

Technical Guidance

Once publishers have selected their options and a signed Agreement is in place, ERIC provides full technical guidance and assistance to support electronic data transfer.

Files may be submitted via email or disk or by upload to ERIC's FTP site. Alternatively, ERIC can retrieve documents directly from the publisher's Web or FTP site. ERIC accepts any of the following file formats:

- Extensible Markup Language (.xml)
- Portable Document Format (.pdf)
- Microsoft Word (.doc)
- Rich Text Format (.rtf)
- Microsoft Excel (.xls)*
- Microsoft PowerPoint (.ppt)*

*As text addenda only



The ERIC Mission

To provide a comprehensive, easy-to-use, searchable Internet-based bibliographic and full-text database of education research and information for educators, researchers, and the general public.

ERIC Project

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ERIC is sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education.

2009-06



Indexing Materials In ERIC



A Guide for Publishers and Producers of Education-Related Materials

Help increase the availability and quality of education research and information by becoming part of the world's largest education resource — a database that includes over a million bibliographic records, links to publishers' Web sites, and full text when feasible.



Benefits

ERIC can help you reach new education markets and expand distribution of your materials through a prominently positioned, well-designed, and frequently searched database. Having publications abstracted and indexed in ERIC ensures that they will be

- **Publicized to large audiences** with demonstrated interest in education topics, including researchers, professors, librarians, teachers, administrators, education students, and parents.
- **Easy to locate** with the help of detailed bibliographic records and links to your Web site.
- **Accessible** via subscription, purchase, or pay-per-view, or as free full text - the choice is yours!
- **Part of an enduring collection** of education literature spanning 1966 to the present. If you permit ERIC to archive the full text, you could send your customers to us - now, or when a publication is out of print or no longer maintained on your Web site.

The ERIC database is heavily used at the free site, www.eric.ed.gov, and by academic, public, and private organizations through large commercial database providers. Other searchers have access to the database through state networks and universities that load it locally.

There are no fees associated with participating in ERIC.

Materials

ERIC seeks high-quality materials from multiple sources, including journal publishers, book publishers, and organizations that produce education-related materials, including:

- Scholarly organizations
- Professional associations
- Commercial publishers
- Research centers
- Policy organizations
- State and federal agencies and contractors
- University presses

ERIC creates enhanced bibliographic and abstract records for each publication using publisher-provided materials (citation and abstract, or full text).

Journals may be indexed comprehensively (all articles, cover to cover), or selectively (only those articles relevant to education). **Book** indexing encompasses trade books, handbooks, textbooks, and reference books. ERIC also indexes **grey literature** such as reports, policy papers, training materials, speeches, conference proceedings, research papers, and literature reviews. Many organizations that produce this material elect to make it available as free full text.

The ERIC collection's scope encompasses early childhood education through higher education, vocational education, and special education, and includes teaching and teacher education, educational management, assessment and evaluation, counseling, information and technology, and the academic areas of reading, mathematics, science and environmental education, languages, and social studies, along with materials on closing the achievement gap, educational practices that improve academic achievement, and education research.

Review & Selection

Materials in ERIC are directly related to education and meet the following quality criteria:

- Completeness
- Integrity
- Objectivity
- Substantive merit
- Utility/importance

(See www.eric.ed.gov for the ERIC Selection Policy.)

Potential contributors to the ERIC database are identified in two ways:

- Through an internal review process conducted by our subject-matter experts, known as ERIC curators, and advisory board members.
- Through a self-referral process that begins with an email to ericpub@csc.com.

Following a favorable review, publishers are invited to return an agreement* specifying *what will be provided to ERIC* to create database records and *how it will be submitted*.

Publishers may also select these options:

- Include a URL link to the publisher's site to enable purchasing a subscription or pay-per-view access.
- Make full text available — immediately or after a period of ageing.
- Include a table of contents plus a description, summary or excerpt with the bibliographic record of a book.

* Due to major changes in ERIC operations, agreements signed prior to January 2004 are no longer valid and must be replaced.

