DETERMINING BIBLIOMETRIC DATA USING THE WEB OF SCIENCE DATABASE (WOS)

1. Using a TU internet connection, open the Web of Science database: http://www.isiknowledge.com/WOS.

[Go the TU Berlin University Library homepage. Click on Searching for Resources (in the left-hand menu) and then click on the sub-menu option Databases. On the resulting page you will see the section Selecting and accessing databases (mid-page) with a link to the TU Databases (DBIS TU). If you click on this link, you will be taken to the DBIS database information system. This displays a list of all the databases licensed by TU Berlin. Choose Alphabetische Liste (Alphabetic list - left-hand menu) to select Web of Science Core Collection under W. On the following page click on the link Recherche starten (start your search).]

2. You will be taken to the WoS homepage. Click on + More and then Author Search.
3. Enter the name of the author you are looking for and the first letter of their first name. (Truncation using * is generally recommended.)

4. Using **ADD Author Name Variant**, it is possible to enter multiple variations of a name.

5. You can start your search directly by clicking **Finish Search** or limit your search to certain disciplines via **Select Research Domain**.
6. Select the disciplines from the resulting list.

7. You can then directly begin the search by clicking **Finish Search** or add the corresponding institution of the author you're searching for via **Select Organization**.

![Image of Author Search interface]

8. You can then select all the organizations associated with the author.

9. Begin your search by clicking on **Finish Search**.
10. A list of search results will appear. If this list is still too extensive, there is a link above the list to groups of articles to which the found authors can be allocated.

11. Click on **Article Groups** to view the list of article groups and select all the publication groups to which the author belongs.

12. Click on **View Records** to then view the corresponding articles.
13. Using **Refine Results** you can filter current search results by selecting certain criteria (e.g. publication year, document type, authors, etc.).

14. The list can be sorted by various criteria (e.g. date of publication or first author).

15. On the right-hand side, the citations (**Times Cited**) and **Usage Count** in WoS are provided for each article.

16. Clicking on a journal name shows the respective journal's Journal Impact Factor (JIF).
ALTERNATIVE SEARCH USING YOUR ORCID ID (OPEN RESEARCHER AND CONTRIBUTOR ID)

By entering your ORCID-ID in WoS, you can view your complete list of publications with just a single click:
a. Under *Basic Search*, select the field *Author Identifiers* and enter your ORCID-ID (xxxx-xxxx-xxxx-xxxx).

b. Click on *Search*.

c. You will be shown a complete list of all the publications in WoS.

17. Now click *Create Citation Report*, to view the h-index, other bibliometric indicators, and an exact breakdown of the citations found.

18. In the lower half of the report you can find a list of all publications with the respective citations. If there are still publications by other authors in the list, un-check the box in front of the respective unwanted articles and click *Go*. This allows you to exclude these publications and re-calculate the citation numbers and h-index.
19. On the upper portion of the page you can find different bibliometric indicators such as the h-index, the number of all citations (including without self citations), and the citation rate.