Toolkit of Resources
Every Researcher should Use

Research LEAP
“Network of Academic and Research Excellence”
WHO IS THIS GUIDE FOR?

If you are about to start writing an academic paper or have already started writing it, this manual is for you!

Even if you have already finished writing your paper and published it, this manual is helpful for you to increase your knowledge and experience in the usage of other tools that you have not used before.

WHAT WILL YOU LEARN?

- The fastest way to source and browse key literature
- How to collect data quickly and painlessly
- Where to find up-to-date data for your statistical research
- Where to submit or publish your research papers
- Where to network with other researchers, professors, and Ph.D. students
INTRODUCTION .......................................................................................................................... 3
RESEARCHING TOOLS .................................................................................................................. 4
PART TWO: PRIMARY RESEARCH TOOLS .................................................................................. 5
  Questionnaire Creating Tools ....................................................................................................... 6
PART ONE: SECONDARY RESEARCH TOOLS .............................................................................. 8
  Search Engines for Conducting Secondary Research .................................................................... 9
  Reliable Statistical Databases ......................................................................................................... 10
  Reliable Article Sources (Publishers) .............................................................................................. 11
  Networks ..................................................................................................................................... 12
PART THREE: DATA ANALYSIS SOFTWARE ................................................................................. 13
  Qualitative Data Analysis Softwares ............................................................................................. 14
  Quantitative Data Analysis Software ............................................................................................ 15
CITATION INDEX - WHAT IS IT AND WHY DO WE NEED IT? .................................................... 16
  H-INDEX: WHAT IS IT? .................................................................................................................. 18
  HOW TO FIND YOUR H-INDEX AND HOW TO INCREASE IT? ..................................................... 19
  CITATION INDEXES ...................................................................................................................... 20
INDEX - WHAT IS IT AND WHY DO WE NEED IT? .................................................................... 21
  INDEXING DATABASES .................................................................................................................. 23
IMPACT FACTOR – WHAT IS IT AND HOW TO CALCULATE THAT? ........................................... 25
LANGUAGE CHECKING TOOLS ...................................................................................................... 27
REFERENCING AND PLAGIARISM CHECKING ............................................................................ 31
  REFERENCE MANAGEMENT TOOLS .......................................................................................... 33
  PLAGIARISM CHECKING TOOLS .................................................................................................. 34
PUBLISHING: CONFERENCE PAPER (PROCEEDINGS) OR JOURNAL? ...................................... 36
  ADVANTAGES OF CONFERENCE PAPER (PROCEEDINGS) ........................................................... 37
  DISADVANTAGES OF CONFERENCE PAPER (PROCEEDINGS) ....................................................... 38
  ADVANTAGES OF JOURNAL PAPERS ............................................................................................. 38
  DRAWBACKS OF JOURNAL PAPERS ............................................................................................... 38
JOURNAL HOSTING PLATFORMS ..................................................................................................... 39
  RESEARCHLEAP ............................................................................................................................ 40
  ESR JOURNAL ............................................................................................................................... 40
BIBLIOGRAPHY ............................................................................................................................ 42
INTRODUCTION

Our goal here at Research Leap is to increase the productivity of researchers. We build manuals that make it easier to organize and write academic papers.

We’ve often wondered what else we can do to help researchers work smarter and be more productive. The answer, we found, is surprisingly simple. It’s all about choosing the right tools. This manual introduces you to the most effective and useful tools that you should use while writing an academic paper.

In this manual, we introduced widely used tools that help you in every step of your academic writing process and publishing your paper, starting from researching, referencing and plagiarism checking tools and ending with index finding tools and publishing formats/forms

Chances are you already know some of these tools. Chances are also that you know somebody who knows none of them… So please share and help spread the word.
Primary (Practical) Research is any type of research that you go out and collect yourself. In certain cases, you cannot write your paper without a primary research. This involves first-hand research in the form of questionnaires, surveys, interviews, observations, discussion groups and ethnographic research.

**IN THIS PART WE WILL COVER:**

1. Questionnaire Creating Tools:
   - Google Forms
   - Survey Monkey
   - Typeform
QUESTIONNAIRE CREATING TOOLS

Google Forms

Some good features of Google Forms:

- Unlimited surveys
- Unlimited respondents
- Survey answers and data are automatically collected in Google Spreadsheets
- Lots of theme options
- Add your own custom logo
- Add images or videos
- Skip logic and page branching
- Imbed survey into emails or website
- Add collaborators
- 100% free!

Google Forms is the only free online survey tool that provides free skip logic. This will probably be the first pick for most.

Survey Monkey

With the help of Survey Monkey, you can create your own questionnaire in more than 15 types. Along with the basic features that other surveying tools have, it also has different analysis and logic features that other tools do not.

Filtering Responses lets you see only the responses from respondents who answered a particular question (e.g. said they have kids), responded via a specific survey collector (e.g. your embedded Facebook survey), or meet certain properties (e.g. responses submitted on a certain day).

Cross-tabbing Responses lets you see a side by side comparison of two or more questions to determine how they are interrelated.

Skip Logic lets you direct respondents through your survey based on a response they choose to a previous question.

Random Assignment lets you test different variables (e.g. descriptive text, images, question-wording) to see how they might impact survey responses.

Question & Answer Piping question and answer piping allow you to automatically include an answer that a respondent selects in follow-up question text or as an answer choice in the following question.

