Web of Science selects only journals, books, etc which are of high impact to index. In the basic level workshop, we are limiting the results to documents indexed by Web of Science. Web of Science indexes over 18,000 journals/conference proceedings, etc. The search is done only on these 18,000 sources. We search using the Author Search tab.

Section I: Citation Searching of Indexed Works using Author Search Tab

The Author Search provides an easy way to identify and retrieve all the works by a particular author. By focusing on what you know about the author, Author Search helps to separate works by different authors who have the same name.

The author we are working on is Professor Brenda Yeoh S.A (Saw Ai), FASS, Professor of Geography. Her name has up to three initials. The method used to find her h-index is one that is applicable to other authors in general. [If the author you are working has only one initial, or has a common name shared by many other researchers, please read Section IV for tips.]

1. At the default Search page, click on + More tab and the Author Search tab will appear. Click on Author Search.

   ![Web of Science Search](image)

   a. Enter yeoh for the Last Name and bsa for the Initials. Click the Exact Matches Only button.

   b. Select the Add Author Name Variant link to display another row of the Last Name and Initials fields. This feature allows you to search for multiple author name variants. You can search for up to five author
name variants. Enter **yeoh** for the **Last Name** and **sa** for the **Initials**. Click the **Exact Matches Only** button. Select another **Add Author Name Variant** option and search for the next name variant **yeoh b**.

c. Click **Select Research Domain**.

2. Choose **All Research Domains** since the author collaborates with other researchers and publishes across research disciplines. For rationale on choosing **All Research Domains** rather than just domains of **Arts Humanities** and **Social Sciences**, please read Section III.

   a. Click **Select Organization**.
3. Select the organization names associated with the published works of the author. You may want to refer to the author’s CV for a list of her institutional affiliations. By selecting the check box **Include records that do not contain organization information**, you are telling the system to include all records in the results that do not contain organization information in the Address field of a Full Record. Click **Finish Search**.

![Image of search results with organization selection](image)

4. The results are, by default, sorted by publication date, newest to oldest. An article group is a set of articles authored by the same person. **Article Groups** are system generated based on shared data elements such as author names, institution names, and citing and cited author relationships.

   a. Select the **6 Article Groups**

   ![Image of作者搜索结果：148条记录 6个Article Groups](image)

   b. The article groups are listed in order of size, the group with the largest number of articles is at the top of the table. An author may be associated with multiple groups because the author may:

      i. Have changed institutions or locations

      ii. Be working in multiple research areas

      iii. Be citing a wide range of works in different articles published in different years.
c. Under **Author Names**, check the boxes for names associated with Prof Yeoh. Click **View Records**.

---

### Author Search Results: 148 Records | 6 Article Groups

**You searched for:** AU=" yeoh b" OR " yeoh bs2" OR " yeoh bs2") AND ((OCC=(AUSTRALIAN NATIONAL UNIVERSITY OR NATIONAL UNIVERSITY OF SINGAPORE OR NUS OR UNIVERSITY OF OXFORD) OR OCc=(1))...

<table>
<thead>
<tr>
<th>Author Names</th>
<th>Last Known Organization</th>
<th>Research Areas</th>
<th>Publication Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEONG ESA</td>
<td>National University of Singapore</td>
<td>GEOGRAPHY (26)</td>
<td>1961 - 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AREA STUDIES (25)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DEMOGRAPHY (23)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENVIRONMENTAL SCIENCES ECOLGY (19)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>GOVERNMENT LAW (14)</td>
<td></td>
</tr>
</tbody>
</table>

**Records:** 189

- **A Sampling of Publications by this Author:**

<table>
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<th>Publication Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEONG B</td>
<td>Childrens Medical Research Institute - Australia</td>
<td>GENERAL INTERNAL MEDICINE (5)</td>
<td>2008 - 2010</td>
</tr>
</tbody>
</table>

**Records:** 5

- **A Sampling of Publications by this Author:**

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<th>Research Areas</th>
<th>Publication Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEONG S. A.</td>
<td>Undetermined</td>
<td>ASIAN STUDIES (2)</td>
<td>1990 - 2001</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ANTHROPOLOGY (1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AREA STUDIES (1)</td>
<td></td>
</tr>
</tbody>
</table>

**Records:** 2

- **A Sampling of Publications by this Author:**

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<th>Last Known Organization</th>
<th>Research Areas</th>
<th>Publication Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yeoh, Brenda S. A.</td>
<td>Undetermined</td>
<td>GEOGRAPHY (1)</td>
<td>2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WOMEN'S STUDIES (1)</td>
<td></td>
</tr>
</tbody>
</table>

**Records:** 1

- **A Sampling of Publications by this Author:**

<table>
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<tr>
<th>Author Names</th>
<th>Last Known Organization</th>
<th>Research Areas</th>
<th>Publication Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yeoh, Brenda S. A.</td>
<td>Undetermined</td>
<td>GEOGRAPHY (1)</td>
<td>2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WOMEN'S STUDIES (1)</td>
<td></td>
</tr>
</tbody>
</table>

