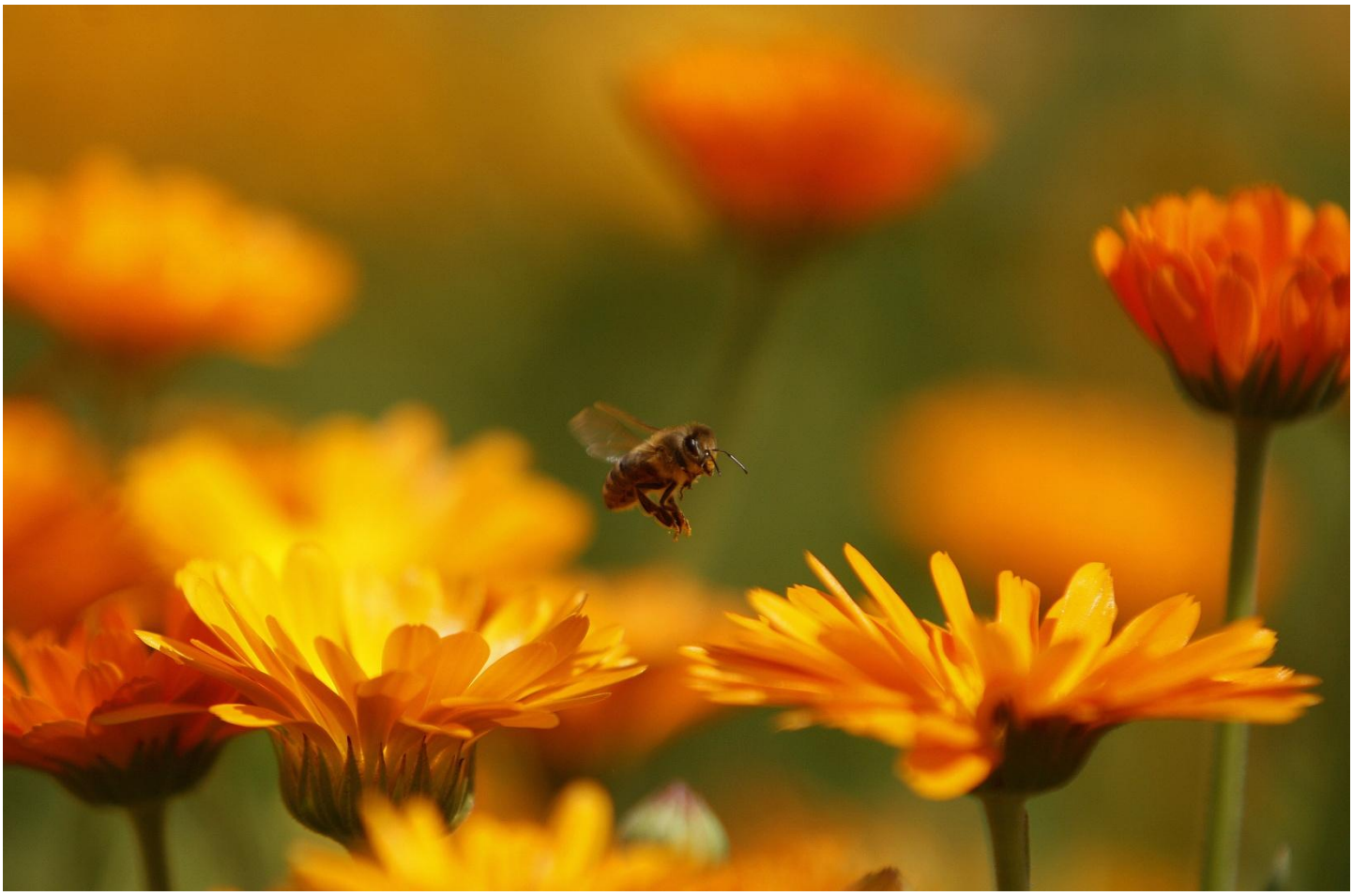


TRAINING

INCITES™ BENCHMARKING & ANALYTICS

What is InCites Benchmarking & Analytics?