Text Analysis lets you take open-ended responses and comments and turn them into data you can easily categorize and analyze.
Typeform

Typeform’s interface is elegant and its style is attractive, reflecting the company’s motto, “Asking questions should be easy, human, and beautiful.” The free version, nicknamed the CORE plan, offers the users many features such as:

- Unlimited questions
- Unlimited answers
- Data export
- Custom design themes or choose from templates
- Basic reporting

These are some features to find in a free version, especially the unlimited questions and answers. While logic jumps aren’t available for CORE users, you can pipe respondent answers into the text of your survey (for example, if a user gives their name, you can call them by name in the following questions).
After the initial stage of choosing or coming up with a question, the next stage should be research or, in other words, active reading. Reading around your topic, taking notes, and mapping out where your argument will lie, are just as important as the writing process. It is during the research process that you will find that all-important crux of your argument – that eureka moment, when, after eight hours in the library, you find what you have been looking for.

There are two types of a research that you can conduct. You can either conduct a secondary research by analyzing the information given in printed journals, websites and other types of papers or conduct a primary research by creating questionnaires, surveys and organizing discussion groups. However, if you need to do both types of research, do secondary research before conducting primary research.

SECONDARY RESEARCH TOOLS

Secondary (Theoretical) Research is a non-empirical approach to research that usually involves perusal of mostly published works like researching through archives of public libraries, courtrooms and published academic journals. However, with the development in the Internet industry which means web resources, researching for scientific materials has now become a matter of a few clicks. Now researchers can get information on any topic pertaining to science through academic search engines. They provide a centralized platform and allow the researchers to acquire literature on any topic within seconds.

IN THIS PART WE WILL COVER:

1. Search Engines for Conducting Secondary Research
2. Reliable Statistical Databases
3. Reliable Article Sources (Publishers)
4. Networks
SEARCH ENGINES FOR CONDUCTING SECONDARY RESEARCH

Google Scholar

Google scholar is much different from Google. Google Scholar is a free academic search engine that indexes academic information from various online web resources whereas simple Google searches public Web content.

Google Scholar provides a simple way to broadly search for scholarly literature. From one place, you can search across many disciplines and sources: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other web sites. Google Scholar helps you find relevant work across the world of scholarly research. It explores related works, citations, authors, and publications. It checks who is citing your publications, and create a public author profile too.

CiteSeer x

CiteSeer x is a digital library and an online academic journal that offer information within the field of computer science. It indexes academic resources through autonomous citation indexing system. This academic database is particularly helpful for researchers seeking information on computer and information sciences. It offers many other exclusive features to facilitate the researchers with the research process that include: ACI – Autonomous Citation Indexing, reference linking, citation statistics, automatic metadata extraction and related documents.

ScienceDirect

ScienceDirect is information solution for researchers, teachers, students, health care professionals and information professionals. It combines authoritative, full-text scientific, technical and health publications with smart, intuitive functionality so that you can stay informed in your field, and can work more effectively and efficiently.
RELIABLE STATISTICAL DATABASES

Statistics, as a form of scientific discipline, plays an important role in research because it enables the researcher to develop accurate and reasonable inferences from relevant data collections. In this way, the researcher is able to make more informed decisions rather than facing uncertainties. This is particularly important in the area of medical research and can help to prevent or minimize biases and errors.

Usually, data are mainly published in Excel format. Some tables are only published as PDF documents. Below, three reliable statistical databases that certainly helps you in finding the data you need are provided.

World Bank

World Bank is a collection of development indicators, compiled from officially-recognized international sources. It presents the most current and accurate global development data available and includes national, regional and global estimates. The data in the World Bank Database is widely considered to be the most consistent and reliable database available, concerning Global Development Indicators.

OECD

The OECD maintains several databases, covering a wide range of topics. Data can be accessed through four different portals on OECD’s website: Statistics Portal, OECD.Stat, SourceOECD and OECD Index of Statistical Variables. The four portals contain many of the same variables, but the interface, functionalities and download options vary. The portals are therefore examined separately. Most of the data are also published in printed publications, such as OECD Factbook, OECD in Figures and OECD Economic Outlook.

The OECD also publishes reports and briefs on the comparability and quality of statistics. Some of these reports may be inaccessible to readers not familiar with the topic, but the OECD Factbook series contain some good summaries of definitions and issues of comparability. The Statistical Methodology portal contains links to several sources of documentation, e.g. an online Glossary of Statistical Terms, workshop documents, and methodological manuals.

UNdata

UNdata is an Internet search engine, retrieving data series from statistical databases provided by the UN System. UNdata allows searching and downloading a variety of statistical resources covering the following areas: Education, Employment, Energy, Environment, Food and Agriculture, Health, Human Development, Industry, Information and Communication Technology, National Accounts, Population, Refugees, Trade, and Tourism.
Many sources of information are provided on the web. Knowing whether the information is reliable is not easy. Therefore, researchers should be selective while doing research and avoid using unreliable sources. The following are some reliable article sources (academic paper publishers) you can use:

**Emerald Insight**

Emerald Insight is a collection of electronic resources including full-text journal articles, case studies, reviews and abstracts on different topics including Business & Management, Social Sciences, Engineering, Health Services Management.

**JSTOR**

JSTOR - (Journal Storage – The Scholarly Journal Archive) is an important multidisciplinary full-text database. This is an archive of scholarly journals, giving access mainly to older volumes of journals, mostly from the beginning of the publication of the journals. The database does not include 3-5 recent volumes of the journals. Access to recent volumes of these journals should be checked at the library portal of e-journals.

