
INCITES: how-to instructions

Bibliometrics is the quantitative analysis of research publication data. Bibliometrics relies on the premise that the number of times a work is cited is indicative of the influence or impact of the research. Following this logic, bibliometric reports are often required for research grant applications and research promotion rounds.

Bibliometric measures can include: the number of publications by an author and which of those have been cited, the number of times a publication has been cited, H-indexes, Field weighted Citation Indexes and Journal impact factors.

This document acts as a guide to the bibliometrics available in Clarivate, including Incites, Web of Science and Publons. We recommend researchers use a variety of tools to gain and report on a comprehensive view of your bibliometrics including:

- Scopus
- Google Scholar

The Importance of Profiles

The first important step in finding out your bibliometric impact is to clean up your online academic profile.

Your online academic profile is the combination of your research output and professional activity. Without it, it's almost impossible to measure and demonstrate your impact. Do it now, do it early and it will save you time when it comes to that next grant application or promotion round.

To find out how; head to the section on Researcher Publication Profile Management on our website <https://library.flinders.edu.au/researchers/bibliometrics#identifiers>

INCITES procedures for a cleaned Author Profile

1. Use the [Getting Started Guides](#) accessible from the InCites Resource Center.

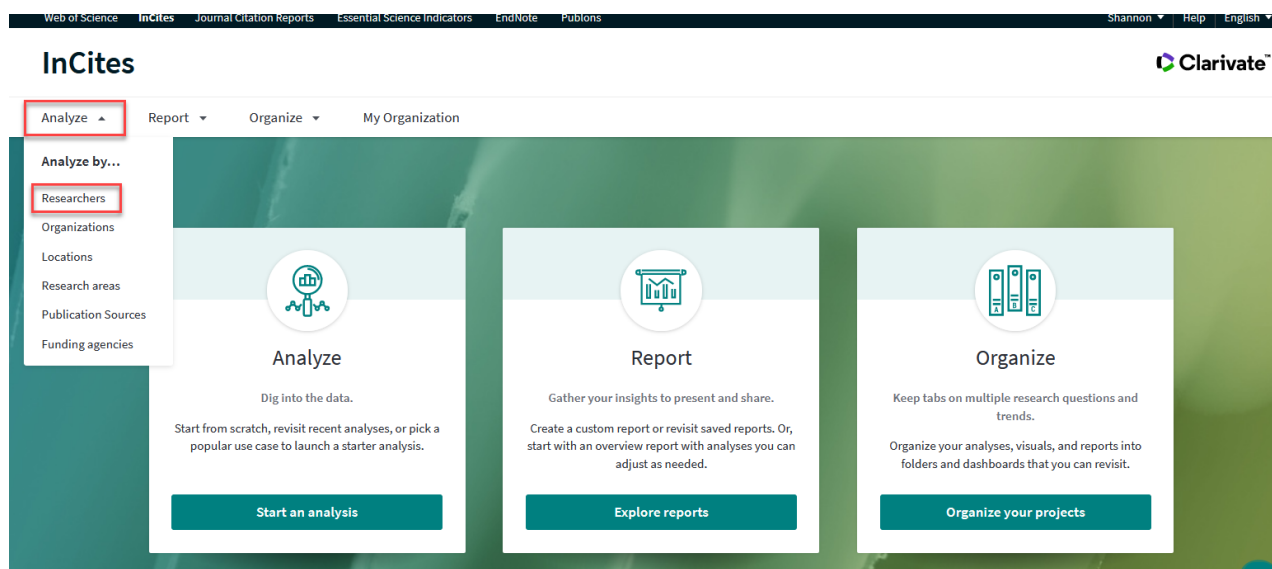
Author performance metrics report in InCites Benchmarking & Analytics

For a single paper or a group of papers you've authored, you can use the advanced metrics provided in *InCites Benchmarking & Analytics* to get a more nuanced understanding of impact and performance.