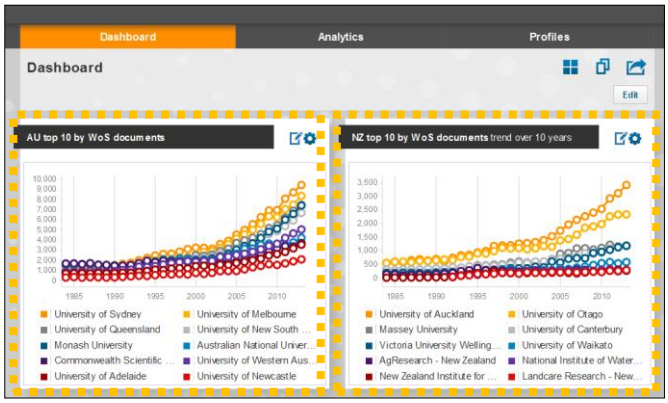
An intuitive evaluation and reporting platform that delivers sophisticated research intelligence to your organization, enabling you to compare people, publications, programs and peers to understand your organization's research performance and impact on a global scale. Not only does it provide a focused interface, but it also provides the ability to drill in deeper to see the datapoints behind the display. InCites is powered by the Web of ScienceTM publications and citations data and other sources of data.

THOMSON REUTERS™

EXPLORERS

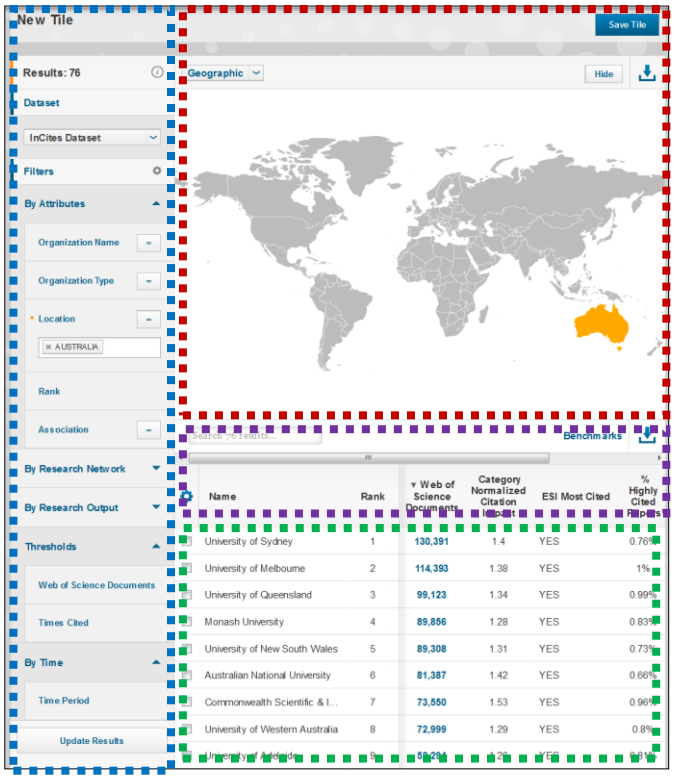
Filter data, select key performance indicators and create the tiles for your Dashboard or custom Reports

SYSTEM REPORTS



INCITES TILE

Visualize InCites research performance and impact in Tiles (data+visual conponent)



