

ADELAIDE 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.

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Bibliography

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

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

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- 5 :

- 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. Export file name:



11. Open blank Excel spreadsheet. Go to File>Open>Browse for text file (change All Excel files to All Files)>Open.

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- 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

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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:

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16. Click on the results number:

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17. Select results and Export to InCites:

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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 **OR**s 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/
- 21. Sign in to InCites using your personal InCites/Web of Science login (not Your University login)
- 22. Click on **My Folders** > **Create** > **Dataset**

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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.

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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: <u>http://clarivate.libguides.com/home</u>
- 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

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>