Note: If you have not yet set up a ResearcherID or ORCID account and added all of your publications to your profile, please go to <https://library.flinders.edu.au/researchers/bibliometrics#identifiers>. You can analyse data that has not been cleaned but the process is more complicated and requires the creation of custom dataset. For more information, please see <https://library.flinders.edu.au/researchers/bibliometrics#identifiers>.

Note: InCites Benchmarking & Analytics requires an account, **all processes within this document require you to be logged into your Web of Science/Journal Citation Reports/EndNote online profile.**

1. **Log in, or Create an account.**
2. Click on the **Incites** tab on the black banner at the top of the page.
3. In **InCites**, go to **Analyze**
4. Choose **Analyze by Researchers**



5. In the *Person Name or ID* filter has the choice of Unique ID Search, Web of Science ResearcherID or ORCID. The following process shows using ORCID or Web of Science ResearcherID

Person Name or ID

☒ Name
 ☐ Unique ID
 ☐ WoS Author Record (beta)

Person ID Type

Name

Cancel

Update results

Enter your ResearcherID or ORCID number and click on **Update Results**.

[Working with the data table outlines](#) and explains the main interface of InCites

For analysis of your body of work...creating an author report

In the table you will be able to view performance metrics for all of your papers as a group. Click **add indicators** to add performance metrics of interest to you. [This Guide](#) explains the most commonly used metrics. A more thorough guide on all the Incites metrics can be found in the [Indicators Handbook](#)

Researchers

PERSON ID TYPE GROUP

Unique ID

PERSON ID TYPE

Unique ID Search

0000-0002- x

e.g. A-1397-2010, 0000-0001-5000-0138

Filters

Indicators

Baselines

TABLE

VISUAL

Narrow the results in the table.

Dataset

InCites Dataset

☒ Include ESCI documents

Publication Date

All years (1980-2021)

InCites dataset updated May 28, 2021. Includes Web of Science content indexed through Apr 30, 2021.

Person Name or ID

Collaborations with People

Domestic/International Collaboration

Document Type

Open Access

Web of Science Documents

Times Cited

Authors per Document

JIF Quartile

Author Position (2008-2021)

1 researchers (1,109 documents)

Find in table

Sorted by Times Cited

Add indicator

Download

| Person Name | % Documents Cited | Rank | Web of Science Documents | Times Cited | Category Normalized Citation Impact | Web of Science ResearcherID |
|-------------|-------------------|------|--------------------------|-------------|-------------------------------------|-----------------------------|
| C | 66.64% | 1 | 1,109 | 38,148 | 2.01 | E-2813-2013 |

Refocus to view

organizations that collaborate with this entity

Go

This will show organizations of researchers who have co-authored with this researcher.

To export the data, click the download button

Find in table

Sorted by Times Cited

Add indicator

Download

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

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

Article Level Metrics

- 1. If you would like to view **performance metrics for each paper** you've authored, 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 |

