
Using InCites to Analyze your data and metrics

Step 1

Go to Web of Science from [Flinders Library databases](#) and search for yourself. If the publications assigned to your name/ ResearcherID are accurate then proceed to “Stage 2: Find your publications”

If the publications are not accurate there are two options:

1. If you have not yet set up a Researcher ID or ORCID account and added all your publications to your profile, please do this first. Then go back into Web of Science and claim your records.

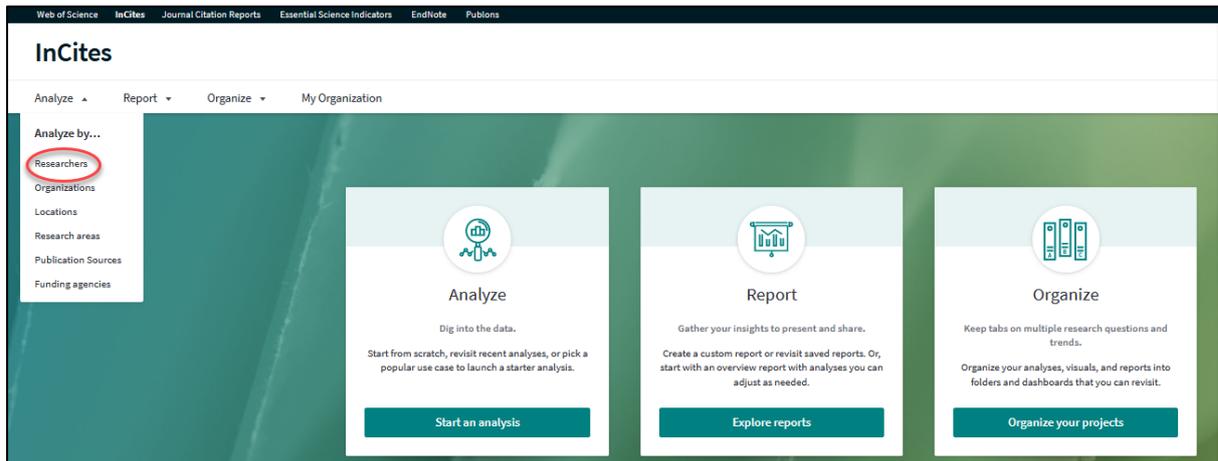
NOTE: InCites/ Publons is updated monthly and its content can be 2 months behind Web of Science.

2. If it is time critical, you will need to create a Custom Author Dataset in Web of Science and import into InCites.

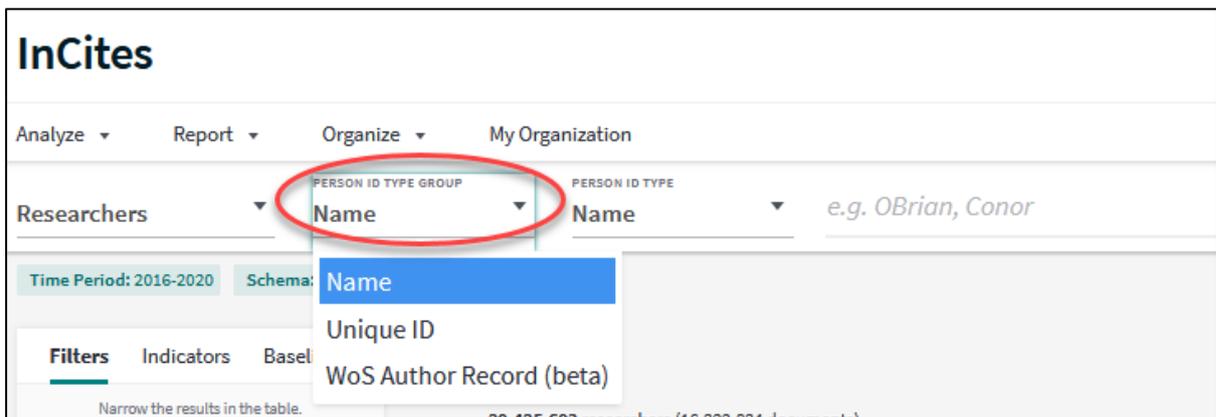
NOTE: This dataset is a static set of data. For more streamlined up to date metrics it is best to set up a Researcher ID or ORCID account and claim your records in WOS