**EBSCO**

EBSCO has partnered with libraries for more than 70 years by providing quality research content, powerful search technologies, and intuitive delivery platforms. They offer premium content through databases, e-books, journals, and magazines, as well as a versatile discovery tool for searching across all library resources. Their content and feature-rich technology platforms serve the needs of researchers at all levels, whether they access EBSCO products at academic institutions, schools, public libraries, hospitals, medical institutions, corporations or government institutions.

EBSCO offers five free resources accessible to any researcher at any time. They are:

- American Doctoral Dissertations, 1933-1955
- Library, Information Science and Technology Abstracts
- GreenFILE
- European Views of the Americans: 1493-1750
- Teacher Reference Center
NETWORKS

New media outlets and social networks are improving the connectivity of researchers, engineers, PhD candidates, post-docs, and students. Today, several offer solutions to problems faced by researchers but are still often considered time-consuming. As an online extension of the work of your team or as a catalyst for new collaborations, each of these networks has its own special feature. These networks, blogs, and other social sites were created by scientists, for scientists. So no matter which field you’ve chosen, you’ll find something here to meet your academic needs.

ResearchLeap

ResearchLeap is an international journal hosting platform for business research, management, and innovation. There you can find reliable articles for citing, upload your own article and discuss your work with specialists. Thereby you can collaborate with colleagues and other business specialists and improve your research. Moreover, ResearchLeap helps research communities create a meaningful impact that enhances knowledge, supports teaching. It provides a host of resources and services, as well as a range of other innovative paper publishing tools to help disseminate research to a wider readership, gain media attention and demonstrate professional achievement through publication. ResearchLeap’s web-based solutions include journal hosting, statistical consulting for businesses, an academic research consulting and statistical expert testimony.

ResearchGate

ResearchGate is a social networking site for scientists and researchers to share papers, ask and answer questions, and find collaborators. According to a study by Nature and an article in Times Higher Education, it is the largest academic social network in terms of active users. People that wish to use the site need to have an email address at a recognized institution or to be manually confirmed as a published researcher in order to sign up for an account. Members of the site each have a user profile and can upload research output including papers, data, chapters, negative results, patents, research proposals, methods, presentations, and software source code. Users may also follow the activities of other users and engage in discussions with them. Users are also able to block interactions with other users. Members can track and follow the research publications of others in their field. Members can upload copies of papers (either pre- or post-review) and the associated raw data. All will be searchable. A non-peer-reviewed material can be added only through manual file upload. Researchers are encouraged not only to upload successful results but also those results from failed projects or experiments – the latter are stored in a separate but searchable area. In addition, members can request a copy of a paper from the author if it is not freely available. Full-text publications uploaded to ResearchGate are indexed by Google.
In research work, received a cluster of results and dispersion in the measurement of a single variable is generally easy for readers to understand in short time how the experimental results/values are changing. Data analysis helps to make sense of the data, otherwise, they would remain a pile of rough information; perhaps a pile of figures.

Data analysis differentiates the scientist from the general population as it guides him through making largely unsubstantiated claims or remarks resulting perhaps from chance occurrence. Therefore, use the tools for analyzing both qualitative and quantitative data as it is essential for a researcher to present a data as a meaningful piece of information.

IN THIS PART WE WILL COVER:

1. Qualitative Data Analysis Tools
2. Quantitative Data Analysis Tools
QUALITATIVE DATA ANALYSIS SOFTWARES

NVivo

NVivo is a qualitative software for qualitative researchers working with very rich text-based and multimedia information, where deep levels of analysis on small or large volumes of data. NVivo is intended to help users organize and analyze non-numerical or unstructured data. The software allows users to classify, sort and arrange information; examine the relationships in the data; and combine analysis with linking, shaping, searching and modeling.

QDA Miner

QDA Miner is a mixed methods and qualitative data analysis software. The program was designed to assist researchers in managing, coding and analyzing qualitative data. QDA Miner features include import different formats of documents and images such as PDF, Word, Excel, HTML, RTF, SPSS and JPEG files, text retrieval tools such as Retrieval, Query-by-Example, Cluster Extraction. Also, it includes statistical functions such as coding frequencies, cluster analysis, coding sequences, coding by variables and visualization tools such as multidimensional scaling, heatmaps, correspondence analysis graphic, and proximity plot.

ATLAS.ti

ATLAS.ti is a tool for qualitative research with managed documents, multi-document view, high-performance multimedia engine, intuitive margin-area coding for all data types. ATLAS.ti uncover and systematically analyze complex phenomena hidden in unstructured data such as text, multimedia, and geospatial. The program provides tools that let the user locate, code and annotate findings in primary data material to weigh and evaluate their importance and visualize the often complex relations between them.
QUANTITATIVE DATA ANALYSIS SOFTWARE

STATATA

Stata's data management features give you complete control of all types of data. You can combine and reshape datasets, manage variables, and collect statistics across groups or replicates. You can work with byte, integer, long, float, double, and string variables (including BLOBs and strings up to 2 billion characters). Stata also has advanced tools for managing specialized data such as survival/duration data, time-series data, panel/longitudinal data, categorical data, multiple imputation data, and survey data.