- 2. To export the table click Download Table

1 of 1 researchers

RESEARCHER DETAILS

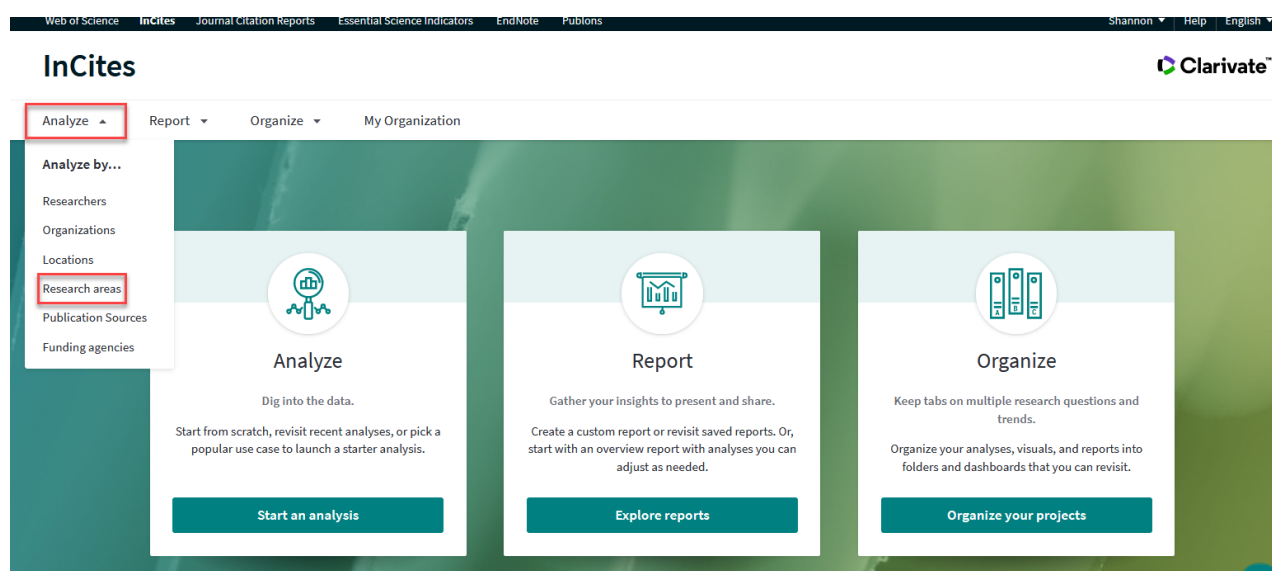
Web of Science Documents ([View in Web of Science](#))

Documents Per Page 10 1,109 total documents < 1 - 10 >

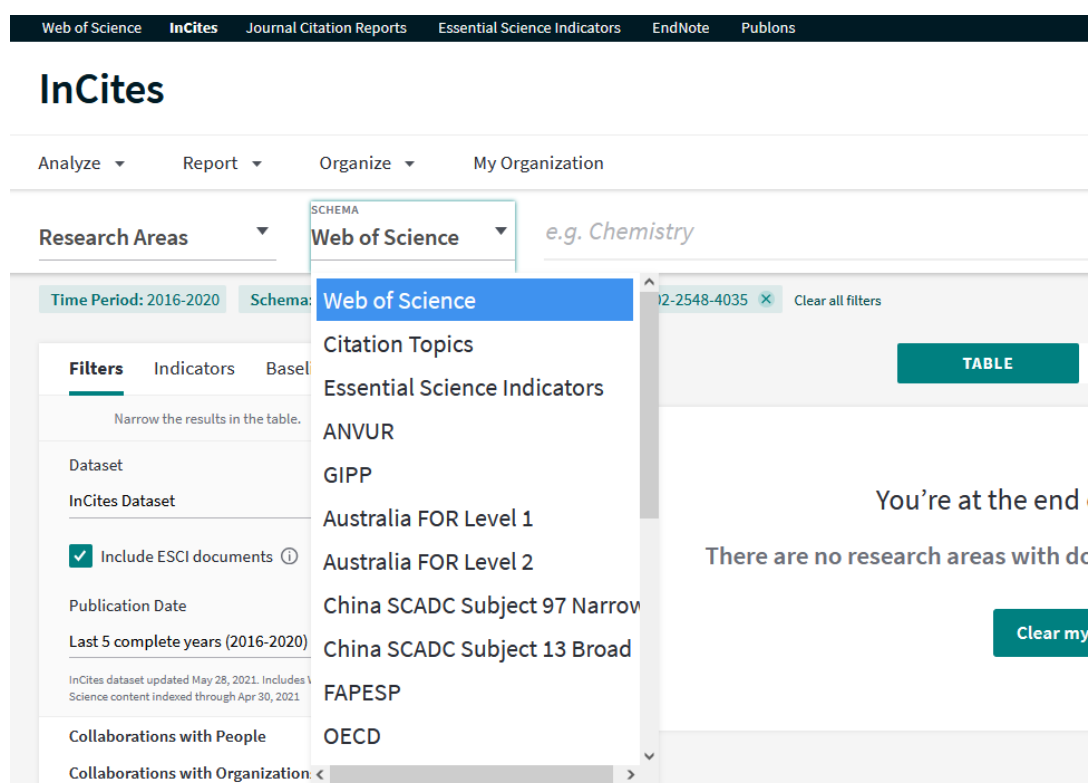
Download table

| Article Title | Authors | Source | Research Area | Document Type | Volume | Issue | Pages | Public |
|---------------|---------|--------|---------------|---------------|--------|-------|---------|--------|
| | | | | Article | 19 | 6 | 349-357 | |

