

How to Retrieve Category Normalized Citation Impact (CNCI)?

This a step-by-step guide to show the faculty how to use InCites and Web of Science to retrieve their CNCI and other needed citation metrics. All contents are for demonstration purpose and internal use only¹. You may not copy or re-distribute this material in whole or in part without written consent. Please contact the SUTD Library (library@sutd.edu.sg) for further enquiries.

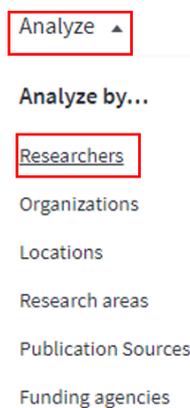
¹ All screenshots used herein are extracted from Web of Science and InCites under license. Document updated as of 18 February 2021.

Table of Contents

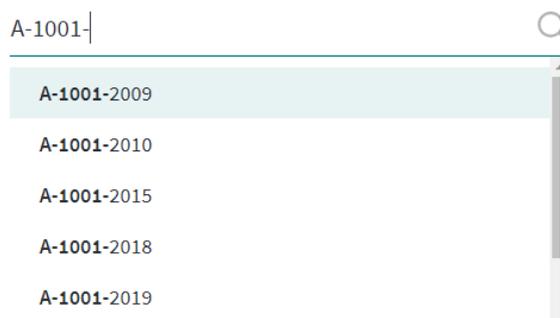
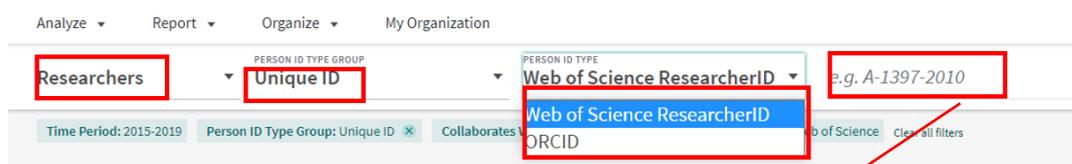
I.	Method 1: For researchers who have Publons (Web of Science ResearcherID) or ORCID and have claimed papers under their profiles	3
II.	Method 2: For researchers who don't have Publons (Web of Science ResearcherID) nor ORCID, or researchers who have Publons (Web of Science ResearcherID) or ORCID, but haven't claimed their papers.....	5
III.	FAQ:	12

I. Method 1: For researchers who have Publons (Web of Science ResearcherID) or ORCID and have claimed papers under their profiles

1. Access InCites via this [link](#) or Library [eResource A-Z](#) listing.
2. Go to the “Analyze” > Select “Researchers” under ‘Analyze by...’.

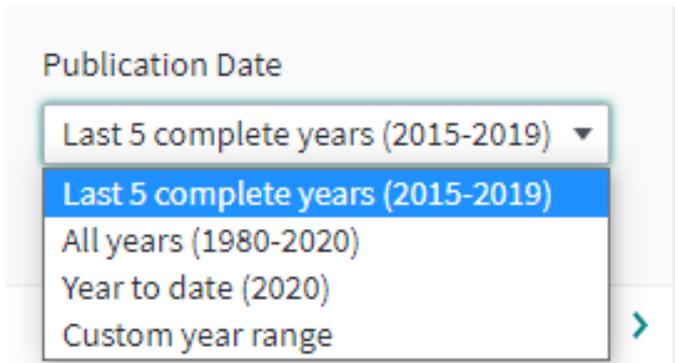


3. Using the Filters in the first row, choose “Researcher” > “Unique ID” > choose either “Web of Science ResearcherID” or “ORCID” > enter your Web of Science ResearcherID or ORCID in search box².



4. Ensure that the “Include ESCI documents” checkbox is selected using the Filters at left side. This will include The Emerging Sources Citation Index (ESCI) which is an additional index of the Web of Science Core Collection. (Do note that we have only subscription for the period 2015 to current.)
5. Choose the Publication Date you wish to assess. e.g. key in 1980 to 2019 by choosing custom year range.

