

Academic Publishing



KNOW THE
TERMINOLOGY

Index

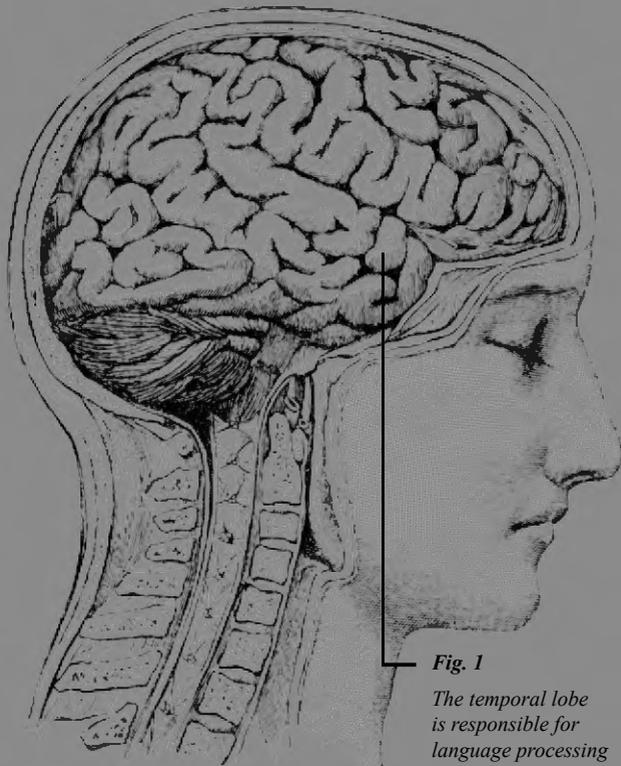


Fig. 1

The temporal lobe is responsible for language processing and learning.

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Publish or Perish



PLAY MOVIE

This icon means there is a video link on that page(s). The link placeholder is indicated by a ▶

Publication types

Q What is the difference between a white paper, technical paper and position paper?

A white paper is an informational document aimed to provide understanding on an issue, solve a problem or make a decision. White papers are often used as marketing tools, as their format is somewhere between a technical manual and a glossy brochure.

A technical paper or report, also known as a scientific report, describes the process, progress or results of technical or scientific research, or the state of a technical or scientific research problem. The focus is on providing solutions. Technical reports rarely undergo comprehensive peer review.

A position paper presents an arguable opinion about an issue – for example, emerging topics – with the goal of convincing the reader about the validity of the issue.

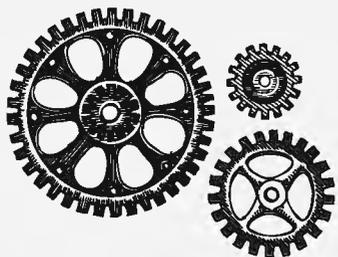


Fig. 2

“To gain knowledge, we must learn to ask the right questions; and to get answers, we must act, not wait for answers to occur to us”

(Anatol Rapoport)

> Different types of conference papers

A competitive paper is a fully developed paper ready for publication in either the conference proceedings or journal article.

An interactive paper is a work-in-progress paper and is usually shorter than a competitive paper.

An abstract/abbreviated paper is an outline of a conference paper and the research project it is based on. An abstract should highlight the major points of the research, including why it is important as well as contain the purpose of the research, research design and methodology, findings and conclusions. Abstracts are used by conference reviewers to judge the significance and fit of a topic. Some conferences publish conference abstracts either in hard copy or online.

A poster is a graphic representation of a study or project created for viewing by conference attendees.

Conference proceedings are a collection of competitive papers presented at a conference of professional association or institute.

Conference papers may or may not be peer-reviewed, depending on the nature of the conference. Peer-reviewed papers published in Conference Proceedings might be worth 0.5 units based on criteria set out by the Department of Higher Education and Training (DHET).

Q Different types of articles

Editorials are usually short articles written by members of an editorial board, describing policy issues relevant to the journal. Editorials also keep readers up to date with important developments and policy changes.

Research articles (original articles) report the findings of original empirical research.

Review articles are comprehensive, authoritative descriptions of any subject within the journal's scope and are often commissioned from experts in the field with an educational aim.

Book reviews are short summaries of the strengths and weaknesses of a book, evaluating its overall usefulness to the intended audience.

Commentaries are short, focused and opinionated articles on any subject within the journal's scope relating to a contemporary issue.

