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RECOMMENDATIONS FOR WRITING AND PUBLISHING ARTICLES IN SCOPUS OR WEB OF SCIENCE

The necessity of publication articles in Scopus and Web of Science led to growth of publishing low-grade products, on the one hand, and, on the other hand, it led to increasing the number of predatory editors who propose their highly-paid service to researchers. Conducting scientific research is only the beginning of the scholarship of discovery. In order the results of your work to be accessible to other professionals and have a potential effect on the greater scientific community, it must be written and published. So, the article deals with a detailed procedure of writing and publishing the papers in Scopus and Web of Science. Barriers to effective writing are highlighted. Among them we may outline lack of experience, poor writing habits, writing anxiety, unfamiliarity with the requirements of scholarly writing, lack of confidence in writing ability, fear of failure, and resistance to feedback. But process of writing can be successful if you know how to do it. It can be a helpful tool for promoting the process of scientific thinking. Effective writing skills allow professionals to participate in broader scientific conversations. Clear communication concerning the findings of research is essential for growth and development of science and professional practice. The author analyses the procedure of submitting the article for publishing in database of Scopus and Web of Science. The structure of such article is outlined. The determining of impact factor is also identified in this research paper. Types of review, the procedure of submitting the article, predatory journals and publishers, their main features are mentioned and described.

Key words: *Scopus, Web of Science, impact factor, predatory editors, journals, types of review, procedure of submitting the article.*

Formulation of the problem. In accordance with Order No. 174 from 06.02.2017 On the introduction of amendments to the Procedure for the assignment of scientific degrees to scientific and scientific and pedagogical workers, teachers of higher school in order to obtain the academic title must publish educational, methodological and scientific papers. Their investigations are to be come out after the defense of the dissertation in domestic and / or foreign (international) peer-reviewed professional editions. One of such publications must be included into Scopus or Web of Science databases. In this regard, the issue of submitting articles to Scopus and Web of Science has become acute. But on the other hand, this

Order has led to unnecessary commercialization of the publishing process, which often does not reveal scientific values, such as novelty, uniqueness and informality. Moreover, it has led to producing low-grade products with poor level of review and editing. At the same time a lot of money is demanded from the authors. All these facts ruin publishing process, thus it causes enormous damage to the development of science.

Analysis of the latest research. A review of literature demonstrates that many scholars have been involved in studying the problem of preparing articles for publication in Scopus or Web of Science in Ukraine, in particular P. Biloyts, S. Kozmenko, L. Ostapenko, R. Radeyko. Thus, P. Biloyts examined the problem of publishing law scientific papers [1], S. Kozmenko, L. Ostapenko studied the the problem of coming out economical articles [2]. R. Radeyko considered the problems of plagiarizing, fake journals [3; 4]. However, the issue of systematization and instructions for submitting and publishing such kind of papers is still acute.

The aim of the article is to analyze the procedure of submitting an article for publishing in Scopus or Web of Science in Ukraine as a way of high school teachers' professional development.

The main material. Scopus is a bibliographic and abstract database and a tool for tracking the citation of articles published in scientific journals, one of the components in the integrated Scientific Information Environment Sci Verse. In January 2017 it contained more than 50 million abstract entries. It indexes 18,000 titles of scientific, medical and human sciences titles of 5000 publishers. The database indexes scientific journals, materials of the conference and serial book editions. The Sci Verse Scopus classification system includes 24 thematic sections. Among them: Physical sciences (32 % – 2012, 41 % – 2017), Medical sciences (31 % – 2012, 40 % – 2017); Life sciences (20 % – 2012, 24 % – 2017); Socio science and Humanities (17 % – 2012, 12 % – 2017). Sci Verse Scopus indexes scientific sources published in different languages, provided that they have English-language versions of the abstracts. The geographical coverage of publishers by region is distributed as follows:

- Europe, the Middle East and Africa (52 %);
- North America (36 %);

- Asia-Pacific region (9 %);
- South America (3 %) [5; 6].