Stata makes it easy to generate publication-quality, distinctly styled graphs. You can write scripts to produce hundreds or thousands of graphs in a reproducible manner and export them to EPS or TIF for publication, to PNG for the web, or to PDF for viewing. With the integrated Graph Editor, you click to change anything about your graph or to add titles, notes, lines, arrows, and text.

SPSS

SPSS is a widely used program for statistical analysis in social science. It is also used by market researchers, health researchers, survey companies, government, education researchers, marketing organizations, data miners. SPSS Statistics places constraints on internal file structure, data types, data processing, and matching files, which together considerably simplify programming. SPSS datasets have a two-dimensional table structure, where the rows typically represent cases (such as individuals or households) and the columns represent measurements (such as age, sex, or household income). Only two data types are defined: numeric and text (or "string"). All data processing occurs sequentially case-by-case through the file. Files can be matched one-to-one and one-to-many, but not many-to-many.

ELKI

ELKI is Environment for Developing KDD, Applications Supported by Index Structures. ELKI is a knowledge discovery in databases software framework developed for use in research. The development of evaluation of advanced data mining algorithms and their interaction with database index structures allowed in ELKI.

In ELKI, data mining algorithms and data management tasks are separated and allow for an independent evaluation. This separation makes ELKI unique among other data mining frameworks. ELKI is open to arbitrary data types, distance or similarity measures or file formats.
CITATION INDEX
WHAT IS IT AND WHY DO WE NEED IT?
A citation index is a kind of bibliographic index, an index of citations between publications, allowing the user to easily establish which later documents cite which earlier documents. Legal citation indexes are found in the 18th century and were made popular by citators such as Shepard's Citations (1873). In 1960, Eugene Garfield’s Institute for Scientific Information (ISI) introduced the first citation index for papers published in academic journals, first the Science Citation Index (SCI), and later the Social Sciences Citation Index (SSCI) and the Arts and Humanities Citation Index (AHCI). The first automated citation indexing was done by CiteSeer in 1997. Other sources for such data include Google Scholar and Elsevier’s Scopus.

IN THIS CHAPTER WE WILL COVER:

1. H-index: What is it?
2. How to find your h-index?
3. How to increase your papers' h-index?
4. Citation Indexes
H-INDEX: WHAT IS IT?

The index is a measure of the number of highly impactful papers a scientist has published. The larger the number of important papers, the higher the h-index, regardless of where the work was published.

To calculate it, only two pieces of information are required: the total number of papers published (Np) and the number of citations (Nc) for each paper. The h-index is defined by how many h of a researcher’s publications (Np) have at least h citations each.

Example:

- An h-index of 25 means the researcher has 25 papers, each of which has been cited 25+ times.

WHY IS THE H-INDEX AN IMPROVEMENT?

The index has several advantages over other metrics:

- It relies on citations to your papers, not the journals, which is a truer measure of quality
- It is not dramatically skewed by a single well-cited, influential paper (unlike total number of citations would be)
- It is not increased by a large number of poorly cited papers (unlike total number of papers would be)
- It minimizes the politics of publication. A high-impact paper counts regardless of whether your competitor kept it from being published in the top-tier journals...
- It’s good for comparing scientists within a field at similar stages in their careers
- It may be used to compare not just individuals, but also departments, programs or any other group of scientists.
HOW TO FIND YOUR H-INDEX AND HOW TO INCREASE IT?

If you published your paper and would like to know your h-index, locate the Google Scholar link on the website where your paper is published. With Google Scholar there are several sites and applications that can help you calculate your h-index. These are generally free and dissemination methods may vary. The period of analysis used encompasses a five-year period (2007- November 15, 2012). An analysis of Google Scholar metrics is available. Click on the "Google Scholar Metrics updated PDF" at the bottom of the page.

Scopus – search for your name in the Author Search. In the list of authors that comes up in the search results, click on Details. The Details page provides both the times cited and the h-index, with links to graphs and tables.

Web of Science - use the Author Finder option to search this multidisciplinary citation database of peer-reviewed literature with tools to track, analyze and visualize research. Register for ResearcherID to get your bibliometric data.

Publish or Perish - a software program that retrieves and analyzes academic citations. It uses Google Scholar to obtain the raw citations, then analyzes them

Google Scholar Citations - provides a simple way to check who is citing your publications and graph citations over time Use the Author name field in the Advanced Search form to search for yourself. Google Scholar only provides citation counts for individual articles, not an author's entire career.

Scopus and Web of Science collect and organize citation counts and can calculate an individual's h-index whereas Google Scholar collects citations and calculates an author's via Google Scholar Citation. Each source has limitations and may determine a different value of the h-index for each individual and the variation in the h-index between sources can be large.

HOW TO INCREASE YOUR PAPERS' H-INDEX?

Along with h-index calculation tools, it is also important for you to be familiar with some tips to increase the number of your h-index.

First, in order to enlarge your audience citing your work change modify your conference papers and transform it into a journal and submit to journal publishers. However, be sure that journal publishers do have high index rates. To be sure about that you can ask that publisher for a document certifying they have a particular index rate.

Second, share your papers with your friends in ResearchGate, Linkedin, and Facebook. Thereby you will increase the chances of your paper to be seen, cited and shared.
Third, when you write a new paper cite your own papers if it is applicable but do not cite all the papers you have. Usually, a person doing a research and citing your paper looks through the reference list of your article and searches for the articles you used. Therefore, by citing your old papers you will increase the probability of the reader to see your previous papers too.

