

Bibliometric Analysis of Research Developments In Office Administration

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Abstract.

Phenomena/issues: Office administration is a rapidly growing field and many studies have been conducted related to this field. However, research that discusses the analysis of publications related to this field has not been carried out so that analysis is needed to bibliometric create more targeted research in the future. *Objectives:* This study aims to contribute to a deeper understanding of the development of research office administration and to provide clearer direction for future research. *Novelty:* This research adds an in-depth understanding of the publications to be made in the field of office administration that has not been done in analysis previous. *bibliometric Research Methods:* This study uses analysis bibliometric using the Scopus database as the main data source which is then analyzed based on the year of publication, related fields of science, country of publication, and author of publication. The data was then processed using VOSviewer which was analyzed using two visualizations, namely visualization network and density visualization. *Results:* The results of this study show that there is a significant growth each year in publications on office administration. The United States is the highest country that publishes related research. *Keywords that appear in the field of office administration range from medicine to social sciences. The terms that appear are related to other terms with a smaller number of publications. Research Contribution:* this research provides a real contribution for researchers who will examine the field of office administration both from the country of the publisher, author, keywords or related terms, to the relationship between these terms to create higher quality research.

Keyword: Office administration, bibliometric analysis, office management, archival management.

I. INTRODUCTION

Currently, technological developments, globalization, and dynamics in the world of work are experiencing many major changes. One of the fields that continues to experience development in Indonesia is the field of office administration (Ambalao & Paoki, 2023). Office administration has a crucial role in supporting the operations of organizations in both the public and private sectors. Office administration can be related to activities related to business in offices and administrative systems in an office (Restanti, 2024). Office administration is all activities carried out in the context of office administration efforts to assist the top leadership of the organization in making decisions and achieving organizational goals (Sudarajat et al., 2023). Developments in the field of office administration not only help increase productivity and efficiency in work, but also pose new challenges that make researchers and practitioners have to find new ways to get the job done. Research on office administration is very important in understanding developments in this field. Office administration is a useful tool for an organization to develop properly.

Good office administration has an important role in determining the direction and size to assess how far the efforts made by a company are successful (Nasution, 2016). Effective office administration can help companies organize and manage various administrative tasks such as document management, correspondence, and schedules so as to increase efficiency and productivity in a company. That way it will allow workers in the company to focus on their core tasks and not have to be distracted by administrative work that will take up a lot of time (*The Role of Office Administration in Increasing Business Efficiency - Diploma 3 Secretarial*, t.t.). office administration has several objectives such as providing complete information for those who need it in carrying out organizational tasks efficiently, providing useful records and reports at an affordable cost, helping

companies maintain and meet their needs, providing careful administrative work and helping to provide services to customers or work partners, and making better records at a more affordable cost.

Research on office administration has grown rapidly in recent decades with an emphasis on aspects such as human resource management, information technology, and contemporary administrative systems. In addition, there are also some interesting topics discussed in this field such as *e-government*, collaborative management, and the integration of information systems and technology in office management. However, understanding the development of research in this topic requires a systematic and structured method of analysis.

Some previous studies that have conducted research development trend analysis studies, including Bibliometric Analysis of Policy Innovation Research Developments in Indonesia (Rahman, 2023) found that the most published research were carried out in 2022 as many as 6 articles with the most trends citations in 2017 with the title Perceptions across scales of governance and the Indonesian peatland fires in the Journal of Global Environmental Change with 81. In addition, there is also research that has been conducted with the title Analysis of citations Bibliometric the Development of Secretary Research in Indonesia (Ambalao & Paoki, 2023) which shows that publications with the secretary field in Indonesia are still very few with a total of 128 publications. The highest number of publications was in 2021 with a total of 22 publications. There is also research conducted with the title Bibliometric Analysis of Artificial Intelligence in Education: Study From Scienedirect Database (Rohmawati & Nugraha, 2024) which shows that two research network clusters (*co-authorship*), which identify groups of authors or publications that are interconnected and often cited as references in research on artificial intelligence technology in education.