Web of Science (WoS) is a searching platform developed by Thomson Reuter that combines abstract databases of publications in scientific journals, including databases that take into account the citation of publications. Web of Science provides an opportunity to study the impact factor of publications, to review the publication of a scientist / group of scientists / organizations / countries with impact factor, their citation [7].

Speaking about computerized database, we can not but mentioned such concept as impact factor. It is the most widely used qualitative indicator of the importance of scientific publications. It represents the ratio of the number of quotes to the number of quoted articles have been recently published in this journal. This is an average number of citations per published article [8]. The publication of a scientific article in an impact factor magazine contributes not only to the dissemination of research results in the international scientific community, but also effectively raises the scientific qualifications of a scientist himself. Before you begin to work at the article, you should familiarize yourself with the requirements of the chosen magazine. To do this, you need to go to the publisher's website, where you can find relevant journals using a special search. Then you need to go to the main page on the site of the selected journal. There will be sections: Aims and Specialization, Impact Factor, Guide for Authors, Editorial Commission Composition and Open Access. First, you need to make sure that your article meets the goals and specialization of the journal and find out if it relates to the number of those publications that only publish the materials on the invitation. You can apply only to one journal. Then read "Guidelines for Authors". There you will find information about the types of published articles, the policy of earlier and duplicate publications, conflict of interest, registration of clinical trials, as well as the contact details of the editors team, the requirements for graphic design, the language of writing and the amount of articles. To discover the most relevant topics, read the fragments of recent publications.

A scientific paper must have a strict structure: Title, Author, Abstract, Keywords, Basic text (Introduction, Methods, and Results),

Analysis and Conclusions (Acknowledgment, References, and Supplemental Material). A competently written and properly structured manuscript is a guarantee that the review process will take place without difficulties. Editors and reviewers will be able to concentrate on the scientific significance of work, without distracting on language mistakes. If English is not your native language and if you believe that the quality of writing your manuscript can be improved, then you should contact the service that offers service of translating. A number of such firms offers authors such service at competitive prices. Another option is to contact the translation agency where your paper will be professionally translated into English, or even better if a native speaker will translate your investigation. The article must be not only properly written, but properly formatted. After you have checked your manuscript, you can send it to the editor of the journal.

An assessment of the research quality is an annotation; summary of the article content; the presence of illustrative material (registration); quantity and quality of links. The average number of references in the English language article is 30, in Russian (Ukrainian) language – 10 (in the Social sciences it is less). The low percentage of references to English-language publications proves the fact that you are poorly read English language literature, that is, you have a narrow scope. It is difficult for experts to evaluate the text of the Russian (Ukrainian) article, so the better the annotation is the better the result is. After the article is received it will be reviewed. Independent editing of articles in research journals involves recognized experts in their fields. The reviewers are appointed by the editor of the journal, who can act as a reviewer himself. The review performs two main functions: it acts as a filter, so only high-quality research is published. Reviewers determine the validity, significance and originality of the work; improve the quality of the research being submitted to the press. The reviewer can make suggestions for improving the manuscript and research.

There are three types of review:

1) One-sided blind review when the author does not know the name of the reviewer, and the reviewer does not know the name of the author.

2) Double-sided blind review. Neither reviewer nor author knows the names of each other.

3) Open review. The reviewer and the author know each other's names.

After that the reviewer advises the editor to accept the manuscript with the need for an adjustment or its rejection. The main criteria for reviewing articles by independent experts or reviewers are: the correct title, exact key words, competently and objectively compiled abstracts or summaries. The originality of the study is novelty and relevance in the subject area, in methods or in the research results; compliance with existing knowledge and its extension, reliability of data analysis and objectivity of conclusions; novelty, relevance of research work and relevance of references; clearness, structuring and logic of material presentation, quality of writing scientific research; a thorough, logically argued argument; theoretical and practical significance of the research; international / global approach; strict compliance with editorial framework and journal tasks.