Step 2: Find your Publications

1. Access the InCites database from [Flinders Library Databases](#)
2. Sign into InCites using your personal InCites/ Web of Science login. You can use your Flinders email address **BUT** not your FAN or FAN Password
3. Go to Analyze - Researchers



4. The drop-down box **Person ID Type Group** will allow you to decide how you would like to search.



5. The **Unique ID** will allow you to search using your ORCID.



6. Change the Publication Date to **ALL years** to ensure all your articles are displayed

The screenshot shows the InCites interface. On the left, the 'Filters' panel is open, showing the 'Publication Date' dropdown menu. The 'All years (1980-2021)' option is selected. On the right, a table displays data for 2 researchers (14 documents). The table has columns for 'Person Name', '% Documents Cited', 'Rank', 'Web of Science Documents', and 'Times Cited'. The 'Web of Science Documents' column for the second researcher has the value '12' circled in red.

Person Name	% Documents Cited	Rank	Web of Science Documents	Times Cited
Global Baseline	61.99%	n/a	16,371,571	109,071,358
[Redacted]	83.33%	1	12	133

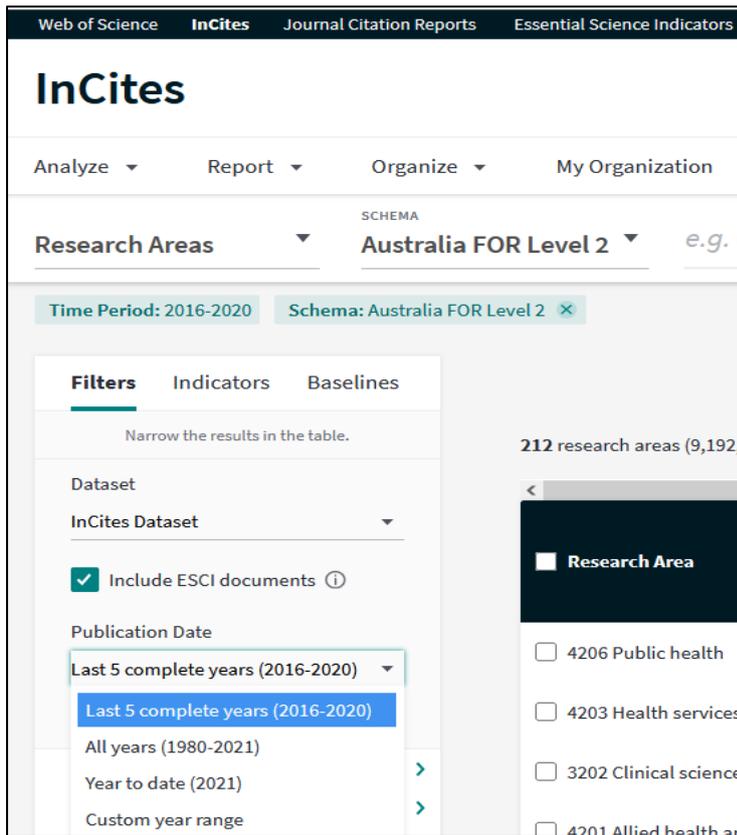
Step 3: Analyse your InCites Researcher Baseline Profile

[This Guide](#) (4 pages) explains the most commonly used metrics. A more in-depth guide on all the Incites metrics can be found in the [Indicators Handbook](#).

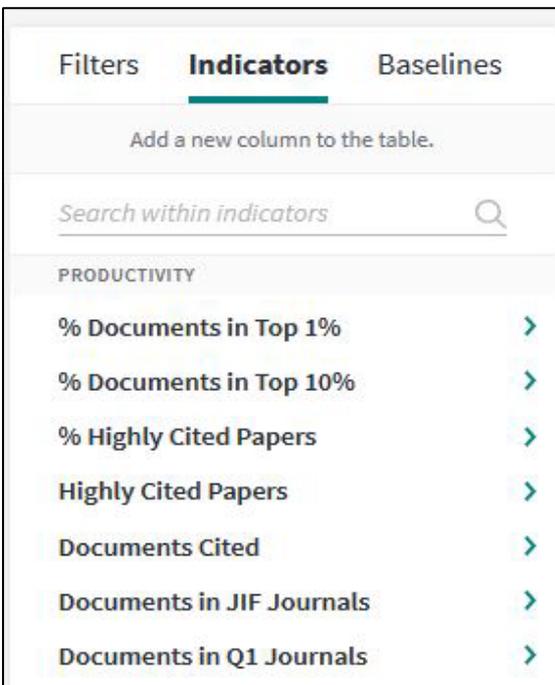
Choose your layer/s of metrics to start analysing your **performance metrics for your overall profile**.