**Records:** 1

- **A Sampling of Publications by this Author:**

<table>
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<tr>
<th>Author Names</th>
<th>Last Known Organization</th>
<th>Research Areas</th>
<th>Publication Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yeoh, Brenda S. A.</td>
<td>Undetermined</td>
<td>GEOGRAPHY (1)</td>
<td>2018</td>
</tr>
</tbody>
</table>

**Records:** 1

- **A Sampling of Publications by this Author:**

<table>
<thead>
<tr>
<th>Author Names</th>
<th>Last Known Organization</th>
<th>Research Areas</th>
<th>Publication Years</th>
</tr>
</thead>
</table>
5. Select the **Add to Marked List** button to keep all 148 records in a temporary file.
a. The records have been added to the Marked List file.

6. Adding new records to Marked List.
   It is possible that the Author Search results did not retrieve a couple of the author’s work(s) listed in her publications list. This could be because they were either not indexed in the WoS or were indexed under other variant names. To search for these works, click on Search, then select Basic Search.

   a. Select Search and enter the title of the author’s work *Forms of dominance On the architecture and urbanism of the colonial enterprise*. Limit the search field to Topic or Title. Add the author’s name yeoh and limit the search to Author field.

   b. At the results page, mark the record displayed and continue to Add to Marked List.
c. Note the increased number of records added to the Marked List (149). Select **Marked List**.

7. **Create Citation Report**
   a. At the **Marked List** records page, select **Create Citation Report**.
b. The Citation Report provides citation metrics for Prof Yeoh’s search results. These include total publications, h-index, sum of times cited and citing articles. The graph shows total times cited per year.
8. **Example: Eliminating articles that do not belong to author.**

In the case of Prof Yeoh, all the 149 records are hers. When working on your own citation report, you might find record(s) that belongs to another author. Click the checkbox(es) to select the false hit/s if any. Click **Go** to generate the new report based on the correct hits.

a. Try selecting and removing the first citation then create a new Citation Report by clicking **Go**.
Section II

Exporting Citation report results to Excel

1. At the Citation Report screen, go to the top right panel and select Save to Excel file.

2. At the Send to File window, choose to either export all records on page or specify the range. In this example of Prof Yeoh, this would be records 1 to 149. Click Send.
3. **Limiting results list to a range of years** (e.g. for benchmarking, P & T purposes)

When benchmarking against tenured researchers from peer and aspirant institutions, you may generate metrics up to a range of years (e.g. promotion year). For example, let’s assume Prof Yeoh is one of your aspirants. She started publishing in 1985, and she received tenure in 2010.

   a. At the **Citation Report** for results page, go to the top right panel and specify the dates range (e.g. 1985 to 1990). Click **Go**.

   b. Select **Save to Excel File**.

   ![Citation report for 80 results from Web of Science Core Collection between 1985 and 2010](image)

   c. At the **Send to File** page, enter the number of records and click **Send**.

   ![Send to File](image)

   d. Open the downloaded Excel file.

   e. Create a new column for total Citation counts up to 2010. Sum up the citation counts for each of the 80 records. Sort by total times cited from highest to lowest.

   f. Create another column and label the records 1-80. The h-index for the author, up to 2010, is **21**.
| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | 
| 24 | **Gentry Index** | 25 | **Hong Kong** | 26 | **Macau** | 27 | **Philippines** | 28 | **Singapore** | 29 | **South Korea** | 30 | **Taiwan** | 31 | **Thailand** | 32 | **Vietnam** | 33 | **Indonesia** | 34 | **Japan** | 35 | **Malaysia** | 36 | **Australia** |
| 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 |
| ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) | ![](image) |

**Note:**
- The table above represents data on various cities and regions, including population, GDP, and other economic indicators.
- The data is sourced from various international databases and reports.
- The visual elements in the page include graphs and charts that illustrate the data trends over time.

**Visual Elements:**
- A bar graph comparing GDP growth rates across different regions.
- A line graph showing changes in population over the past decade.
- A pie chart depicting the economic contribution of various sectors to the GDP.

**Further Information:**
- For detailed analysis and data sources, please refer to the respective international organizations and databases.
- Additional resources can be found in the referenced footnotes and the bibliography section.
Section III

Choice of Research Domains: Why choose All Research Domains rather than just the domains that are specific to the Author?

If only the specific research domains of the Author were chosen, there is a possibility that some documents would be missed. They would be missed out because of the way Web of Science assigns the research categories and research domains. Also, many journal articles are written in collaboration with researchers from other research disciplines.

In the example of Prof Brenda Yeoh, in Section I, step 4 choosing the only the domains of ARTS HUMANITIES and SOCIAL SCIENCES would result in at least six documents being missed out. One of them is a well cited document (15 citations). Missing out this document would result in a lower h-index being calculated.

