# Citation guide for the Faculty Information Form

The guidelines below explain how to retrieve the data requested for the 2016 Faculty Information Form and more specifically:

Citation Counts - It measures citations for your set of outputs in scholarly publications (positive and negative citations are counted the same). Note that citation cultures vary widely between disciplines as well as publication types so direct comparisons cannot be made and different fields of research publish at different rates.

h-index - It is based on the number of publications as well as the number of citations they have received.

An author has an H-index of n if they have published n papers, each of which has been cited at least n times (experienced researchers have an advantage over early career researchers as they will have produced more outputs over a period of time and so will have more citations and therefore a higher h-index)
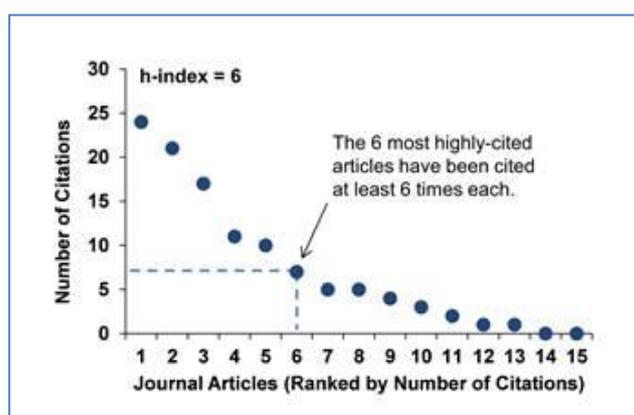

Research Productivity – it is the total number of research outputs indexed within each database therefore, only work included in these databases can be counted.

This article metric aims to measure productivity rather than academic impact.

Scopus

Click on the tutorial below to find out how to retrieve your Scopus author profile.

You can access Scopus at http://www.scopus.com/ Use your LSE username and password to login (top right of the homepage – Login – Other Institution login)
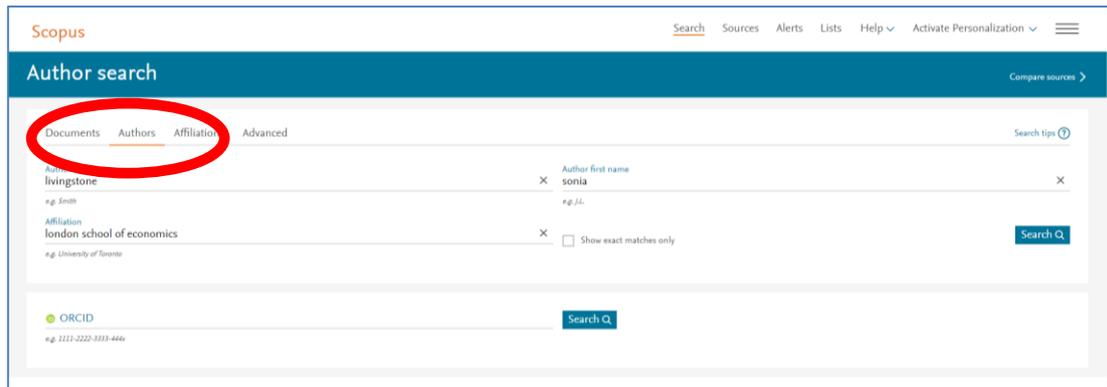
- Once logged in click on **Author** to search for your own name.
- Check the box next to your name in the results list
- Click on **View Citation Overview** to see both your citation counts and h-index
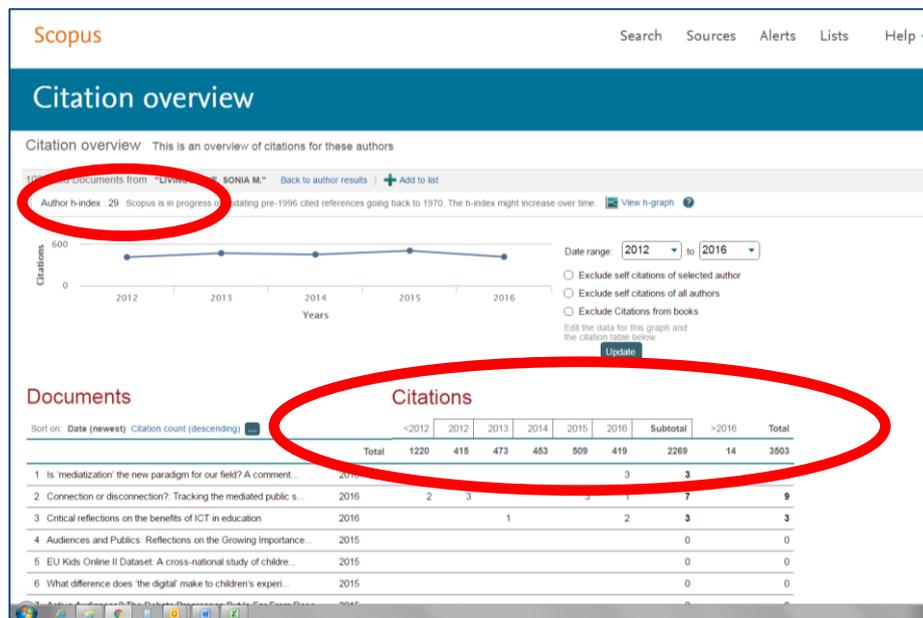
Web of Science

