

## LATINDEX GLOSSARY

This Glossary includes only the terminology used by the Latindex System for a number of purposes including: the methodology for registering journals in the Catalogue, the technical terms used in its website as well as in the different documents produced by the System. Terms are listed following the alphabetical order of the Glossary in Spanish language: <http://www.latindex.unam.mx/documentos/glosario-latindex.html>

<b>Access</b>	Type of access to the journal: restricted or free
<b>Open access</b>	<p>Open access to academic and scientific literature available on the Internet. The user may read, download, copy, distribute or print an article or any type of document available under this category, freely and without restrictions, as long as the user complies with the rules set out by the journal and/or publication, or by the rights stipulated under author's or reproduction rights. Some publications in this category apply embargo periods and may charge fees for publication and/or access. Under this modality fees can go to authors or their sponsoring institutions.</p> <p>For more information, see: 1. Budapest Open Access Initiative (BOAI), 2002: <a href="http://www.soros.org/openaccess/">http://www.soros.org/openaccess/</a> 2. Bethesda Statement on Open Access Publishing. Bethesda, 2003: <a href="http://www.earlham.edu/~peters/fos/bethesda.htm">http://www.earlham.edu/~peters/fos/bethesda.htm</a> 3. Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities, 2003: <a href="http://oa.mpg.de/lang/en-uk/berlin-prozess/berliner-erklarung/">http://oa.mpg.de/lang/en-uk/berlin-prozess/berliner-erklarung/</a> 4. OECD, 2004: Declaration on Access to Research Data From Public Funding, Annex 1: <a href="http://www.oecd.org/document/0,2340,en_2649_34487_25998799_1_1_1_1,00.html">http://www.oecd.org/document/0,2340,en_2649_34487_25998799_1_1_1_1,00.html</a></p>
<b>Access to historical content</b>	Availability of access to journal backfiles.
<b>Affiliation (Authors)</b>	Name of the organization an author is assigned or affiliated to. It is usually composed of the full name of the institution, city, country, postal and electronic addresses.
<b>Affiliation (Editorial Board Members)</b>	Organization a member of the editorial board of the journal is assigned or affiliated to. It is usually composed of the full name of the institution and country.
<b>Entry date</b>	Record date of creation for a title accepted to the Latindex System.
<b>Journal's existence (minimum 1 year)</b>	Minimum time of existence required for a journal to qualify for the Latindex Catalogue.
<b>Start year</b>	The year in which the journal started publication.
<b>End year</b>	The year in which the journal ceased publication.
<b>Editorial openness</b>	It refers to the external origin of the members of a journal's council, committee or editorial body. For the Latindex methodology at least two-thirds of members must be from outside the journal's publishing institution.
<b>External authors</b>	<p>Refers to the external origin of the authors of or contributions to a journal. At least 50% of the works published must come from authors who are external to the editorial body. In the case of journals that are edited by associations, the members of the association management board or members of the journal's council, committee or editorial body will be considered to be the authors belonging to the editorial body.</p> <p>It refers to the external origin of the authors or contributions to a journal. At least 50% of published works must come from authors who are external to the editorial body. In the case of</p>

	journals edited by associations, members of the association's Management Board, or members of the Council, Committee or Editorial Body of the journal will be considered as authors belonging to the editorial body.
<b>Deletion</b>	Date of elimination of a title's record in the Latindex System.
<b>Database</b>	A technological tool that automatically interacts the various components of an index (authors, titles, subjects, etc.). Thus an index can become a database.
<b>Web searchers</b>	Tools known as "search engines" which enable users to locate information or information resources available on the Internet.
<b>Advanced search</b>	Search using a form that allows selection of fields or items of interest of a journal, established in the form.
<b>Direct search</b>	Option that allows for a direct search by title or name of journal.
<b>Exact search</b>	Option that allows searching by an exact phrase or words.
<b>Search by list</b>	Search option that allows for information to be retrieved directly from one of the established indexes: title, subject, publisher, country, indexing sources, language, nature of publication, status, support and frequency.
<b>Grading</b>	Characteristics, bases or measurement guidelines that allow for assessing whether or not a journal qualifies/fulfills the established requirements for entering the Latindex catalogue.
<b>Street and number</b>	Part of the journal's address where the street name and number are mentioned.
<b>Basic characteristics</b>	The minimum elements or basic characteristics a scientific journal must have.
<b>Editorial management and policy</b>	Characteristics that define the journal, its mission, editorial approach, editorial line, definition of roles and responsibilities. Editorial mechanisms, processes, plans, designs and models that facilitate the production and distribution of the journal are also included.
<b>Characteristics of the contents</b>	Characteristics that define the components of the contents of a journal, in this case referring essentially to academic or scientific journals: requirements for contributions, original content, originality requirement and use of bibliographic rules.
<b>Journal presentation</b>	Formal quality characteristics that must be present in an academic or scientific journal, in keeping with international editorial standards.
<b>Catalogue</b>	Information resource for registering journals that comply with the editorial quality criteria established by the Latindex System, based on specialist opinions and international standards, related to the formal and content aspects of a scientific journal.
<b>Collection Centre</b>	Name of the institution and the country responsible for compiling the information for the Latindex System.
<b>City</b>	Part of the address of the journal, specifying the name of the city where the journal's publisher is

