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. Change Basic Search into Author Search

4. Enter the last name and initials of the author. When you know the author published with different names, you can add Author Name Variants.

5. Click Finish Search.
   It's possible to limit the search to certain research domains and organizations, but you might unintentionally exclude publications because the researcher published in a journal in a different discipline. You often don't know all the previous affiliations of a researcher.

6. You have to check the search results: are the publications in the list indeed of the researcher you are looking at?
   The Article Groups at the top of the page can be helpful. You see the author names, including name variants, the last known organization, research areas and publication years of the publications within the article group.
   From our experience: especially recent articles are not grouped yet, you will see a lot of article groups with just one, recent record.

   According to the help file of Web of Science:
   "An article group is a set of articles authored by the same person. Article groups are generated by a proprietary algorithm that identifies and weighs shared data elements such as author names, institution names, and citing and cited author relationships. The article groups are listed in order of size. The group with the largest number of articles is at the top of the table."
   This algorithm can be wrong!

Mark the appropriate article groups and click View Records.

7. Now 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. Add the articles you want to include to the Marked List.

8. When you have selected all publications of the researcher, within Web of Science, open the Marked List.

9. To limit to the document types Article, Review and Proceedings Paper, use the refine option on the left side of the screen.

10. Click Create Citation Report.
11. You get an overview of the publications in your Marked List, 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:

![Graphs showing published items and citations in each year]

**Tips**

- Some researchers have claimed their publications in Web of Science by adding their ResearcherID and/or ORCID to the records in Web of Science. When you happen to know the ResearcherID or ORCID, you can use the Basic Search and select Author Identifiers to search with. However, be aware that the author has to add the identifiers. Often, recent publications are not added yet. From our experience: using the author identifiers option can especially help to discover publications ‘hidden’ in an incorrect Article Group.

- 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)