Technical Guidance

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

Transmission Methods:

ERIC can retrieve from the publisher's Web or FTP site either full-text content or complete bibliographic information.

Or, publishers may submit files via email, CD/DVD, or by upload to ERIC's FTP site.

File Formats:

ERIC accepts submission of the following:

- Portable Document Format (.pdf)
- Microsoft Word (.doc)
- Extensible Markup Language (.xml) – *journal content only*
- Rich Text Format (.rtf)

ERIC Offers

- Increased exposure for your publications
- Complete publisher contact information on every ERIC Record
- Flexible agreements tailored to your unique needs
- Subject indexing, using Descriptors from the ERIC Thesaurus, to enhance search and retrieval

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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Education Resources Information Center

Indexing Materials In ERIC

A Guide for Publishers and Producers of Education-Related Materials

Become part of the world's largest education resource — a database that includes more than 1.4 million bibliographic records, links to publishers' Web sites, and full text when permitted — and increase the availability and quality of your education research and information.

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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 state-of-the-art search engine.
- **Accessible** immediately to the ERIC users or via subscription, purchase, or pay-per-view on your Web site – the choice is yours!
- **Part of an enduring collection** spanning 1966 to the present. If you permit ERIC to archive the full text, you could send your customers to us – now, following an embargo period, or when a publication is out of print or no longer maintained on your Web site.

The ERIC database is searched more than 13 million times every month by academic, public, and private organizations at the publicly available site, www.eric.ed.gov, and through large commercial database providers. Other searchers have access to the database through state networks and universities that load it locally, as well as through Internet search engines.

There are no fees associated with participating in ERIC.

Materials

ERIC seeks high-quality education-related materials from journal publishers, book publishers, and organizations such as:

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

Journals may be indexed comprehensively (all articles, cover to cover), or selectively (only those articles relevant to education).

ERIC also indexes **grey literature** such as reports, policy papers, research papers, training materials, speeches, conference proceedings, and literature reviews. Many organizations allow ERIC to display the full text.

Book indexing includes trade books, handbooks, guides, and reference books.

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 sources are identified by the following:

- *ERIC advisory board members*
- *ERIC staff*
- *Publisher representatives or any ERIC user submitting an email to ericpub@csc.com*

Following a favorable review, publishers are notified and invited to sign an **indexing agreement** specifying *what will be provided* (i.e., citation and abstract, or full text) to create ERIC bibliographic records and *how it will be submitted* (i.e., the transmission method and file format).

Publishers may also select one of these **options** to facilitate full-text access for ERIC users:

- Include a URL link to the publisher's site to enable purchasing a subscription or pay-per-view access.
- Make full text available in ERIC — immediately or after publisher defined embargo.