Web of Science indexes a wide variety of journals, books and conference proceedings. In this basic level workshop, we are going to search for the documents indexed within Web of Science. More information about Web of Science’s coverage.

Section I: Citation Searching of Indexed Works using Author Search Tab

The Author Search provides an easy way to identify and retrieve all the works by a particular author. By focusing on what you know about the author, Author Search helps to separate works by different authors who have the same name.

The author we are working on is Professor Brenda Yeoh S.A (Saw Ai), FASS, Professor of Geography. Her name has up to three initials. The method used to find her h-index is one that is applicable to other authors in general. [If the author you are working has only one initial, or has a common name shared by many other researchers, please read Section V for tips.]

1. At the default Search page, click on the Author Search tab.
a. Enter yeoh for the Last Name and bsa for the Initials. Click the Exact Matches Only button.

b. Select the Add Author Name Variant link to display another row of the Last Name and Initials fields. This feature allows you to search for multiple author name variants. You can search for up to five author name variants. Enter yeoh for the Last Name and sa for the Initials. Click the Exact Matches Only button as this will ensure the search is for the initials in the exact order, i.e. bsa and not sab or sba. Select another Add Author Name Variant option and search for the next name variant yeoh b.

c. Click Select Research Domain.

2. Choose All Research Domains since the author collaborates with other researchers and publishes across research disciplines. For the rationale on choosing All Research Domains rather than just domains of Arts Humanities and Social Sciences, please read Section IV.

   a. Click Select Organization.
3. Select the organization names associated with the author’s institutional affiliations. You may want to refer to the author’s CV for a list of their institutional affiliations. By selecting the check box "Include records that do not contain organization information", this will ensure that you also include those records that might have been left off due to various reasons such as missing information during submission. Click Finish Search.

4. The results are, by default, sorted by publication date, newest to oldest. An article group is a set of articles that is likely authored by the same person. **Article Groups** are system generated based on shared data elements such as author names, institution names, and citing and cited author relationships. Please also note that search results might differ when searches are done on different days due to WEB OF SCIENCE updates.

   a. Select the **Article Group(s)**
b. The article groups are listed in order of size, the group with the largest number of articles is at the top of the table. An author may be associated with multiple groups because the author may:
   
   i. Have changed institutions or locations
   ii. Be working in multiple research areas
   iii. Be citing a wide range of works in different articles published in different years.

c. Under Author Names, check the boxes for names associated with Prof Yeoh. If you are not sure, click ‘A Sampling of Publications by this Author’ to view some of the titles. Click View Records.
5. Click the **Add to Marked List** button, there will be a pop-up. Select ‘Records from…’ and type in ‘167’ in the second box to keep all 167 records in a temporary file.
a. The records have been added to the Marked List file.
The reason why we added the records to the marked list first instead of clicking ‘Create Citation Report’ from the results page is because there might be some records which might not belong to the author or some articles by the author might be missing. (Refer to Section II, point 7 and 8 below for details.)

6. Create Citation Report
   a. At the Marked List records page, select Create Citation Report.

   ![Marked List 167 records page](image)

   b. The Citation Report provides citation metrics for Prof Yeoh’s search results. These include total publications, h-index, sum of times cited and citing articles. The graph shows total times cited per year.
7. Example: Eliminating articles that do not belong to author.

In the case of Prof Yeoh, all the 167 records are hers. When working on your own citation report, you might find record(s) that belongs to another author. Click the checkbox(es) to select the false hit/s if any. Click Go to generate the new report based on the correct hits.

   a. Try selecting and removing the first citation then create a new Citation Report by clicking Go.