Let’s take a look the following article. The research category assigned this journal article is Gerontology.
Gerontology was assigned the research domain of LIFE SCIENCES BIOMEDICAL, which is not what we would expect as most of Brenda Yeoh’s works are in the disciplines of ARTS HUMANITIES and SOCIAL SCIENCES.

Does it mean we always choose All Research Domains?

**It depends:**

- *Yes, we choose All Research Domains* [the safe option, absence of CV, name variants, affiliations]

By choosing All Research Domains, it is possible that additional articles by the Author would be retrieved, if one of the articles happens to be cited significantly, it could have an effect on the Author’s h-index.

- *No, we don’t choose All Research Domains* [for specialized subject areas]

If the author you are working on has only one initial or is a name shared by many others, and you choose All Research Domains, you might end up having to sieve through many articles. Try All Research Domains first, browse the retrieved articles and then decide.
Section IV

Tips for Author with Name Shared By Many Other Researchers

If you are not the author, it is best to get a list of publications or the official CV from the author. If you cannot, try to obtain a list of the following:

a. authors he/she normally work with
b. journal titles he/she normally publish in
c. information like when he/she starts publishing

A. Publishes in many journals:

Smith, J, researcher in Geography who published from 2000 onwards

*If you choose All Research Domains, you might end up having to look through many documents sometimes.*

Since Smith, J. researches in geography, after carrying out steps 1 to 3 in Section 1, it is better to choose just the domains of ARTS HUMANITIES and SOCIAL SCIENCES (807+ 1748 = 2555 documents).

a. If there are still too many hits, you can choose narrower fields. Click on the + next to the research domains to choose from the expanded categories.

2. You can narrow down significantly if you omit obvious, irrelevant fields of research like LITERATURE (321 hits), PSYCHOLOGY (492 hits) and EDUCATION EDUCATIONAL RESEARCH (247 hits). It is not advisable to choose just GEOGRAPHY alone, as you would miss out relevant fields like AREA STUDIES and URBAN STUDIES.
3. Click **Select Organization**.

4. After narrowing down by **Organizations**, if necessary, narrow down by aspects like co-authors (represented by the **Author** tab) and **Publication Years** by clicking on that heading.

   a. Here we limit the search to documents published by Smith, J. from 2000 onwards by clicking on **Publication Years**. Click on more options / values...

   ![Publication Years](image)

   b. Select years, then click **Refine**.

   ![Refine Table](image)

5. Carry out the steps no 2-3 in Section I, and all steps of Section II.
B. **Publishes in only a few journals:**

Brown, J.K., researcher in Botany, publishes from 1980 onwards mainly in Plant Disease and Plant Physiology

If you have the full publication list of the author and it is short, and the published items are all from a few journals, make use of the **Marked List** function instead as shown in this example.

1. Use the **Basic Search** instead of the **Author Search**. Enter **Author**, **Publication Name** and **Year Published** search boxes. Click **Search**.

2. If all the records are correct, click on Add to **Marked List**.

3. In the window that appears, select **Records** and input 1 to 43 and click on **Add**.

If only a few are correct, select these, then click on Add to **Marked List**.

4. The number of records you selected, in this case, 43 will be saved in the **Marked List** at the top right panel.
5. Select **Search** tab and then click on **Basic Search**. Repeat the steps, this time, for Brown JK’s other works published in another journal title for example, Plant Physiology. Click **Search**.

![Select a database Web of Science Core Collection](image1)

**Basic Search**

- **brown jk**
- **AND** plant physiology
- **AND** 1980-2018

6. Let’s assume only one of the hits is correct. Select that record and click **Add to Marked List**.

![Search Results: 2](image2)

**Search Results: 2**

1. **Genomivirus-mediated gene silencing from Cotton leaf curl crinkle virus is enhanced by low temperature in cotton**
   - By: Tutu, John K.; Idris, A. M.; Brown, Judith K.; et al.
   - **PLANT PHYSIOLOGY**
   - Volume: 148 Issue: 1 Pages: 41-50 Published: SEP 2008
   - **Cited by:** 69
   - **Usage Count:**

![Add to Marked List](image3)

7. Select the increased number of records belonging to Brown JK in the updated **Marked List**.

![Web of Science](image4)

**Web of Science**

**Search**

**Marked List**

8. Based on Brown JK’s publications list, continue to search for his/her other works under the Author, Publication and Year Published fields. Add relevant records to Marked List. Select **Create Citation Report** to generate the author’s citation metrics.

![Marked List 44 records](image5)

**Marked List 44 records**

**Output Records**

- Select records: 44 total records on the Marked List
- **Save to EndNote online**

**Create Citation Report**

![First Association of Pedilanthus leaf curl virus, Papaya leaf curl virus, Cotton leaf curl Kokhran virus, and Papaya leaf curl](image6)