Letters to the editor can be a substantial reanalysis of a previously published article or a substantial response to such a reanalysis or an article that may not cover "standard research", but that may be relevant to readers.

Methodology articles present new approaches, changes to existing methods or discuss quantitative and data analytic approaches.

Conceptual articles are the starting point for many ideas, models, frameworks and theories. In other words, these articles conceptualise something new that may have limited theoretical frameworks.

Case studies report on specific instances of an interesting phenomena.

> Alternative publication types (social media)

Blog posts are ideal for collaborating in a research community, providing personal insights and criticism of published research. Various applications can be used to create a blog – [WordPress](#), [Tumblr](#), [eBlogger](#), [TypePad](#).

Twitter tweets adds value in updating [Twitter](#) followers on new publications, research project updates or new blog posts. Twitter can also be used for "crowd sourcing" – information gathering, research funding.

Podcasts are episodic digital audio or video recordings that are downloaded and enables researchers to reach a wider audience. The most popular type of podcast is the podcast interview. Podcasts should be kept short and engaging.

Posters offers a concise and visually appealing way to disseminate the findings of a research project. Posters often take on the form of an infographic.

Alternative publication types are gaining popularity due to their brevity, immediacy and reach. Traditional publishing methods are time-consuming and have a limited audience. Social media provides the means for immediate feedback from a wider and diverse audience.



Fig. 3

“The brain is like a muscle. When it is in use we feel very good. Understanding is joyous”

(Carl Sagan)

Accredited journals

Q What are accredited journals?

An accredited journal is recognised research output that meets specified criteria, therefore qualifying for subsidisation by the DHET.

Institutes only incentivise researchers or research articles published in accredited journals. However, South African journals must have a Web of Science or Scopus impact factor.

Q What lists should be used?

The official lists from the DHET are:

Thomson Reuters Web of Science Core Collection (previously called ISI) (2018)

International Bibliography of the Social Sciences (2018)

DHET List of Approved South African Journals (2018)

Norwegian (2018)

SciELO SA (2018)

Scopus (2018)

Q What is the difference between the DHET list and the other lists mentioned above?

All the lists are DHET approved, but the DHET accredited journal list specifically focuses on South African academic journals.

Journal quality lists

> Various quality lists exist within the business management field.

Harzing.com

Q What is Harzing.com?

Anne-Wil Harzing is a professor of international management at Middlesex University London in the UK. She has a keen interest in journal quality and research performance metrics, which has led to the creation of a Journal Quality list, software and the Harzing website.

Q What is the purpose of the Harzing website?

Apart from providing access to information, online papers and resources about Anne-Wil's areas of research, the website also has resources to assist with academic publishing, the assessment of

research and journal quality, as well as software (Publish or Perish) to conduct citation analysis. This website has been active since 1999.

Q Why is the journal quality list important for publishing an article?

The list is a collation of journal rankings from a variety of sources – such as AJG, Financial Times, Australian Business Deans Council – with the primary purpose of assisting and guiding academics to target journals of an appropriate standard. This list must be used in conjunction with the accredited journals list and the journal impact factors.

“

**No passion
in the world
is equal to
the passion
to alter
someone
else's draft.**

(H. G. Wells)

”

Academic Journal Guide (AJG)

The list, sometimes referred to as the ABS list, is compiled and maintained by the Chartered Association of Business Schools (CABS) as a guide to quality journals within the business and management academic sector.

This list has the following quality categories:

Rank	Description
4*	A world elite journal
4	A top journal
3	A highly regarded journal
2	A well regarded journal
1	A recognised journal

Q Is this list the only benchmark for quality business journals?

No, journal impact factors can also be used to determine the quality of a journal within a specific discipline. The AJG's main focus is business journals and might not cover peripheral subject areas. Alternatively, the Australian Business Deans Council (ABDC) journal rankings list can also be used.

Q Where can this list be found?

The AJG list can be accessed via the [CABS](#) or [Harzing.com](#) websites.

Australian Business Deans Council (ABDC) master list

The ABDC list was compiled in collaboration with various stakeholders to identify journals relevant to Australian business academics. The list groups journals into four quality categories:

Rank	Description
A*	<ul style="list-style-type: none"> Best or lead journal with a focus on outstanding, original and rigorous research. Acceptance rate low. Journal will have the highest impact factor in its field or other indices of high reputation.
A	<ul style="list-style-type: none"> Highly regarded and publishes excellent research in terms of originality, significance and rigour. Competitive submissions and acceptance rate. Excellent refereeing process Higher than average impact factor.
B	<ul style="list-style-type: none"> Well regarded and publishes research of a good standard in terms of originality, significance and rigour. Fully refereed according to good standards and practices. Acceptance rate higher than A* and A journals.
C	<ul style="list-style-type: none"> A recognised journal that publishes research of a modest standard. Fully refereed.