Based on a review of previous research that has been conducted, there is no research related to the topic of office administration using a approach bibliometric so that the author is interested in studying and examining publication trends related to office administration using analysis bibliometric. This research contains novelty because there has been no research related to the field of office administration using methods bibliometric before. This research will use the Scopus database as the main data source which helps the author to identify the most influential researchers, institutions, and keywords in this field. In addition, the use of VOSviewer in this research allows for the visualization of complex research networks, making it easier for researchers to understand the dynamics of research in the field of office administration. This research aims to make a real contribution to a deeper understanding of the development of research office administration and provide clearer directions for future research.

II. LITERATURE REVIEW AND HYPOTHESIS DEVELOPMENT

Administration

Etymologically, the word Administration comes from Latin, namely Ad which means intensive and ministrare which means serving, helping, and fulfilling. Administration is planning, controlling, and organizing office work, as well as mobilizing those who carry it out in order to achieve predetermined goals (Sutha, 2018). Another opinion says that administration is a situation where an individual is responsible for carrying out a task and must be carried out in an organization or cooperation and make things run effectively (Akampwera Aloyzius & Jonah Nyaga Kindiki, 2020). Activities in administration include three major groups, namely correspondence or correspondence, expedition, and archiving. It can be concluded that administration is the planning, controlling, and organizing of office work and the movement of administrators to achieve company or organizational goals.

Office Administration

Office administration is the application of management functions in the office, namely planning, organizing, mobilizing, and supervising the office so that office goals can be achieved and employees feel satisfied (Restanti, 2024). Office administration must run well because it functions as a determinant of success in achieving company goals (Nasution, 2016). Office administration has

several objectives, including monitoring activities or data owned by the company, evaluating activities carried out in organizing the company, preparing business or company development programs, and securing data or records in a company (Safrawali & Siregar, 2022).

III. RESEARCH METHODS

This research uses analysis method bibliometric. Bibliometric is one of the best tools used by researchers to analyze publication production and research trends in various fields (Fiandari, 2022). Bibliometric analysis is commonly used with the aim of exploring and analyzing scientific data in large data quantities and allows researchers to reveal trends, patterns, and relationships in a particular field by examining several factors such as citations, co-authorship, and keywords to further analysis such as the distribution of publications and the application of systems ranking on the development of topics and subject areas in a publication institution or in a particular region (Donthu et al., 2021). Bibliometric analysis allows a researcher to provide insight into the "evolution" of a particular topic or subject area, while allowing for in-depth identification and analysis (Wardhana et al., 2023).

This research was conducted using the Scopus database because Scopus is a single with access to database unlimited both content coverage, ease and practicality of access, reliable indicators, and data that cannot be easily manipulated (Aravatinos et al., 2024). Scopus is an abstract and citation and database indexer that contains international scientific publications that have a high reputation (Herawati et al., 2022). Researchers accessed Scopus in January 2025 with the following query

(Title-Abs-Key (Office) And Title-Abs-Key (Administration)) And (Limit-To (Doctype , "Ar")) And (Limit-To (Language , "English"))

Based on the query used, 8,779 articles related to the field of office administration were found. Furthermore, the search results in Scopus were analyzed descriptively using *analyze search results* from <https://www.scopus.com/result> and exported in format csv. Furthermore, to facilitate analysis, bibliometric VOSviewer software is used because it allows users to analyze and describe the network of links between elements bibliometric such as authors, keywords, and research institutions (Tiara et al., 2024).

IV. RESULTS AND DISCUSSION

1. Publication Trends by Year

In this analysis, it was found that there was an increase in the number of publications from year to year. The first growth began in 1950 with publications totaling less than 100 documents. Publications gradually surged and peaked in the 21st century. The growth of publications can be seen in Figure 1.