Click on the tutorial below to perform search (skip directly to 2:50)

You can access Web of Science at http://wok.mimas.ac.uk/ then click on "click here to access Web of Science" and then select Institutional login (use your LSE username and password when prompted).

Click on the basic search drop down menu and select **Author**:

- Search for your name using the following recommended name format: Smith, John
- Refine the results according to the institution(s) you have worked for (Organizations-Enhanced) and scientific disciplines (Web of Science Categories); use the filters on the left hand side
- On the final results page click on **Create Citation Report** to view your h-index and citation counts for 2014-2017 (or any other period)

Google Scholar

Google Scholar is a bit more cumbersome to use if you don't have a Google Scholar Citation profile. In this event, it is better to use Publish or Perish in order to retrieve the three metrics requested in FIF (Publish or Perish can be downloaded here: http://www.harzing.com/resources/publish-or-perish) which will search Google Scholar contents.

Click here to find out how to narrow the list to your publications only: http://www.harzing.com/resources/publish-or-perish/tutorial/author-search/include-quotes

Alternatively, it is easy to create a Google Scholar Citation Profile :

1. You need a Google Account (once the profile is set up, it will automatically update).

2. Then, you can quickly add citations found in Google Scholar as well as delete inaccurate citations, merge duplicate citations, and manually add citations.

3. Once you're done with adding articles, it will ask you what to do when the article data changes in Google Scholar. You can either have the updates applied to your profile automatically or you can choose to review them beforehand.

4. A couple of minutes later, you will have created your own profile. Once you are satisfied with the results, make your profile public, choose keywords of research interests, generate citation metrics, and citations (including links to citing articles).
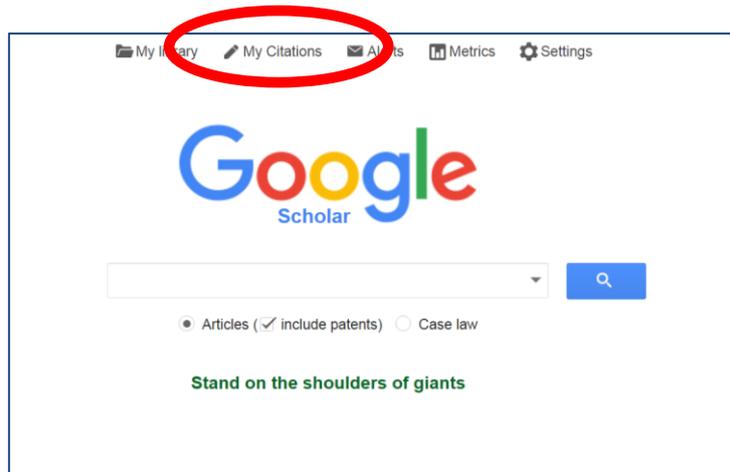
Health warning!

Please bear in mind that citation databases cannot always reliably differentiate between researchers who share the same surname and initials, meaning that citation counts may not be accurate. (Here is an interesting blog post on the discrepancies between number of total citations on Web of Science and Google Scholar: https://coastalpathogens.wordpress.com/2014/01/08/citation-counts-google-scholar-vs-web-of-science/)

For this reason, we would also recommend you to:

- Sign up with ORCID to get a persistent digital identifier that will distinguish you from every other researcher
- Create a Google Scholar Citation (GSC) profile to track down who has cited your publications. This citation profile also includes a graph of citations over time and citation metrics.

Further help

If you'd like further information on this or would like to find out more, please contact Nancy Graham, Head of Research Support, n.graham1@lse.ac.uk or your departmental Academic Support Librarian.