**Web of Science Core Collection – Citation Report Searching**

To look for an average citation rate for a specific journal (e.g., *Journal of Academic Librarianship*, *College & Research Libraries*, or *American Archivist*)

On the search screen – using the drop-down menu behind the first search box – change the search type to “publication.” You can browse the list of journals by clicking on the *Select from Index* link. Select ones from the list to search or you can just type in the name of the journal in the search box and then either hit Enter or click on Search. (BE AWARE – it does not like ampersands so just leave those out.)

Once the results come up on the screen – click on “Create citation report” in the top right portion of the screen. To the right of the graphs, you will see the average citation rate for that particular journal. And, the individual articles will be listed in order from most-to-least cited. **NOTE: be patient – if your search set is fairly large, it may take a bit to create a citation report for it.**

To look for citation rates to your own publications in a specific journal

On the search screen – using the drop-down menu behind the first search box – change the search type to “publication.” You can browse the list of journals by clicking on the *Select from Index* link. Select ones from the list to search or you can just type in the name of the journal in the search box and then either hit Enter or click on Search. (Remember – it does not like ampersands so just leave those out.)

Click on Add Another Field. Type your own name in the second search box and change the drop-down menu behind the box to author search (note the screen will change to show format for how the name should be typed in). **BE SURE** the drop-down menu to the left of your name is set to AND. Hit Enter or click on Search. On the results screen - click on Create Citation Report. Note that it will not give you the rate for that specific journal overall – only for your publications within that journal.

To look for the average number of citations to ISU library faculty publications (or any other department on campus)

On the search screen – using the drop-down menu behind the first search box – change the search type to “address.” (You will have to scroll down the list of search options to find Address.) Notice the screen changes to offer you the opportunity to “view abbreviation list.” Web of Science uses standard abbreviations in the address field – e.g., university is always shortened to univ and library is always shortened to lib. Using this knowledge input your search in the box as follows:

- iowa state univ SAME lib
- iowa state univ SAME vet
- 50011 SAME parks

**BEWARE:** authors/journals have a tendency to vary how they list author affiliation – most of the time including the specific name of the academic department but sometimes not.

Once the results come up on the screen – click on “Create citation report” in the top right portion of the screen. To the right of the graphs, you will see the average citations per item.

Once you have the results of this search, you can re-do the search but substitute names of other universities to compare your first results to library faculty publications at another institution.
To alter the time period a citation report covers – you can either do this on the search screen (near the bottom) or after you create a citation report just below the graphs will be an option to select the years of coverage.

To mix and match:

You can run any number of variations in searches and then combine them creatively afterwards using the Search History link in the header of each page.

The bottom line is that you can generate a citation report for any search set you can create (excluding cited reference searches). So, think creatively about combining any number of search types using and/or/not. Once the search results contain exactly the set of results you want – click on Create Citation Report.

If you discover AFTER creating a report that it contains citations you want to exclude simple check the box next to the article(s) and then click on the GO button (located between the graphs and the list of articles). This will re-create the graphs and statistics at the top of the page – eliminating the data from the articles you just deleted from the list.

H-index:

Citation Reports include a piece of information that is really catching on in a number of other disciplines – the h-index.

The h-index basically is an average citation rate with some other data being intentionally excluded or weighted differently. It eliminates any articles that have never been cited and it rewards (or weights more heavily) articles that have been cited over a longer period of time.

In-depth information about the h-index and how it is calculated is available from the Citation Report screen – simply click on the question mark next to h-index.

As always when using Web of Science, please keep in mind:

- The results are not perfect as the data is not 100% accurate.
- Authors/journal often vary how they list the institution/library in the address line.
- It’s only collecting information for publications that are part of the "core" collection of journals contained in the citation indexes. (For “information & library science” it only covers 53 journals.) It is not going to include times publications have been cited in journals not covered by Web of Science.
- You cannot generate a citation report for a cited reference search.