² This is a controlled vocabulary. When you enter the Web of Science ResearcherID or ORCID, InCites will return you a list of relevant IDs for you to choose from. You must choose the right one to proceed. If there is no matched ID, please try to remove and add the hyphen and space again when you type the IDs. Without correct ID chosen, we cannot proceed to analyse.



- The metrics will be automatically calculated for you (as below) and you can retrieve your CNCI. If Category Normalized Citation Impact is not in the table, please choose "Add Indicator"³ > tick "Category Normalized Citation Impact" > click on "Apply".

Person Name	Rank	% Documents Cited	Web of Science Documents	Times Cited	Category Normalized Citation Impact	Res
<input type="checkbox"/> Hilder, Emily	1	89.13%	138	3,765	0.95	A-10

Sorted by Times Cited ▾ **Add indicator**

Search indicators

IMPACT

- % Documents Cited
- Web of Science Documents
- Times Cited
- Category Normalized Citation Impact
- Citation Impact
- Average Document

Cancel **Apply**

- Complete your search. When done, log out.

² You can add more metrics (indicators) you would like to see.

II. Method 2: For researchers who don't have Publons (Web of Science ResearcherID) nor ORCID, or researchers who have Publons (Web of Science ResearcherID) or ORCID, but haven't claimed their papers

1. Access Web of Science (WoS) via this [link](#) or Library [eResource A-Z](#) listing. Please create an account and sign in to WoS so that you can use features that will help you to analyse your records later.

