



# Importing publications: EndNote>Web of Science & InCites

## 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 import your publications from EndNote into Web of Science or directly into InCites to analyse your research impact.

If you need to add more publications to the ones you already have in your EndNote set before analysing them in InCites, you can first import them into Web of Science. This will enable you to find additional publications in the Web of Science database. If you only want to analyse the publications from your EndNote library, then you can export directly into InCites (see Option 2: Exporting from EndNote to InCites).

## Procedure

### Option 1: Exporting from EndNote to Web of Science

Go to your EndNote library. Ensure that all the publications to be exported are located within the same EndNote Group.

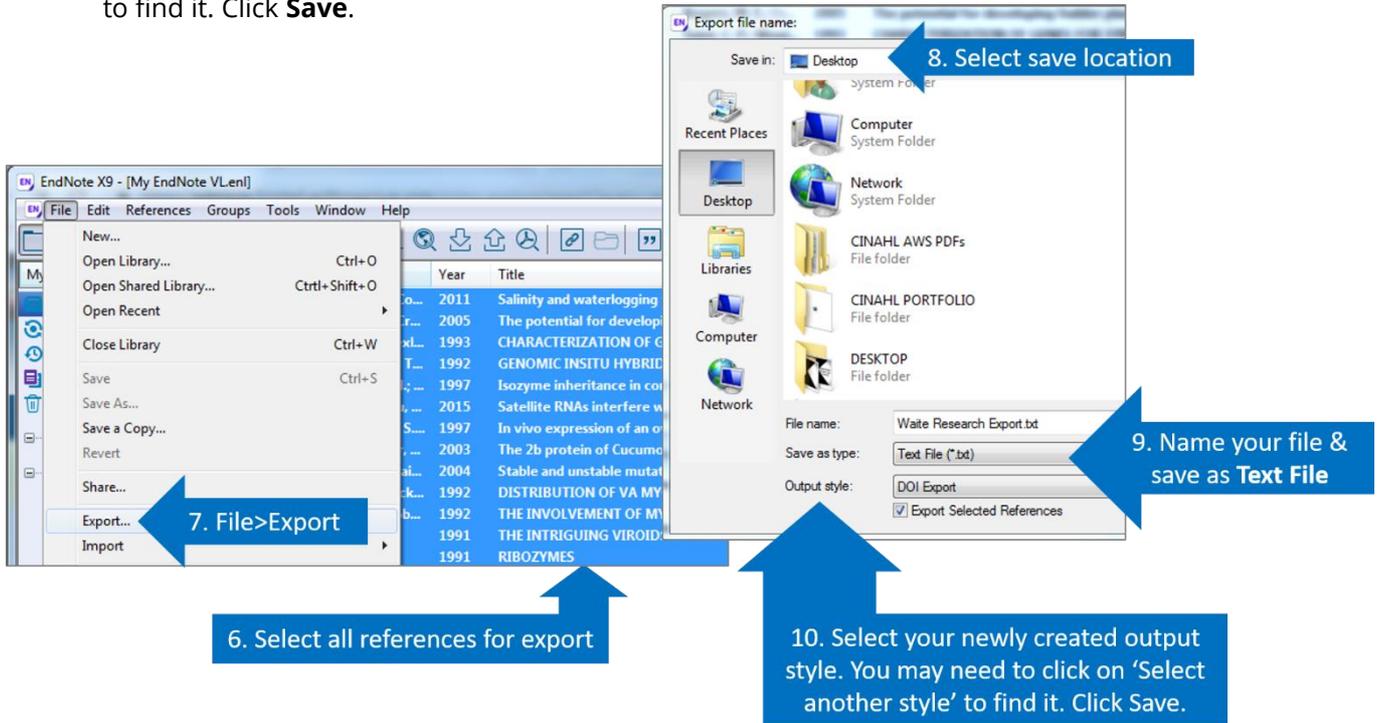
1. Go to **Edit>Output Styles>New Style**
2. Go to **Bibliography>Templates**
3. Go to **Insert Field>DOI**
4. Close the Style window.  
Select **Yes** to save the changes.
5. Give the style a name (e.g. **DOI Export**).  
Save.

The image contains three screenshots from the EndNote X9 software interface, illustrating the steps to create a new style and insert a DOI field:

