Section I: General Notes

a) In the Citation Metrics Workshop (Web of Science), Basic Level, we used the **Author Search**. We were limiting the results to documents which are indexed in the Web of Science. Web of Science indexes 12,000 journals/conference proceedings, etc. The search is done only on these 12,000 sources.

b) In this Advanced Level, we use the **Cited Reference Search** instead of the **Author Search** to get results from sources that are not indexed by Web of Science as well as sources which are not cited properly. See Section II for examples of such sources.

c) When we use the **Cited Reference Search**, items will be retrieved as long as they appear in the references from the sources that Web of Science does index. See Section VI for an example.

d) The author we are working on is Professor Brenda Yeoh S.A (Saw Ai), Dean, FASS, Professor of Geography. We search under:

   a. Her name
   b. the co-author’s name when the co-author is the first author
      i. Reason for (b):
         • If Brenda Yeoh is the first author, her work will be retrieved regardless of whether the work is from a source indexed by Web of Science or not.
         • If she is not the first author and the work is not indexed by Web of Science, sometimes it will not be retrieved if we search using Brenda Yeoh’s name. It will be retrieved only if we search under her co-author who is the first author.
Section II

Documents that are not found using Author Search but are found when using Cited Reference Search

These include:

- Documents not indexed [not properly recorded] by Web of Science:
  - Non-journals like books, theses, patents
  - Journals that are not selected by Web of Science editors
- “Odd” items [Cited Reference Variants]:
  - Documents with incorrect (e.g. wrong page number)
  - Documents with missing information
  - Documents with variations in spelling

In the example given below:

- Document 1 is indexed. We can tell it is indexed because it has the link to view the record in Web of Science.
- Document 2 is not indexed because the pagination is wrong. Instead of 968, it is 989.

<table>
<thead>
<tr>
<th></th>
<th>Document</th>
<th>Publication Year</th>
<th>Vol.</th>
<th>Page 1</th>
<th>Page 2</th>
<th>10.1016/0342-207x(91)03038-8</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WEE ATS</td>
<td>VACUUM</td>
<td>1990</td>
<td>41</td>
<td>968</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>2</td>
<td>WEE ATS</td>
<td>VACUUM</td>
<td>1990</td>
<td>41</td>
<td>989</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Note: In this handout we are interested in all documents similar to Document 2. We want to find out the total number of citations belonging to these documents.

This is similar to Secondary Document Search in Scopus.
Section III
Using the Cited Reference Search: Search Author’s Name

1. Enter yeoh b* in the Cited Author field. Enter the range of years corresponding to her publication history, i.e. 1990-2016 in the Cited Year(s) field. Make sure all the Citation Databases are selected although Prof Yeoh is not a professor of Science. This is because her works could be cited by a researcher who publishes in the Science field. See Section VI for an example. Click Search.

2. The format of the records is not uniform as in the set you pulled out using the basic search techniques.
   a. Some have View Record in Web of Science on the right, some do not. Those with View Record in Web of Science are indexed by Web of Science, hence it is possible to call them out to view. As we wish to find the author’s publications that are not indexed, we should ignore those with View Record in Web of Science. In the following screen, we ignore the second record that has been struck out.
   b. Select the first record by clicking on the check box.
c. To help us confirm if a record is by the author, click on Show Expanded Titles for details if provided.

![Image of Cited Reference Index]

**CITED REFERENCE INDEX**

<table>
<thead>
<tr>
<th>Select</th>
<th>Cited Author</th>
<th>Cited Work</th>
<th>Year</th>
<th>Volume</th>
<th>Issue</th>
<th>Page</th>
<th>Identifier</th>
<th>Citing Articles</th>
<th>View Record</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Asian Women's and Transnational Domestic Workers</td>
<td>2005</td>
<td>231</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For example:

To help confirm if a record is by the author, click on Show Expanded Titles for details if provided.

![Image of Cited Reference Index]

**CITED REFERENCE INDEX**

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<thead>
<tr>
<th>Select</th>
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<th>Year</th>
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<th>Issue</th>
<th>Page</th>
<th>Identifier</th>
<th>Citing Articles</th>
<th>View Record</th>
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<td></td>
</tr>
</tbody>
</table>

**1.** The first two records look like this:

![Image of Cited Reference Index]

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<table>
<thead>
<tr>
<th>Select</th>
<th>Cited Author</th>
<th>Cited Work</th>
<th>Year</th>
<th>Volume</th>
<th>Issue</th>
<th>Page</th>
<th>Identifier</th>
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<th>View Record</th>
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<td></td>
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<td>231</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**2.** The second article is titled “Remaking local heritage for tourism”. View Record in Web of Science disappears when you select the View Expanded Titles option. However, the words are in blue font are serve as a link to the full record in Web of Science. In this way, we can still tell it is an indexed record, which should be ignored.

