Proceedings Selection Process

There are two main sources of published conference proceedings, namely proceedings published in journals, and conference proceedings published in books.

Conference proceedings published in books are known to be a popular vehicle for scholarly communication in the physical sciences, particularly engineering. However, in fast-moving areas of the biomedical sciences, conference proceedings are more typically published in journals. In the life sciences, for example, a rapid dissemination of critical information is essential and journals provide the best medium for this.

1.) Proceedings Published in Journals

The proceedings published in journals are selectively covered from any of the 8,700 journals covered in the *ISI Web of Knowledge*. As part of the indexing process, each journal article is classified as to document type. If the article is actually a paper delivered at a conference then it is coded as such and automatically included in *ISI Proceedings* with full conference information. The journals that include proceedings are selected for coverage according to the criteria already mentioned.

Conference proceedings published as books are acquired and selected according to a set of specialized guidelines. Acquisition of proceedings is also important so we will look at that process first.

2.) Acquisition of Conference Proceedings – Books

The ISI Publisher Relations staff acquires proceedings published as books using a variety of tools and sources. These include the following:

a.) <u>Scholarly Publishers</u>

Publisher Relations acquisition staff are in regular direct communication with every major publisher, and many professional societies and associations. From these sources the staff gain information on published proceedings and upcoming meetings. These publishers and societies provide ISI with the volumes we request and are notified when the published proceedings are covered in ISI products.

b.) <u>Monitoring Lists and the Journal Literature</u>

Publisher Relations staff continuously monitor the journal literature and other sources such as Web sites, discussion lists, and periodicals for announcements of both published proceedings and upcoming conferences.

c.) <u>Citation Analysis</u>

Editors use the ISI-generated citation data to locate —for acquisition and evaluation— conference proceedings that have accumulated significant numbers of citations in the literature.

In addition to these methods, ISI also reviews the coverage of other providers of conference proceedings information to insure that <u>our</u> knowledge of the proceedings literature is as comprehensive as possible.

3.) <u>Evaluation of Conference Proceedings Published in Books</u>

The ISI Editorial Development team evaluates each volume of conference proceedings we receive according to a set of well-established criteria. They include the following:

a.) Basic Publishing Standards

Editors examine each proceedings volume to insure that basic publishing standards are in place including sequential page numbering; timeliness; international editorial conventions; abstracts; and keywords.

b.) Content

The overall quality of the research presented is assessed as are the completeness of the cited references. In addition, the editors review the content to ensure that it enriches ISI coverage of a field or subfield, a geographic region, or that it completes our coverage of the output of a prestigious scholarly society or organization. For example the proceedings of the Annual Meeting of the American Psychological Association where ISI covered every published proceedings for the past ten years.

c.) Copyright and Conference Date

To insure that the content of *ISI Proceedings* is timely, published conference proceedings must fall into a specific date range. The meeting must have been held in the current or previous four years for scientific and technical proceedings titles. However, in the Arts & Humanities the parameters are less strict. All conference dates are accepted so long as the volume is a first edition and not ever previously indexed. We feel this policy is appropriate as the

proceedings of a conference on Mediaeval Philosophy are somewhat less time sensitive than those resulting from a meeting of Neuroscientists.

4.) <u>Conference Name and Location</u>

A key factor in distinguishing proceedings literature from other published research is the fact that it is originally disseminated at a meeting or conference. Therefore, proceedings literature must include the name and location of the meeting in order to be accepted in the *ISI Proceedings* collection.