## Introduction

Incites is a benchmarking tool which uses Web of Science data to provide information about the research performance and impact of individual researchers, groups and institutions. Follow this guide to import your publications from Aurora to InCites, to analyse your research impact.
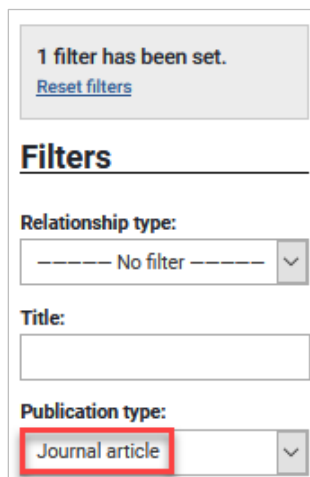
Procedures

Part 1: Exporting publications from Aurora

1. Login to Aurora at: www.adelaide.edu.au/technology/research/your-research-profile/aurora
2. Go to **Menu** > **Manage** > **Publications**.
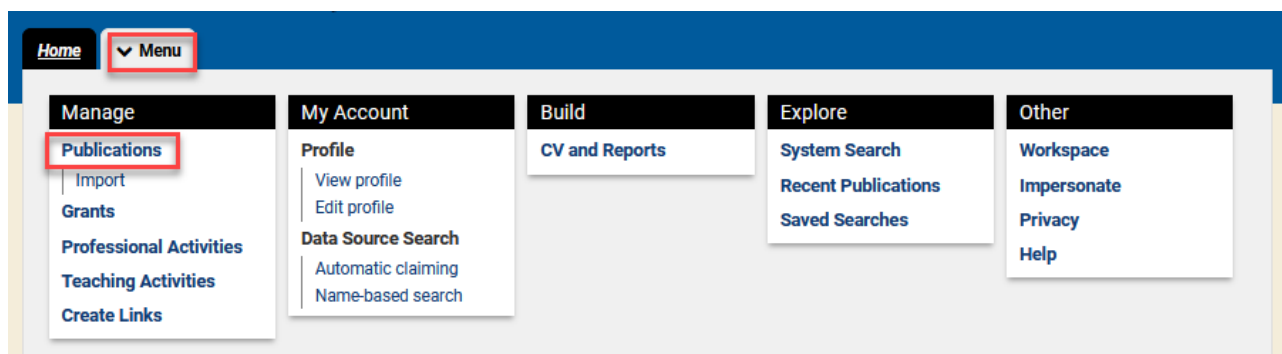
To create benchmarking reports in InCites, first you will need to remove books, book chapters, conference papers, datasets etc from your publication list. This will leave only journal articles for analysis in InCites.