Benchmarking in FOR codes and/or ESI categories



1. [In InCites](#), go to **Analyze**
2. Choose **Analyze by Researchers Areas**
3. Choose the Schema you would like to use to categorise your work. The most commonly used by Flinders researchers are **Web of Science**, **Australian FOR Level 1** (2 digit level) and **Australian FOR Level 2** (4 digit level).
4. Choose your schema



InCites

Analyze ▼ Report ▼ Organize ▼ My Organization

Research Areas ▼

SCHEMA

Australia FOR Level 2 ▼

e.g. (

Time Period: 2016-2020

Schema: Australia FOR Level 2 ✕

Filters Indicators Baselines

Narrow the results in the table.

Dataset

InCites Dataset ▼

☒ Include ESCI documents ⓘ

Publication Date

Last 5 complete years (2016-2020) ▼

Last 5 complete years (2016-2020)

All years (1980-2021) >

Year to date (2021) >

Custom year range

212 research areas (9,192)

Research Area

☐ 4206 Public health☐ 4203 Health services☐ 3202 Clinical science☐ 4201 Allied health an

5. Choose the time period you would like analysed

6. In the *Person Name or ID* filter it is best to choose **Unique ID**. From the dropdown select **Web of Science ResearcherID** or **ORCID**.

Person Name or ID

☒ Name

☐ Unique ID

☐ WoS Author Record (beta)

Person ID Type

Name ▼

Cancel Update results

7. Note: If you have not yet set up a ResearcherID or ORCID account and added all of your publications to your profile, please go to <https://library.flinders.edu.au/researchers/bibliometrics#identifiers>

8. Enter your ResearcherID or ORCID number and click on **Update Results**.

[Working with the data table outlines](#) Click here for a visual walk-through of the INCITES interface, and explanation of its features.

In the table you will be able to view performance metrics for all of your papers grouped in the schema of choice. Click **add indicators** add performance metrics of interest to you.

Research Areas ▼ **Australia FOR Level 2** ▼ *e.g. Chemistry* 🔍

Time Period: 1980-2021 × Schema: Australia FOR Level 2 × Person ID Type Group: Unique ID × Person ID Type Group: Unique ID × Person Name or ID: 0000-× Clear all filters

Filters Indicators Baselines

Narrow the results in the table.

Dataset
InCites Dataset ▼

☒ Include ESCI documents ⓘ

Publication Date
All years (1980-2021) ▼

InCites dataset updated May 28, 2021. Includes Web of Science content indexed through Apr 30, 2021.

Collaborations with People ➤

Collaborations with Organizations ➤

Collaborations with Locations ➤

Domestic/International Collaboration ➤

TABLE **VISUAL**

53 research areas (842 documents) Find in table Sorted by Times Cited + Add indicator 📄

| Research Area | Web of Science Documents | Times Cited | Rank | % Documents Cited | Category Normalized Citation Impact | Documents in Top 1% |
|--|--------------------------|-------------|------|-------------------|-------------------------------------|---------------------|
| <input type="checkbox"/> 4206 Public health | 743 | 20,859 | 1 | 66.08% | 1.54 | 19 |
| <input type="checkbox"/> 4203 Health services and systems | 725 | 20,312 | 2 | 65.66% | 1.57 | 18 |
| <input type="checkbox"/> 3202 Clinical sciences | 668 | 15,947 | 3 | 63.62% | 1.35 | 11 |
| <input type="checkbox"/> 4201 Allied health and rehabilitation science | 648 | 15,387 | 4 | 62.96% | 1.38 | 11 |
| <input type="checkbox"/> 4204 Midwifery | 357 | 14,585 | 5 | 83.75% | 2.09 | 14 |

To export the data, click the download button

Find in table Sorted by Times Cited + Add indicator 📄

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

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

Web of Science/Publons Beamplots

You can access beamplots from an Author Record in Web of Science. You must be in the new Web of Science interface launched in June 2021

Author Impact Beamplots are a visualization tool to help easily identify the publication & citation impact of publications over time

Benefits of Beamplots:

- Contextualizes a researcher's articles to make them suitable for comparison
- You can see performance change over the course of a researcher's career
- Evaluators can see performance change over the course of a career
- Discourages reliance on a single-point metric that lacks context and nuance

1. Look up the author by name

Discover multidisciplinary content
from the world's most trusted global citation database.