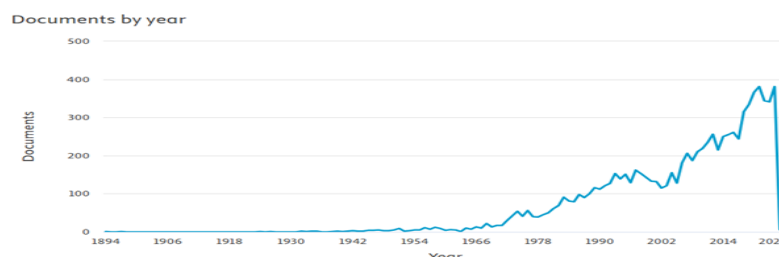


Fig. 1 : Development of Article Publication Trends Publication Scopus Based on Year of

The development of growth publication in the field of office administration experienced the highest growth from those indexed by Scopus in 2021 and 2024 with a total of 381 research documents each. Based on table 1, it can be seen that publications in the last five years have grown where in 2019 publications on office administration amounted to 334 documents and continued to grow until 2021, namely 381 documents. In 2022 and 2023 there was a decrease in publications which amounted to 344 and 341 documents, respectively. This can be seen in table 1 below.

Year ↕	Documents ↕
2024	381
2023	341
2022	344
2021	381
2020	366
2019	334

Table1 : Development of Publication Trends Scopus Article by Year 2019-2024.

Based on Figure 1 and Table 1, it can be seen that the development trend of publications on administration office has increased quite steadily even though in some years it has decreased but not significantly. And this also proves that the topic of office administration is quite attractive to many researchers.

2. Publication Trends by Field of Science

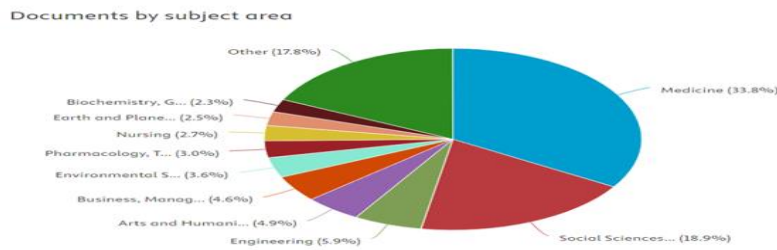


Fig. 1 ;Development of Trends Scopus Article Publication Based on Scientific Fields

Based on Figure 2, it can be seen that there are several fields of science that discuss office administration with varying amounts of distribution. The field of *medicine* dominates with 33.8% of the total publications, followed by the field of *social science* with 18.9% of the total publications. In addition, there are several fields of science that also discuss office administration with a distribution percentage of 2.3% to 5.9% ranging from the field of *biochemistry* (biochemistry) to the field of *engineering* (engineering). In addition, there is a more complete explanation of the number of documents in publications based on the field of science which can be seen in table 2.

Subject area ↕	Documents ↕
Medicine	4309
Social Sciences	2415
Engineering	748
Arts and Humanities	628
Business, Management and Accounting	593
Environmental Science	458
Pharmacology, Toxicology and Pharmaceutics	381
Nursing	345
Earth and Planetary Sciences	318

Table2 : Development of Article Publication Trends Scopus by Field of Science

Based on Table 2, it can be seen that the scientific field of *medicine* has the highest distribution in the topic of office administration with a total of 4,309 documents. After that, it is followed by the field of *social science* with a total of 2,415 documents. In addition, there are also several other fields that also discuss office administration such as *engineering*, *arts and* , and *humanities*, *business, managementaccounting*, *environmental science*, and so on with each distribution ranging from 300 to 700 documents.

Based on Figure 2 and Table 2, it can be concluded that there are two main fields that discuss office administration, namely the fields of *medicine* (health) and *social science* (social science). This shows that there are quite a lot of publications and various fields in discussing office administration.

