

McHugh's Glossary of Journal Publishing Terms

P-13

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Abstracting and Indexing Services (A&I) analyze, and in some cases summarize, the information content of recorded knowledge and provide systematic access to published materials, making their work invaluable to librarians and researchers in all fields. (Bodian's *Publishing Desk Reference*) "Abstracting and Indexing" and "Bibliographic" services are synonymous except that one creates an abstract. All generally provide a link to the referenced article.

Archival Journal is an equivalent term for "primary journal" and refers to a journal that publishes original research. (From *How To Write and Publish a Scientific Paper*, Robert A. Day, 1988, Oryx Press, Phoenix, AZ)

Citing is the reference to a journal, paper, article, or other piece of scientific or scholarly literature by an author or editor. There are citation indexes for many academic disciplines, which provide a way to search for and analyze the literature in a way not possible through simple keyword/topical searching. These also enable users to gather data on the "impact" of individual authors and journals, as well as assessing particular areas of research activity and publication.

Content Aggregators (CA) are secondary distributors of content, usually in an electronically searchable format. CA's acquire the electronic rights to distribute via a licensing agreement from copyright owners (the licensors), usually the original publisher. CA's pay royalties to the licensor.

Contributor is the author of an article, submitted to a journal, to be considered for publication.

Contributors Agreement is used by magazine and journal publishers to secure the assignment of copyright and other publishing rights in an article. This license, signed by the contributor, makes it legal to publish the contributor's article.

DOI[®] (Digital Object Identifier) is a system for identifying and exchanging intellectual property in the digital environment. It provides a framework for managing intellectual content, linking customers with content suppliers, facilitating electronic commerce, and enabling automated copyright management for all types of media. DOI's allow publishers to control their products in Cyberspace. The International DOI Foundation (www.doi.org) administers the DOI program.

Editorial Board is the body of reviewers, known as referees, whose job is to review manuscripts submitted for publication and to make recommendations to the editor. When reviewing manuscripts, reviewers must apply the journal's reviewing/acceptance criteria.

Editor - Journal is the individual responsible for the editorial selection process, including peer reviewing, working with contributors, accepting/rejecting articles, and submitting the contents of each issue on schedule to the managing editor. Some organizations use the term "Editor-in-Chief."

HTML (Hypertext Markup Language) is a markup language for identifying portions of a document (called elements) so that, when accessed by a program called a Web browser, each portion appears with a distinctive format. HTML is the markup language behind the appearance of documents on the Web. (Roger Pfaffenberger, *Webster Dictionary of Computer Terms, 8th Edition*)

Indexing is the listing, mentioning or referencing of a journal, paper, article or some other scientific or scholarly literature by an A & I Service.

Managing Editor is responsible for the day-to-day operations of the editorial office, which may include all financial, business, staffing, statistical, and publication activities. The managing editor is not involved in the decision making process in terms of selection/rejection of manuscripts for publication.

Masthead Statement is the statement by the publisher, usually given on the title page of the journal, giving the ownership of the journal and usually a succinct statement describing the purpose and scope of the journal. (From Robert Day above)

Metadata is data about data. Metadata describes how and when and by whom a particular set of data was collected, and how the data is formatted. Metadata is essential for understanding the information stored in electronic warehouses. (AIP Publishing Services, *Glossary of Commonly Used Internet and Publishing Terms*, © 1998). For example, in libraries, metadata about a title would typically include a description of the content, the author, the publication date and the physical location.

PDF (Portable Document Format) is a universal file format created by Adobe Systems that preserves and then provides perfect recreation of a document with correct formatting, fonts, high-quality graphics, and layout. It makes extensive use of the PostScript printer description language. The Adobe Acrobat reader and other PDF readers, which are freely available for a variety of computer platforms, can read PDF documents. (Roger Pfaffenberger, *Webster Dictionary of Computer Terms, 8th Edition*).

Primary Journal is a journal that publishes original research.

Proceeding is a technical paper, often presented at conferences, that is not peer reviewed.

Reviewer Evaluation Form (REF) is a document submitted by reviewers to summarize their comments and recommendations. The REF standardizes review responses and uses a consistent system to quantitatively rate manuscripts.

Reviewer Guidelines are the criterion and standards used in evaluating manuscripts submitted to the journal for publication.

Section is a topic or specialized field as a part of the editorial structure of a technical journal. Generally, a section editor is appointed to manage the paper reviewing process and to advise the Transactions Editor on paper selection for specific sections of the journal.

SGML (Standard Generalized Markup Language) is an international standard for describing the structure and content of machine-readable information. SGML "documents" usually consist of text, graphics, and hypertext links. SGML identifies and names the parts of the information so that these parts can be managed and manipulated to create a variety of products as diverse as typesetting, indexing, CD-ROM distribution, serving as hypertext over the Web, and translation into foreign languages. (*Glossary, Progressive Information Technology, www.pit-magnus.com*)

Subscription Agents (SA) are service providers of publishers' e-journals, e-books and print subscriptions, full-text and secondary databases, and related services to all types of libraries, corporations, government agencies, and research organizations. Examples of SAs are Swets and EBSCO. www.swets.com and www.ebsco.com .

Symposium is a conference dedicated to a single scholarly, technical, or scientific topic, usually with the goal of producing a series of technical papers. For example, the technical committees of American Society for Testing and Materials sponsor symposia at ASTM.

XML (Extensible Markup Language) is a simple dialect of SGML (see above) designed for use on the Web and Intranets. XML is a leaner, meaner, stripped down version of SGML; every valid XML document is also a valid SGML document, but XML is an SGML subset, using the most commonly used SGML features. (*Glossary, Progressive Information Technology, www.pit-magnus.com*)

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