The H-index in Web of Science

To determine the H-index of a researcher (or yourself) based on publications and citations in Web of Science, you first have to create the list of publications of that author. Be aware that you have to do this carefully, and this can take some time!

1. Make sure the Web of Science Core Collection is selected

2. Under More Settings you can check the available and selected Citation Indexes within Web of Science.
3. Click the tab Author Search
4. Enter the last name and initial(s) of the author. When you know the author published with different names, you can add alternative names. If the author has a common name, you will be able to filter by country and affiliation.
5. Click Find.
6. Depending on the name, a list of author records is returned. You can use the filters on the left side of the screen to limit the number of results.
7. Click on the name of the author to see the publications added to the Author Record. If multiple records are applicable, mark the records and click View Combined Record.
8. You have to check the search results: are the publications in the list indeed of the researcher you are looking at?
   And you have to check the search results on an article basis: are the publications in the list from the researcher? Are articles missing? This can be a time-consuming task! You should have a publication list, created or approved by the researcher herself, as the starting point.
9. Click the button View as a set of results to export, analyze, and link to full text. It's possible the number of publications drops, because the author records show all publications in Web of Science Core Collection, including records the EUR doesn't have access to.
10. Mark the publications you want to include and add them to the Marked List.
11. When you have selected all publications of the researcher, within Web of Science, open the Marked List.
13. Click Create Citation Report.
14. You get an overview of the publications in your selection, including the number of citations received per year. Above this list you see the number of times cited for the complete list, including the H-index:
**Tips**

- Some researchers have claimed their author record in Web of Science: then 'Claimed by the author' can be seen next to the name of the author in the Author Record. When you happen to know the ResearcherID or ORCID, you can use this option in the Author Search as well. However, be aware that the author has to add the identifiers.

- It can be very useful to save the marked list in Web of Science or export it to Excel: especially when the selection of the publications is difficult, you don’t want to start from scratch the next time.
  - To save the marked list you first need to register in Web of Science (under Sign In). Then you can save the records in your account.
  - When you export the list to Excel you can upload the UT-codes (unique codes for records in Web of Science) later in the Advanced Search option. To export (max 500 records per export), open the marked list, select the records, mark the fields you want to include in the export, select under Step 3 Save to other file formats and select the file format (for example: tab-delimited (Win), you can open this txt-file in Excel).

- Write down the following information:
  - The number of publications found in Web of Science
  - The number of articles, reviews and proceedings papers in Web of Science
  - The years of publication
  - The number of citations received
  - The H-index
  - The date of your data collection
  - The date of the last data update of Web of Science
  - The citation indexes accessed in Web of Science (researchers at other universities might have access to different parts of Web of Science, resulting in a higher or lower H-index)

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