3. Publication Trends by Country

Based on data obtained from Scopus, the distribution of scientific publications shows that some countries have a greater contribution than others. The United States is the country with the highest number of scientific publications on office administration with more than 4000 publication documents. In addition, there are several countries that also have scientific publications on office administration such as the United Kingdom, Canada, Germany, Italy, Australia, China, Japan India, and France. This can be seen from Figure 3 below.

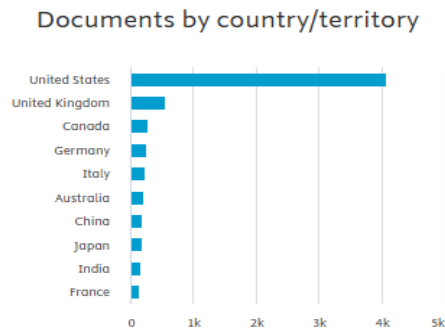


Fig. 2 : Development of Publication Trends in Scopus by Country

Based on Figure 3, it can be seen that the United States is the largest country in scientific publications. In addition, countries in the European continent also have considerable contributions such as the UK, Canada, Australia, Germany, and Italy. Countries in the Asian continent also have contributions in scientific publications and show the growth of publications such as in China, Japan, and India.

4. Publication Trends by Author

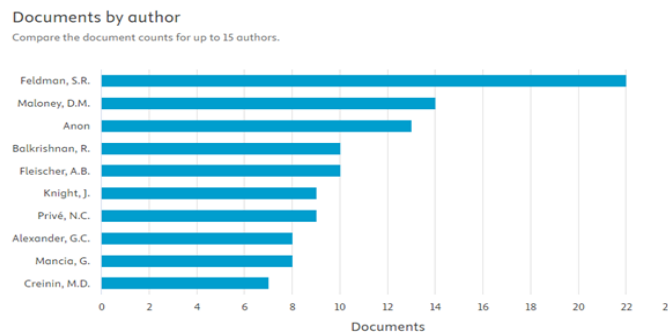


Fig. 4 : Publication Trends Scopus by Author Contribution

Figure 4 shows some of the authors with the number of scientific publications. Feldman, S.R. is the author with the highest number of scientific publications with 22 publications. Maloney, D.M. followed with 14 publications. There are other authors with a diverse number of publications ranging from 7 to 13 documents. The figure shows a fairly even distribution of publications among authors with some authors standing out as the most productive. This data can be used to identify influential authors in the field of office administration along with productivity trends among researchers.

5. Publication Progress Map

In this study, the authors will use the analysis method *co-occurrence* which aims to reveal and map topics in information dissemination management by using two types of visualization, namely *network visualization* and *density visualization* which aims to present data with more depth (Tiara et al., 2024) . The network visualization as shown in Figure 5 shows a network of relationships between keywords based on their relationship in scientific publications. The represent each keyword that appears in scientific publications on the topic of office administration. *nodes* Different colors also

indicate differences in keyword groups that are grouped based on the similarity of research themes. In addition, the size of circles (*nodes*) in the figure indicates the frequency of occurrence of the term in scientific publications. size A larger indicates that the term appears more frequently in publications. distance between *node* The is. The closer two *nodes* also shows how strong the relationship between the *nodes nodes* are, the stronger the relationship between them and indicates that both terms or keywords often appear together in a publication. The lines or links between the *nodes* show the relationship or connection between the terms. The thicker the line between *nodes* indicates the stronger the relationship between the two terms.

