Part I. Researcher ID

Find your articles and add to Researcher ID

1. Login or create a login for Researcher ID. Go to the Web of Science Core Collection database and click on My Researcher ID log in or create an account.
2. Click ‘Add publications’

First, try searching for ‘Distinct Author Sets’

3. Search your last name and first initial
4a. Review the list of names and source titles for ones that could possibly be you, then click ‘# of records’.

4b. Next, review the article titles for ones that belong to you and check them. Once you have checked all your articles, click add. These articles are now added to your Researcher ID.

5. If author set did not find your name OR you know you have more articles to be found, access Web of Science Core Collection directly. To access Web of Science Core Collection, go to the library home page www.bic.cox.smu.edu click ‘Business Databases’ then ‘W’ for Web of Science Core Collection.
6. You now have several options to search for your articles by using the drop down arrows
   a. You can search on the article title *(best option if you have a few articles)*.
   b. You can search by author name
   c. You can combine terms by searching on author name and journal title

7. You can also Refine Results using categories that relate to your work or by Organization you
   have been affiliated with *(conducting an author search and refining results is a good strategy if
   you have several articles)*
8. Select articles that belong to you and click ‘I Wrote These Publications.’ You can also click ‘My Citation Alerts’ to be notified when someone cites your article.

9. You can now run citation analysis on your articles either through Researcher ID or through Web of Science Core Collection

10. Researcher ID citation analysis can be done by logging into your Researcher ID account and clicking ‘Citation Metrics.’
11. Web of Science Core Collection can also run a more detailed citation analysis of your articles. Open the Web of Science Core Collection database and conduct a search on your researcher ID.

Open the Web of Science Core Collection database and conduct a search on your researcher ID.

Once your results from searching your Researcher ID are displayed, click ‘Create Citation Report’.
Part II. EndNote Web

Let's get organized

1. Access EndNote Web either through Web of Science Core Collection, Researcher ID or directly from their link https://www.myendnoteweb.com
2. Log in information is the same as your Researcher ID
4. When naming your folder, it is good practice to establish a folder for your Web of Science Core Collection Citations and one for all other Citations. Name one folder with the prefix WOS: Your article title; name the second with just the name of your article.
   a. WOS: Research Productivity of American-Business Schools
   b. Research Productivity of American-Business Schools
5. Your folders are now ready to store your citations. Remember the folders are titled with your article name and each folder contains citations from who cited that particular article of yours.

6. Also take note of your Researcher ID folders. These folders house the same information found in your Researcher ID account. You can put your articles not found in Web of Science Core Collection into the ‘Researcher ID > My Publications folder’; however, no citation metrics will register for that particular article in the Researcher ID citation metrics.

7. Print your bibliographies: mouse over ‘Format’ click ‘Bibliography’

8. Next to ‘References’ click the drop down arrow to select a folder to build a bibliography from

9. Next to ‘Bibliographic style’ click the drop down to select a writing style

10. Next to ‘File format’ click the drop down and choose ‘HTML’

11. Click ‘Preview & Print.’ You can copy and paste your bibliography into your final document.

   a. Note: It is good practice to check over your citation for accuracy. EndNote Web may not always be 100% accurate.

Part III. Google Scholar

Find your articles and add to Google Scholar

1. Create a Google account if you do not already have one. If you do have a Google Account, please log in.

2. Access Google Scholar at www.scholar.google.com. It is important to note that you are in Google Scholar and not just Google because their preferences and settings are different.

3. Click the ‘Settings’ cog below your login name (if you don’t see it you are not on Google Scholar’s homepage.

4. Click ‘library links.’ Search for Southern Methodist University and click ‘save.’

5. Back at the Google Scholar home page, click on ‘My Citations’ where you will be taken to your profile page.
6. At the ‘Actions’ drop down box, select ‘add.’
7. At the add menu, search your name: first name, last name, format is fine and click ‘Search article groups’

8. Your results will be returned grouping articles by name. Review the sample articles to verify they are yours (or click ‘See all articles’ to verify all chosen articles) and click the ‘Add all # articles’ button. Please note you may have more than one name match.
9. If you have more articles than were returned, you can search them by title or add manually.
10. You can now keep track of your cited articles. Click on the number under ‘Cited by’ to see who has cited your article.
11. At the results page for those articles citing you, you can now create citation alerts by clicking ‘Create alert’ so you will be e-mailed any future citations. This will allow you to maintain your citations by adding the new citation to EndNote Web.

12. You can export the current citations into EndNote Web to store and organize all your citations in one area.

13. Click ‘Check at SMU’ or ‘Full Text at SMU’ to export (if you don’t see an SMU option go back and perform steps 2 & 3 under Part II of this handout).