<table>
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<th>Year</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>Total</th>
<th>Average</th>
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<td>3713</td>
<td>137.52</td>
</tr>
<tr>
<td>Year</td>
<td>2015</td>
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<td>Total</td>
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<td>318</td>
<td>365</td>
<td>510</td>
<td>235</td>
<td>3713</td>
<td>137.52</td>
</tr>
</tbody>
</table>

8. Example: Adding articles not retrieved via Author Search.

It is possible that the Author Search results did not retrieve a couple of the author’s work(s) listed in her publications list. This could be because they were indexed under other variant names. To search for these works, click on Search, then select Basic Search.

   a. Select Search and enter the title of the author’s work that has not been retrieved via Author Search. For this example, we assume this article, *Forms of dominance On the architecture and urbanism of the colonial enterprise*, has not been added. Limit the search field to Topic or Title. Add the author’s name yeoh and limit the search to Author field.

   b. At the results page, mark the record displayed and continue to Add to Marked List.
Section II

Exporting Citation report results to Excel

1. At the Citation Report screen, go to the top right panel and select Save to Excel file.

2. At the Send to File window, choose ‘Records 1 to…’. In this example of Prof Yeoh, this would be records 1 to 167. Click Export.
Section III

Creating individual article citation alerts

In Scopus, it is possible to create citation alerts for researchers. In WEB OF SCIENCE, currently this function is not available but they plan to add that feature in the near future.

1. Follow the steps in Section 1 to do an author search.
2. At the results page, click on the title of an article.

3. Click Create Citation Alert on the right of the page. You will need to register for a Web of Science/Clarivate Analytics account if you don’t have one yet. The website will prompt for sign in when you click.

4. Click the Create Citation Alert button in the pop-up window
5. There will be a prompt notifying you that your citation alert has been created.

6. If you would like to modify your alerts, go to the top of the page, click **Searches and alerts**, then **Citation alerts**.

7. You can either renew or delete your citation alerts from the **Saved Searches and Alerts** page.
8. Citation alerts will be sent to the email address you keyed in earlier. The alert will include the details of the citing articles.

From: noreply@clarivate.com <noreply@clarivate.com> On Behalf Of noreply@webofscience.com
Sent: Friday, 23 August 2019 10:10 AM
To: noreply@clarivate.com
Subject: Web of Science Alert - Flaxman, SR

You have citation alerts from Web of Science.

Web of Science

You have 5 Citation alerts.

Your article "Global causes of blindness and distance vision impairment 1990-2020: a systematic review and meta-analysis" has been cited 5 times since 2019-08-15.

Record 1 of 5
Diabetic Retinopathy, IncRNAs, and Inflammation: A Dynamic, Interconnected Network
Authors: Biswas, S; Sarabuksy, M; Chakrabarti, S
JOURNAL OF CLINICAL MEDICINE
Volumes: 8 Issues: 7 Published: JUL 2019 Languages: English Document type: Review
DOI: 10.3390/jcm08071033

Author keywords: diabetic retinopathy, inflammation, IncRNAs, epigenetics, histone modifications, DNA methylation, miRNAs
KeyWords Plus: LONG NONCODING RNA, ENDOTHELIAL GROWTH-FACTOR, NF-KAPPA-B, INTERCELLULAR-ADHESION MOLECULE-1, NITRIC-OXIDE SYNTHASE, RETINAL MULLER CELLS, GENE-EXPRESSION, NEUROTROPHIC FACTOR, METABOLIC MEMORY, DNA METHYLATION

Section IV

Choice of Research Domains: Why choose All Research Domains rather than just the domains that are specific to the Author?

If only the specific research domains of the Author were chosen, there is a possibility that some documents would be missed. They would be missed out because of the way Web of Science assigns the research categories and research domains. Also, many journal articles are written in collaboration with researchers from other research disciplines.
In the example of Prof Brenda Yeoh, in Section I, step 4 choosing the only the domains of **ARTS HUMANITIES** and **SOCIAL SCIENCES** would result in at least six documents being missed out. One of them is a well cited document (15 citations). *Missing out this document would result in a lower h-index being calculated.*

Let’s take a look the following article. The research category assigned this journal article is **Gerontology**.
Gerontology was assigned the research domain of LIFE SCIENCES BIOMEDICAL, which is not what we would expect as most of Brenda Yeoh’s works are in the disciplines of ARTS HUMANITIES and SOCIAL SCIENCES.

Does it mean we always choose All Research Domains?

It depends:

- Yes, we choose All Research Domains [the safe option, absence of CV, name variants, affiliations]

By choosing All Research Domains, it is possible that additional articles by the Author would be retrieved, if one of the articles happens to be cited significantly, it could have an effect on the Author’s h-index.

