Creating an Author Citation Report in Web of Science™

Web of Science offers the option to create a report of the author's overall citation counts, h-index, and publications. This will be limited to those publications available through Web of Science. Access Web of Science from the USC Libraries homepage (https://libraries.usc.edu) under Databases or Database Quicklinks.

Step 1 - Identify author articles available in Web of Science

a) Click +More on the Basic Search line

b) Click Author Search

c) Search using the author’s name

The Web of Science Core Collection uses LastName, Initial(s). Thus, the Author Search function requires the Last Name and requests a first initial. If there are multiple initials or variants, the * can be used as a wildcard to find all of them. For example, Smith, J* will find JA Smith, JB Smith, J Smith, etc. Alternatively, use + Add Author Name Variant to select specific variants.

Depending on how common the name is you may want to add a field of research or an institution. Both are optional.

Click Finish Search when all desired fields have been checked.

Step 2 – Verify publications

Author Search Results: 126 Records - Review the results. If all author citations (and only those author’s citations) have been retrieved, go to Step 4.

The easiest way create a list belonging to a single author is to use the Marked List function. Select individual citations by checking them or select all items on a page with Select page. Then click Add to Marked List. Repeat until all retrieved items have been reviewed.

Marked items will have a check mark.

Note: At the bottom of the page you have the options to change how many items to show per page and how you want to sort the items.

The total number of items selected appears in the upper right corner of the page. You can Save the Marked List by registering with Web of Science (separate from the university sign in).
Step 3 – Add missing publications

Search Web of Science for additional publications and use the Add to Marked List to retrieve these citations. Note: Not all publications of an author may be in Web of Science.

- If Research Domain or Organization limits were used, use different limits or try the search without limits
- Use the All Databases option from the Select a database drop-down menu to search for the author by using their full name

- Search for specific missing citations using Author, Title and Publication Name options from the drop-down menu

Step 4 – Create a Citation Report

Once you have search results that represent all available citations for an author, run the citation report. Note: If you elected to mark citations, click Marked List and scroll down. You can also double check the citations before running the report.

Click Create Citation Report

Report options include: Total publications, h-index, Sum of times cited, Citing articles, Sum of times cited per year, and a list of the citations organized by Times Cited - highest to lowest.

Note: A researcher has an index of $h$ if $h$ of their papers have been cited at least $h$ times each.

Use the arrows to expand or shrink a chart or all charts. Return to the charts by clicking the icon.

Export the report to an Excel file using the Export Data function

Unless all items are specified, only the citations on the webpage (default of 10) will be saved. In addition to the selected citations, the report will include two charts and the numbers for:

- Results found (citations)
- Sum of the Times Cited
- Average Citations per Item
- h-index