ALL INDIA INSTITUTE OF SPEECH AND HEARING

LIBRARY AND INFORMATION CENTRE

SH/LIC/E-JAIISH/2017-18 19.07.17

Submitted to the Director.

Sub: Inclusion of JAIISH in reputed databases -reg.

Respected Madam,

With reference to the above subject, please find enclosed a print version of the online application form for inclusion of scientific journals in PubMed/ MEDLINE database, the world’s renowned bibliographic database in the field of health science published by the U.S. National Library of Medicine (NLM).

The application procedures, terms and conditions, and other relevant information pertaining to the PubMed Indexing are as follows.

1. The application should be filed by the publisher or the editor of the journal after creating an account on the official website of the NLM. The link for creating account and filing application is given below.

<https://wwwcf.nlm.nih.gov/lstrc/lstrcform/med/index.html>

1. The online application should be followed by submission of required number of recent original print issues (*If published once a year, 2 print issues*) within 6 months of the application submission date to:

*LSTRC Scientific Review Administrator*

*National Library of Medicine*

*Building 38 - Room B1W10, 8600 Rockville Pike*

*Bethesda, MD U.S.A. 20894*

1. Based on the application, the Literature Selection Technical Review Committee (LSTRC) of the NLM review the journal for inclusion in the database. The major criteria for evaluation of a journal for including in the database are:

* Consistency in frequency of publication
* Consistency in amount of content being published (e.g. no. of articles/ per issue).
* Quality of editorial work, including features that contribute to the objectivity, credibility, and quality of its content such as information about the methods of selecting articles, statements indicating adherence to ethical guidelines, evidence that authors have disclosed financial conflicts of interest.
* The publisher and/or sponsoring organization's history and corporate structure, longevity, and record of performance regarding such issues as:
* quality of publications
* experience in scholarly publishing
* involvement with the scientific community
* disclosure of and adherence to print and electronic publication standards
* promotion of editorial integrity and independence.
* Conformance with guidelines and best practices published by professional organizations, including Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals from ICMJE and Principles of Transparency and Best Practice in Scholarly Publishing (joint statement by COPE, DOAJ, WAME, and OASPA).

1. Once a completed application and all required material (print issues and/or access to electronic content) are received, the journal is scheduled for review at the earliest possible date. The applicants are not informed of the specific date of the review.
2. While there is no specific cut-off date for submission of applications for LSTRC review, journal review lists are usually finalized about four months prior to each scheduled LSTRC meeting.
3. Approximately, 12-15% of the journals reviewed are recommended for inclusion in the database.
4. Notification of the review results are sent to editors/publishers several weeks after the meeting.
5. A journal once rejected is eligible for re-review after a minimum of two years following the first review date. After the second and subsequent review, it is eligible for re-review after a minimum of three years following the prior review date.

Thanking you,

Yours faithfully,

Library and Information Officer