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 www.adelaide.edu.au/library/
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**
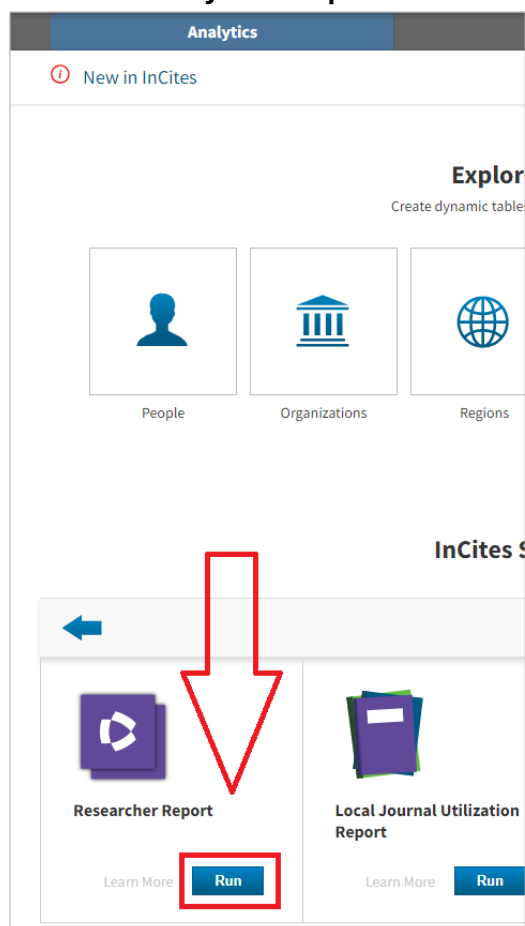
4. Enter a **Researcher ID/Publons** or **ORCiD,** then **Save** the report to **My Items**
   Please note: this report only works well if your ResearcherID or ORCiD is up to date
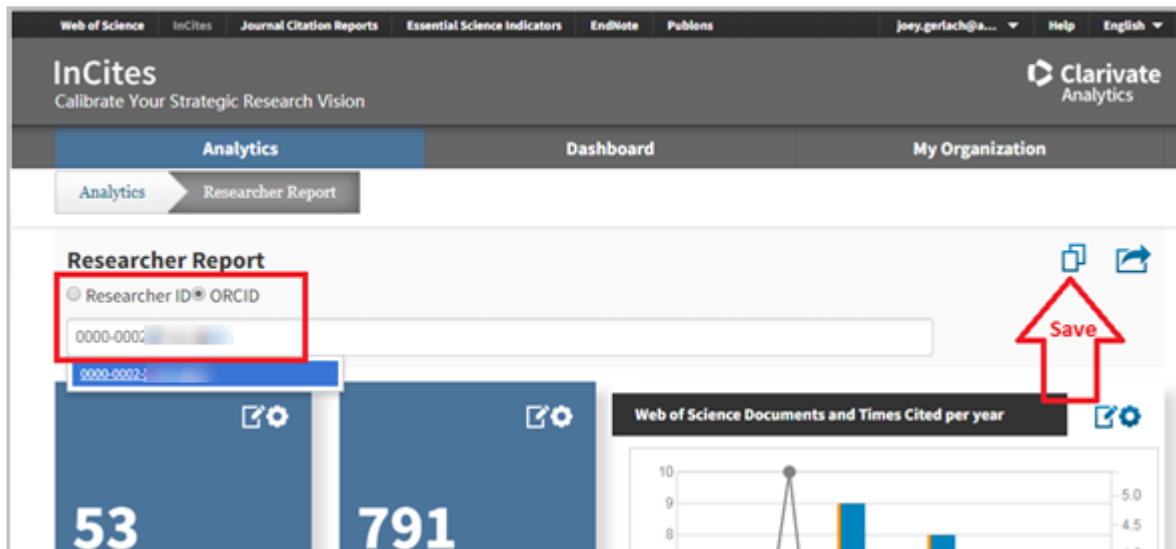
5. To find your saved reports, Select **Analytics – My Folders**
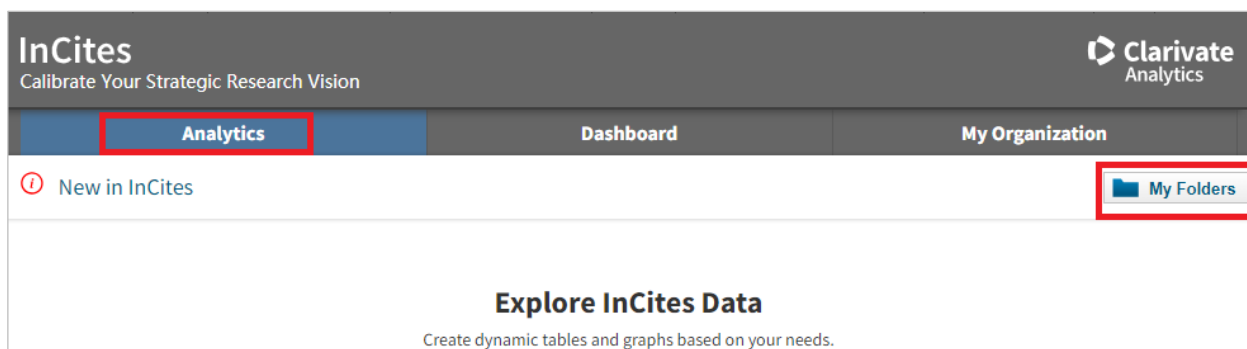
6. You can edit the arrangement of the tiles, rename them and email a PDF of the report to yourself or others.