Please note that InCites only analyses publication from 1980 onwards.

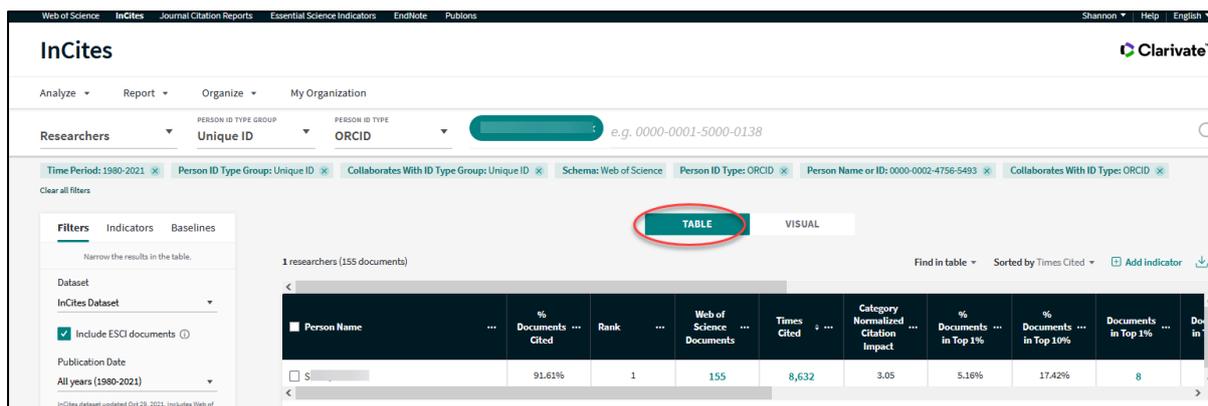
1. Select the **publication date** you would like Analysed.
2. Select **Include ESCI documents** (Emerging Sources Citation Index)



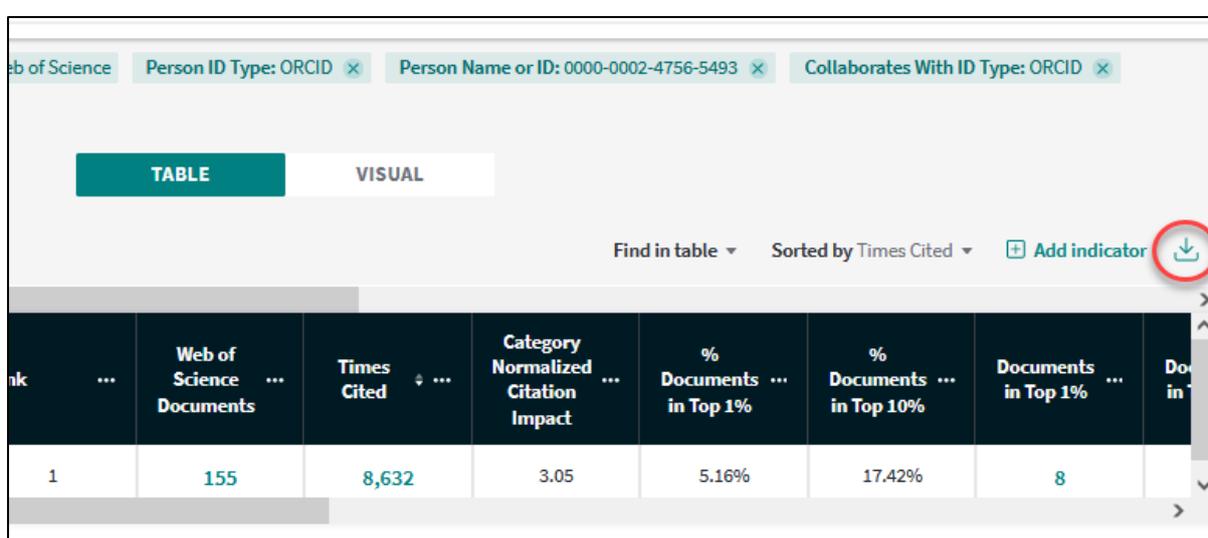
3. Click on the **Indicators and Baselines** options to add performance metrics of interest to you