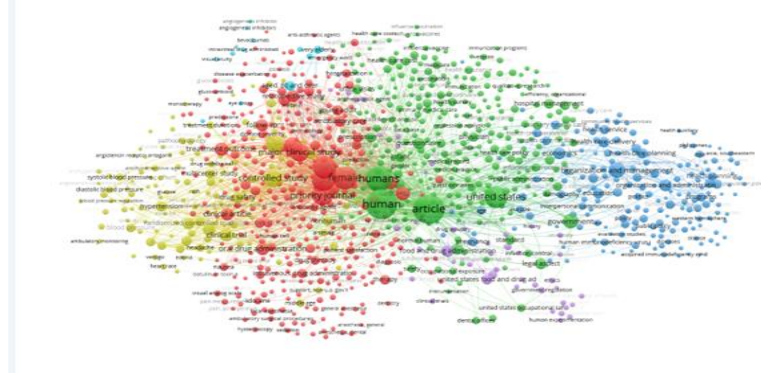


Fig. 3 : Publication Distribution Map (Network Visualization)

The colors of the clusters in Figure 5 indicate different themes related to the topic of office administration. The red cluster indicates a focus on clinical studies and women with terms appearing such as *female*, *priority journal*, and *clinical study*. The green cluster shows terms related to research in the United States, humans, and articles with terms appearing such as *human*, *humans*, *united states*, and *article*. The blue cluster in the figure indicates that the cluster focuses on organizational and management aspects of health with terms appearing such as *health planning*, *programs*, and *organization and management*. The yellow cluster in the figure covers a wider range of topics including law, education, medicine, and drug regulation.

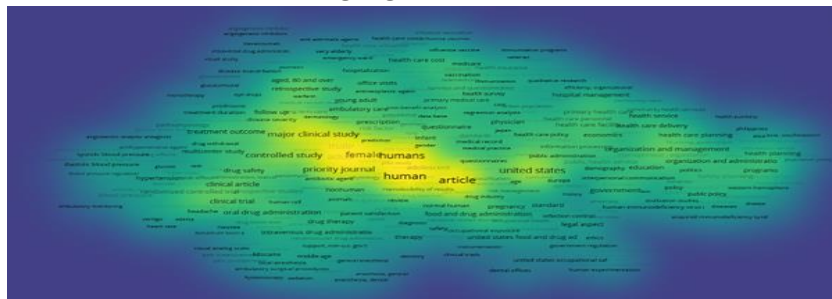


Fig. 6 : Publication Distribution Map (Density Visualization)

The second visualization used by the author in analyzing office administration-themed publications is *density visualization*. Based on Figure 6, it can be analyzed that the more intense the color of a term indicates the more frequent publications appear with that term. The yellow color in the figure shows the area with the highest frequency of occurrence of terms. These terms include *humans*, *article*, *clinical study*, *priority journal*, *united states*, and *organization and management*. In addition, there is also a green color that illustrates that the term has a lower frequency of occurrence than the yellow one. These terms include *clinical study*, *controlled study*, *treatment outcome* and so on. Terms in the blue area indicate that the frequency of occurrence in publications related to office administration is lower than the terms in the yellow and green areas.

V. CONCLUSIONS

Based on the introduction and findings of the research results that have been carried out, it can be concluded that this study reveals that the number of publications related to the topic of office administration has experienced steady growth from year to year with the first publication carried out

in 1950 until this year 2025. In addition, the number of publication growth every year is increasing until in January 2025 it was recorded that 8,779 articles had been published related to the topic of office administration.

There are several main terms that appear related to this topic including medicine, social science, human, and so on. One of the most frequently appearing terms is medicine and its derivative fields. Trends in publications related to this topic can also be seen from the countries that publish publications spread from the Asian continent to the European continent. The country with the highest publication rate is the United States, followed by other countries in Europe. Asian countries such as China, India, and Pakistan also contribute to the distribution of publications.

Through research mapping using VOSviewer, it was found that there are several main clusters that exist in research related to office administration topics including clinical studies, organizational management, and legal regulation. The analysis conducted, namely network visualization and density visualization, shows that research in this field has developed with a variety of terms related to office administration. This research is expected to provide a deep understanding of the dynamics of the development of office administration studies and become a reference for further research. It is hoped that future research can conduct further exploration in other fields on the topic of office administration in order to improve efficiency and effectiveness in organizations.

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