Q Where can this list be found?

The master list can be accessed via the [ABDC](#) or [Harzing.com](#) websites.

Scimago journal and country rank (Scopus)

This list is compiled from information contained in the Scopus database. The list covers all research domains.

Q Where can this list be found?

The list can be accessed via the [SJR](#) or [Scopus](#) websites.

Predatory journals

Predatory publishing is seen as exploitative academic publishing, where authors are charged publishing fees without providing the necessary editorial and publishing services associated with legitimate academic publishing.

The DHET and [National Research Foundation](#) do not support the actions of predatory publishers, nor do they accredit them.

The University of Pretoria library has drawn up the following *checklist* on how to identify a predatory journal:

- Their invitation to publish is usually via overly flattering e-mails.
- They use deception/hijacking - they will use the same title as an existing and well-known journal.
- They will have a broad journal title that includes subject fields not normally grouped together.
- They charge exorbitant author fees (\$5 000 and higher).
- They have a high acceptance rate (50% and higher).
- They focus on rapid publication with little or no peer-review process.
- The authors are not required to rework material.
- The journals do not have an ISSN (International Standard Serial Number) or a DOI (digital object identifier).
- They usually have no editorial board members.
- Their contact details will be generic with no academic affiliation.
- They usually have fake or poorly maintained websites.
- The journal claims to have an impact factor. ▶

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The Directory of Open Access journals currently indexes 3,446,286 articles in 12,196 journals

ResearchGate has more than 15 million members today

According to Incites, South African institutes and collaborators with South African institutes have published 60,004 papers between 2014 and 2018. The total citations generate for the same period was 346,937 citations.

According to the World Economic Forum's Global Competitiveness Yearbook, 2017-18, South Africa ranks 45th out of 137 on the quality of their management schools.

TRUST YOUR PROFESSIONAL JUDGEMENT - if something feels wrong, it probably is



Fig. 4

The following lists can also be consulted:

- [Stop Predatory Journal's List of Predatory Journals](#)
- [Stop Predatory Journal's List of Predatory Publishers](#)
- [Beall's List of Predatory Journals and Publishers](#)

Please read the article below published in the South African Journal of Science on predatory journals. It provides interesting insight into predatory journals and also presents a list of these publications.

[Mouton, J., & Valentine, A. \(2017\). The extent of South African authored articles in predatory journals. South African Journal of Science, 113\(7/8\), 1-9.](#)



Researcher ID

ORCID

Q What is ORCID?

ORCID stands for Open Researcher and Contributor ID. This ID is a unique and persistent digital identifier that researchers use to distinguish themselves from others. ▶

Q Why is an ORCID important?

Due to common researcher names, name changes, cultural differences in name order, and inconsistent use of middle initials, tracking and calculating a researcher's impact is challenging. With a unique ORCID, researchers can connect all their research outputs – even if different naming conventions have been used – and increase their visibility and impact.

ORCID is used by publishers for manuscript submissions, professional societies to manage memberships, funding agencies, metric tools, repositories and researcher profile tools.

Q How to get an ORCID?

You can create your own record via <http://orcid.org>.

REMEMBER! to keep your ORCID at hand when submitting your next publication.

Various other platforms also allow the creation of a Researcher (Author) ID. These platforms are [Scopus](#) and Researcher ID from [Clarivate Analytics](#) (Web of Science).



ORCID STATISTICS

- LIVE ORCID IDS
5,455,539+



Researcher profile

To increase the visibility of a researcher, he or she should ideally create a profile on the following platforms. These platforms also generate unique IDs for each researcher.

Google Scholar Citations / Google Scholar Author Profile

Google Scholar Citations is part of Google Scholar and allows researchers to create Google Scholar profiles free of charge. Google Scholar's algorithms will mine your publications, but manual additions and deletions are necessary. Included in each profile are metrics, such as the researcher's [h-index](#) and [g-index](#).

ResearchGate

ResearchGate (RG) is a professional free social network for researchers to share and discover publications, ask and answer questions, and find future collaboration. RG provides statistics and [metrics](#) on the use of a researcher's uploaded publications.

