**University Library** 



# Using InCites to collect metrics on a researcher

# Introduction

InCites is a benchmarking tool which uses Web of Science data to provide information about individual researchers, groups and institutions, comparing them with the world average of 1.

Follow this guide to create a report on an individual researcher. Before using this guide, ensure you have an account with InCites by following the guide "Creating an InCites account".

# Procedure

## **A: Standard Researcher Report**

- 1. Access the InCites database from <u>www.adelaide.edu.au/library/</u>
- 2. Sign in to InCites using your personal InCites/Web of Science login (not Your University login)
- 3. Under InCites System Reports Researcher Report, click Run



CRICOS PROVIDER 00123M

4. Enter a **Researcher ID/Publons** or **ORCiD**, then **Save** the report to **My Items Please note: this report only works well if your ResearcherID or ORCiD is up to date** 

Web of Science InCites Journal Citati	on Reports Essential Science Indicator	s EndNote Publions	joey.gerlach@a ▼ Help English ▼
InCites Calibrate Your Strategic Research	Vision		Clarivate Analytics
Analytics		Dashboard	My Organization
Analytics Researcher Rep	ort		
Researcher Report Researcher ID® ORCID 0000-0002			Save
	ß	Web of Science Docur	ments and Times Cited per year
53	791	9	-50 -45

5. To find your saved reports, Select Analytics - My Folders

InCites Calibrate Your Strategic Research Vision		Clarivate
Analytics	Dashboard	My Organization
O New in InCites		My Folders
	<b>Explore InCites Data</b>	
	Create dynamic tables and graphs based on your needs	L.

6. You can edit the arrangement of the tiles, rename them and email a PDF of the report to yourself or others.

The report covers twelve metrics including

- Times cited
- H-idex
- Documents in th top 10%
- Research areas including high impact research areas
- Top journals
- Most cited documents
- Collaboration statistics

### **B: Custom Report**

1. Select the **Analytics** tab, then select **People** 

InCites Calibrate Your Strategic Research Vision					
Analytic	s	Dash	nboard		
O New in InCites					
	c	Explore In reate dynamic tables and	r <b>Cites Data</b> graphs based on your ne		
1			$\bigcirc$		
People	Organizations	Regions	Research Areas		

- 2. If you have searched InCites previously, select Clear Filters
- 3. Under **Dataset**, select **with ESCI (Emerging Sources Citation Index)**, and ensure **Entity Type** is set to **People**

New Tile	
Documents: 60,610,683	í
Tile Settings	
Dataset	
InCites Dataset	~
with ESCI	
Entity Type People	~

- 4. Under **By Attributes** select **Person name or ID**
- 5. Search by **Name** or **Unique ID** (note: if using ORCiD or Researcher ID/Publons, it must be up-to-date) Select all possible variants of the name (e.g. Smith, Jane; Smith, Jane E; Smith, Jane EH)
- 6. Click **Update Results** at the bottom of the tile settings box
- 7. From the list of names, select the correct author names and **Pin to Top**

			stamordshire University	13	92.31%
Update Results	8 *	11	University College London	1	0%
	0,	12	n/a	3	100%
		12	University of Adelaide	12	66.67%
	*	12	South Australian Museum	7	57.14%
		12	Natural History Museum London	1	0%
	8	12	University College London	24	95.83%

- 8. Click **Benchmarks Baseline for Pinned Items**. This is a de-duplicated set of results for that author
- 9. Click on the **Cog** icon at the top of the list of names and select the indicators you would like to include in your report.

Indicators are grouped under Productivity, Impact and Collaboration categories.

0 10 20 30	40		00
Search 16 results		Benchmarks	
4	Rank	Global Baseline	ŀ
<b>*</b>		Country/Region Baseline for Pinned Items	% Docs
A Name		Baseline for All Items	Cited
Lange Mare		🛞 Baseline for Pinned Items	() 20%

10. Select the **Web of Science Documents** link to view a table with each publication and its metrics.

o	▲ Name	Rank	Web of Science Documents	% Docs Cited	Times Cited	Category Normalized Citation Impact
			()	()	<i>i</i> )	()
۲	Baseline for Pinned Items	n/a	44	70.45%	666	1.65
						×

11. Export the table as a CSV file.

	1		
Export results starting from			
current page			
File Name			
Web Of Science	Documents		
File Type	Records 88		
CSV	44		
	Export		

- 12. Open the CSV file in Excel and explore the metrics.
- 13. Papers can be sorted by the normalised values to identify top papers, e.g.
  - a. highest CNCI (category normalised impact factor), CNCI is defined as "Citation impact (citations per paper) normalized for subject, year and document type"
  - b. % documents in Quartile 1 journals, Citation impact, % Hot Papers, % Industry collaboration and more

# **Contact Us**

For further support or questions, please contact the University Library on +61 8 8313 5759 or email <u>library@adelaide.edu.au</u>