You can view your over profile as a table



To export the table click Download Table



Step 4: Analyze your Publications

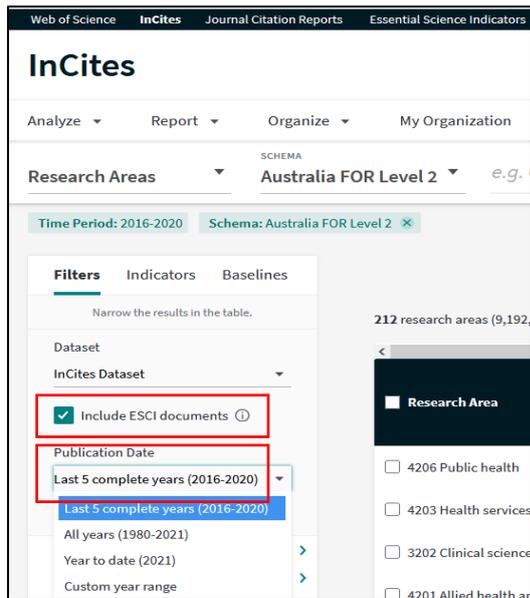
[This Guide](#) (4 pages) explains the most commonly used metrics. A more in-depth guide on all the Incites metrics can be found in the [Indicators Handbook](#).

Article Level Metrics

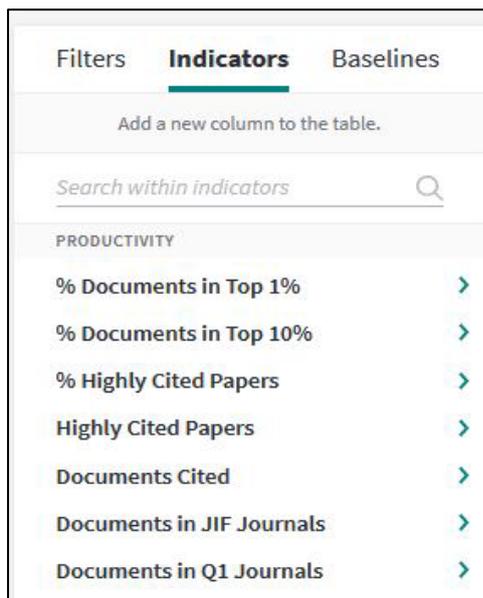
If you would like to view **performance metrics for each paper** you've authored:

Choose your layer/s of metrics to start analysing your publications:

1. Select the **publication date** you would like analyzed.
2. Select **Include ESCI documents** (Emerging Sources Citation Index)



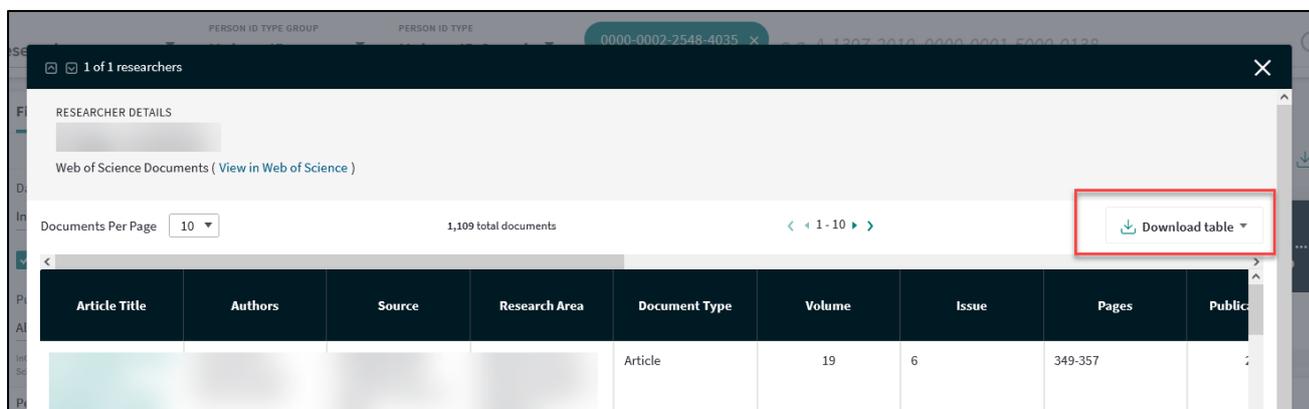
3. Click on the **Indicators and Baselines** options to add performance metrics of interest to you