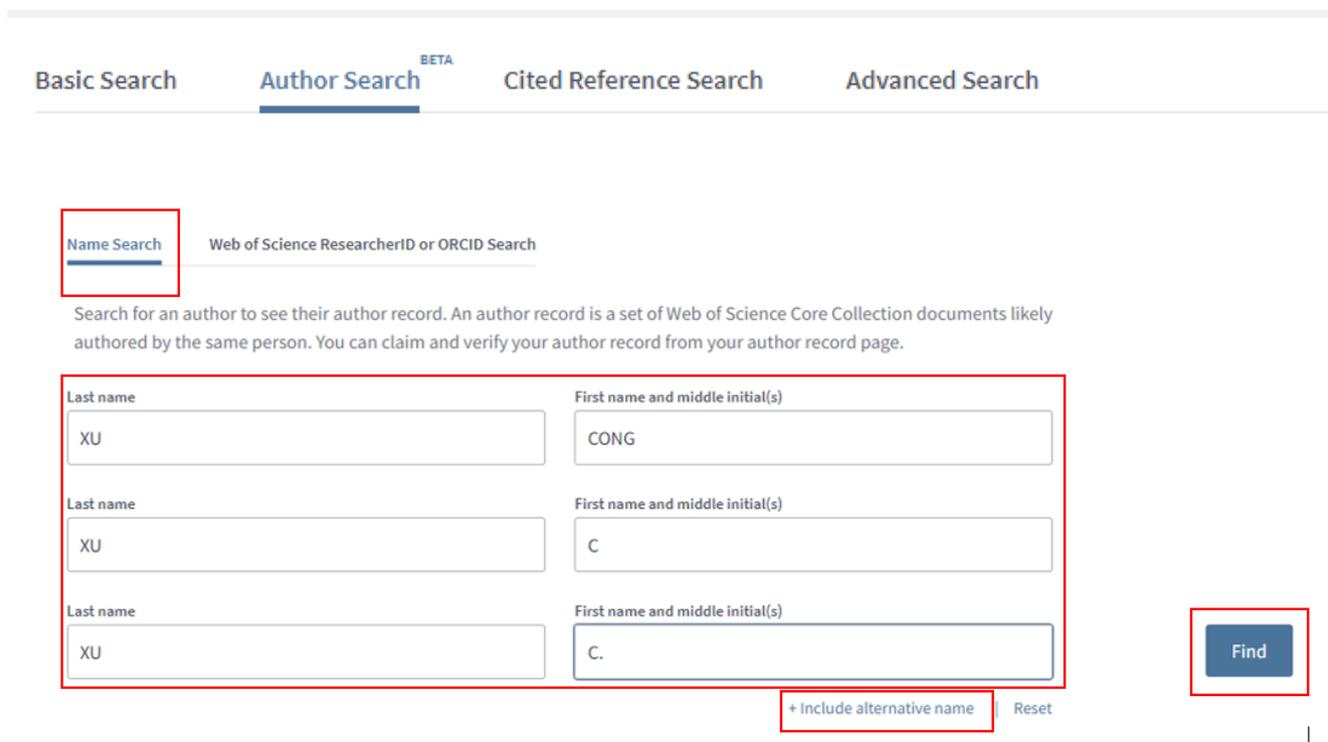


2. Search all your papers indexed by WoS by using Author Search.

2.1 Choose "Author Search" > "Name Search" > Enter your last name and first name in respective search boxes⁴.

2.2 Select "Include alternative name" to display another row of the Last Name and First name and middle Initial(s) fields. This allows you to search for multiple author name variants. You can search for up to 8 author.

2.3 Click on "Find".



Basic Search **Author Search**^{BETA} Cited Reference Search Advanced Search

Name Search Web of Science ResearcherID or ORCID Search

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.

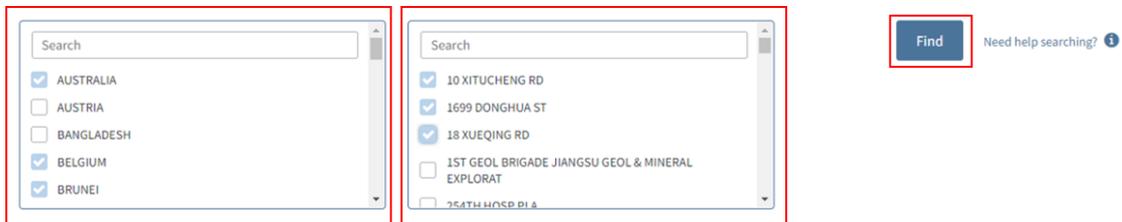
Last name	First name and middle initial(s)
XU	CONG
Last name	First name and middle initial(s)
XU	C
Last name	First name and middle initial(s)
XU	C.