Filtering

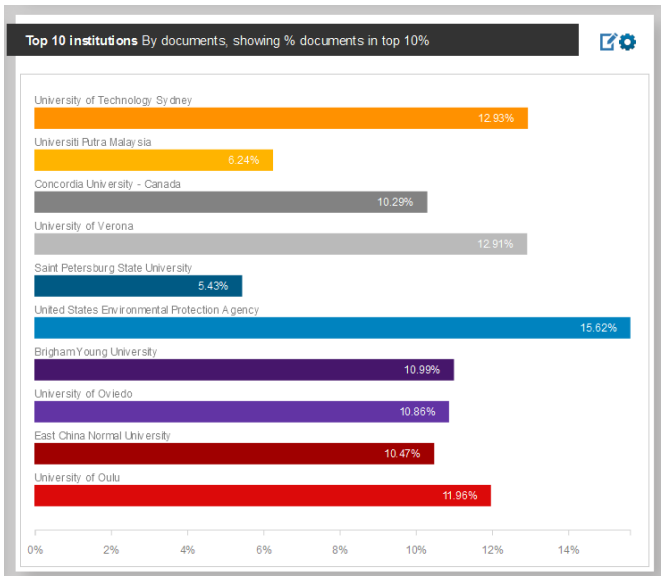
Indicators

Visualisation

Ranking

1. BENCHMARK ORGANISATIONS

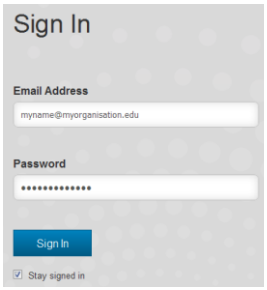
Fig 1



The top 10 academic organisations of similar size by the number of Web of Science documents and plotted in a "*Bar chart*" visualisation showing the values of % papers in top 10%.

[FIG 1: an organisation ranking bar chart Tile]

➲ Sign in to InCites

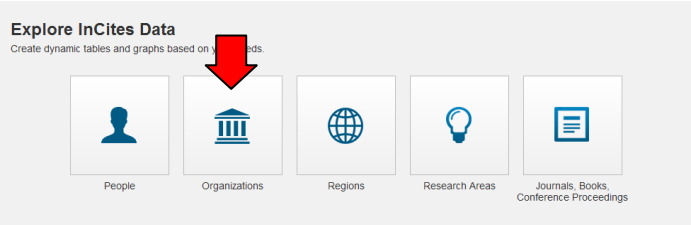


Tips

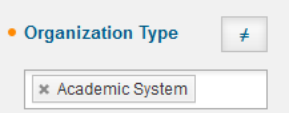
Select **[Stay signed in]** to simplify your access

Only use your official email address

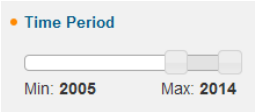
➲ On the "Analytics" landing page, select [Explore InCites Data] > Organizations



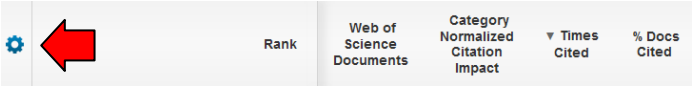
① On the Explorer page [Filters] > [By Attributes] > [Organization type] > select "*Academic System*" and select "≠" to exclude this type from the results.



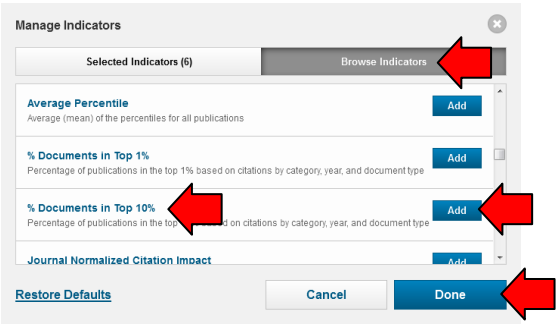
② [By Time] > [Time period]



③ Configure Indicators to change listed indicators

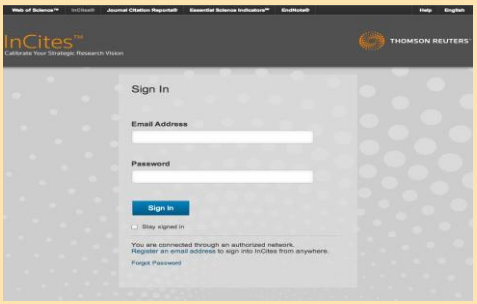


④ The [manage Indicators] box will open > [Browse Indicators] > select [% documents in Top 10%], click on [Add] then on [Done]



My first connection to InCites!