Academia.edu

Academia.edu is a free platform for researchers to share and track their publications. Publications added to Academia.edu are indexed in Google Scholar.

Social Science Research Network (SSRN)

SSRN is an open access community focused on early stage research or pre-prints in the social sciences. Researchers can share, collaborate and get recognition prior to peer-reviewed publication. SSRN also provides metrics based on views, downloads and citations.

ImpactStory

ImpactStory gives researchers the means to track and share their online (tweets, blogs and news) reach of their research on social media. ImpactStory aims to encourage web-native scholarship.

Publishing in a scholarly journal

Q How to choose the right journal? ▶

Ask the following questions:

Is the journal accredited?

Is the journal peer-reviewed?

What is its peer-review policy?

What is the scope of the journal?

Who is the editor and who is on the editorial board?

Who are the publishers?

An international association, society, reputable publishing house or academic institute?

Who publishes in the journal?

Who is the intended audience?

What's the journal's impact factor?

Is the journal open access, or does it have an open access option?

What are the open access options available?

Are there any article processing fees?

The “ready to submit” checklist:

Is your article clear, concise, and accessible?

Is your article formatted to the style required by the journal, as set out in their instructions for authors section?

Is your abstract informative, highlighting the article's key points?

Have you included the name and affiliation of any/all co-authors?

Are all citations listed in the references section as per the journal's specified format?

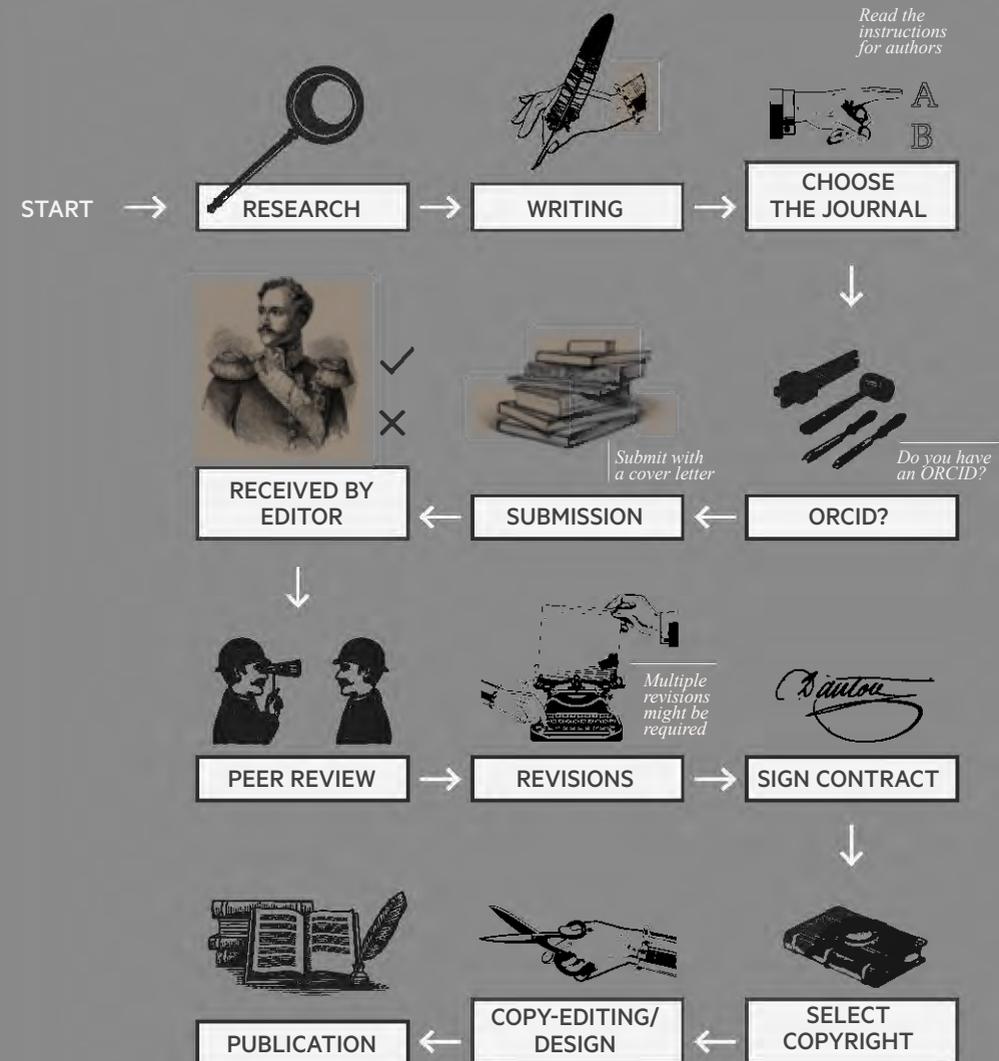
Do you have the necessary written permission for the reproduction of any images/figures/tables/etc. included in your article?