+ Include alternative name | Reset

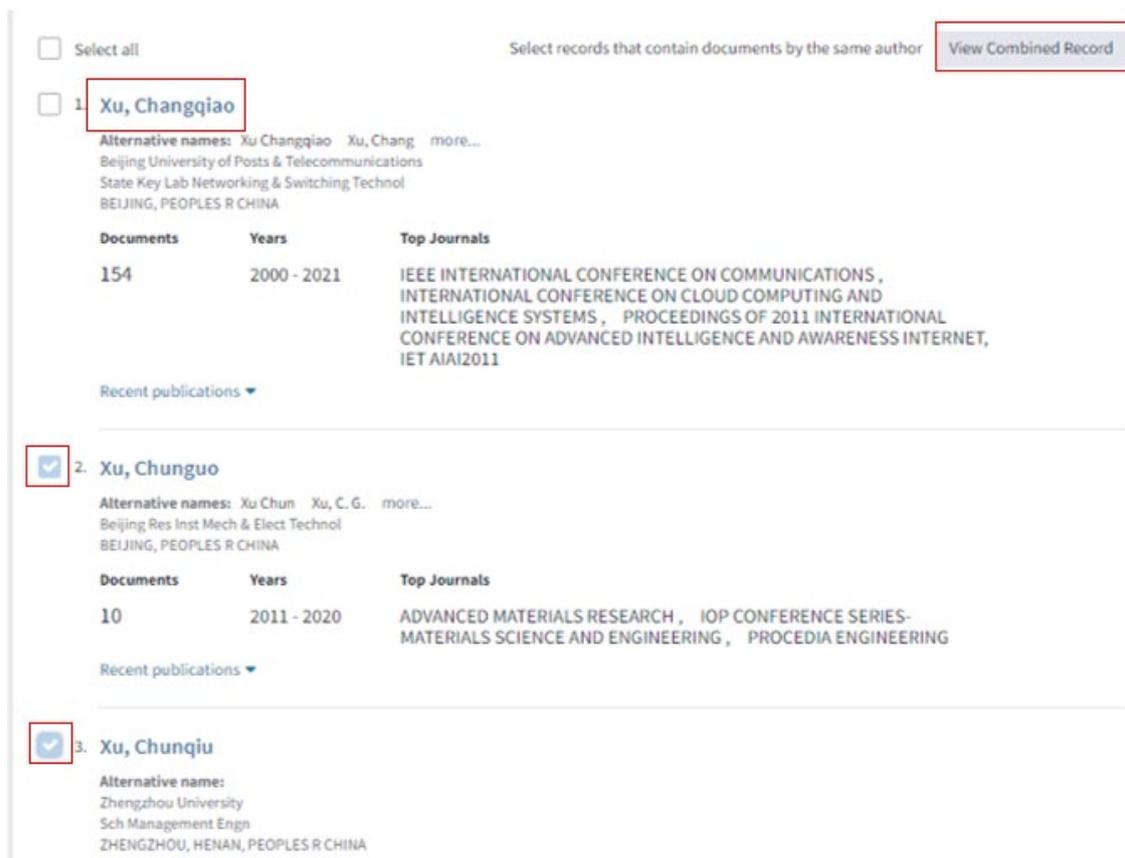
Find

⁴ This is a controlled vocabulary. When you enter last name or first name, InCites will return you a list of names for you to choose from. You must choose the right one to proceed. Without correct names chosen, we cannot proceed to analyse.

2.4 Select the location(s) and affiliated organisations which you have published in and with, and click on “Find”. If you don’t see any locations or affiliated organisations for you to choose from, you can skip this step and directly click on “Find”.



2.5 Select the right author records, and click on “View Combined Record”. If you only have one author record to select, you can click on the name of the respective author record instead. You can skip this step if WoS does not show you variant author records.



2.6 The results are, by default, sorted by publication date, newest to oldest. Click on “View as a set of results to export, analyse, and link to full text”.

VIEWING 2 COMBINED AUTHOR RECORDS

Xu, Chunguo

[CLAIM THIS RECORD](#) BETA

Unclaimed - This is an algorithmically generated author record ⓘ

Beijing Res Inst Mech & Elect Technol
BEIJING, PEOPLES R CHINA

Alternative names: Xu, Chunguo Xu, Chunqiu Xu, Chun-guo Xu, Chun Xu, C. G.

Organizations: ⓘ

- 2017-2020 Zhengzhou University
- 2011-2020 Beijing Res Inst Mech & Elect Technol
- 2018-2018 18 Xueqing Rd
- 2017-2018 Changchun University of Science & Technology
- 2017-2017 1699 Donghua St

[View more organizations +](#)

16 publications from Web of Science Core Collection View as a set of results to export, analyze, and link to full text

Sorted by Date: newest first Filter By: All Publications 1 of 1

Shunting Strategy for Placing-In and Taking-Out Wagons on Branch-Shaped Freight Operation Network with Simulation Method TIMES CITED
0