	physically located.
<b>Universal Decimal Classification</b>	Numerical classification system for ordering and classifying bibliographical resources by theme. Its format allows for more specific classification.
<b>Dewey Classification</b>	Numerical knowledge classification system for organizing and classifying bibliographical resources by theme.
<b>Thematic coverage</b>	Refers to themes or disciplines of the knowledge covered by a journal.
<b>Journal's timescale coverage</b>	For electronic journals only. It refers to the starting year in which the journal offered full text versions on the referenced website.
<b>Postal code</b>	Number established by each country that facilitates locating the address of the journal. It usually denotes a neighborhood, city area or district, among others.
<b>Editorial committee</b>	It is composed of a group of specialists, scholars and scientists selected for their academic standing, to attend meetings of the editorial board in order to propose and analyze new actions aimed to the continuous improvement of the publication. An editorial committee may also be composed of prominent scientists in the discipline covered by the journal to advise the Editor in the decision-making process. Normally, members of the editorial board do not assess articles but are able to suggest names of possible evaluators. In Anglo-Saxon countries it is called Editorial Board. It is composed of all the specialist editors; at least one per discipline. They are nominated by the Editor with the previous acknowledge of the financing entity. The term is for three years, renewable by mutual agreement. Their role is to ensure that manuscripts meet the requirements of scientific quality.
<b>Scientific Committee</b>	Usually made up of experts or specialists in specific scientific areas covered by the journal, whose role is to oversee the editorial content and the development of the journal in specific topics. They also promote the journal among its community, obtain contributions from potential authors and eventually evaluate articles in their field. Provide academic advising to the editor, as well as revision of documents, suggestions on submitted articles, and proposals for topics, among others.
<b>Contact us</b>	Option for accessing the system's e-mail feature.
<b>Content</b>	Different types of documents or contributions that have to be published or form part of the content of an academic journal. For the Latindex methodology at least 40% should be: a) original unpublished articles; b) technical reports, standards or specifications; c) papers or communications to congresses; d) letters to the editor or brief articles; e) revision articles, state of the art; f) book or event reviews; g) interviews; h) statistics or surveys; and i) laws or regulations; among others.
<b>Original content</b>	Original articles or contributions, research results, scientific communication or original creations. For Latindex, a minimum of 40% is required.
<b>Credits (in Latindex)</b>	Names of the people who collaborate in the development and production of the Latindex System.
<b>Credits (in the journals)</b>	Names of the people who collaborate in the development of a journal.
<b>Frequency compliance</b>	The journal must publish every year the number of issues corresponding to the declared frequency and in the dates specified by the journal. It is a commitment to their readers.
<b>Definition of the journal</b>	Declaration of the objective, subjects covered and / or the community the journal is aimed at.
<b>Postal address/Post office box</b>	Post office box number, mailbox or airmail address of a journal.

