

# Using InCites to analyse research collaborations

## 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.

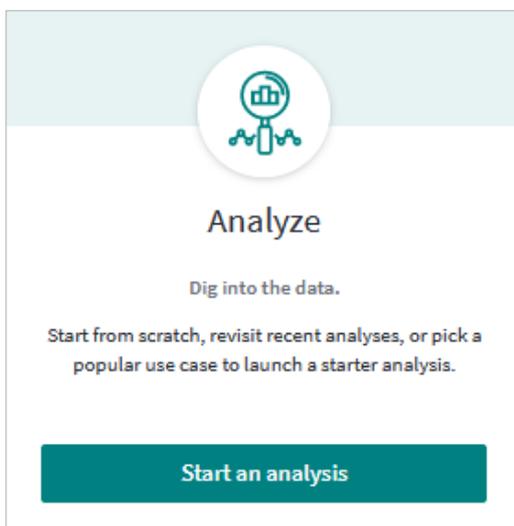
Part 1 of this guide provides instructions for analysing your collaborations with **organisations**.

Part 2 of this guide provides instructions for analysing your collaborations with **individuals**.

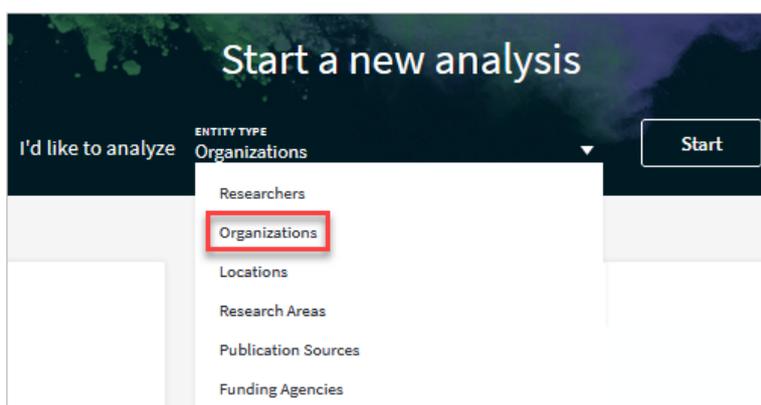
## Procedure

### Part 1: Collaborations with organisations.

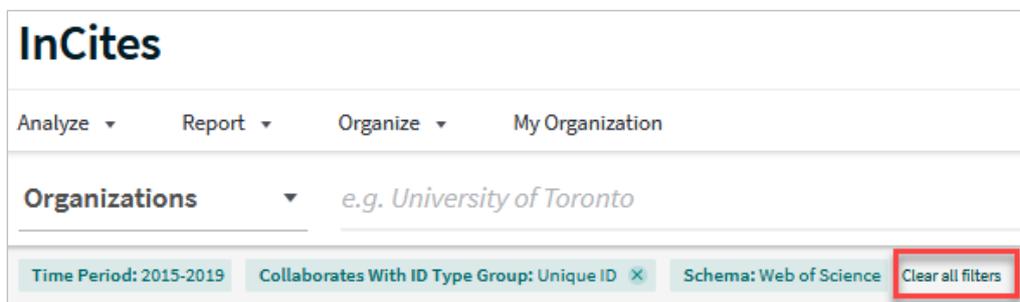
1. Access the InCites database from [library.adelaide.edu.au/search/database](http://library.adelaide.edu.au/search/database)
  1. Sign in to InCites using your personal InCites/Web of Science login (not your University login).
  2. Under **Analyze**, select **Start an analysis**.