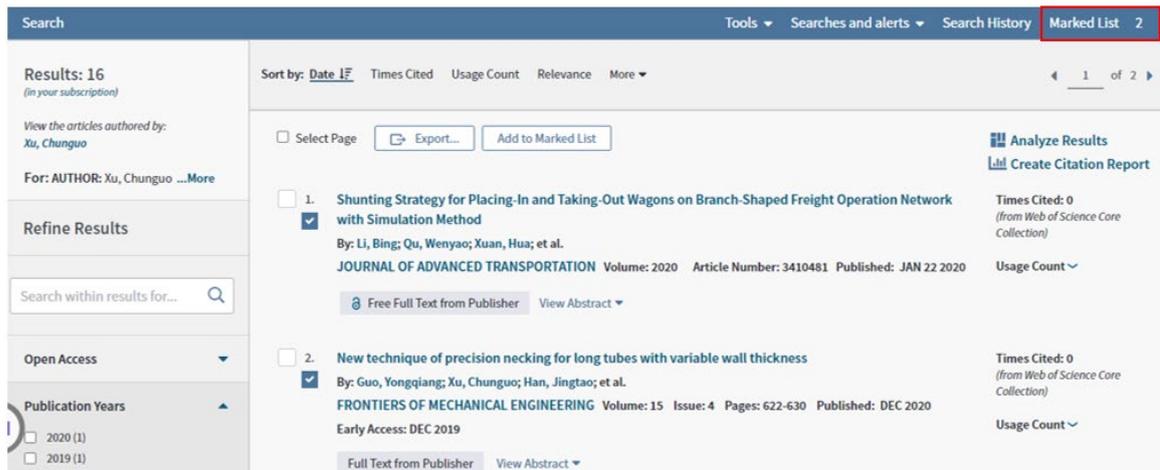
Li, Bing; Qu, Wenyao; Xuan, Hua ...More
JOURNAL OF ADVANCED TRANSPORTATION
Volume 2020 Published 2020

2.7 Save all papers authored by you into Marked List to keep your papers in a temporary file. Please note you must login in WoS so that you can use this feature.

Select Page [Export...](#) Add to Marked List

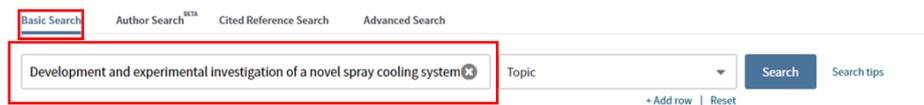
1. **Shunting Strategy for Placing-In and Taking-Out Wagons on Branch-Shaped Freight Operation Network with Simulation Method**
By: Li, Bing; Qu, Wenyao; Xuan, Hua; et al.
JOURNAL OF ADVANCED TRANSPORTATION Volume: 2020 Article Number: 3410481 Published: JAN 22 2020
[Free Full Text from Publisher](#) [View Abstract](#) ▼
2. **New technique of precision necking for long tubes with variable wall thickness**
By: Guo, Yongqiang; Xu, Chunguo; Han, Jingtao; et al.
FRONTIERS OF MECHANICAL ENGINEERING Volume: 15 Issue: 4 Pages: 622-630 Published: DEC 2020
Early Access: DEC 2019
[Full Text from Publisher](#) [View Abstract](#) ▼
3. **Innovative Mode of Integrated Development of Higher Vocational Education Based on Social Interaction Theory**
By: Sun, Wenbo; Cui, Hongwei; Xu, Chunqiu