<b>Director</b>	See <b>Editor</b>
<b>Directory</b>	List that registers new titles, title changes, ceased titles, merged titles, and other relevant characteristics of scholarly, technical and professional, as well as scientific and cultural journals that are published in Ibero-American countries and the Caribbean.
<b>Distribution (methods)</b>	Forms of distribution of the journal. 2. How the journal / original is made available to the public.
<b>Distribution (channels)</b>	Channels of distribution of the journal.
<b>Geographical distribution</b>	Geographical scope for distribution of the journal, national and / or international, number of countries.
<b>Editor</b>	Person responsible for the total content of the journal. Appointed by the funding body. In the Anglo-Saxon countries, for example, they are appointed by scientific societies; they have the final say on acceptance or rejection of a contribution and the economic and administrative aspects. Receive the contributions, conduct a pre-assessment, mainly so that minimum aspects of form are complied with, assigns an internal registration number and decides to which specialist editor the manuscript should be sent. Then s/he sends the manuscripts to the evaluators proposed by the specialist editor. Receives the comments and consolidates them and sends them to the authors. In case of any doubts, asks the specialist editor to decide on acceptance or rejection. Centralizes all relationships with editors, authors and consultants. In these countries, specialist editors do most of this work. In some countries the term <b>Director</b> is used to distinguish between editorial tasks of a political and academic but not administrative nature done by the person responsible for the journal.
<b>Publisher</b>	Publishing house or the body responsible for the publication.
<b>Preparation of bibliographical references</b>	Instructions for the presentation of the set of elements that identify citations from a source or reference to a document that was consulted, according to an established standard or rule.
<b>E-mail</b>	Electronic mail address.
<b>Link to electronic resources</b>	List of links to websites, where the journals registered in Latindex can be consulted in full text versions. The websites listed can be of the journal or collections of electronic journals.
<b>Partial electronic link</b>	URL or Internet website address that disseminates partial information about the journal, tables of content, summaries, numbers published, etc. but does not provide access to the full text.
<b>Editorial body</b>	Institution responsible for editing the journal.
<b>Access statistics</b>	Record of the number of times that a journal or a website have been consulted (in the case of electronic journals).
<b>State/province/department</b>	Name of the political-administrative division that corresponds to each country.
<b>External evaluators</b>	People who collaborate in the review of articles for their approval and publication, external to the editorial institution of a journal; they are commonly known as arbiters or reviewers.
<b>Originality requirement</b>	Disposition indicating that the contributions or articles submitted for publication must be original or unpublished, i.e. they have not been presented or published in any other journal.
<b>Fax</b>	Fax number of the office that edits the journal.
<b>Date</b>	The release date refers to the day, month and year in which the record was entered or released to the Directory for the first time; the updating date registers the date of any subsequent

	modifications.
<b>Folio</b>	Numerical code that unequivocally identifies the journal's title. It is automatically granted by the system every time a new title is entered.
<b>Display format</b>	Format for visualizing the journal, how the content is presented: HTML, PDF, PostScrip, etc.
<b>Frequency</b>	Intervals of time in which the journal is published in the year. (Number of times or frequency).
<b>Continuous content</b>	Constant flow of articles in several months or in a year. It is applied to electronic journals to demonstrate their permanence on the web.
<b>Authors' identification</b>	Every author must be clearly identified with his/her full name in the work or contributions to the journal.
<b>Language</b>	Language or languages in which the journal is published.
<b>Index</b>	Bibliographical tool where the published works are related depending on a specific criterion, which could be by journal, by <b>specialization</b> , country or region, editorial rules or by a determined period of time. The current indexes tend to incorporate a high added value: summaries, application criteria and comments by experts, and more.
<b>Indexed &amp; Abstracted in</b>	Name or acronym of the Abstracting & Indexing Services where a journal is indexed. In the case of Latindex: collections of electronic journals (virtual libraries or journal portals); services for tables of contents or summaries, are also included, as well as <b>core lists of journals</b> evaluated by national science and technology entities. When the same title has both printed and electronic versions, the indexation credit is included in both records.
<b>Instructions to authors</b>	Information on the set of standards and rules used by the journal with regard to: editorial scope and policy, form and preparation of manuscripts, sending of originals and publication standards (presentation, structure of texts, summaries, key words, citations in the text and <b>presentation of bibliographical references</b> ).
<b>ISSN</b>	Standardized international number for serialized publications, represented by an eight-digit code. For more information, go to: <a href="http://www.issn.org">www.issn.org</a>
<b>ISSN-L</b>	The first ISSN assigned to any version of a continuous resource is designated by default as an ISSN link (ISSN-L) and is applied to all the other versions of this resource in different media. Only one ISSN link is allocated, regardless of the number of versions of the resource across different media. For more information, go to: <a href="http://www.issn.org">www.issn.org</a>
<b>Latindex</b>	Regional Online Information System for Scientific Journals from Latin America, the Caribbean, Spain and Portugal.
<b>Latin Americanist</b>	Refers to the journals or publications edited outside Latin America, but whose contents are totally dedicated to studying the region and its cultural, social and scientific phenomena.
<b>Place</b>	Name of the city where the journal is edited.
<b>Site Map</b>	Graphic or textual representation of the content of a website. Serves as a guide for improved navigation.
<b>Bibliographic heading at the beginning of the article</b>	Inscription containing bibliographical data of the source or resource for its identification. Composed of: abbreviated or full title of the journal, volume, issue, year, start and final page of the article and ISSN. Appears at the beginning of each article.