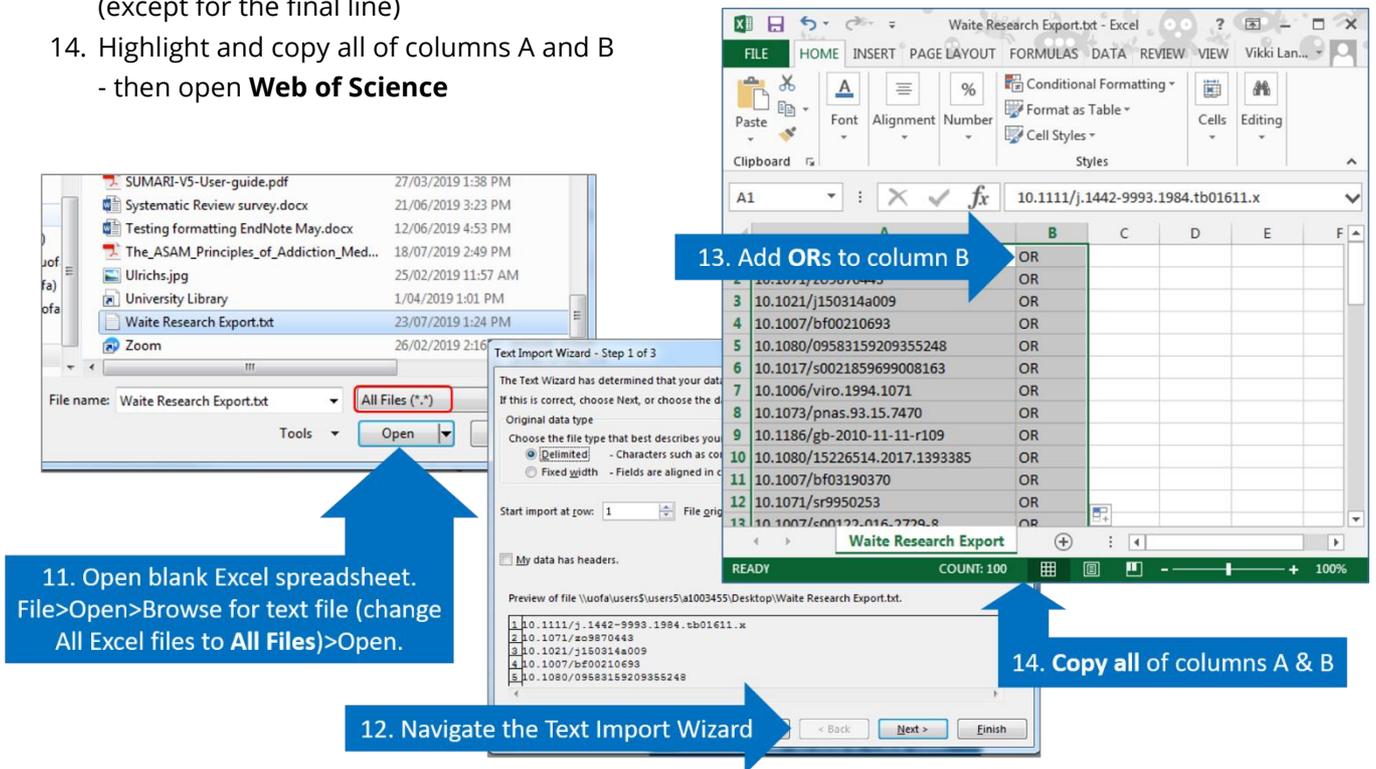
- Step 1:** A screenshot of the 'Edit' menu with 'Output Styles' selected, and the 'New Style...' option highlighted in the submenu. A blue arrow points to this option with the text '1. Edit>Output Styles>New Style'.
- Step 2:** A screenshot of the 'Bibliography' pane with 'Templates' selected in the left-hand tree view. A blue arrow points to this selection with the text '3. Bibliography>Templates'.
- Step 3:** A screenshot of the 'Bibliography' pane with 'Insert Field' selected in the top right. A blue arrow points to this button with the text '4. Insert Field>DOI'.
- Step 4:** A screenshot of the 'New Style' dialog box. The 'Full Name' field is filled with 'DOI Export'. A blue arrow points to this field with the text '2. Give the style a name'.

6. Select all references for export
7. Go to **File>Export**

8. Select **Save in** location (e.g. Desktop)
9. Give your file a name and save as **Text File**
10. Select your newly created output style (e.g. DOI Export). You may need to click **Select another style** to find it. Click **Save**.



11. Open blank Excel spreadsheet. Go to **File>Open>Browse for text file** (change **All Excel files** to **All Files**)>**Open**.
12. Navigate through the **Text Import Wizard**
13. Add an upper case **OR** to each line of column B (except for the final line)
14. Highlight and copy all of columns A and B - then open **Web of Science**



15. In **Web of Science**, click on **Advanced Search**. Type **DO=(** then paste in the copied DOI list. At the end of the list add another round bracket:

