it is likely that articles published in Journal A prior to 2004 will not have an EID. However, all articles published after 2004 will most likely have an EID.

If an EID cannot be obtained for an article, it will not be included in ‘Citation Analysis’ for ERA. This is because the ARC cannot obtain bibliometric data (e.g. citations and benchmarks) if the article is not indexed by the citation information supplier. However, if it is published by a title in the [ERA PCE journal list](#), it must be submitted, as it will contribute to ‘Ranked Journal’ and ‘Volume and Activity’ analyses.

Some publications types (e.g. obituaries) may not have an EID and therefore cannot be tagged by Scopus. A list of Scopus publication types that are indexed is available in the [ERA Indicator Benchmark Methodology document](#).

The [ERA PCE journal list](#) now contains information about whether each journal title is indexed by Scopus, whether the coverage is complete or partial and the coverage time periods.

*Last updated: 2 June 2009*