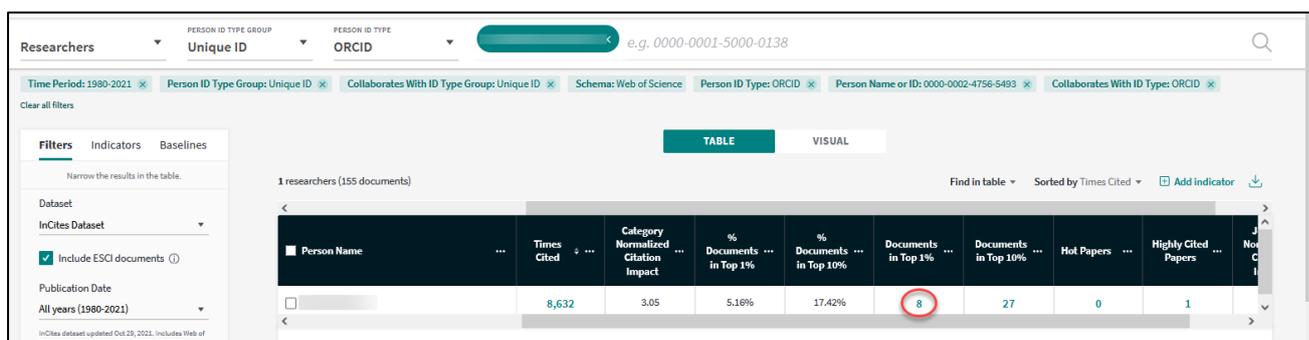
4. Click on the **Web of Science Documents** count in the table. This will open an overlay that shows a list of all your documents and the metrics calculated for each document in the list.

1 researchers (1,109 documents)							
Find in table ▾ Sorted by Times Cited ▾ Add indicator ⌵							
Person Name	% Documents Cited	Rank	Web of Science Documents	Times Cited	Category Normalized Citation Impact	Web of Science ResearcherID	
<input type="checkbox"/>	66.64%	1	1,109	38,148	2.01	E-2813-2013	

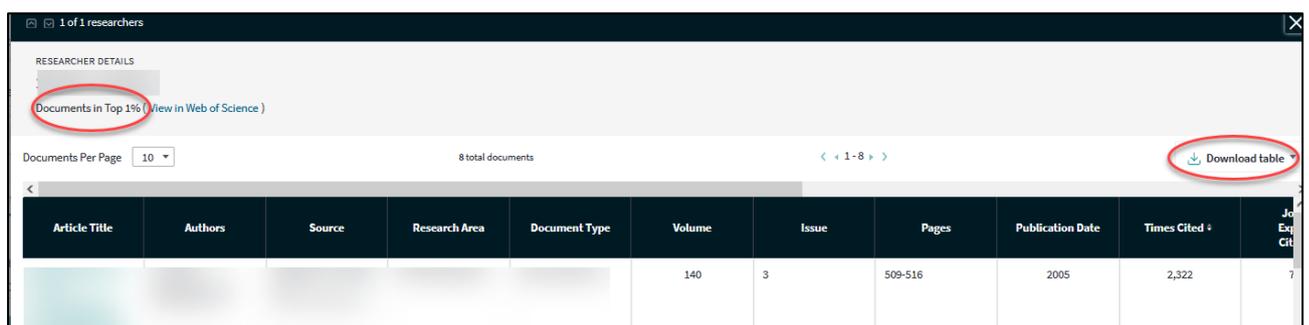
To export the table click Download Table