**3.** The first article is in black font. This indicates that the record is not indexed and should not be ignored.

![Image of Cited Reference Index]

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<th>Cited Work</th>
<th>Year</th>
<th>Volume</th>
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<th>Page</th>
<th>Identifier</th>
<th>Citing Articles</th>
<th>View Record</th>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

3. Copy rows with all words in black. Paste them into a blank Excel worksheet so that it is easy to calculate the total number of citations.

4. Click Finish Search to view a list of the articles that have cited the author. The following screen is from the second page of the list of hits. It is shown here because it has more non-indexed items.

![Image of Cited Reference Index]

**CITED REFERENCE INDEX**

<table>
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<th>Select</th>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. The number of citing articles that appear might not be equal to the number you calculate from the Excel file. This is because some articles each cite more than one of the author’s works.

6. To obtain the Total Citation Count, add the citation count obtained from the Basic Author Finder Search (Indexed Journals) to the total from the Excel file.

# The steps are contained in the document, Citation Metrics Workshop (Web of Science): Basic Level
Section IV
Using the Cited Reference Search: Search Co-Author’s Name when Co-Author is the First Author

E.g. A book published in 1997
Singapore: A Developmental City-State by Martin Perry, Lily Kong and Brenda Yeoh.

1. Enter the first author’s name, perry m* for Cited Author and singapore* for the Cited Work. Do not put in any value for Cited Year(s), just in case the year of the publication is not cited. The * after m and singapore represents truncation.
   a. M* retrieves any name starting with M. We use it because we are not sure if the record is cited with the full name Martin of just the initial, M.
   b. We use singapore* instead of Singapore. If we use singapore, we will not get any hits. This is because Web of Science uses a phrase search. If we type in “Singapore” we are telling Web of Science the title of the source is just one word, “Singapore”.

2. Examine the list and select the records that match the author’s book. As explained in step 2(a) of Section III, do not select those with View Record in Web of Science on the right.
3. Highlight the matching rows and paste it onto a blank Excel worksheet. Sum the Citing Articles column to obtain the additional number of citations.

4. Repeat the above steps for each of her co-authors who is the First Author.
Section V

Creating a Search Alert to monitor citation counts for a specific Cited Work

1. Click on Search History.

2. Click on Save History/Create Alert

3. Sign In to your Web of Science Account. If you do not have an account, click Register to create one.
4. Fill in the required **History Name**. A description is optional. Tick the **E-mail Alerts** checkbox. This will create an email that will notify us of the number of citations received for this specific reference. The default frequency is weekly. Click **Save**.

5. A confirmation screen is displayed. Click **Close**.

6. Note that the steps will need to be repeated for each item that we want to monitor. 
   **Hint:** When repeating the search for a different item, first click on the checkbox of the correct set before clicking the **Save History/Create Alert** button.
Section VI
Why citation to a non-indexed document may appear in Web of Science

Web of Science indexes the journal BREAST CANCER RESEARCH, but not ASIA PACIFIC POPULATION JOURNAL. One of the documents in volume 12, issue 1 (year 2010) of BREAST CANCER RESEARCH is:

Title: Risk factors for breast cancer in postmenopausal Caucasian and Chinese-Canadian women
Author(s): Tam, Carolyn Y.; Martin, Lisa J.; Hislop, Gregory; et al.

It has 28 references, one of which is an article from ASIA PACIFIC POPULATION JOURNAL, volume 17, pages 5-10, published in 2002 written by Brenda Yeoh and A. Chan with title: Gender, family and fertility in Asia: An introduction

This article therefore gets retrieved when we do a cited reference search under Yeoh, B*. This is shown below:

This example also serves to show that although Brenda Yeoh is not a professor of Science or Medicine, her work can be used in an article that concerns oncology, a medical field. This is why in step 1 of section III we select all databases including the Science ones.

In Summary:

<table>
<thead>
<tr>
<th>What is Covered in Web of Science</th>
<th>What can be Retrieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journals selected by its editors, e.g. Breast Cancer Research</td>
<td>A. Documents published in each issue of these journals (subject to years of coverage)</td>
</tr>
<tr>
<td></td>
<td>B. References found at the end of each of the above</td>
</tr>
</tbody>
</table>