H-index and Sum of the times cited

1. Search by author’s name or author identifier (ResearcherID or ORCID). When you search by author’s name, truncate the initial with asterisk * if needed. E.g. Virtanen P*.

2. Limiting the search results

   If the search results contain many publications not belonging to the author, the search results can be limited by the organizations where the author Virtanen P has produced publications. Limit the search results by clicking Organizations-Enhanced and there more options / values. Select the relevant organizations and click Refine.

3. Checking the search results

   Important! Check that all author’s publications published in journals with impact factor are included in the search results. If there are articles missing, repeat phase 1 by searching e.g. article titles. Combine the found articles to the previous search results with OR operator.
4. Limit by document type

Limit the search results by document type. In the analysis only document types Article, Review, Letter and Note are included. Select these document types and click Refine.

5. Creating citation report

Create Citation Report of the search results.

6. Check the publication listing and remove the publications not to be including in the report

Check the search results by comparing with the publication list of the applicant. In Web of Science you can sort the search results by Publication Date (choose the similar one to the publication list). Remove the false publications from the search results by selecting the removable references and then clicking the Go-button.
7. H-index and Sum of the Times Cited (without self-citations)

On the top of the page, you will see *Sum of Times Cited without self-citations* and *h-index*. Mark in your application also the date when citation analysis was done.

**Important!** You must remove items **one page at a time**, because Web of Science only remembers items marked per page. There will be a new item from the next page in place of the removed, so each page has to be checked several times! Web of Science changes the “Sort by” option as “Times Cited – highest to lowest” after each removal.