3. Select **Organizations** from the drop down menu and **Start**.

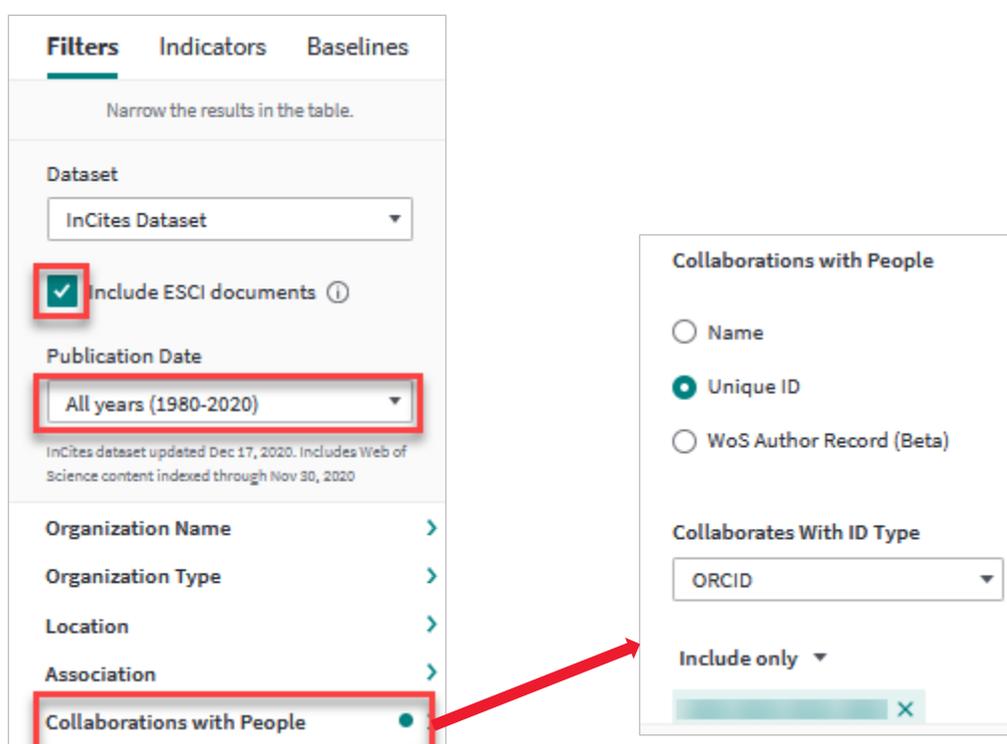


- If you have searched InCites previously, select **Clear all filters**.



The screenshot shows the InCites search interface. At the top, there are navigation tabs: Analyze, Report, Organize, and My Organization. Below this is a search bar with the text "Organizations" and a dropdown arrow, followed by the example text "e.g. University of Toronto". At the bottom of the search bar, there are three filter tags: "Time Period: 2015-2019", "Collaborates With ID Type Group: Unique ID", and "Schema: Web of Science". A red box highlights a "Clear all filters" button located to the right of the filter tags.

- Dataset: select **InCites Dataset**. The drop-down box lists any other datasets you have created previously.
- Under **Dataset**, check the box to **Include ESCI documents** (Emerging Sources Citation Index).
- Select one of the **Publication Date** options available from the drop-down list.
- Select **Collaborations with People**.



The screenshot shows the InCites filters panel. The "Filters" tab is selected. The panel is titled "Narrow the results in the table." and contains several sections. The "Dataset" section has a dropdown menu set to "InCites Dataset". The "Include ESCI documents" checkbox is checked and highlighted with a red box. The "Publication Date" section has a dropdown menu set to "All years (1980-2020)", also highlighted with a red box. Below this is a note: "InCites dataset updated Dec 17, 2020. Includes Web of Science content indexed through Nov 30, 2020". The "Collaborations with People" section is highlighted with a red box and has a red arrow pointing to a detailed configuration panel on the right. This panel has three radio button options: "Name", "Unique ID" (which is selected), and "WoS Author Record (Beta)". Below this is a "Collaborates With ID Type" dropdown menu set to "ORCID". At the bottom of the panel is an "Include only" dropdown menu and a close button (X).