In a web browser (Chrome 43+, Firefox 38+, IE11+, Safari8+) go to https://incites.thomsonreuters.com :

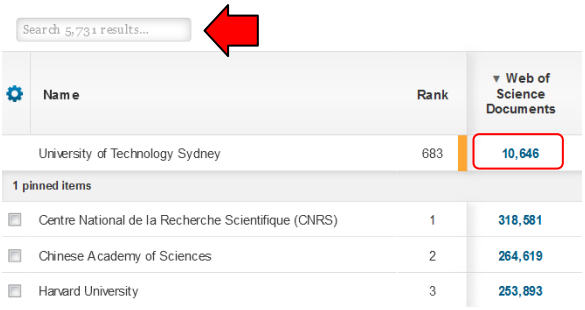


- All users **MUST** sign in to use InCites,
- **Register** your official organisation email address. If your email was already registered, enter your password and follow the instructions,
- If your email is already registered, but you cannot retrieve the password, click on **[Forgot Password]** and follow the instructions
- Select **[Stay signed in]**,
- Sign In.

⑤ Search the organisation you want to benchmark in the full list of InCites organisations: enter the search term > hit "Enter"

⑥ Select the organisation by ticking the appropriate box, click on [Pin To Top] to keep the selection to the top of the ranking

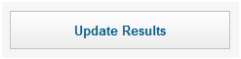
⑦ Erase the search term from the search box, hit "Enter" to retrieve the full list



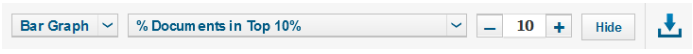
This organisation produced **10,646** documents.

⑧ Select organisations similar in size: Thresholds > Web of Science Documents > Click on "Min."s value > enter the new Min and Max values (here **9,000-12,000**)

⑨ [Update Results]



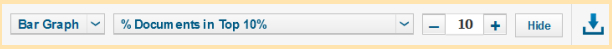
⑩ Select the Visualization options



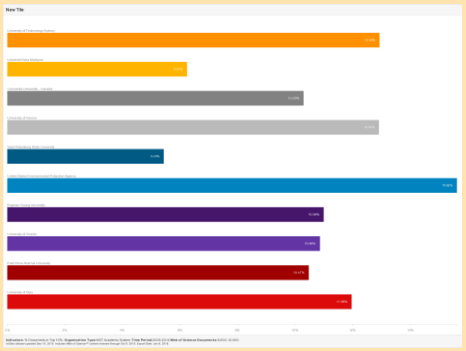
- Bar Chart
- Indicator = % documents in Top 10%
- Number of lines = 10 (up to 25)

How to save your work?

Export the visualization image

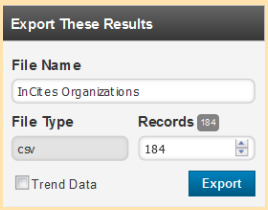


Click on  to export the visualization as a .png image:



Export the listed data

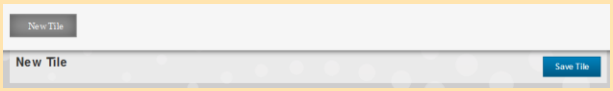
Click on  to export ALL the listed items and indicators as a .csv tabular data file:



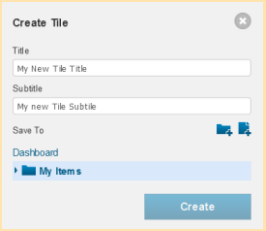
Type in the number of records to export, here between **1-184**.

Select [Trend data] to export annual data over the period.