3. From the Filter options on the right of screen, select Publication type: **Journal article.**
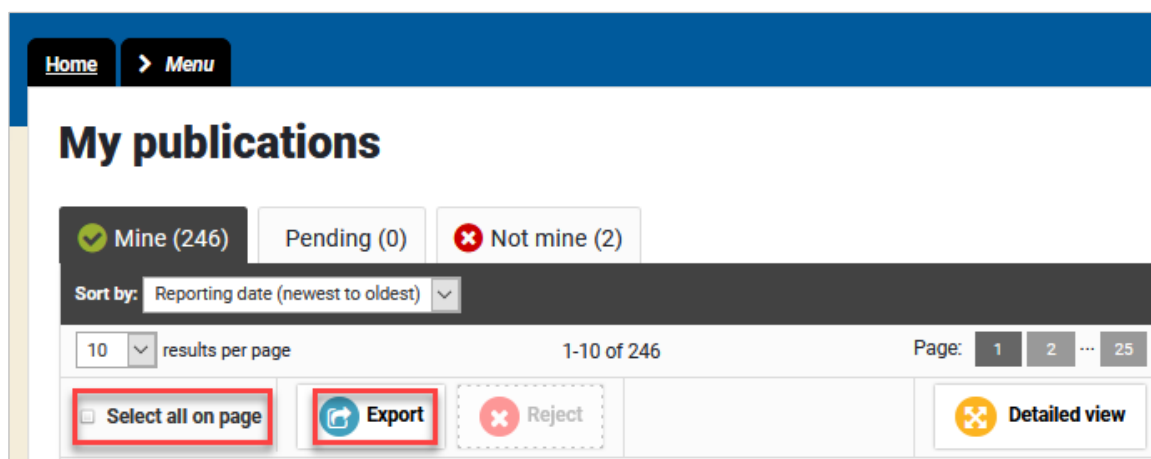
4. Use the **Results per page** drop-down option to view more results – depending on how many publications you have in your list. If you have less than 10 results this option will not be visible.
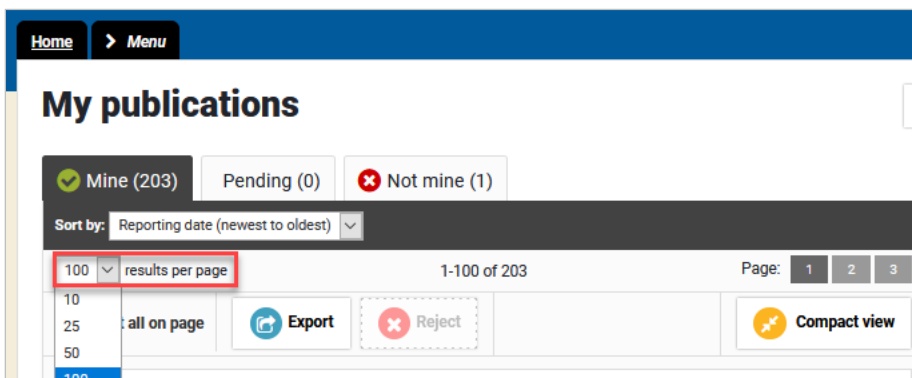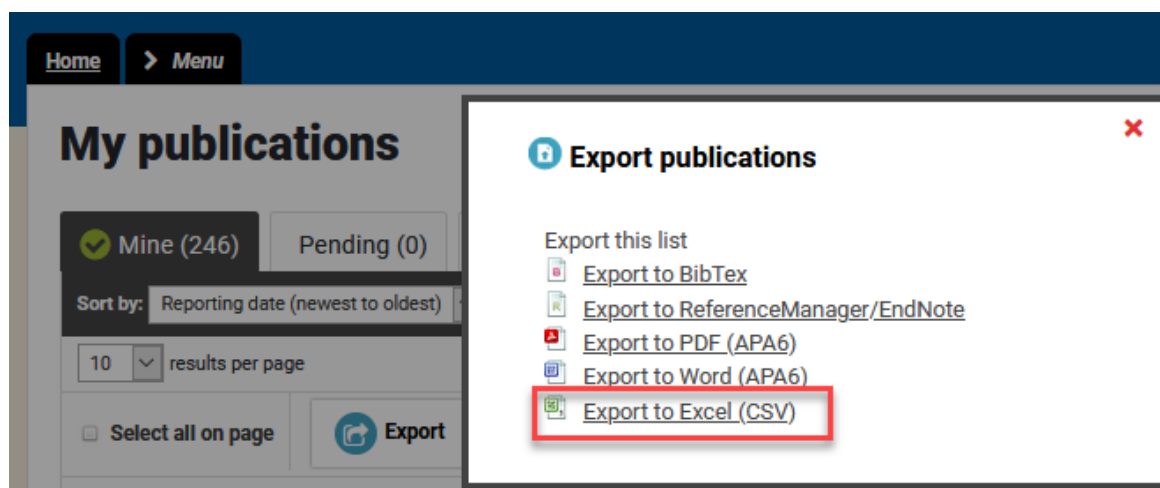