<b>Bibliographic heading on each page</b>	Inscription with bibliographical data of the source or resource for its identification (abbreviated or full title of the journal, volume, issue, year, start and final page of the article and ISSN) and/or a mention of the author and title of the article. <b>Should</b> be present on every page of an article.
<b>Address indication</b>	Visible indication of the journal's physical address.
<b>Frequency indication</b>	Visible indication in the journal of the frequency or number of times a year the journal is published.
<b>Indication of the journal's URL</b>	Visible indication on the journal's website or page, of the address or location on the Internet (URL).
<b>Indication of the editorial body</b>	List of the members or participants in the committee, council or editorial body of the journal with their full names.
<b>Indication of the Director</b>	Identification of the Director of the publication, Editor in charge or equivalent.
<b>Meta tags</b>	Set of data for identification and/or description of an information resource, available on the internet, for its recovery. Based on some recognized system or standard, e.g. "Dublin Core".
<b>Editorial board members</b>	List of the members or participants in the committee, council or editorial body of the journal with their full names.
<b>Modifications</b>	Term used in the Latindex Directory for updating or correcting an existing title registration.
<b>Nature of the publication</b>	Indicates the type of journal, mainly in relation to its coverage, content and target audience (the three main classifications are: 1. scientific research; 2. scientific and cultural divulgation and 3. technical-professional journals).
<b>Nature of the responsible body</b>	Indicates the type of institution that edits the journal (scientific association, educational, governmental, research or private institution).
<b>Navigation and functionality</b>	Organization and structuring of the publication's contents for web navigation, which provide ease of access to the content: summaries, articles, previous issues and others. Latindex recommends a maximum of three clicks for the user to access what s/he is searching for.
<b>Notes</b>	Descriptive text about other information or additional information that is not possible to include in the defined fields for the registration of a publication in the Latindex System directory.
<b>Responsible bodies</b>	Organization or entity responsible for the publication.
<b>Other titles</b>	Alternative titles by which the journal is also known, apart from its own and/or key title.
<b>Presentation pages</b>	Pages containing information on the journal, bibliographical data and credits. The source must always be mentioned: full title, ISSN, volume, number, date and bibliographical heading.
<b>Country</b>	Name of the country where the journal is published. If the publisher is an international organization, it will appear as: International. If the journal contains Latin Americanist content, it will appear as: Latin Americanists.
<b>Keywords</b>	Representative terms of the content of an article. They must match the words or the main groups of words that are representative of the content of a document. They are used especially in the indexation for the recovery of content in databases and for conducting searches for the retrieval of documents/articles on a specific subject. The word or group of words can be selected from the title or the text of the document.