2.8 The records have been added to Marked List.

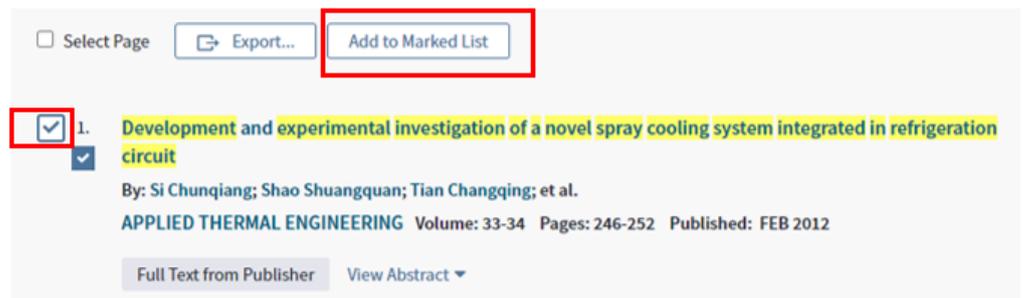


2.9 Adding new records to Marked List (you can skip this step if you have put all your papers in Marked List). It is possible that the Author Search results did not retrieve all papers by the authored listed in the publications list. This could be because they were either not indexed in the WoS or were indexed under other variant names.

- a. To search for those missing works, click on “Search”, then select “Basic Search”. Key in the article title in search box, and click on “Search”



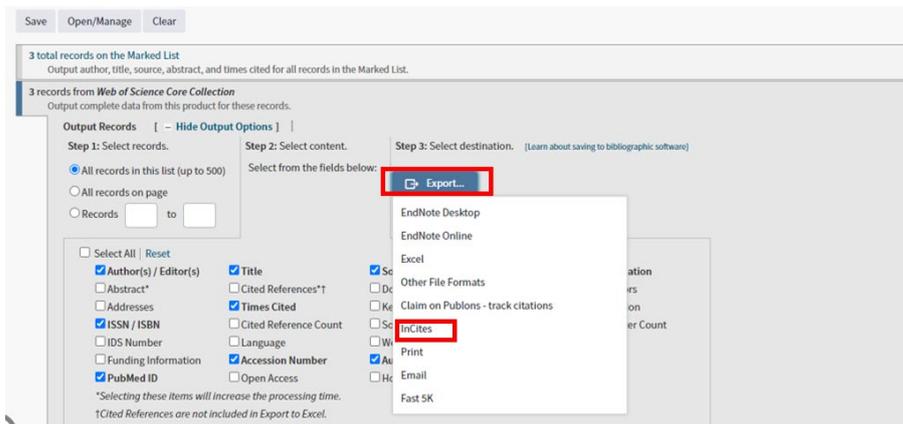
- b. At the results page, mark the record displayed and continue to “Add to Marked List”.



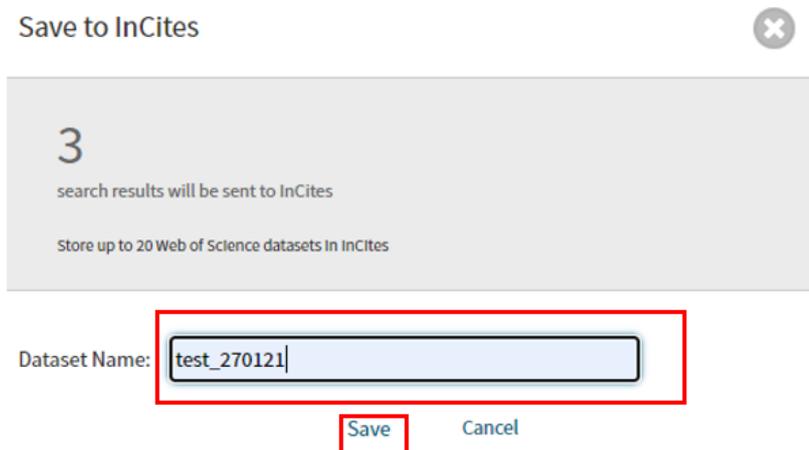
- c. Note the increased number of records added to the Marked List (increase from 2 to 3).



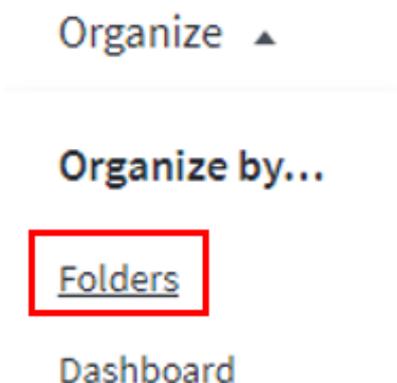
3. Click on “Marked List”. Select “Export” > “InCites”.