5. Click the **Select all on page** box, then click **Export**.

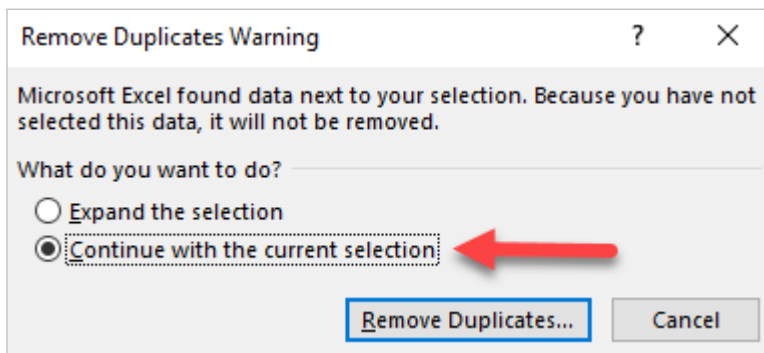   ***If you have multiple pages to export, don't select any records, and they will all be exported**.
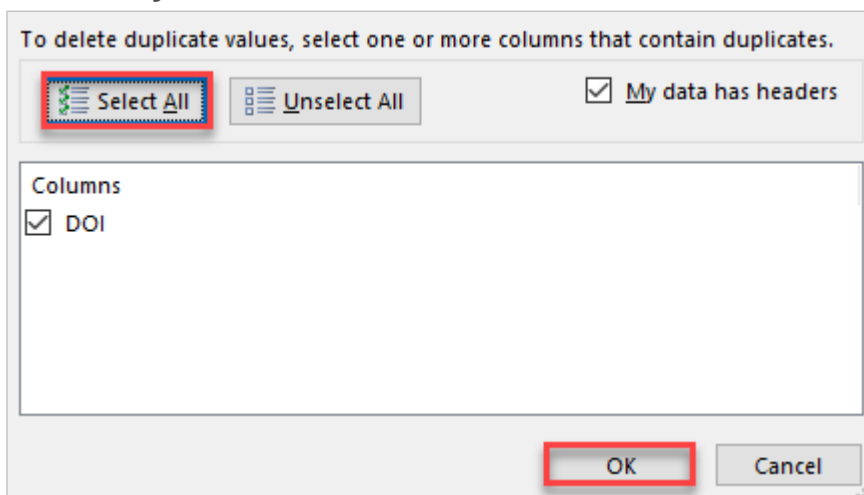

6. Choose Export to Excel (CSV).

Part 2: Preparing the Excel spreadsheet

1. Open the Excel spreadsheet.
2. Highlight the entire **DOI** column. From the options at the top of the screen click **Data** > **Remove duplicates**.
3. Click **Continue with the current selection** > **Remove Duplicates**.
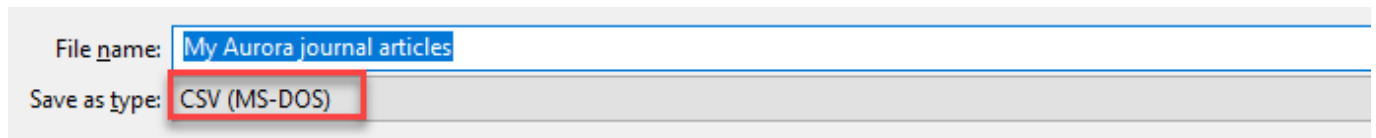

4. In the next dialogue box, keep the **Select All** button highlighted.

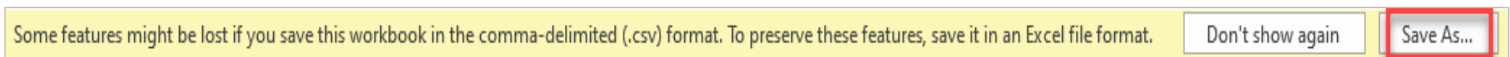   Click on **My data has headers** > **OK.**