- Collaborations with People.**

Your details are required here, as you are searching for your collaborations. Options are:

- Name:** all possible variants of the name are displayed, for selection (search by surname first).
- Unique ID:** ORCID or Web of Science Researcher ID (must be up-to-date).
- WoS Author Record (beta):** multiple variants of names are collected into a single author record. This minimises the risk of missed name variants.

10. Add indicators and baselines (if required), to measure and benchmark research performance.

11. To remove organisations from the list, e.g. University of Adelaide, select the organisation and at the bottom of the screen, select **Hide**.

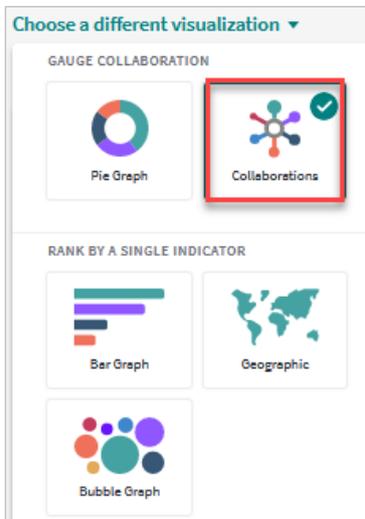
Organization Name	Rank	Web of Science Documents
<input checked="" type="checkbox"/> Global Baseline	n/a	68,867,594
<input checked="" type="checkbox"/> University of Adelaide	1	490
<input type="checkbox"/> United States Department of Energy (DOE)	2	157
<input type="checkbox"/> Jefferson National Accelerator	3	133

At the bottom of the screen, there are three buttons: **Hide** (highlighted with a red box), **Show only**, and **Pin to top**.

12. Choose **Visual** to display the data as a visualisation.

TABLE      **VISUAL**

13. From the drop-down list under **Choose a different visualisation**, select **Collaborations**.



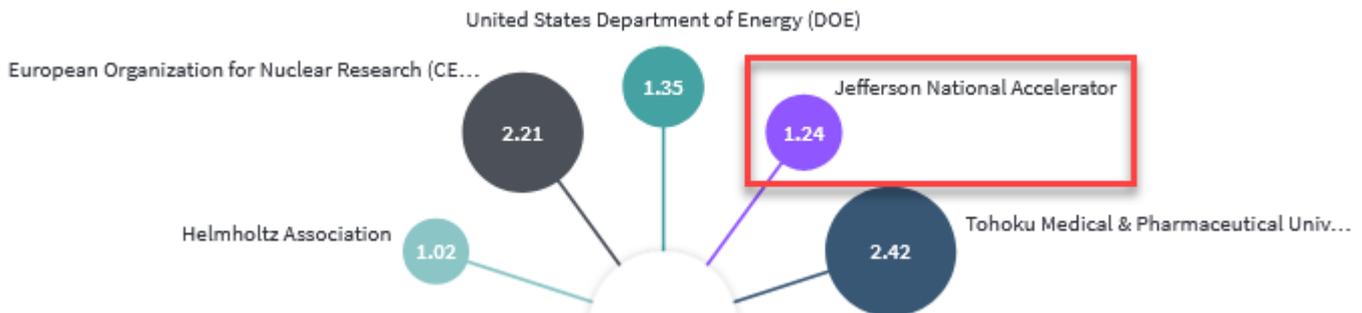
Choose indicator to display. This includes indicators selected in Step 10

Change the number of organisations displayed



14. In the screenshot below, the researcher has collaborated with the Jefferson National Accelerator on 133 documents, which have a Category Normalized Citation Impact of 1.24. This set of documents have been cited 1.24 times the average expected rate for this category (normalised for subject, year and document type).