4. Give the exported file a name, and click on “Export”. You will receive an email from noreply@clarivate.com noting that your requested dataset is successfully saved to InCites.



5. Access InCites via this [link](#) or Library [eResource A-Z](#) listing.
6. Go to the “Organise” > Choose “Folders” section of InCites



7. You will be able to see the exported file in the folder. Click on the export file.

Folders

Create New ▾ You can organize your reports and custom datasets into folders. Sorted by: Date Modified ▾

My Items	Title	Owner	Date Modified ▾
	test_270121	me	28 January 2021 ...
	niels	me	18 January 2021 ...

- Make sure the dataset is the exported dataset. Ensure that the “Include ESCI documents” checkbox is selected using the Filters at left side, this will include The Emerging Sources Citation Index (ESCI) which is an additional index of the Web of Science Core Collection. (Do note that we have only subscription for the period 2015 to current.)

Dataset

test_270121 ▾

Last updated Jan 28, 2021

Include ESCI documents ⓘ

- Choose the Publication Date you wish to assess. e.g. key in 1980 to 2019 by choosing custom year range.

Publication Date

Last 5 complete years (2015-2019) ▾

Last 5 complete years (2015-2019)

All years (1980-2020)

Year to date (2020)

Custom year range

- Choose “Baseline” > Add “Dataset baseline”.

Filters Indicators **Baselines**

Add a new row to the table.

Dataset Baseline

Available only for a custom dataset and enables you to benchmark the current custom dataset. Dataset baselines are affected by year, document type, and research area filters.

+ Add

11. The metrics at “Dataset Baseline” row would be the figures for you to use (as below), please do not take data from other rows. If Category Normalized Citation Impact is not in the table, please choose “Add Indicator”⁵ tick “Category Normalized Citation Impact” > click on “Apply”.

The screenshot shows a table with 10 researchers (3 documents) sorted by Times Cited. The table has columns for Person Name, Affiliation, % Documents Cited, Web of Science Documents, Times Cited, and Category Normalized Citation Impact. The 'Dataset Baseline' row is highlighted, showing values: n/a, 100%, 3, 8,200, and 76.29. Below the table, the 'Add indicator' dialog box is open, showing a search bar and a list of indicators. The 'Category Normalized Citation Impact' indicator is selected with a checkmark. The 'Apply' button is highlighted.

Person Name	Affiliation	% Documents Cited	Web of Science Documents	Times Cited	Category Normalized Citation Impact
X Dataset Baseline	n/a	100%	3	8,200	76.29

Sorted by Times Cited ▾ **Add indicator**

Search indicators

IMPACT

- % Documents Cited
- Web of Science Documents
- Times Cited
- Category Normalized Citation Impact
- Citation Impact
- Average Document

Cancel Apply

12. Complete your search. When done, log out.

² You can add more metrics (indicators) you would like to see.

FAQ:

Q1: How long it takes for Publons's update to be integrated with Web of Science records?

A: 5-7 working days. All publications that are imported into Publons profile will appear immediately in Publons profile. However, the association of these publications with the Web of Science ResearcherID in WoS will only happen after 5-7 business days after the claim.

Please note even if Publons's records have been integrated with WoS, InCites might not be able to calculate metrics for all papers as InCites has a fixed dataset upload schedule unlike Publons which updates as and when changes are made. This means, even if the data in Publons has been updated, the data will only be reflected in InCites during the next dataset update depending if it meets the Web of Science Core Collection data cutoff date.

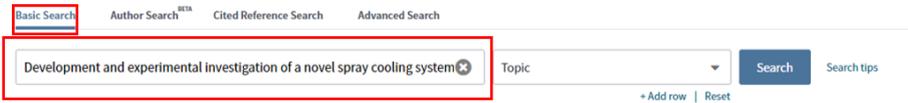
Q2: What if I need the data urgently but the association hasn't appeared?

