Web of Science
Citation analysis and Hirsch index - GUIDE

1. The Web of Science database is available on the website of the Main Library of Poznan University of Medical Sciences (http://www.bg.ump.edu.pl/index.php?lang=eng) by the following bookmarks: Databases - Databases accessible in the University network or Journal Rankings. Students, PhD students and employees of PUMS may have access to Web of Science from their home by a proxy server.

2. Choose Web of Science on the list.

3. From the drop-down menu you may choose: All Databases or Web of Science Core Collection. You may limit your search to particular years. If you don’t want to do it, the records since 1945 will be displayed.
From the drop-down list choose Author and type in the last name and the initial of the searched author’s name with an asterisk. Diacritic marks should be omitted. You should try typing in all alternative forms of the author’s last name, in particular if its double-barreled; to separate it use the boolean operator OR.

In order to find all variants of the searched author’s last name as well as to find the misspelled last names, click the option Select from Index.
6. In the search window type in different variants of spelling of the searched author's last name and use the function **Move to**, to find all the alternative spelling forms. Then, click **Add** to add all of the searching options to the window which is located at the bottom of the page.

7. You should try to find all forms of the last name of the searched author, especially if it's double-barreled. After all variants of the surname's spelling are checked, click **OK**.
8. To start the searching process click **Search**.

To select the results and choose works of the particular author you may use two possible searching options.

9. Using the list of results (before making the citation report) choose the articles of the searched author, select them and add to the **Add Marked List**.
10. Open the **Marked List**.

11. By clicking **Create Citation Report** you will receive the citation report of the particular author.
12. If the generated citation report is based on uncorrected list of results, you may select works by using the list of cited works of the searched author which is situated below the citation report. The citation report is generated by clicking **Create Citation Report**.

13. From the list of cited works of the particular author you may exclude those, which are not written by him/herself (he is not the author). You have to select them first, then click **Go**. You will receive the updated citation report.
13. The received citation report includes (among other things) the following information:

1. The number of cited works
2. The sum of the times cited
3. The sum of the times cited without self-citations
4. Hirsch index (h-index)