**CITATION INDEXES**

**SCI**

The Science Citation Index (SCI) is a citation index originally produced by the Institute for Scientific Information (ISI) and created by Eugene Garfield. This database allows a researcher to identify which later articles have cited any particular earlier article, or have cited the articles of any particular author, or have been cited most frequently. Thomson Reuters also markets several subsets of this database, termed "Specialty Citation Indexes", such as the Neuroscience Citation Index and the Chemistry Citation Index.

**SSCI**

The Social Sciences Citation Index (SSCI) is an interdisciplinary citation index product of Thomson Reuters' Healthcare & Science division. It was developed by the Institute for Scientific Information (ISI) from the Science Citation Index. This citation database covers some 2,474 of the world's leading journals of social sciences across more than 50 disciplines. It is made available online through the Web of Science service for a fee. This database product provides information to identify the articles cited most frequently and by what publisher and author.

**JCR**

Journal Citation Reports (JSR) offers a systematic, objective means to critically evaluate the world's leading journals, with quantifiable, statistical information based on citation data. By compiling articles' cited references, JCR helps to measure research influence and impact at the journal and category levels and shows the relationship between citing and cited journals. Available in Science and Social Sciences editions.
INDEX

WHAT IS IT AND WHY DO WE NEED IT?
INDEXING DATABASES

In order to be known as an authoritative source of scientific information, and to stand out from among many other publications that are crowding the publishing space, journals must increase their visibility, availability, and readership. One of the ways by which journals can achieve this is by getting their publication indexed by one or more leading databases.

Why is indexing essential?
Indexing will help your journal achieve its main purpose of being accessible to a wide audience. Being accessible in turn will improve your journal's reputation as a reliable source of high-quality information in your field. Database research is the first activity researchers undertake as part of their study, and they naturally look to established, well-known databases. Thus, being indexed in a known database in your field will help increase your journal’s readership.

Once a journal is indexed by a database, it is immediately made available to all users of that database. There are several indexed journals, where researchers' impact is traditionally valued more if they publish in a journal that is indexed in databases, or that has an impact factor. For example, Research Leap journals are indexed and abstracted in all the databases and libraries that draw their information from RePEc http://repec.org/.

Additionally, Research Leap journals are registered in ProQuest, Index Copernicus (Poland), Ulrich's Periodicals Directory (ProQuest, U.S.), JournalTOCS (UK), PKP Open Archives Harvester (Canada), Bielefeld Academic Search Engine (Germany), Elektronische Zeitschriftenbibliothek EZB (Germany), SCI-Edge (U.S.), Open J-Gate (India), Econbiz, Universe Digital Library (Malaysia), NewJour (Georgetown University Library, U.S.) and Google Scholar

IN THIS CHAPTER WE WILL COVER:

1. Indexing Databases:
   - RePEc (Research Papers in Economics)
   - SHERPA/RoMEO
   - Ulrich's Periodicals Directory
INDEXING DATABASES

RePEc (Research Papers in Economics)

RePEc (Research Papers in Economics) is a collaborative effort of hundreds of volunteers in 87 countries to enhance the dissemination of research in Economics and related sciences. The heart of the project is a decentralized bibliographic database of working papers, journal articles, books, books chapters and software components, all maintained by volunteers. The collected data are then used in various services that serve the collected metadata to users or enhance it. So far, over 1,800 archives from 87 countries have contributed about 2 million research pieces from 2,300 journals and 4,300 working paper series. About 46,000 authors have registered and 75,000 email subscriptions are served every week. See below on how you can be part of this initiative.

Materials Indexed: book, chapters books, journal articles
Interface Language: English
Materials Language: English
Subjects: Economics
Subject Categories: Social Sciences
Formats Indexed: Working papers, periodical articles, software, books (and book chapters), author & institutional information

SHERPA/RoMEO

SHERPA/RoMEO is a service run by SHERPA to show the copyright and open access self-archiving policies of academic journals. The database uses a colour-coding scheme to classify publishers according to their self-archiving policy. This shows authors whether the journal allows preprint or postprint archiving in their copyright transfer agreements. It currently holds records for over 22,000 journals. RoMEO is part of SHERPA Services based at the University of Nottingham. RoMEO has collaborative relationships with many international partners, who contribute time and effort to developing and maintaining the service. Current RoMEO development is funded by JISC. Past funders have included JISC, the Wellcome Trust, and RLUK. We thank all our funders and contributors.

Journal information is kindly provided by:

• the British Library's Zetoc service hosted by Jisc
• the Directory of Open Access Journals (DOAJ) managed by Infrastructure Services for Open Access
• the Entrez journal list hosted by the NCBI
ULRICH'S PERIODICALS DIRECTORY

Ulrich's Periodicals Directory is the standard library directory and database providing information about popular and academic magazines, scientific journals, newspapers and other serial publications. It is now also supplied on-line as Ulrichsweb, which provides web-based and Z39.50 linking to library catalogs. The online version includes over 300,000 active and current periodicals. Coverage is international, with some emphasis on English-language publications. The information is derived from the publishers and verified by the journal. It includes:

- ISSN
- Title and previous titles
- Starting date, place of publication, and publisher
- Cost, availability of electronic versions, subscription terms, and approximate circulation as estimated by the publisher
- Subject information, searchable as subject terms or approximate Dewey Classification, special features, and indexing information
- Indications of whether the publication is available on open access
- The indication of whether the publication is peer-reviewed, which is taken to include professional magazines with equivalent editorial control of quality.