5. The next dialogue box will tell you how many duplicates were found, and how many remain.
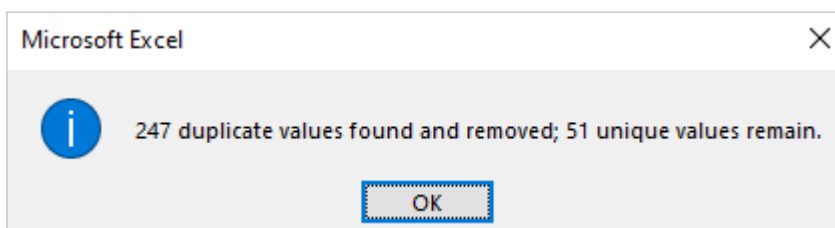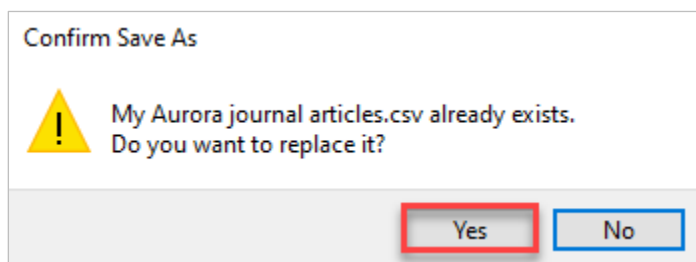
6. Highlight the remaining DOIs > Copy > Open a new blank spreadsheet and paste in the DOIs.
7. In the new spreadsheet, go to **File** > **Save as**. Give your spreadsheet a name and **Save as type CSV** (MS-DOS).

File name: My Aurora journal articles
Save as type: CSV (MS-DOS)

8. Select **Save As** from the next dialogue box.

Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format.   Don't show again   Save As...

9. Click **Yes** in the following pop-up box.

Confirm Save As

⚠ My Aurora journal articles.csv already exists.
Do you want to replace it?

Yes   No

Part 3: Importing DOI spreadsheet into InCites for analysis

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. In the top menu options, click on **Organize** > **Folders.**

InCites

Analyze ▾   Report ▾   Organize ▴   My Organization

Organize by...
Folders
Dashboard
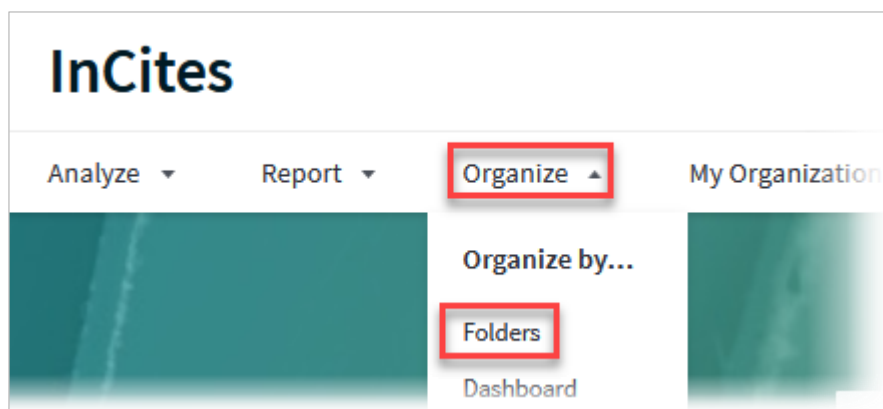
4. From the **Create new** drop-down option, select **Dataset.**
5. Click **Choose File**, then browse to locate your DOI spreadsheet. Click **Upload**.

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

7. 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
   - Were published before 1980
   - Were recently added to the Web of Science Core Collection
   - Represent the same article as another identifier in the input file

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

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

Contact Us

For further support or questions, please email the Liaison Librarians at: liaisonlibs@adelaide.edu.au.