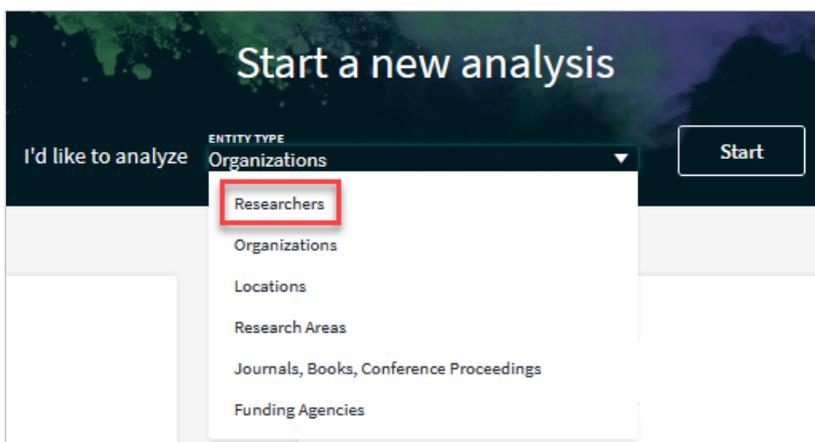
20.3% of these documents are in the top 10% (when compared to papers in the same category, year, and of the same document type). Average performance is a value of 10 and a value higher than 10 indicates above average performance



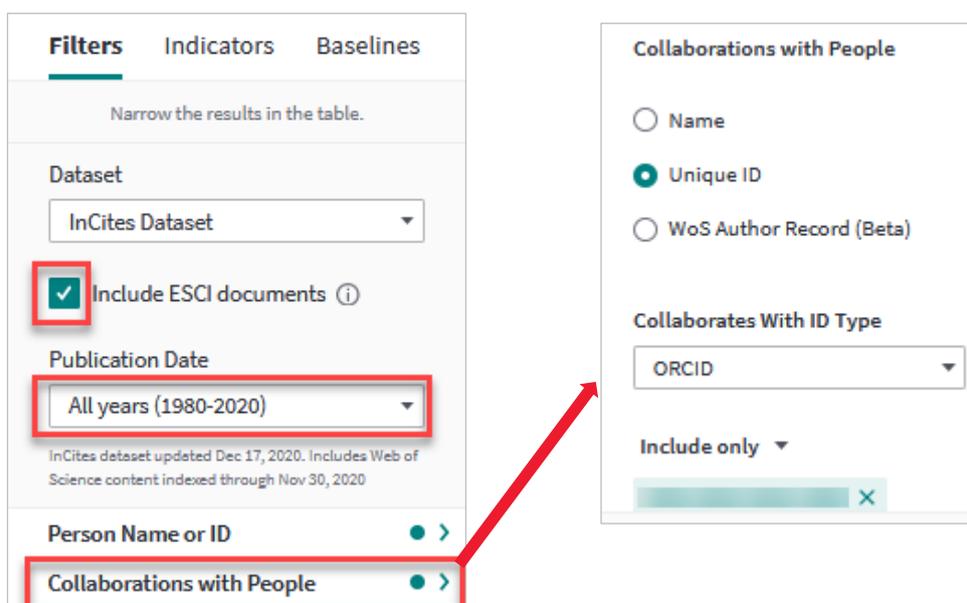
Organization Name	Web of Science Documents	Times Cited	% Documents Cited	Category Normalized Citation Impact	% Documents in Top 10%
<input checked="" type="checkbox"/> Global Baseline	68,867,594	1,038,757,765	61.57%	0.97	9.35%
<input type="checkbox"/> United States Department of Energy (DOE)	157	4,991	90.45%	1.35	21.02%
<input type="checkbox"/> Jefferson National Accelerator	133	3,840	88.72%	1.24	20.3%

## Part 2: Collaborations with individuals.

1. Start a new analysis. Select **Researchers** and **Start**.



2. Clear all filters.
3. Under **Dataset**, check the box to **Include ESCI documents** (Emerging Sources Citation Index).
4. Select one of the **publication date** options available from the drop-down list.
5. Select **Collaborations with People**.