Earlier published by R.R. Bowker, it moved to CSA, a fellow subsidiary of Cambridge Information Group, in 2006. Following the merger of CSA and ProQuest, Ulrich's moved to ProQuest subsidiary Serials Solutions.
IMPACT FACTOR

WHAT IS IT AND HOW TO CALCULATE THAT?
WHAT IS IMPACT FACTOR?

The impact factor (IF) is a measure reflecting the average number of citations to articles published in journals, books, patent document, thesis, project reports, newspapers, conference/ seminar proceedings, documents published on the internet, notes and any other approved documents. It measures the relative importance of a journal within its field, with journals with higher journal impact factors deemed to be more important than those with lower ones. Journal Impact factors are calculated in yearly/half-yearly/ Quarterly/Monthly for those journals that are indexed in Journal Reference Reports (JRR). This factor is used for evaluating the prestige of journals. The evaluation is carried out by considering the factors like peer review originality, scientific quality, technical editing quality, editorial quality and regularity and other factors.

HOW TO CALCULATE AN IMPACT FACTOR?

The impact factor of a journal is calculated by dividing the number of current year citations to the source items published in that journal during the previous two years (see Figure 1).

**Figure 1: Calculation of journal impact factor.**

A= total cites in 1992  
B= 1992 cites to articles published in 1990-91 (this is a subset of A)  
C= number of articles published in 1990-91  
D= B/C = 1992 impact factor

The impact factor is useful in clarifying the significance of absolute (or total) citation frequencies. It eliminates some of the bias of such counts which favor large journals over small ones, or frequently issued journals over less frequently issued ones, and of older journals over newer ones. Particularly in the latter case, such journals have a larger citable body of literature than smaller or younger journals. All things being equal, the larger the number of previously published articles, the more often a journal will be cited.
LANGUAGE CHECKING TOOLS
WHY IS IT IMPORTANT TO CHECK THE LANGUAGE?

It's a well-established fact that proofreading your writing can be a very painful task. Yes, some writers smirk at the very mention of proofreading—they never proofread their work because their work is the product of the moment. But people who write for a living—as well as anyone who has to write important emails or assignments—can tell you that proofreading your work before you turn it in or press send is essential. With proofreading, every little bit of help is welcome. The autocorrect and spell-check tools most word processors are great, but they only amount to a single line of defense. Specialized proofreading software can sometimes be helpful, but there are many products out there that claim one thing and deliver another. You also have to pay for most of them, even though they won't remove the need for you to check your writing. But that could be OK if they provide substantial help. And that leads us to Grammarly.

IN THIS CHAPTER WE WILL COVER:

1. Language Checking Tools:
   - Grammarly Grammar Checker
   - WhiteSmoke
   - CorrectEnglish Complete
Grammarly Grammar Checker

Grammarly is an editor tool to help you with your writing. Grammarly is one of the most accurate grammar checker tools helping to write perfect English (both British and American) for writers, students, teachers, and journalists. It can fix 250 types of errors, and it provides plenty of features that will help users improve their grammar and vocabulary.

Most its features are free. It’s available as a browser extension (Google Chrome plugin), a Microsoft Office add-in, a desktop app you can install on your computer, or a web page you can visit. It doesn’t matter if you are in email, WordPress, Facebook, or anywhere else, the browser extension will be there to help you see your mistakes and correct them quickly.

The important feature in this tool is that it improves word choice with context-optimized vocabulary suggestions. It has an advanced proofreading. It looks for word repetition suggests other options for that repeating word.

The free version of Grammarly checks for the following:

- Spelling
- Grammar
- Punctuation
- Sentence structure

If you upgrade to a premium account, much more will be covered in the check, including:

- Word choice
- Clarity (very important in all writing)
- Passive voice use
- Wordiness

What Grammarly Application Cannot Do

1. The App Does Not Take Large Documents
When you upload a document, you cannot upload past 20 pages or 36,000 symbols. If you have a story you are working on or an eBook, then you will need to upload it piece by piece to check it out.

2. Catch All Your Mistakes
Never put articles to be checked in Grammarly until you have read it through yourself and make sure that it makes perfect sense in your mind. That helps you catch all the little mistakes that Grammarly sometimes does not find, such as ‘or’ instead of ‘our’ or other mistakes that are easy to make but hard for a grammar checker to see.
WhiteSmoke

Another similar tool we suggest for grammar checking is WhiteSmoke. WhiteSmoke online grammar check is a comprehensive tool to correct bad grammar and help you learn to write better. Its online interface is modern, fluid and intuitive. You need not read any instructions to use this grammar check service.

This grammar check service is the fastest at processing your writing to find grammatical errors. Its spell check is accurate and thorough, and it meets all the criteria we looked for in our Accuracy evaluation. The things that differ WhiteSmoke from Grammarly are the lack of interactive grammar exercises and a mobile version, however, it works much faster than Grammarly does.

Moreover, this online grammar check offers built-in tutorials to teach you almost everything you would want to know about grammar. The tutorials cover capitalization, correlative constructions, mechanical errors, punctuation, sentence structure, set phrases, spelling, stylistic errors, tenses, noun phrases, verb phrases, adjectives and adverbs, hyphens, prepositions and pronouns.