If you would like to view and download publications grouped in a certain indicator such as the papers in the top 10% or highly cited papers. Click on that indicator



To export the table click Download Table



InCites Indicators:

While the h-index is one of the options available, InCites provides additional metrics for a more varied perspective into your impact and performance, including these listed below:

- **% Documents in Top 1%**

The percentage of your papers that have been cited enough times to place them in the top 1% (when compared to papers in the same category, year, and of the same document type).

- **% Documents in Top 10%**

The percentage of your papers that have been cited enough times to place them in the top 10%. Again, this is normalized for category, year, and document type.

- **Category Normalized Citation Impact**

CNCI is an indicator of impact normalized for subject focus, age, and document type. A CNCI value of 1 represents performance at par with world average, any value above 1 is considered above average, and any value below 1 is considered below average. A CNCI value of two is considered twice the world average.

- **% Industry Collaborations**

What percentage of your papers have been produced with co-authors from industry?

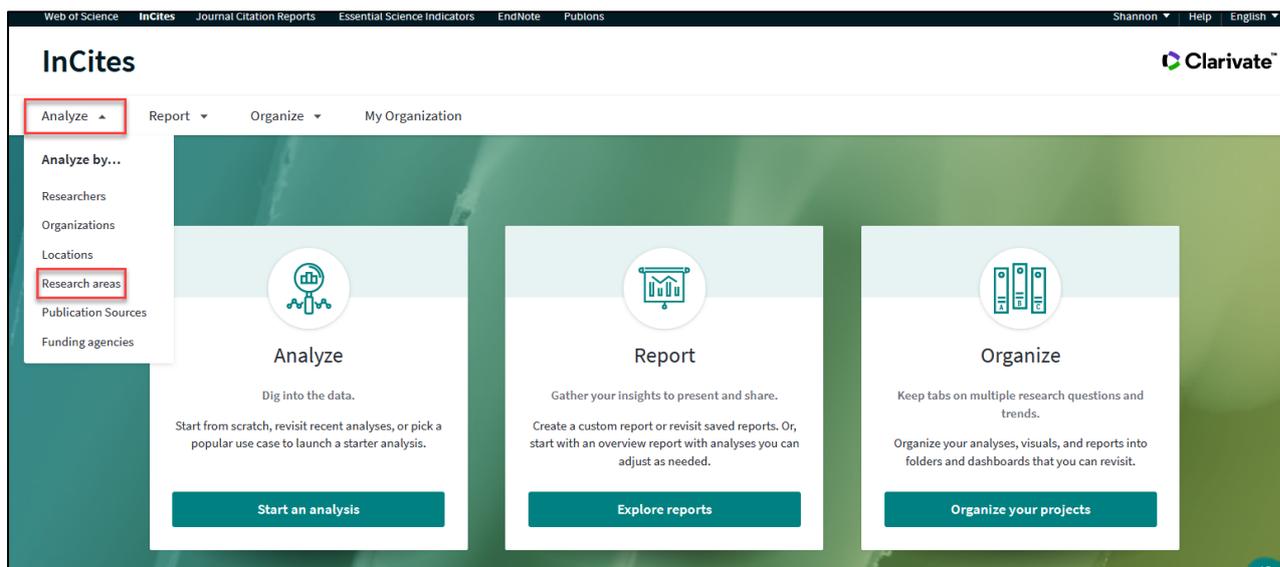
- **% International Collaborations**

What percentage of your papers have been produced with international co-authors?

