To look for an average citation rate for a specific journal (e.g., American Journal of Botany or Political Research Quarterly)

On the search screen – using the drop-down menu behind the first search box – change the search type to **Publication Name**. You can browse the list of journals by clicking on the **Select from Index** link (below the search box). 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 the average number of citations to ISU faculty publications in a specific department on campus (or departments at other institutions)

On the search screen – using the drop-down menu behind the first search box – change the search type to **Address**. (Scroll down the list of search options to find it.) Note the screen changes to offer you the opportunity to **View Abbreviation List** (below the search box). Web of Science uses standard abbreviations in the address field – e.g., university is always shortened to univ and department names are also abbreviated. Input your search as:

- iowa state univ SAME vet
  (this will search for the word vet in the same address field as iowa state univ)
- 50011 SAME econ
  (this will search for the zip code in the same address field as the word econ)

**NOTE: 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.**

When the results display, 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, along with other statistics.

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 faculty publications at another institution.

To exclude specific publications from the results: If you discover after creating a report that it contains publications that you want to exclude simply check the box to the left of the publications(s) and then click on the **GO** button (just above the list of publications). This will re-create the graphs and statistics at the top of the page – eliminating the data from the publications you just deleted from the list.

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 is an option to select the years of coverage.

To mix and match searches:
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.

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.