WhiteSmoke scored stronger than other similar tools in help and support because it offers the most support options. It's the only online grammar check that offers live chat, which is handy when sitting at your computer. There are also online FAQs to help you quickly find answers to questions you may have. You can contact customer support via email and also reach representatives by telephone through a toll-free number. Representatives were helpful and answered our questions.

CorrectEnglish Complete

The third best grammar checker is CorrectEnglish which is the fastest at processing your writing to find grammatical errors. Its spell check is also accurate and thorough, and it meets all the criteria we looked for in our Accuracy evaluation. Its overall ranking was dragged down because it lacks interactive grammar exercises and a mobile version. Its user interface is not as modern and sleek as our top two products.

CorrectEnglish Complete lets you check your grammar using several style guides. They include MLA (Modern Language Association), APA (American Psychological Association), CMS (Chicago Manual of Style) and CBE (Council of Biology Editors). You can also create new, customized styles.
REFERENCING & PLAGIARISM CHECKING
WHAT IS PLAGIARISM AND WHY TO AVOID IT?

“Plagiarism, the act of taking the writings of another person and passing them off as one’s own. The fraudulence is closely related to forgery and piracy-practices generally in violation of copyright laws.” Encyclopedia Britannica

According to Turnitin.com, plagiarism.org and Research resources, the followings are considered as plagiarism:

- Turning in someone else’s work as your own.
- Copying words or ideas from someone else without giving credit.
- Failing to put a quotation in quotation marks.
- Giving incorrect information about the source of a quotation.
- Changing words but copying the sentence structure of a source without giving credit.
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on “fair use” rules).

So to avoid plagiarism all you need to do is to reference every information taken from other sources.

IN THIS CHAPTER WE WILL COVER:

1. Reference Management Tools
2. Plagiarism Checking Tools
REFERENCE MANAGEMENT TOOLS

There are several tools that help you in writing a reference list. However, we do not suggest you rely on these tools, it is better to check once the reference page is done by the tool you used. These tools help you import the information from the papers such as names of authors, publications years and volume numbers, that is needed for creating a reference list of the sources you used.

Mendeley

Mendeley is a free reference manager and academic social network that can help you organize your research, collaborate with others online, and discover the latest research. Here is what you can do with Mendeley:

- Automatically generate bibliographies
- Collaborate easily with other researchers online
- Easily import papers from other research software
- Find relevant papers based on what you’re reading
- Access your papers from anywhere online
- Read papers on the go, with new iPhone app

Zotero

Zotero is the only research tool that automatically senses content, allowing you to add it to your personal library with a single click. Whether you’re searching for a preprint on arXiv.org, a journal article from JSTOR, a news story from the New York Times, or a book from your university library catalog, Zotero has you covered with support for thousands of sites. Mendeley and Zotero are similar in the ease with which you can save and store articles. Like Mendeley, Zotero has an extension for internet browsers which automatically imports PDFs and bibliographic information into the stand-alone program. Like Mendeley, it also has a Microsoft Word citation tool which allows users to seamlessly add references to their documents.

Endnotes

EndNote gives you the tools you need for searching, organizing and sharing your research. It allows you to easily create bibliographies while writing your next paper with features like Cite While You Write. Maximize your time with features like finding full text for your references and automatically updating records. Whether you are on your desktop, online, or iPad, EndNote’s syncing capabilities let you access all of your references, attachments, and groups from anywhere.
PLAGIARISM CHECKING TOOLS

Once you finish with referencing you can check your work for plagiarism to make sure that you referenced every source properly. There are several tools for checking plagiarism. Language checking tools such as Grammarly and WhiteSmoke also have a function of plagiarism checking, however, they are not considered to be the most powerful plagiarism checking tools since they do not scan as many papers as Turnitin does.

Turnitin

Turnitin is originality checking software that searches student papers for similarity to other student papers, journal articles, and a wide variety of materials on the web. Turnitin then generates an Originality Report that can be used for similarity assessment, source checking, and plagiarism detection. It should be noted that "similar" does not automatically mean "plagiarized", and that the instructor must carefully examine these similarities to determine if an academic honesty policy violation has taken place.

Online service Turnitin contains in its database of more than 800 million Web sites and over 4.5 billion abstracts and course, as well as other sources of information. Robot Turnitin surf on the internet and are added daily to the database of about 40 million new pages, processing files up to 2 MB in different formats, what can not even many specialized search engines. Teachers can upload their own server performance of their students (1000 archived files in a single download) to get a guarantee that these texts will be used in the future of their fellow students.

Turnitin was made specifically for classroom use; its focus is on undergraduate-level student compositions and reports. Turnitin focuses on indexing and checking against the major journals, casual web sources, and other student-submitted papers from Missouri S&T and colleges around the country. Turnitin offers tools for student feedback and revision, and also allows for students to see their own originality report which has a formative benefit for them. Turnitin is integrated into the campus LMS (Blackboard), and there is no limit to the amount of papers that can be uploaded. Turnitin is primarily intended for undergraduate-level student work.

