Web of Science Citation Count Instructions

1. Go to Web of Science

2. Choose Web of Science Core Collection from the drop down menu.

3. Change Basic search to Author Search.
   To get a full list of all the author's publications enter the Author's last name and initial and click the + Author Name Variant to include other variations of the author's name under which this person published (e.g. maiden name, one initial, two initials).

4. Click Finish Search.

5. Check your results to make sure all of the publications are correct.
   - If all of the publications in the results are correct you do not need to check the boxes. Proceed to number 6.
   - If some publications are incorrect check the boxes of the correct items and proceed to number 6.
   - If publications are missing, check the boxes next to publications that are correct and click Add to Marked List at the top of the results on the right. Continue searching for publications, check the boxes and add them to the Marked list. When the list is complete click on Marked List at the top in the grey section. Click Create Citation Report located just above the list of publication and skip to number 7.
6. To get information on a specific publication (as in this case, just one publication) in the Refine Search on the left of the screen search the title of the publication. Proceed to number 7.

![Refine Results](image)

7. Click Create Citation Report at the top right. 
If not all are correct click Select page and uncheck the publications that are incorrect, going through each page (hint: if the list is big make sure to scroll down to the bottom of the page and change Show to 50 items per page) and then click **Create Citation Report**.

![Create Citation Report](image)

8. From this screen you will see the graph including publication year and times cited within teach year. Next in the section find or restrict to items … and choose the range of years and click Go.

![Use the checkboxes to remove individual items from this Citation Report](image)

9. You can print this screen (one page at a time), email it or create a Text or Excel sheet by scrolling to the bottom of the page. If you have more than one citation make sure to select Records and put in the full range of numbers (if you don't then you will only get the first page).