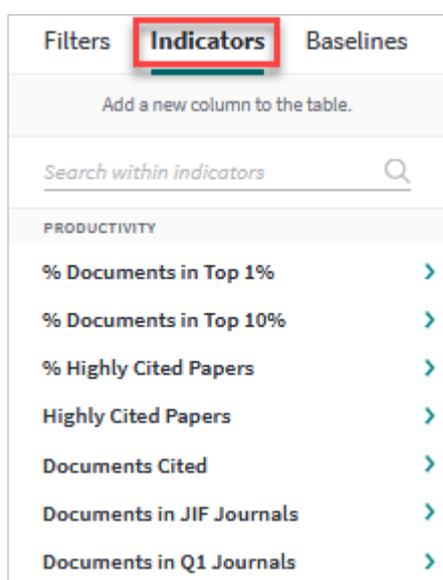


### 6. Collaborations with People.

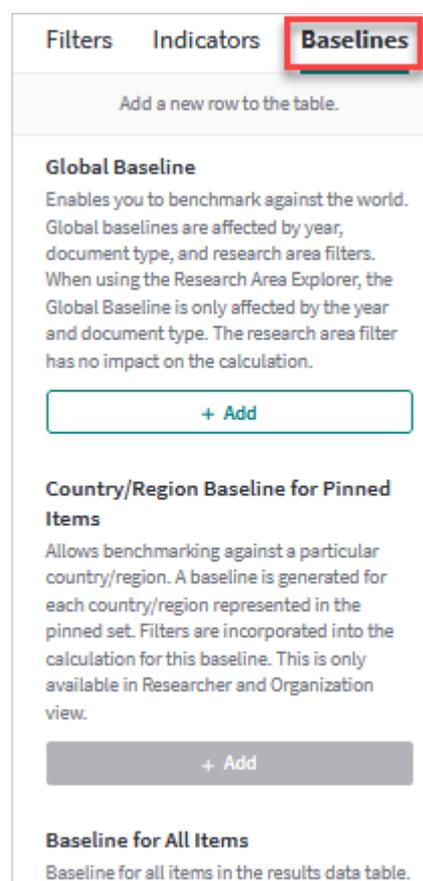
Your details are required here, as you are searching for your collaborations. Options are:

- **Name:** all possible variants of the name are displayed, for selection (search by surname first).
- **Unique ID:** ORCID or Web of Science Researcher ID (must be up-to-date).
- **WoS Author Record (beta):** multiple variants of names are collected into a single author record. This minimises the risk of missed name variants.

7. Add indicators and baselines (if required), to measure and benchmark research performance.



The screenshot shows a navigation menu with three tabs: 'Filters', 'Indicators', and 'Baselines'. The 'Indicators' tab is highlighted with a red box. Below the tabs, there is a button that says 'Add a new column to the table.' and a search bar labeled 'Search within indicators'. A list of indicators is displayed under the heading 'PRODUCTIVITY', including: '% Documents in Top 1%', '% Documents in Top 10%', '% Highly Cited Papers', 'Highly Cited Papers', 'Documents Cited', 'Documents in JIF Journals', and 'Documents in Q1 Journals'. Each item has a right-pointing chevron icon.



The screenshot shows a navigation menu with three tabs: 'Filters', 'Indicators', and 'Baselines'. The 'Baselines' tab is highlighted with a red box. Below the tabs, there is a button that says 'Add a new row to the table.' The main content area contains three sections: 'Global Baseline' with a description and a '+ Add' button; 'Country/Region Baseline for Pinned Items' with a description and a '+ Add' button; and 'Baseline for All Items' with a description.

8. Follow **steps 12-13** from **Part 1: Collaborations with organisations** – only this time you will see individual collaborators, rather than organisational collaborators.

**Note: InCites is updated monthly and its content can be 2 months behind Web of Science**

## More help

Web of Science Group Training Portal

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

## Contact Us

For further support or questions, please email the Liaison Librarians at: [liaisonlibs@adelaide.edu.au](mailto:liaisonlibs@adelaide.edu.au)