iThenticate

The Missouri S&T Educational Technology office is proud to support a new tool on campus called iThenticate. Brought to you by the same company behind Turnitin, iThenticate is a plagiarism prevention tool intended for use by professional academic researchers and publishers. Like Turnitin, iThenticate generates originality reports by comparing submitted work to previously published work. Unlike Turnitin—which is intended for classroom use—iThenticate is intended solely for the world of professional academic publishing. iThenticate is intended to be a formative tool which gives authors and editors the power to eliminate unintended plagiarism and improve citation practices. To that end, iThenticate searches over 100 million scholarly books, articles, and conference proceedings as well as periodicals, encyclopedias, abstracts, and over 50 billion current and archived web pages.
iThenticate is not intended for classroom use; its focus is on theses, dissertations, and research articles for publication written by authors at or above the graduate-level. iThenticate focuses on indexing and searching against all accessible web sources and other published field literature not typically found on the casual web, and it has none of the classroom-specific features that Turnitin offers. iThenticate is a standalone web service and is not integrated into the campus LMS. iThenticate does not allow non-account holders (i.e. undergraduate students) to see originality reports because iThenticate is intended to be a confidential and formative document review tool for academic authors. iThenticate DOES NOT upload or index a copy of the document being checked. iThenticate is primarily intended for professional and higher-level academic work.
PUBLISHING:

CONFERENCE PAPER (PROCEEDINGS) OR JOURNAL?
CONFERENCE PAPER (PROCEEDINGS) OR JOURNAL?

Publishing a research paper in a journal or conference is an important activity within the academic community. It allows you to network with other scholars and to further refine your ideas and research. Academic journals are probably the most common place for scholars to publish their research. Find the most suitable academic journal for your topic and writing style so you can tailor your research paper easily and increase its chance of being published.

Each publication has its own audience and tone of writing. Decide if your research paper would fit better in a journal or conference paper depends, or first publishing in a conference paper and then transferring that paper to journal depends on you. So first this section will discuss the difference between conference papers and journals, then it will discuss how the conference paper can be published in a journal.

Conference papers are typically published in collections called "proceedings": sometimes these are printed by university presses, by professional organizations, by big-name publishers, or simply online. Conference papers refer to articles that are written with the goal of being accepted to a conference: typically, an annual (or biannual) venue with a specific scope where you can present your results to the community, usually as an oral presentation, a poster presentation, or a tabled discussion. The review process for conference papers is typically within a fixed window: everyone submits for a certain deadline, then the review committee (program committee) collaborates to review and discuss papers, then all authors are notified with accept/reject at the same time. Since the review process has a fixed schedule (to meet the schedule of the physical meeting), conference review times are quite predictable.

ADVANTAGES OF CONFERENCE PAPER (PROCEEDINGS):

- Takes short time for feedback (Nearly one or two months depends on the conference)
- Presenting the work done so far
- Interacting with international audience working in the same field
- Negotiation and feedbacks
DRAWBACKS OF CONFERENCE PAPER (PROCEEDINGS):

- Some conferences take whatever you send them if you participated in the event
- Less feedback from reviewers
- Tend to have fixed page limits, which restricts the content to preliminary findings

Journal papers refer to an article that’s published in an issue of the journal. The frequency of issues for different journals varies from one-a-month to once-a-year, or anything in between; it may not even be regular. The review process for journals often does not have a fixed deadline or schedule: though journals may promise things like "reviews in six weeks", in my experience, this rarely if ever holds true. However, instead of conferences that typically have only accept/reject decisions, journals typically have a rolling review schedule and reviewers can opt to ask the authors for revisions, meaning that there might be multiple review phases (often limited to three, at which stage the paper is rejected/accepted).

ADVANTAGES OF JOURNAL PAPERS:

- Frequently peer-reviewed (i.e. the paper will carefully be evaluated for errors and possibly rewritten a couple of times)
- Higher Impact Factor compared to Proceedings
- High-quality papers with deep analysis
- Useful Feedback from reviewers
- Tend to have generous page-limits (or none at all), but typically require the work to be more comprehensive and self-contained in return

DRAWBACKS OF JOURNAL PAPERS:

- Takes longer time for feedback (nearly a year in some high impact factor journals).
- Research topic may become outdated as a result of publication delayed.

In general, in most fields, papers in well-recognized journals tend to have more prestige than papers in well-recognized conferences (esp. in terms of metrics). But this is a simplification.

While in some fields, conference papers are akin to talk abstracts, in areas like computer science, conference papers can be very meaty and there is a high churn of papers in conferences. Top conferences can have acceptance rates around 10%, and as such, A+ conference papers are often held in high regard within the community: these venues are far more competitive than many of the best journals. Still, even in the CS area, metric-wise (for hiring, positions, funding, etc.), journals will often still count for more than a conference following the norm in other academic fields.
JOURNAL

HOSTING PLATFORMS

CHAPTER 8
Research Leap

Research Leap is an international journal hosting platform for business research, management, and innovation. Research Leap is where business practice meets research. Making your research visible helps you leap into new research opportunities.

There you can:

- Publish a paper in indexed international journals
- Learn how to publish a paper
- Discuss your work with other specialists
- Collaborate with colleagues
- Connect with the business specialists
- Improve and measure your research

ESR Journal

ESR Journal publishes research from all scientific disciplines, from the most fundamental and theoretical work through applied and multidisciplinary research. ESR Journal is published on an open-access, public-good basis—available freely and immediately to the world.

ESR Journal welcomes the following types of manuscripts, all of which are peer reviewed:

- **Research Article**, presenting the results of primary scientific research and typically following the format of a traditional research paper;
- **Review**, presenting conceptual advances, syntheses, and integration of a field or topic;
- **Comment & Reply**, items of correspondence relating to ESR Journal articles and promoting discussion of relevant research, accompanied by author responses.
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