Check the [journal's peer-review policy](#) as you may need to submit your article anonymously.



Understanding the publishing process



> Peer-review

Q What does it mean when an article is peer-reviewed?

Peer-review is a process of evaluation (validity, reliability, originality) and commentary by independent subject experts applying general scientific practices and journal-specific guidelines. Peer-reviewers determine if a manuscript will be accepted, accepted with revision, or rejected.

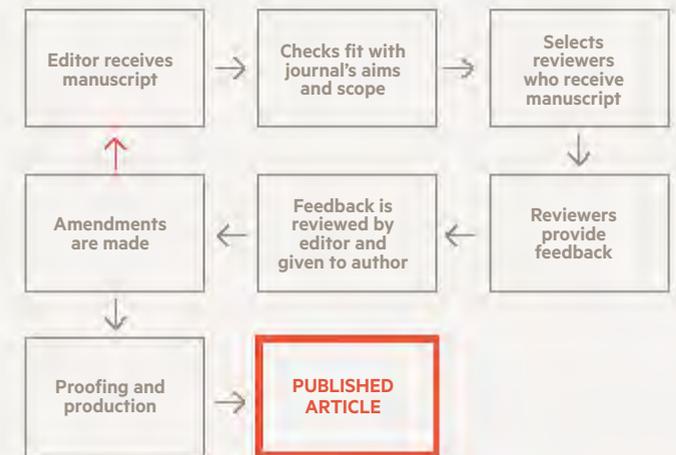
Types of peer-review

Single blind	The reviewer's identity is not known
Double blind	The reviewer and author remain anonymous
Open	The reviewer and author are known to each other

Q How long does a peer-review take?

Most papers will be reviewed by two or more independent reviewers (active academics and professionals) and by the editor(s) before a decision is made. Delays may occur due to reviewers' busy schedules, particularly if the journal has a high number of submissions.

The peer-review process



Q What does "in press" mean?

In the publishing world, "in press" is used for articles accepted for publication. These articles are published online and have not been allocated complete volume/issue/page information.

PUBLISHED ONLINE

Roy Page-Shipp, Dawn Joseph, Caroline Van Niekerk (2018) "Conductorless singing group: a particular kind of self-managed team", Team Performance Management: An International Journal. <https://doi.org/10.1108/TPM-09-2016-0041>

VS

FULLY PUBLISHED ONLINE

Estelle van Tonder, Daniel Johannes Petzer, (2018) "Perspectives on 'other' customers' roles in citizenship behaviour", International Journal of Banking Marketing, Vol 36 Issue 2 pp. 939-408, <https://doi.org/10.1108/IJBM-02-2017-0042>

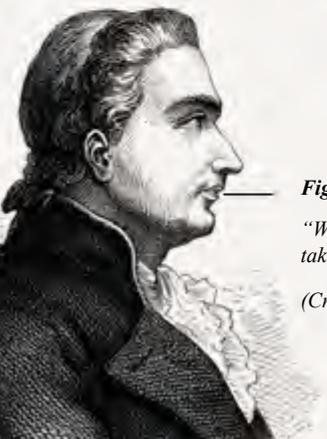


Fig. 5

"When eating an elephant take one bite at a time."

(Creighton Abrams)

> Open access publishing



Q What is open access?

Open access means free and permanent access to published research, combined with clear guidelines for readers to share and use the content. In other words, unrestricted access and reuse. ▶

Q Why does it matter?

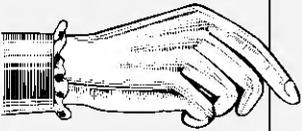
Most publishers own the rights to the articles in their journals and anyone wanting to read/use the articles must pay/ask permission to access/use them.

Even if the articles are accessed via institutions, access is not free as it involves lengthy negotiations around the price of site licences and reuse is usually limited.

Paying to access print articles makes sense, as it requires the production of physical copies. However, in the online world, with distribution as wide as the internet's reach, it makes less sense.