A research work must contain scientific novelty. There must be a link with previous research done in this direction. Important role is devoted to the methodology, the choice of correct, reliable and necessary research methods. Great importance in the western scientific society is provided by our hypothesis, which either proves, or abolishes certain assumptions.

Literature analysis of this issue allows highlighting the main shortcomings of the slack growth of publications in rating editions. Among them: 1) poor knowledge of English; 2) poor awareness of publications in rating editions; and 3) appeal to intermediaries, fraudsters and fake publications.

The approximate period for publishing article in impact-intensive journals consists of several stages and takes some time, and sometimes even up to a year or more. Sending an article: it takes 2-7 days for the first selection of the article, the selection is conducted by the editor of the journal. Approval of the article by the editor-in-chief: the article is sent to the relevant reviewers. The article is reviewed for approximately one month. After receiving the review, the editor sends a peer-reviewed article to the responsible author.

Further, if the review is approved, but with remarks and additions, the author is given 1-2 months to correct comments. The length of the editing (correction) of the article depends on the complexity of the comments. Sending a revised article: the editor again sends the checked article to the reviewers for the final review. If the reviewers are satisfied with the corrections, then send their final reviews to the editorial office of the journal.

Before you send your work to a conference or journal, you should carefully check the "black" list of predatory journals that have undermined their reputation in this field. On the Internet there is a public list of editions that have been indexed in Scopus. If you get a negative result do not hurry. Use the "Source Review" option, which shows publications that have real indexing. If you are still hesitating, you must make a request and send it by e-mail to the Scopus Help desk. Employees closely monitor the current database and those publications that may be registered soon. Quite often these queries contain negative answers. You can check the reputation of the edition on your own. To do this, go to <https://www.elsevier.com/solutions/scopus/content> and select Scopus Discontinued Sources. Every scientist should beware of the pledges of publication in a month or two - Scopus will never give such promise. Those materials that appear on the "garbage sites" will never be noticed, do not cause real interest. With the fact that your article will be published on such a resource with dubious reputation, publishing and reprinting on other sites are not allowed. Publications in predatory journals not only undermine your budget, but you lose the opportunity to share your work with colleagues or professionals who are interested in your problem.

Jeffrey Bill, a librarian at the University of Colorado (Denver, USA), was one of the first who in 2008 made an attempt to tackle this phenomenon. On his already-world-renowned scholarlyoa.com website, he published annually lists of unscrupulous publishers and journals. Since this list has become quite long over the years, the author split it into four parts:

1. Doubtful scientific publishers of the open type (potential, possible, or probable predatory scholarly open-access publishers). In 2016, this list included 923 publishers (230 more than the previous year).

2. Doubtful open-access academic journals (potential, possible, or probable prestigious scholarly open-access journals). In 2016, the list comprised 882 journals (375 journals more than last year).

3. The list of companies that show the Misleading Metrics List, which offers services for increasing the science-and-metric indexes, both for individual researchers and scholarly editions. If in 2015 there were 26 such companies, in 2016 there were 38 of them.

4. List of "predatory" journals (The Hijacked journals list). These are logos that have counterfeit websites and publish themselves as magazines that actually only have printed versions. In practice, the site of the original journal can be duplicated. This is precluded by Scopus and WoS publications. In 2015, there were 38 of them, in 2016 there were 101, in January 2017 – 292 [9].

Jeffrey Bill first developed the criteria by which to define a predatory journal and a set of rules, not to fall into their trap. He also made the first list of such editions. By December 2016, 1294 magazines and 1,155 publishing houses were flown on its list. Also, Bill has identified fake journals in separate lists. He was often criticized, accused, and even threatened. But at the beginning of 2017, the librarian destroyed the list and, by his words, made it voluntarily, according to personal convictions. Although his friends say about the streams of unchanging threats, under pressure Bill has surrendered. This greatly undermined the effectiveness of the fight against fake journals. However, there is the Bill website, which has a lot of useful information <http://beallslist.weebly.com/> [10].