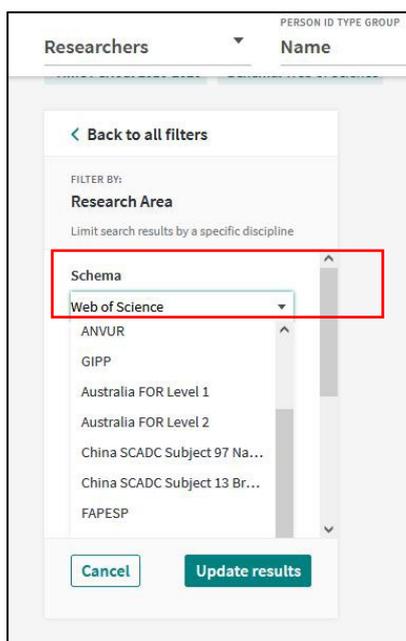
Benchmarking in FOR (Field of Research) codes and/or ESI (Essential Science Indicator) categories

NOTE: The FOR Codes apply to the Journal and not to your individual publications

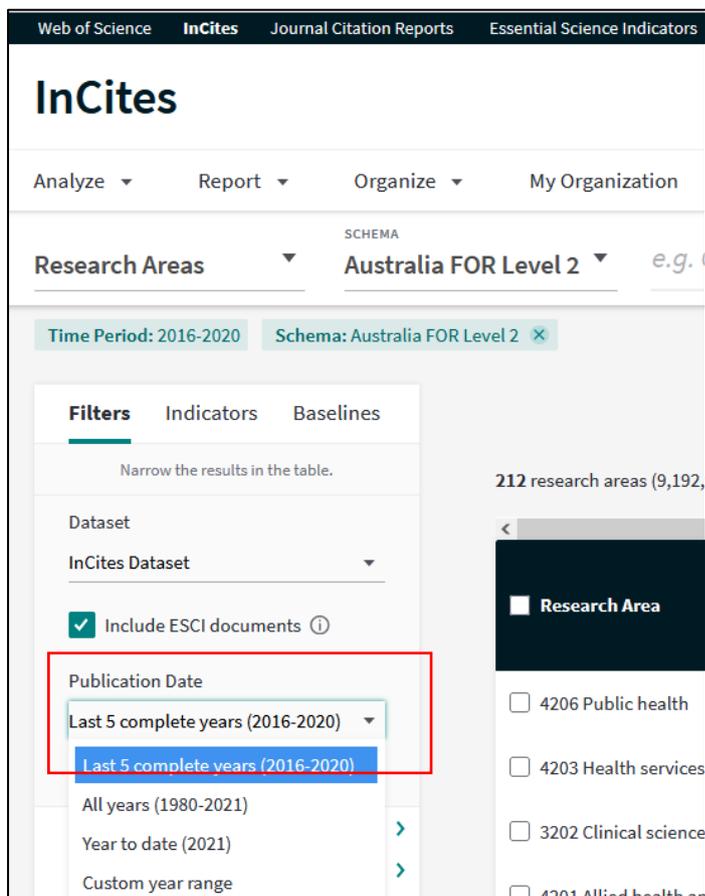
1. In [InCites](#), go to **Analyze** from the menu at the top of screen
2. Choose **Analyze by Research Areas**



3. Go to the **Research Area** filter - Choose the schema you would like to use to categorise your work. The most commonly used schema by Flinders researchers are **Web of Science**, **Australian FOR Level 1** (2 digit level) and **Australian FOR Level 2** (4 digit level). Click on **Update Results**