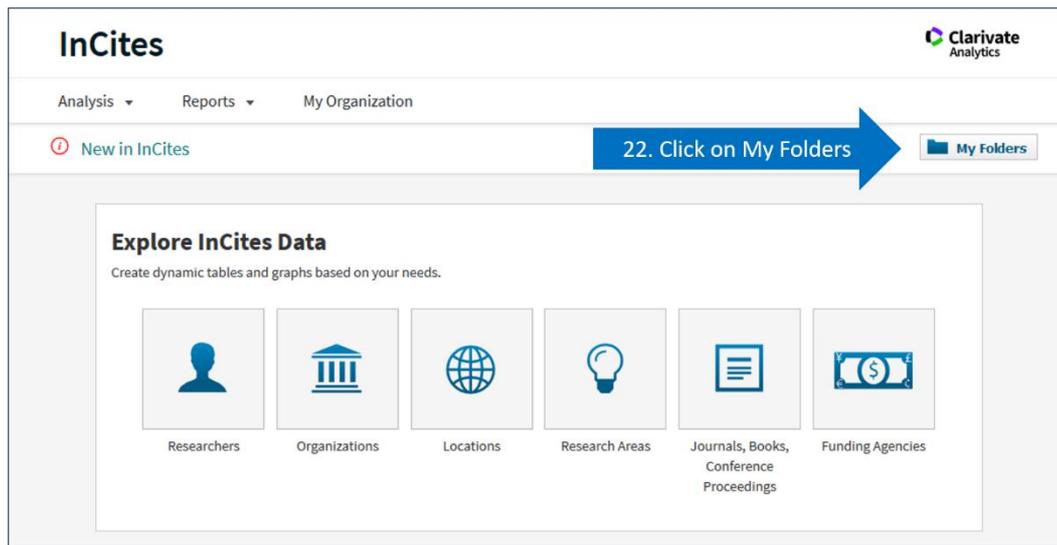
16. Click on the results number:

17. Select results and Export to InCites:

## Option 2: Exporting from EndNote to InCites

Go to your EndNote library. Ensure that all the publications to be exported are located within the same EndNote Group.

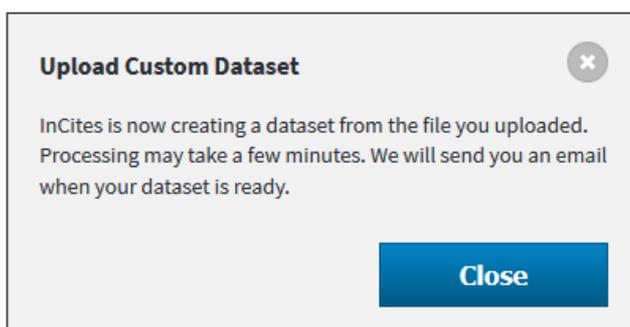
18. Follow the above procedure up to Step 12. There is no need to add the **ORs** to your spreadsheet when importing directly into InCites.
19. Go to **File>Save as**. Give your spreadsheet a name and **Save as type CSV**.
20. Access the InCites database from [www.adelaide.edu.au/library/](http://www.adelaide.edu.au/library/)
21. Sign in to InCites using your personal InCites/Web of Science login (not Your University login)
22. Click on **My Folders > Create > Dataset**



23. Click **Choose File**, then browse to locate your DOI spreadsheet. Click **Upload**.



24. InCites will send you an email when your dataset is ready.



25. When your email arrives, click on the link to go to your dataset in InCites.

Note: Sometimes not all records are included in the dataset. Records may not be available if they:

- Are not in the InCites database
- Represent the same article as another identifier in the input file

26. Locate your dataset. Click the dataset link to view details.

The screenshot shows the InCites web interface. At the top, there are navigation tabs for 'Analysis', 'Reports', and 'My Organization'. Below these, there are sub-tabs for 'Analytics' and 'My Folders'. On the left, a sidebar shows 'My Items' with a tree view containing 'Dentistry, Oral Health Medicine research' and 'Health Researchers'. The main area features a search bar and a 'Create' button. Below is a table with columns for 'Title', 'Owner', and 'Date Modified'. The table lists three items: 'Health Researchers' (modified April 23, 2019), 'Dentistry, Oral Health Medicine resea...' (modified November 30, 2018), and 'My Aurora journal articles' (modified October 18, 2019). A blue arrow points to the second item with the text '26. Click the dataset link to view details'.

	Title	Owner	Date Modified
<input type="checkbox"/>	Health Researchers	me	Tuesday, April 23, 2019
<input type="checkbox"/>	Dentistry, Oral Health Medicine resea...	me	Friday, November 30, 2018
<input type="checkbox"/>	My Aurora journal articles	me	Friday, October 18, 2019

This dataset can now be used to analyse your research impact and to create benchmarking reports.

## InCites analysis and benchmarking

- **More help:** Web of Science Group Training Portal: <http://clarivate.libguides.com/home>
- For information on how to use InCites to analyse your publications and to create benchmarking reports, please refer to the **Benchmarking tools** guides:

[www.adelaide.edu.au/library/library-services/services-for-researchers/impact#benchmarking-tools](http://www.adelaide.edu.au/library/library-services/services-for-researchers/impact#benchmarking-tools)

## Contact Us

For further support or questions, please contact the University Library on +61 8 8313 5759 or email [library@adelaide.edu.au](mailto:library@adelaide.edu.au)