Types of open access



	Gold open access	Green open access
Access	Free online public access to final published version in an open access journal Access is immediate and permanent	<ul style="list-style-type: none"> Continue to publish in a traditional subscription-based journal, BUT self-archive** on an online subject-based institutional repository or own website Free online public access to the author's version of the article Embargo periods may apply
Fee	Fee is paid by the authors (or on their behalf by their institutes)	<ul style="list-style-type: none"> No fee payable by the author All costs are carried by the institute for subscriptions
Use	Determined by the author through a Creative Commons licence	<ul style="list-style-type: none"> Authors retain the right to use their articles All open versions of articles must have a user licence attached

** Self-archiving: Only preprints (versions of an academic paper preceding publication). Self-archiving is not a form of publishing.

Q Is there a list of open access journals available?

Lund University in Sweden established a community-curated online directory of over 10 000 high-quality, open access, peer-reviewed journals. The Directory of Open Access Journals (DOAJ) can be accessed on <https://doaj.org/>.



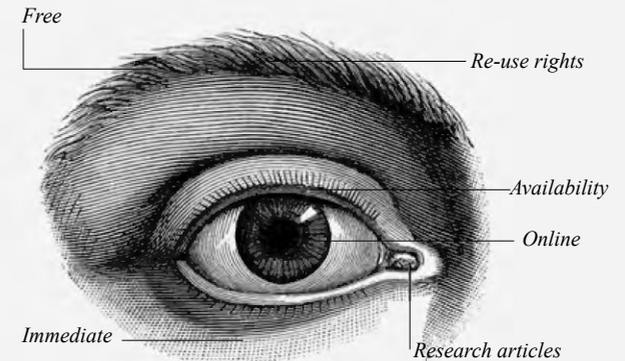
Q Are these journals accredited?

To determine the accredited status of open access journals featured on the DOAJ, please consult the approved [accredited journal lists](#).

Cost implications for authors when publishing in open access journals:

- Gold open access requires an author/institution to pay the article processing fees.
- Some open journal fees are no longer lower than publishing in subscription-based journals.
- More costly open access journals do not necessarily guarantee more citations.
- Double-dipping might come into play with hybrid open access journals – the author pays for the service (article processing fee) and the institute pays for the end product.

Fig. 6
Open Access



Copyright



> Understand your rights when publishing

Copyright is a collection of exclusive legal rights attached to an original work, allowing the copyright owner to control whether the work can be copied, shared or used by others.

Q What is copyright?

Copyright must be viewed and understood within the context of an agreement between an author and the publisher. As outlined in the open access and Creative Commons sections, there are opportunities for authors to retain the copyright of their own work. For a publisher to publish and disseminate a work, publishing permission or rights, as defined in a publishing agreement, must be obtained. Please make sure you understand these rights, as they impact how your work may be used.

Assigning copyright to a publisher protects the author against infringements, plagiarism, ethical disputes and fraud.

Be aware of the time limit on copyright (author's lifetime plus 50 to 70, 95 or 120 years after death, depending on the nature of the authorship and work) as well as the level and type of protection offered, as this varies between

countries. Local and international laws and conventions recognise and protect copyright in almost every country in the world.

Q The rights of other authors

As your work as an author is protected by copyright, so are the works of your fellow authors/scholars. ▶

For example, if you want to include an image/table/graph from another author's work, you require permission to do so, depending on the work's status. Contact your library or Information Centre to assist in applying for the necessary permissions.

The same applies when using the work of other authors as course readings. Permission must be obtained before the readings can be distributed. However, there are restrictions: only one article per journal issue may be reproduced/distributed, and only 10% of a book may be reproduced/distributed.



> Open content licence OR Creative Commons licence

Q What is a Creative Commons licence?

This is a free, easy-to-use copyright licence to help authors legally share their body of knowledge in the public domain on their terms. Authors retain copyright, while allowing users to copy and distribute their work. Read more on <https://creativecommons.org/> ▶

LICENCE CONDITIONS

- Attribution (by)
- ShareAlike (sa)
- NoCommercial (nc)
- NoDerivatives (nd)

Q What types of licence are available?