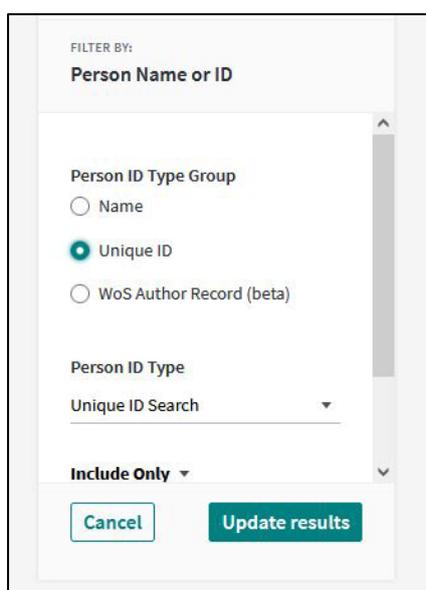


4. Choose the **time period** you would like analyzed



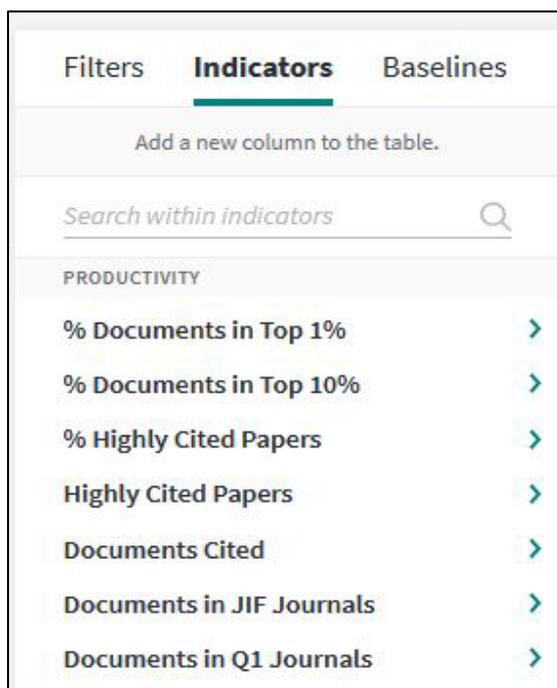
5. In the **Person Name or ID filter**, it is best to choose **Unique ID**.

6. From the dropdown select **Web of Science ResearcherID** or **ORCID**.



7. Click on **Update Results**

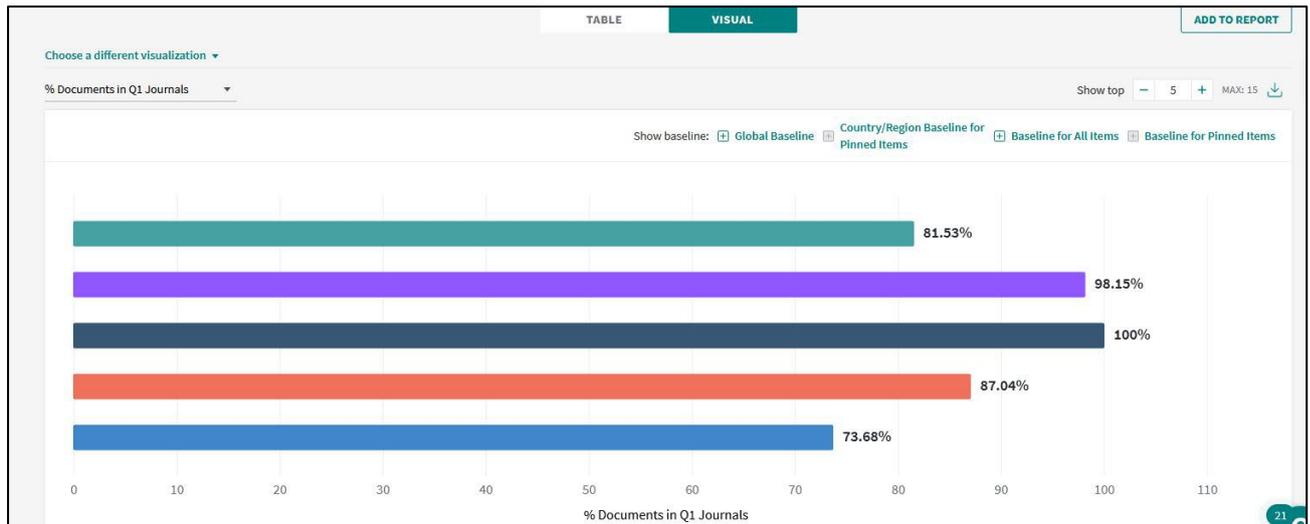
8. Click on the **Indicators and Baselines** options on the LH side to add performance metrics of interest to you.



In the data table you will be able to view and analyze performance metrics for all your publications grouped in the schema of choice.

[Working with the Data Table](#) (1 page) outlines and explains the main interface of InCites

Example: selecting number and % of documents in Q1 journals (in the productivity category)



9. To **export** the data, click the **download** button

Web of Science documents	Times Cited	Category Normalized Citation Impact	Web of Science ResearcherID
1,109	38,148	2.01	E-2813-2013

More Help

[Web of Science Group Training Portal](#)

Contact Us

For further support or questions, please place a 'Library Research query' via Service One