In 2013, one of the American correspondents also began to clear up this case: he sent to various editions absolutely unconfirmed, fantastic material about some types of forests that are successfully struggling with oncology. In 60% of cases, this quagmire was accepted for publication without proper review of truthfulness and authenticity.

How to avoid such an unpleasant situation and not sponsor fraudsters? First, it is necessary to check whether there is an archive of numbers with the initial data of the periodical, presented on the site, and whether the age of the domain of the journal's site matches the declared publication. If the log site was previously located under another Internet address (domain name), check out the link at

<https://ahnames.com/search/whois>. The next step is to convince you whether indexes and articles are indexed; whether the ISSN (International Standard Serial Number used to identify a printed or electronic periodical and consists of 8 digits) for the periodic edition (do not forget to check it) whether the registration number in the Register is in the journal. These criteria are very important indicators of the quality of journals. And if there is neither one nor the other, then this is a "dummy". Some journals position themselves as part of the Web of Science or SCOPUS, although it needs to be scrutinized, since such journals do not advertise their open pay services because there is a high risk of "flying out" from Scopus for such "commercial activities."

Secondly, check out reviews on the Internet about these editions. If you are offered to pay by e-money (for example, Webmoney), then do not be afraid to check reviews on them at <http://advisor.wmtransfer.com> and apply to the Arbitration Court at <https://arbitrage.webmoney.ru>. By the way, if you have already become a victim of fraudsters and paid the service through Webmoney, you can also sue in order to refund the paid amount.

The most famous fake editions are causing interest. Among them, the international scientific journal "Economics, Technology and Decision Science: Theory and Practice" ("Economics, Technologies, Scientific Solutions: Theory and Practice"), which was created with the support and assistance of the SCIEURO publishing house with London registration, but their postal address is in Moscow. Another example is the Russian Journal of Advanced Studies, the site of the magazine: <http://russianjournal.org>, which offers graduates, postgraduates and young scientists to publish manuscripts of their articles in English. On the site of the "Autonomous Nonprofit Organization Center for Socio-Political Studies Premier" (AO" Premier ", site: <http://www.anopremier.ru>) and publishing house "ORT Publishing" (<http://www.ortpublishing.de>) send invitations to be printed in the USA Journal of Applied Sciences. The journal allegedly is registered in the United States. Founder of the journal – CIBUNET Publishing (New York, USA) and ORT Publishing (Stuttgart, Germany), partner in Russia and the CIS countries - ANO Premier. The ISSN of the

journal is issued by the US National ISSN Center. In the newsletter on the two sites mentioned (265 Kb), even the International Standard Serial Number of this edition – ISSN 2310-5577 is indicated. The number is true, but only it belongs to another edition of European Science Review ("European Research Review", East West Publishing House). The second journal of these projects – "European Applied Sciences" still has the correct ISSN 2195-2183, but in the electronic version it is presented only on sites of several universities, forums and social networks, but not on the site of "ORT Publishing". And moreover, you can not find it either in WoS or SCOPUS.

Other examples of fake journals are "Australian science review", "American Journal of Scientific Research", "Canadian Journal of Science and Education" and "French Journal of Science and Education", the materials of which are claimed to be located in the Scopus database. However, the journals of this publisher IADCES are not part of Scopus or WoS. Its electronic certificate looks primitive: you can easily draw it. Currently there are no such journals, but there is the "British Journal of Science and Education", which, contrary to the statement of the site owners, is not in SCOPUS. The site does not have information on ISSN for journals and ISBN for collections of articles. The site of the agency was opened only in April 2014, but the domain (part of the space of the hierarchical names of the Internet, serviced by a group of servers of the domain name system (DNS-servers) and centrally administered) is registered by the Ukrainian registrar (ukrnames.com, the domain administrator – John Goldwater). Neither legal address nor other accurate location data for the "editorial board" could be found.