14. At the Search criteria page, click the drop down arrow next to ‘Export/save’

15. Next check ‘Directly to EndNote Web’ and click ‘Export’

**Note: Remove your SSCI journals**

Once your Google Scholar results are returned, some will also be Web of Science Core Collection (SSCI) citations already saved in your Web of Science Core Collection folders. You will need to delete these out of the all other citation folders. Either before you export, you will need to check your Web of Science Core Collection folder for a duplicate, or after you export.
16. If exported correctly, your EndNote web account will open (you may have to log in). You will see a confirmation notice of an imported record. This record is in your ‘Unfiled’ folder. Proceed to file the reference in the folder of your choosing.

**Note: What if there is no “Check at SMU link”**

On occasion, there will not be an option in your Google Scholar results that say ‘Check at SMU’ or ‘Full Text at SMU.’ In these rare instances, there is an alternative to exporting citations. You will need to install the ‘Capture’ button on a Firefox browser.

1. Scroll to the bottom of any EndNote Web page
2. Click ‘Download Installers’
3. Choose the Firefox Extension option to install the Capture function (It does not seem to work in IE). Click Download Windows/Macintosh
4. You will need to refresh your browser to see the tool bar in Firefox.

**Part IV. Article Citation Analysis**

**Putting it all together**

1. Create a table of contents
   a. Part I is your citations in tabular form
   b. Part II is your bibliography
   c. Appendix (possibly)
   d. Summarize your citations: # in SSCI, # of other citations, # working papers.
2. Create your tabular citations
   a. Note your SSCI Citations, Non-SSCI citations, and working papers
   b. Note the number of citations, less self citations, then total citations (minus self)
      i. To find self citations, once your bibliography is complete, use Control F to do a search on your name. Count self citations being mindful if they are SSCI journals or non-SSCI.
3. Create your bibliography
   a. Choose your Web of Science Core Collection article with the most citations.
   b. In your word document, type your Web of Science Core Collection article as a heading.
   c. Below the article title type ‘Counted in SSCI’
d. Next, go to EndNote Web and create a bibliography from the Web of Science Core Collection folder that corresponds with your article. Cut and paste the citations into your word document.
e. Create a new heading titled ‘Citation in Journals Not covered by SSCI’
f. Next, go to EndNote Web and create a bibliography from the folder that contains all other citations corresponding with your article. Cut and paste the citations into your word document.
g. Continue with each Web of Science Core Collection article in descending order of times cited then move to non-Web of Science Core Collection articles in descending order.
h. If you know of working papers citing you, create a new heading title ‘Known Working Paper Citations’ and list those citations.

4. Example follows
YOUR NAME, PhD

Research Articles: Citation Analysis
As of DATE

Part 1 presents, in tabular form:

- total Social Science Citation Index (SSCI) citations as reported in the Web of Science Core Collection database,
- total citations in publications not covered by SSCI,
- total citations in known working papers.

The tables also present adjustments for self-citations. The purpose of the tables are to reconcile the total citations to the SSCI database, to account for self-citations, to present evidence of citations not reported in SSCI and in the case of working papers, to provide a rough forecast of future citations.

Part 2 provides a complete bibliographic listing of citations from the SSCI report from the Web of Science Core Collection database. Also provided are citations for publications not covered by SSCI and in working papers. The purpose is full documentation of citations with exact reconciliation to the SSCI report.

An appendix follows consisting of all other citations, either SSCI articles that are not cited or articles not in SSCI journals.

Summarizing the results of this section, my research papers have been cited in ## SSCI journal articles, ## journal articles outside of SSCI, and ## known working papers.
### Part 1: Tabular Citation report and Reconciliation

<table>
<thead>
<tr>
<th>Tabular citations</th>
<th>Published Articles</th>
<th>Less Self Citations</th>
<th>Total Citations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citations in SSCI Journals</td>
<td>##</td>
<td>#</td>
<td>##</td>
</tr>
<tr>
<td>Citations in Journals not covered by SSCI</td>
<td>##</td>
<td></td>
<td>##</td>
</tr>
<tr>
<td>Citations in Known Working Papers</td>
<td>##</td>
<td></td>
<td>##</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>###</td>
</tr>
</tbody>
</table>

Counted in SSCI


Citation in Journals Not Covered by SSCI


Known Working Paper Citations


**Citations in Journals Not Covered by SSCI**


**Appendix**

**All other articles either not cited or not in an SSCI journal.**

**In SSCI but no citations**
