Bibliometrics and impact factors

Finding data relating to individual authors

Web of Science

1. Make sure you are searching in the Web of Science Core Collection (select from the dropdown menu to the right of Search).

2. If the author you are searching for has a ResearcherID or ORCID identifier, and you know what this is, choose Author Identifiers from the dropdown menu to the left of the Search button. Enter the identifier and click Search to find the records associated with the author in question. Go to step 7 below.

3. If you don’t know the Author Identifier, click on the arrow next to Basic Search and choose Author Search instead.

4. Enter the author’s name in the relevant boxes, following the format of the examples given; you can then either add additional information such as Research Domain or Organization, or choose to Finish Search.

5. When you have run the search, you will see a list of the records found. In many cases, these will be split between a number of Record Sets. To view these, click on the XXX Record Sets link.

6. You should then work your way through the record sets, selecting only those which, in your opinion, relate to the particular author you are interested in. When you have selected the relevant ones, click on View Records to return to the (refined) list of results.

7. Click on the Create Citation Report on the right of the screen. This will generate a report which gives you metrics such as the following (click on [?] for more information about each one):
   - Total times cited
   - Average citations per item
   - h-index

8. Alternatively, you can choose Analyze Results, which will allow you to generate a number of reports, to find out, for example:
   - Which are the most common journals in which the author has published? (Rank the records by Source Titles)
   - Who are the most common co-authors? (Rank the records by Authors)
   - Which subject areas has the author published in? (Web of Science Categories)

Essential Science Indicators

1. Access the ESI home page and use the Filter Results By option to search for the author you are interested in.

2. Assuming that the author is listed in ESI, then the results will tell you how many documents by that author appear in Web of Science, the total number of cites, the cites per paper, and the number of top papers in ESI – click on the latter to see a list of the papers themselves.
1. Select the **Author Search** option.

2. If you know the author’s ORCID identifier, enter it in the relevant box and click on the search button.

3. Otherwise, enter the author’s surname and initial(s) in the relevant boxes. Optionally, you can add an institutional affiliation. You can also optionally select **Show exact matches only** to restrict your search to authors that exactly match the terms entered in the **Last Name** field and to authors that start with the terms entered in the **Initials or First Name** fields. Click the search button.

4. You will probably be presented with a list of author profiles, from which you can select the relevant author names.
   **NB** By default, Scopus excludes those author profiles with only one document, so if appropriate you may wish to click on **Show Profile Matches** to include them. When you have finished your selection, click on **Show documents**.

5. In order to access the **View citation overview** option, you first need to choose some or all of the documents. You can quickly do the latter by choosing the **Select all** option from the dropdown menu at the top of the tick boxes column to the left of the document titles. When you have chosen your documents, click on **View citation overview**.
   **NB** If you select more documents than Scopus can process in the web interface, you will be given the option instead to request a citation overview download.

6. The citation overview generates a report which includes:
   - h-index (which you can also see as a graph)
   - Number of citations per year for each document (you can edit the date range).

7. Alternatively you can select **Analyze search results** to generate a report to find out, for example:
   - The most common journals in which the author has published (click on **Source**) *
   - The most common co-authors (click on **Author**)
   - The Scopus **Subject areas** in which the author has published

* By choosing this view of the results, you have the option of selecting up to 10 titles and jumping to the **Compare journals** option in Scopus
Finding data relating to institutions

Web of Science

1. Make sure you are searching in the **Web of Science Core Collection** (select from the dropdown menu to the right of **Search**).

2. Choose **Organization-Enhanced** from the dropdown list to the left of the **Search** button. Then choose **Select from index**.

3. Enter some text in the search box and click on **Find**. This will give a list of one or more organizations, from which you can select those you are interested in. These will be added to the **Transfer** box at the foot of the page. When you have finished selecting, click **OK**.

4. You will be returned to the search page, where you can add refinements if you wish. When you are ready, click on **Search**.

5. This will generate a list of results. If there are more than 10,000 you will not be able to access the **Create Citation Report** feature, so you may need to refine using the options down the left.

6. The **Create Citation Report** and **Analyze Results** options both generate a similar report to the author reports. So you can discover, for example, the authors who have written the most papers, or the journals most often published in.

**Essential Science Indicators**

1. Go to the ESI home page and choose **Filter Results By – Institutions**. Type in a keyword from the name and select from the resulting list.

2. The resulting display allows you to see which **Research Fields** are associated with the institution in question; you can then focus on one field in particular or choose **ALL FIELDS**.

3. Clicking on your chosen option will display **Citation Trends** relating to the relevant papers. You can choose **Documents** instead to see a list of the actual papers.

4. From the Documents list you can:
   - Click on the **title** of the paper to get the full details from Web of Science.
   - Click on the **author’s name** to get a list of all the papers in ESI by that author.
   - Click on the **journal title** to get a list of all papers in ESI from that journal.
   - Click on the **research field** to get a list of all the papers in ESI associated with that research field.

**Scopus**

1. Select the **Affiliation search** option, and enter (words from) the name of the institution. Click on the search button.

2. This will generate a list of potential matches (which may only contain one item). Tick the box(es) next to the relevant names, then click on **Show documents**.

3. As with the author search, you should select the results you wish to investigate (possibly using the **Select all** option). Then choose either **View citation overview** or **Analyze search results**. **NB** If you choose **View citation overview** and you have selected more documents than Scopus can process in the web interface, you will be given the option instead to request a citation overview download.

4. The reports generated are similar to the author reports, so again you can identify the most-published authors, the popular journals for publishing in, or the subject areas covered.