- No, we don’t choose All Research Domains [for specialized subject areas]

If the author you are working on has only one initial or is a name shared by many others, and you choose All Research Domains, you might end up having to sieve through many articles. Try All Research Domains first, browse the retrieved articles and then decide.
Section V

Tips for Author with Name Shared By Many Other Researchers

If you are not the author, it is best to get a list of publications or the official CV from the author. If you cannot, try to obtain a list of the following:

a. authors he/she normally work with
b. journal titles he/she normally publish in
c. information like when he/she starts publishing

A. Publishes in many journals:

Smith, J, researcher in Geography who published from 2000 onwards

If you choose All Research Domains, you might end up having to look through many documents sometimes.

Since Smith, J. does research in geography, after carrying out steps 1 to 3 in Section 1, it is better to choose just the domains of ARTS HUMANITIES and SOCIAL SCIENCES (858+ 1907 = 2765 documents).

a. If there are still too many hits, you can choose narrower fields. Click on the + next to the research domains to choose from the expanded categories.

2. You can narrow down significantly if you omit obvious, irrelevant fields of research like LITERATURE (336 hits), PSYCHOLOGY (528 hits) and EDUCATION EDUCATIONAL RESEARCH (286 hits). It is not advisable to choose just GEOGRAPHY alone, as you would miss out relevant fields like AREA STUDIES and URBAN STUDIES.
3. Click Select Organization.

4. After narrowing down by Organizations, if necessary, narrow down by aspects like co-authors (represented by the **Author** tab) and **Publication Years** by clicking on that heading.

   a. Here we limit the search to documents published by Smith, J. from 2000 onwards by clicking on **Publication Years**.
      Click on more **options / values**...
b. Select years, then click **Refine**.

![Publication Years]

5. Carry out the steps no 2-3 in Section I, and all steps of Section II.
B. Publishes in only a few journals:

Brown, J.K., researcher in Botany, publishes from 1980 onwards mainly in Plant Disease and Plant Physiology

If you have the full publication list of the author and it is short, and the published items are all from a few journals, make use of the Marked List function instead as shown in this example.

1. Use the Basic Search instead of the Author Search. Enter Author, Publication Name and Year Published search boxes.
   
   ![Basic Search](image)

   Click Search.

2. If all the records are correct, click on Add to Marked List.

   ![Add to Marked List](image)

3. In the window that appears, select Records and input 1 to 44 and click on Add.
If only a few are correct, select those, then click on **Add to Marked List**.

4. The number of records you selected, 44 in this case, will be saved in the **Marked List** at the top right panel.

5. Select **Search** tab and then click on **Basic Search**. Repeat the steps, this time, for Brown JK’s other works published in another journal title for example, Plant Physiology. Click **Search**.

6. Let’s assume only one of the hits is correct. Select that record and click **Add to Marked List**.

7. Select the increased number of records belonging to Brown JK in the updated **Marked List**.

8. Based on Brown JK’s publications list, you can continue to search for his/her other works under the Author, Publication and Year Published fields. Add relevant records to Marked List. Select **Create Citation Report** to generate the author’s citation metrics.
Section VI

**Highly Cited and Hot Papers**

In the results page, Web of Science provides two filters: **Highly Cited** and **Hot Papers**. Only papers from journals covered in Web of Science Core Collection are counted.

**Author Search Results:** 38 Records from: 1 Article Groups

You searched for: Alhe("wrong by") AND OGI(NATIONAL UNIVERSITY OF SINGAPO...More
1. Hot Papers

Hot papers are papers published in the last two years that are receiving citations quickly after publication. These papers have been cited enough times in the most recent bimonthly period to place them in the top 0.1% when compared to papers in the same field and added to the database in the same period.

2. Highly Cited Papers

Highly cited papers are papers published over the recent decade that receive enough citations to be placed in the top 1% based on the number of citations received when compared to other papers published in the same field in the same year.

For more information, please check out Web of Science’ FAQ.
If the full record is exported, Hot and Highly Cited papers are represented as ‘HP’ and ‘HC’ respectively.

However, this is not available in the citation report we exported earlier. If you would like to save a record of Hot and Highly Cited papers, you can filter the results at the results page and save a screenshot of the page.