A: Please use method 2 shown above. 1) use "Marked List" in Web of Science to put all your publications in the folder; 2) and export all publications to InCites for analysis.

Q3: What if I find missing papers under my Publons account? How to claim papers from WoS to Publons under my profile?

A: To search for the missing titles,

- a) Go to WoS, select "Basic Search". Key in the article title in search box, and click on "Search"



- b) At the results page, mark the record displayed and continue to "Claim on Publons - track citations".

Sort by: **Date** | Times Cited | Usage Count | Relevance | More ▾

Select Page | Export to InCites | More ▾ | Add to Marked List

1. **Development and experimental investigation of a novel spray cooling system** | **integrated in refrigeration**
By: Si Chunqiang; Shao Shuangque
APPLIED THERMAL ENGINEERING | 2012

Full Text from Publisher | View

Select Page | Export to InCites

Sort by: **Date** | Times Cited | Usage Count

Export Records to Publons

You have selected 1 result for export

All records on page

Records from: to

No more than 500 records at a time.

Cancel | **Export**

- c) You should be able to see the updated records under your Publons profile by clicking “My Records” > “Publications”. However, please note although all publications that are imported into Publons profile will appear immediately in Publons profile, the association of these publications with the Web of Science ResearcherID in WoS will only happen after 5-7 business days after the claim. For details please refer FAQ Q1 or write to ts.support.asia@clarivate.com for clarification.

The screenshot shows the Publons user interface. The top navigation bar includes 'publons', 'BROWSE', 'COMMUNITY', 'FAQ', and a search icon. On the right, there are 'CX' and 'WEB OF SCIENCE' logos. The main content area is titled 'Private Dashboard > Summary'. A left sidebar menu contains 'Me', 'Dashboard summary', 'Public profile', 'Export Publons CV', 'Citation map', 'My records' (highlighted with a red box), 'Publications', 'Peer reviews', and 'Editor records'. A blue tip box reads: 'Tip: Automatically add reviews. When you review for a journal partnered with Publons and choose to add that review to your profile, we will send you an email to confirm. If you wish to skip that step and have those reviews automatically added to your profile, you can set this option at the link below. [REVIEW SETTINGS]'. Below the tip, it says 'Showing 1 publication with 7 citations from the Web of Science Core collection'. A table with columns 'DATE', 'TITLE', 'JOURNAL', 'CITATI...', and 'ALTMETRIC' is shown, with one row highlighted in red: '2002-12', 'Building scaffolds with designed internal architecture...', 'Tissue Engineering, Parts ...', '7', and '-'. Below the table, it says 'No more results.'

DATE	TITLE	JOURNAL	CITATI...	ALTMETRIC
2002-12	Building scaffolds with designed internal architecture...	Tissue Engineering, Parts ...	7	-

Q4: How to Import data to Publons?

A: Please refer to Publons’s [guide](#).

Q5: How do I add a connected account (ORCID, Google, LinkedIn) to Publons?

A: Please refer to Publons’s [guide](#).

Q6: What if I have multiple accounts? How to merge records under multiple account?

A: Please write to ts.support.asia@clarivate.com for help.

Q7: What is Category Normalized Citation Impact? What is the formula? What are the advantages and disadvantages of using this metric?

A: Please refer to InCites [Handbook](#).

Q8: What if I can’t export the data from WoS to InCites, or I don’t have the “Export to Incites” option with my WoS account?

A: Please try to login in InCites first and then go to WoS page to export records. If the issue still persists, please write to ts.support.asia@clarivate.com for help.

Q9: Does Library generate CNCI report for all faculty?

A: The Library provides consultation services to guide faculty to generate their own reports. The Library also supports Heads of Pillars/Clusters to generate benchmarking reports for Tenure and promotion purposes.