Search in: Web of Science Core Collection

DOCUMENTS **AUTHORS** CITED REFERENCES STRUCTURE

Search for an author to see their author record. An author record is a set of Web of Science Core Collection documents likely authored by the same person. You can claim and verify your author record from your author record page.

Name Search

Last Name: Smith

First Name and Middle Initial(s): J

+ Add name variant

X Clear Search

2. Click on the correct author record

Clarivate English Products

Web of Science™ Search Marked List History Alerts Sign In Register

16146 Author Records from the Web of Science Core Collection for:

Q Smith, J (Author Name) Search

Refine results

Author name

- ☐ Smith, J 4851
- ☐ Smith, J. 1108
- ☐ Smith, JA 684
- ☐ Smith, JM 537
- ☐ Smith, JL 483

See all

Organizations

- ☐ University of Cambridge 69
- ☐ University of Michigan 69
- ☐ State University of New York (SUNY) System 63
- ☐ University of Exeter 59
- ☐ Imperial College London 54

See all

Subject Categories

0/16,146 View as combined record Merge Records Relevance 1 of 323

1 ☐ Smith, J.
University of California Davis
DAVIS, CA, USA
Published names: Smith, J. R. Smith, JR
Top Journals: Physical Review D, Physical Review Letters, Journal of High Energy Physics
Recent publications

1209 Documents
1988-2019 Years

2 ☐ Smith, J. G.
University of Colorado System
BOULDER, CO, USA
Published names: Smith, JG
Top Journals: Physical Review D, Physical Review Letters, Journal of High Energy Physics
Recent publications

1152 Documents
1992-2020 Years

Click on Author Impact Beamplot

Smith, J. This is an algorithmically generated author record ⓘ

About

Published names

Organizations ⓘ

PUBLICATIONS

AUTHOR IMPACT BEAMPLOT

1209 Publications from the Web of Science Core Collection

Are you this Author?

Verify your work, and control how your name, title, institution, and profile image appears in your Web of Science Author Record.

CLAIM MY RECORD

Author Metrics

Author Impact Beamplot Summary ⓘ

The chart displays a horizontal axis for 'CITATION PERCENTILE' from 0 to 100. A purple line with dots at 0 and 100 represents the 'Author's publication percentile range'. A green circle at approximately 85 represents the 'Median citation percentile'.

| Metric | Value (Approximate) |
|---------------------------------------|---------------------|
| Author's publication percentile range | 0 - 100 |
| Median citation percentile | 85 |

Percentile range displays for authors from 1980 to 2019. View all publications in full beamplot.

VIEW FULL BEAMPLOT

[Click here to learn more about how to interpret beamplots.](#)

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INCITES: Create an Author Dataset

Note: This Definition and application of Author/Custom Dataset can be found in the Clarivate *InCites Help* page.
<https://incites.help.clarivate.com/Content/custom-datasets.htm>

Cleaning up an authors profile is always best practice however keep in mind that the changes made can take weeks to resolve in Clarivate/Web of Science/Publons ecosystem. In this case, a custom dataset, created from a set of unlinked publications, allows you to analyse an author's output immediately without waiting for the changes to resolve.

A **custom dataset** is a collection of documents from Web of Science Core Collection that you define. This is particularly useful for creating an **Author dataset**. For instance, if an **ORCID** and/or Web of Science Author Profile has not been cleaned and papers have not been linked in a discrete set in the Clarivate/Web of Science/Publons ecosystem.