There is one more journal the "American Scientific Journal", which causes some suspicions. First, we could not find the information on the website www.american-science.com (including the hosted archives on the website) and through the ISSN web search of this publication. Secondly, it was not possible to find out whether the members of the editorial board were really members of the editorial board. Third, at the moment the journal is not indexed in the main international citation databases.

Besides, I would like to mention the UR-project JOURNAL-PYXIS.COM (domain registrar ukraine.com.ua), Pyxis, which

supposedly belongs to LLC "International Education Center". However, there is no evidence of this. The only contacts are e-mail and subscriber's mailbox. Payment is made via Interkas, ID: 6421, which is very similar to the projects of the above-mentioned Eurasians. Neither ISSN no registration can be found, and "Responsible editor-in-chief Peter Dmitrievich Lutunin, Doctor of Law, Professor" makes a breakthrough in Google's search only on the site JOURNAL-PYXIS.COM.

And, finally, there is a pseudoscientific journal "Modern Science" [URL: <http://modsc.ru>], a site on Wordpress, on a conditional-free template. The publication has a valid ISSN, including an agreement with the RINC: <http://elibrary.ru/contents.asp?titleid=58815>. Accept publication articles in such sections as Social sciences, State and Law, Legal sciences, Public education, Pedagogy, Psychology, Physics, Chemistry, etc. And it seems that everything is great, but there is one "but": on the site itself you could not find the list of members of the editorial board. The site says the following: "editorial board editor-in-chief Dolmatov Alexander Fedorovich, editor Zotin Aleksey Nikolaevich." The search query "Dolmatov Alexander Fedorovich" allowed him to be identified as the author of several articles on humanitarian disciplines, but on the request "Zotin Alexei Nikolayevich" no articles were found either. Also, it was not possible to find any dissertations and abstracts related to these names. At the same time, "Revision of the journal invites to cooperation – graduate students, doctoral students, teachers, scientists of organizations, as well as all authors interested in international scientific dialogue". And here are two questions arise: 1. Is this journal a scientific reviewable edition? 2. Won't postgraduate and doctoral students have problems in the dissertation councils with the recognition of such publications? [11].

Conclusion. So, in the list of publications of every modern scientist should be an article in the journal from the bases Scopus and WoS. It has become a requirement of time and university. Publication in such edition is evidence of its high level, and its author has the opportunity to raise the level of quotes of his work. However, before submitting an article to Scopus or WoS, one should

carefully check the information relevant to the particular journal. Since, according to the requirements of the scientific world, such article is a practically mini thesis with a certain scientific novelty, with a hypothesis that is revealed by the object of the research. It should not have only descriptive features. You should remember that such important aspects as the relevance of quoted articles, a clear presentation of the material, a link to the achievements of the scientific community and the international aspects of your work and a correctly selected journal are taken into account.

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РЕКОМЕНДАЦІЇ ЩОДО НАПИСАННЯ ТА ОПУБЛІКУВАННЯ СТАТЕЙ У ВИДАВНИЦТВАХ SCOPUS TA WEB OF SCIENCE

Нині продуктом, в якому втілюється наукова інформація, є стаття в науковому журналі, що входить до наукометричної бази Scopus та Web of Science. Для цього пишуться заявки на отримання гранту, цією публікацією вчений звітує за виконану протягом року роботу. Публікації позаскопусівських журналів не враховують при рейтингових оцінках діяльності вченого або колективу дослідників. З іншого боку, необхідність публікації статей у Scopus та Web of Science привела до зростання низькосортної продукції та кількості хижацьких видавництв, які пропонують свої високооплачувані послуги дослідникам. Стаття присвячена детальній процедурі написання та опублікування дослідницької роботи у Scopus та Web of Science.

Визначено структуру такої статті. Придільено увагу питанню імпакт-фактора. Розглянуто покрокову процедуру подання статті. З'ясовано, які журнали та видавництва є «хижацькими» та висвітлено їх основні особливості.

Ключові слова: Scopus, Web of Science, імпакт-фактор, хижацькі видавництва та журнали, види рецензування, процедура подання статті.