	Code	Description
	CC0	"No rights reserved" Authors waive all interests and allow others to build on and reuse their work for any purposes without restriction under copyright law.
	CC BY	Attribution CC BY . The most accommodating licence, as it allows others to commercially or non-commercially distribute, remix, tweak, and build on an author's work as long as they credit the original author.
	CC BY-SA	Attribution-ShareAlike CC BY-SA . Others can commercially or non-commercially distribute, remix, tweak, and build on an author's work as long as he/she is credited, and the new work is licensed under the same licence as the original body of work.
	CC BY-ND	Attribution-NoDerivs CC BY-ND . The commercial or non-commercial redistribution of work is allowed, as long as it is passed along unchanged and whole, with credit given to the original author/creator. This licence is mainly used for open source software.
	CC BY-NC	Attribution-NonCommercial CC BY-NC . Non-commercial remixing, tweaking and building upon is allowed. The new work must acknowledge the original author and be non-commercial. No additional licences are required for derivative works.
	CC BY-NC-SA	Attribution-NonCommercial-ShareAlike CC BY-NC-SA . Non-commercial remixing, tweaking and building upon is allowed. The new work must acknowledge the original author and be non-commercial. A new licence with the identical terms as the original is required for any derivative work.
	CC BY-NC-ND	Attribution-NonCommercial-NoDerivs CC BY-NC-ND . The most restrictive licence, as it only allows others to download and share work as long as the original author is credited. No changes are allowed, nor is commercial use.

Measuring impact

> Journal impact factors

Q What are journal impact factors?

A journal's impact factor is a measure of the frequency an average article has been cited in a particular year.

Q How are impact factors calculated?

The calculation is based on a two-year period, by dividing the number of times articles were cited by the number of articles that are citable.

A = the number of times articles published in 2015 and 2016 were cited by indexed journals in 2017

B = the total number of citable items published in 2015 and 2016

A/B = 2017 impact factor

Q What does it mean when a journal has an impact factor?

Journal Citation Reports are often used as a proxy for the relative importance of a journal within its field – the higher the impact factor, the more important and authoritative it is.

Tools to look up journal impact factors:

[Web of Science Journal Citation Reports](#) (login required)

[Scopus's Scimago Journal & Country Rank](#)

> Bibliometrics vs altmetrics

Q What are these metrics?

To determine the impact of an author, journal or article, bibliometrics or altmetrics are applied. These metrics are usually based on the number of citations. An author's h-index is an example of an author-level bibliometric measure.

Both bibliometrics and altmetrics are important measures for scholars to showcase the importance and impact of their research.

Q What is the difference between bibliometrics and altmetrics?

Bibliometrics

This is a range of quantitative measures concerned with the analysis of research (scholarly publications) based on citation counts and patterns. Bibliometrics are divided into journal-, article- and author-level metrics. Some common bibliometrics include:

h-index
g-index
hg-index
i10-index

ResearchGate score (can also be classified as an altmetric measure based on its characteristics)

Altmetrics

(or alternative metrics)

An article-level metric based on the number of times an article is shared, downloaded, discussed or mentioned on social media (Facebook, Twitter, blogs, wikis) and other quasi-scholarly platforms, news sources and policy documents. Altmetrics also provide a more immediate indication of the use of an article. Altmetrics can be populated from:

- Tweets, mentions, shares or links;
- Downloads, clicks or views;
- Saves, bookmarks, favourites or likes;
- Mainstream media mentions; and
- Reviews, comments, ratings or recommendations.

REMEMBER! A high altmetric source does not necessarily imply importance or quality.

All biometric measures explained in depth on the next page



Citation counts

(the number of times a body of work has been used by other scholars)



Bibliometrics explained



10 STEPS TO MAXIMISE YOUR CITATIONS

1. Cite your own work
2. Cite the leaders in your field
3. Keywords are the key!
4. Cite your peers
5. Choose a wide field
6. Stick to a consistent name
7. Explain why your research matters
8. Informative and unique papers go a long way
9. Review
10. Promote, promote, promote

Citations

Q What is a citation?

A citation is an abbreviated reference embedded in a body of work for the purpose of acknowledging the relevance of the cited works to the topic of discussion.

Q Why are citations important?

The quality or impact of an article is measured by the number of times the author was mentioned by other authors. The more citations an author has, the more authoritative the author is deemed. Citations allow researchers to monitor their impact.

“
Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.
”

(Thomas Edison)

h-index

Q What is an h-index?

To monitor a researcher's impact, various metrics are used. The h-index is the most popular and widely used metric. The h-index is an author-level metric measuring both the productivity and citation impact of a researcher's published work in a specific discipline.

Q How is a researcher's h-index calculated?

The h-index is established using a set of a researcher's most cited works and the number of citations received in other publications – that is, h is the number of papers of a certain “quality” [number of citations received] threshold that increases as h rises.