<https://library.flinders.edu.au/researchers/bibliometrics#identifiers>

You will be creating a custom set of publications in Web of Science and for use in Incites. Incites is Clarivate

1. Perform an author search and limit retrieval to documents published 1980 or later.
2. View as **combined**
3. View as a **set of results**
4. Click **Export to InCites**
5. In the **Save to InCites** window, accept the default dataset name or create a new one.
6. Click **Save**.
7. Sign into incites

In the Save to InCites window, accept the default dataset name or create a new one.

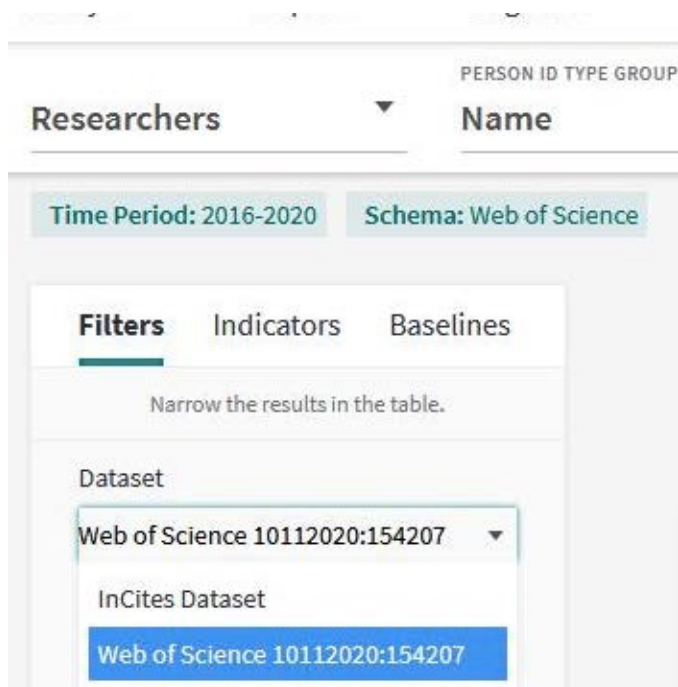
Click Export

1. Log into **Incites**
2. Click **Organise**
3. Open **Folders**
4. Choose the **dataset** that you have exported

Once you have created your dataset, you can use it to follow the processes from the beginning of this document.

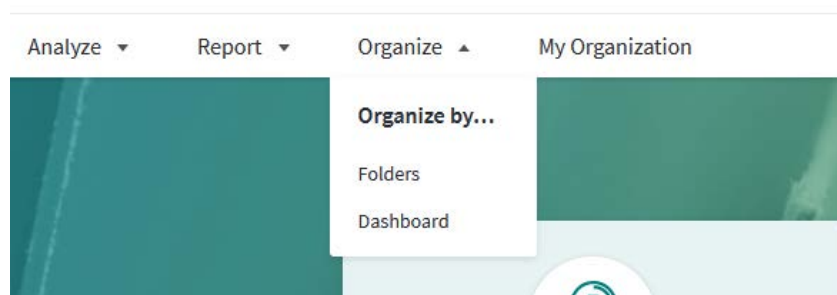
How to use your new dataset in INCITES:

1. Go to **Filters**,
2. In the **dataset** drop down, choose your dataset
3. It will automatically load



4. Begin your analysis according to page one (see available analyses starting with **INCITES procedures for a cleaned Author Profile & Author performance metrics report in InCites Benchmarking & Analytics**
7. Sign into InCites
8. In the Save to InCites window, accept the default dataset name or create a new one.
9. Click Export

InCites



10. Log into Incites
11. Click Organise
12. Open Folders
13. choose the dataset that you have exported

Custom Analysis (Video: Create an Author Dataset/Custom Dataset)

Duration: 13 minutes <https://share.vidyard.com/watch/AXHrP4vYj57UBrERF7Hd85?>

In many cases a user is limited to the types of analysis that can be performed in InCites by the filters available to them in the filter bar. Watch this recording to understand how to produce custom datasets to analyse in InCites on any given set of publications. This enables the set of publications within any given analysis to be as unique as a user may want.