<b>Key words in two languages</b>	Representative terms of the content of an article in a second language, different to the original used in the work.
<b>Price</b>	Value of the journal in the currency of the country of origin, in US dollars or in Euros.
<b>Periodical publications</b>	Journals or other types of publications that appear at consecutive intervals.
<b>Re-classify</b>	Term used in the Latindex Catalogue, which enables to re-classify or re-assess a journal.
<b>Reception and acceptance of originals</b>	Dates that show when an article is received, accepted, or approved for publication.
<b>Repository</b>	A repository, store or archive is a centralized location where digital information is stored and kept, usually databases or computer files. Specifically this can refer to a collection of indexes and databases to which access may be free.
<b>Responsible persons</b>	Person responsible for the full editing of the journal is usually the editor, director or person responsible for the journal.
<b>Abstract</b>	Text that presents, in the original language of the text, a summary of the main ideas or major article content.
<b>Abstract in two languages</b>	Text where the main or most important ideas of the article content are summarized both in the original language of the text and in a second language.
<b>Scientific and cultural dissemination journal</b>	A scientific dissemination journal is one that aims to spread scientific knowledge so that all types of audiences, beyond the purely academic and scientific world, can read it. The content can refer to current scientific discoveries, hot topics, recent research, specific fields of scientific knowledge, articles arising from research, studies, updates and others, as well as science-related news. They may or may not have the characteristics of a scientific article; their texts are generally written in a different way, suitable for all types of readers. The presentation is more eye-catching and friendlier in the case of the electronic media, with links to sites of interest, related subjects and events. Some of these journals may be multi-disciplinary; they can also resort to external reviewers for approval of their contents.
<b>Scientific research journal</b>	A journal that mainly publishes articles based on research (originating from scientific research projects funded with public or private funds) or original studies that provide a contribution to the journal's discipline. A peer review process is demanded for the articles' approval.
<b>Technical-professional journal</b>	Journal aimed chiefly at professionals in the journal's specialization area or the public interested in the subject. Mainly publishes articles whose objective is to solve practical problems, contribute to technological advances and also communicate new knowledge; generally these are applied research works or works that present new teaching methods, without necessarily being unpublished results, in the sense of contributing to the frontiers of knowledge.
<b>Printed journal</b>	Journal published on paper.
<b>Electronic journal</b>	Journal published in electronic format. Currently defined as a journal whose full text is available on the Internet.
<b>District/sector/district</b>	Name of the area of the city where the publishing institution is based.
<b>Monographic series</b>	Set of monographic works published consecutively under a collective title. Alternatively called serial monographic works, these are documents published in successive volumes, each of which is structured like a book or an academic monographic work under a collective series title.
<b>Information services</b>	Sources of information or resources that index journals, i.e. Abstracting & Indexing Services, databases and directories. Some index the total content; others are partial or referential

	indexation. Some are selective; others are not.
<b>Value-added services</b>	Additional services that a journal's websites offers, in terms of telecommunications as well as more detailed information like videos, e-mails, databases, related contents, links, integrated links, (simple and advanced) searches, use of boolean operators, search through indexes, access statistics, and others.
<b>Peer review system</b>	Procedure indicating how to make the selection and approval of articles for publication. One of the best-known procedures is the Peer Review used to measure the scientific quality and rigor of a contribution or funding application.
<b>Status</b>	Status of the journal that indicates whether it is current, ceased publication or its situation is unknown.
<b>Members</b>	Refers to persons and institutions that are Latindex members and that cooperate with the System. There is an associated institution for every participating country.
<b>Medium edition</b>	Storage or content method of the publication in which the completed journal is distributed; can be: paper, online, and electronic, on CD-ROM, on video and others.
<b>Table of contents or index</b>	Table of contents, index or summary, associated with an issue of a journal, where the details of title, author, first (and final) page of each of the articles or published documents must be listed.
<b>Telephones(s)</b>	Telephone numbers of the office that publishes the journals.
<b>Disciplines</b>	The main subjects and expanded subject tree of a journal, according to a classification developed by the Latindex System.
<b>Publication type</b>	Indicates whether it is a serial publication or a monographic series.
<b>Registration type</b>	Indexation related to the journal's registration status, indicates if it is a first time-entry or an update.
<b>Print run/circulation</b>	Number of copies published by the journal.
<b>Abbreviated title</b>	Abbreviation or short title of the journal used for its mention in quotes or bibliographical references. Must be assigned according to ISO standards.
<b>Former title</b>	Name immediately previous to the journal's current title.
<b>Key title</b>	Name of the journal or continuous resource assigned according to ISSN standards and unequivocally linked to its ISSN number.
<b>Subsequent title</b>	Name under which the journal continued publication, in the case of name changes.
<b>Main title</b>	Main title of the journal as it appears on the journal's cover or title page.
<b>URL</b>	Acronym for Uniform Resource Locator. Address system for finding an electronic resource on the web. (Journal's Internet site address)



Compiled by:

**Marcela Aguirre Cabrera**

National Scientific and  
Technological Research  
Commission (CONICYT),  
Scientific Information Program,  
Santiago, Chile.

With help from:

José Octavio Alonso Gamboa, National Autonomous University of Mexico (UNAM), General  
Directorate of Libraries, Mexico.

Saray Córdoba González, University of Costa Rica.

Ana María Flores, Argentinean Scientific and Technological Information Centre.

English version:

Giovanna Riggio, APEC University, Dominican Republic

Copy-Editing (English version):

Felipe Rafael Reyna Espinosa, National Autonomous University of Mexico (UNAM), General  
Directorate of Libraries, Mexico.

14th September 2011