For example, an h-index of 5 means that a researcher's work has been published in at least 5 papers that have received at least 5 citations each.

Web of Science and Scopus are used to track a researcher's h-index. Discrepancies might happen due to the material indexed in both resources.

Q How does it compare to the other indices available?

Researchers have identified various weaknesses in the h-index, resulting in a few variants, such as g-index, m-index, and i10-index.

Disadvantage of the h-index

Is limited to the number of works published.

g-index

Q What is a g-index?

The g-index is also classified as another author-level metric.

Q How is a researcher's g-index calculated?

The g-index is calculated based on the distribution of citations received by a given researcher's publications. For example, a g-index of 15 means that an academic has published at least 15 articles that have received a minimum of 225 citations.

Researchers can access their g-index via the [Publish or Perish](#) application.

Advantages of the g-index

- Highlights the performance of a researcher's top articles.
- Can be used to bolster less cited papers.

Disadvantages of the g-index

- Is limited to the number of works published.
- Favours researchers who have published (and are cited) extensively.

hg-index

Q What is the hg-index?

The hg-index leverages both researchers' h-index and g-index advantages, and minimises their disadvantages.

“Be less curious about people and more curious about ideas”

(Marie Curie)



Google Scholar

i10-index

Q What is the i10 index?

This measure is only used by Google Scholar based on a researcher's number of publications with at least 10 citations.

Advantages of i10-index

- Easy and straightforward to calculate.
- Free, as it is available through Google Scholar.

Disadvantages of i10-index

- Only measures Google Scholar.

R^G

ResearchGate score

Q What is a ResearchGate (RG) score?

A RG score is a single number linked to a researcher's profile, which is updated weekly. The score is based on the researcher's outcomes shared on the ResearchGate, interactions with other researchers, and reputation of peers (that is, publications, questions, answers and followers are taken into consideration).

Disadvantages of the RG score

- It ignores a number of fundamental bibliometric guidelines.
- Basic mistakes can be found in the way the score is calculated.
- Lack of transparency on how the score is calculated.

The RG score, in its current form, should not be used as an accurate measure of scientific reputation.

Publish or Perish (PoP)

PoP is a software program developed by Annie-Wil Harzing to retrieve and analyse academic citations using a variety of data sources (for example, Google Scholar and Microsoft Academic Search) and can be used to track the following metrics: total number of papers and citations, average citations per paper or per author, h-index, g-index, and age-weighted citation rate.

Q Where can I download PoP?

PoP is available from the Harzing.com website and is compatible with Windows, Mac and Linux.

Q Do I need PoP?

As PoP is more inclined to provide altmetrics, it must be used in conjunction with Web of Science and Scopus to give a comprehensive overview of a researcher's impact. PoP is ideal for the researcher who wants to track his/her own performance.



Fig. 7

*"Writing is its own reward."
(Henry Miller)*

For more information on academic publishing, please contact your local university library or research office.



GOOGLE SCHOLAR SEARCH TIPS

Get the most out of Google Scholar with these helpful tips on searches and email alerts.

Finding recent papers

Your search results are normally sorted by relevance, not by date.

To find newer articles, do the following:
On the results page, click "Since Year" (see the navigation section, left side of the screen) to show only recently published papers. The results will still be sorted by relevance.
Click "Sort by date" to show the new additions, sorted by date.

Email alerts

To set up an alert relating to the results you retrieve, click the envelope icon (navigation section, left side of the screen).

Setting up Library links

Click on Google Scholar settings indicated by (upper left corner)
Click library links (navigation section, left side of the screen)
Enter your library or university name in the search box
Click the search button
Select your library or university
(some universities have multiple links – tick all the boxes)
Click save



Locating the full text of an article

Abstracts are freely available for most of the articles.

To gain access to the entire article may require a subscription.
Here are a few things to try:

Ensure your library links have been set up (see section above)
Click on the library link, e.g., "Fulltext@UP", to the right of the search result; OR
Click a link labelled [PDF], to the right of the search result (these are often open access or preprint publications);
To explore further readings, click "Related articles" or "Cited by" under the search result to explore similar articles.
If you're affiliated with a university, but don't see links like "Fulltext@UP", please check with your local library about the best way to access their online subscriptions.

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and to do so in ways that underscore quality,
impact and excellence"***

Prof Stephanie Burton

(University of Pretoria Vice-Principal:
Research and Postgraduate Education)



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