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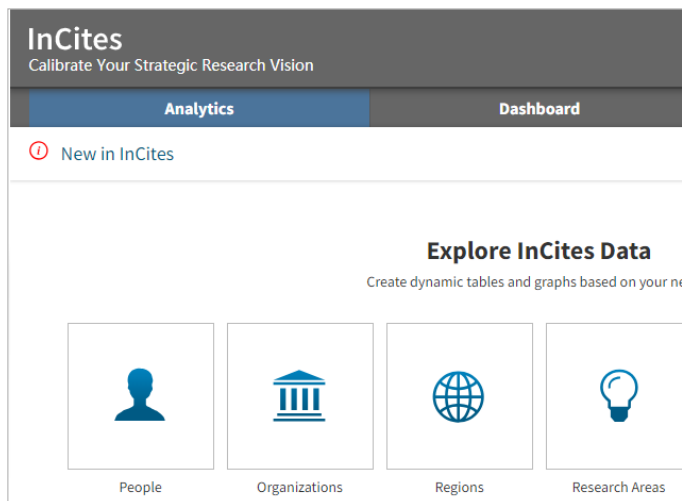
2. If you have searched InCites previously, select **Clear Filters**
3. Under **Dataset**, select **with ESCI (Emerging Sources Citation Index)**, and ensure **Entity Type** is set to **People**
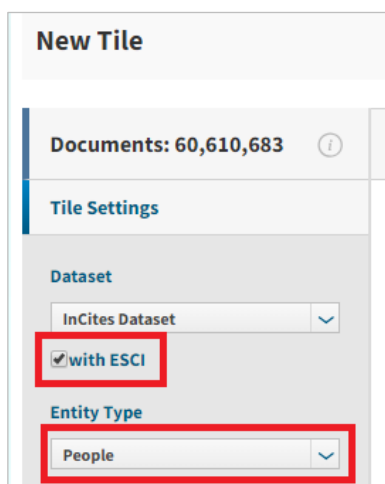

4. Under **By Attributes** – select **Person name or ID**
5. Search by **Name** or **Unique ID** (note: if using ORCiD or Researcher ID/Publons, it must be up-to-date) Select all possible variants of the name (e.g. Smith, Jane; Smith, Jane E; Smith, Jane EH)
6. Click **Update Results** at the bottom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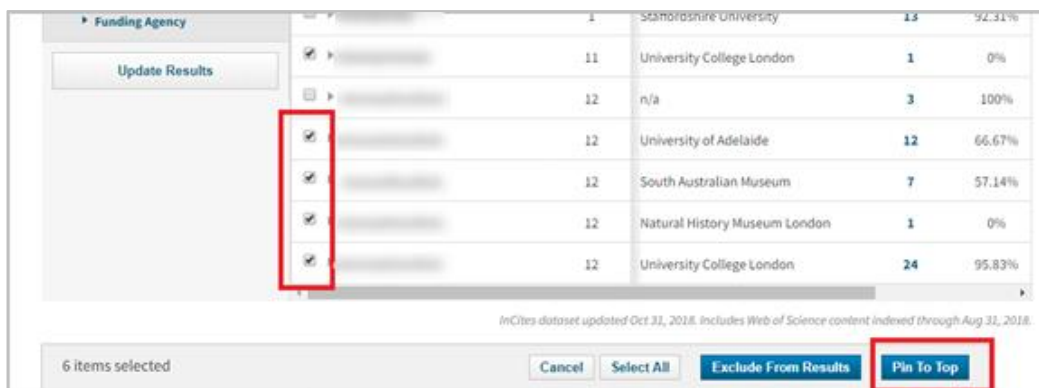
8. Click **Benchmarks - Baseline for Pinned Items**. This is a de-duplicated set of results for that author

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.
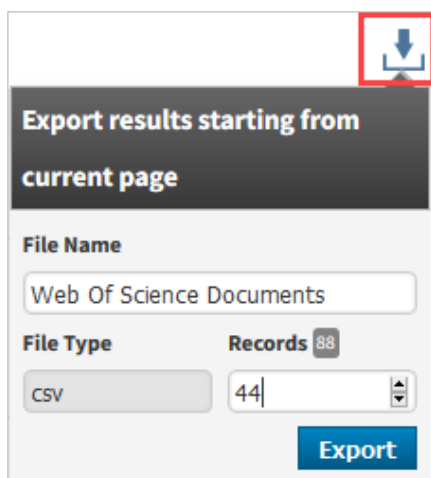   Indicators are grouped under Productivity, Impact and Collaboration categories.
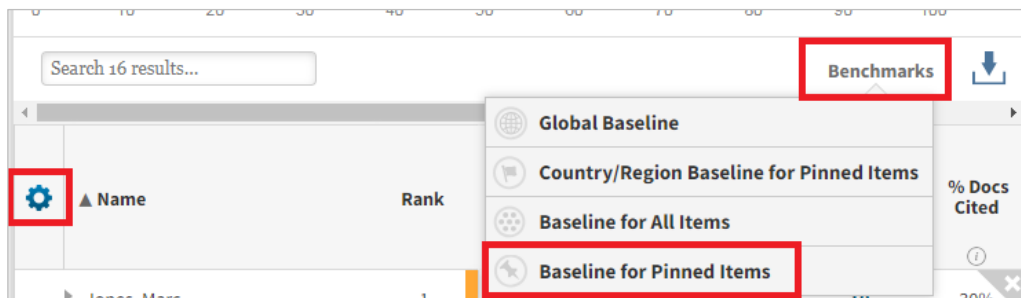
10. Select the **Web of Science Documents** link to view a table with each publication and its metrics.

11. Export the table as a CSV file.

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 library@adelaide.edu.au