Save a Tile



Click on the  button

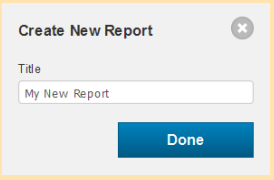


In the 1st new window,

click on [My items] to be able to Create New Report by clicking on

or

click on [Dashboard] to save the Tile in your Dashboard > press 



In the 2nd new window, add report's name > press 

In the 1st window, select the newly created Report > press 

All Tiles MUST BE SAVED in your [Dashboard] or any [Report]

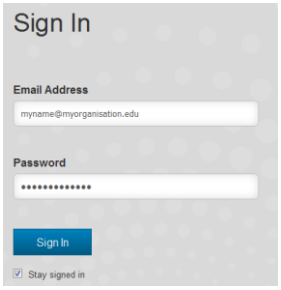
2. ANALYSE AN ORGANISATION'S RESEARCH OUTPUTS

Fig 2

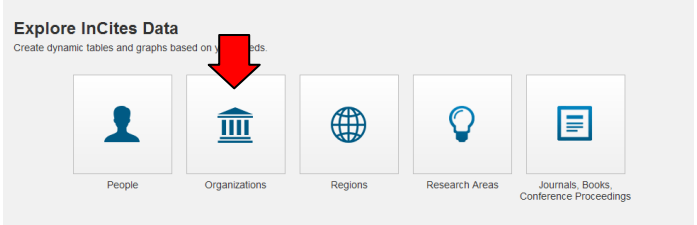
A report showing a series of Tiles depicting selected indicators for the analysis of a single institutions' outputs, portfolio, collaborations and researchers.

[FIG 2: an organisation's research evaluation report]

➲ Sign in to InCites

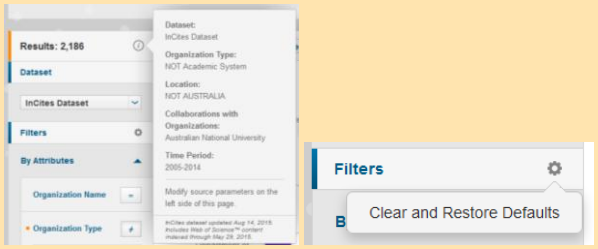


➲ On the "Analytics" landing page, select [Explore InCites Data] > Organizations



Are results inconsistent with your filters?

Verify current options listed against the filters



And reset these filters if needed

When was the data extracted?

In this example, Data was updated in InCites on August 14th with Web of Science Data from May 29th

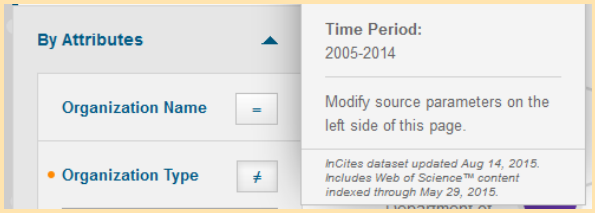
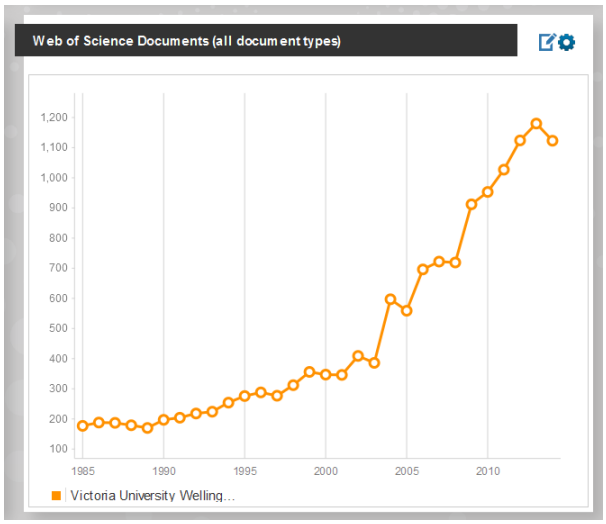


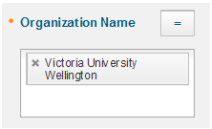
Fig 3



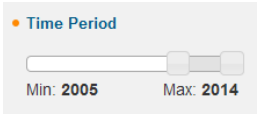
A Tile showing the trend in the research ouput as indicated by the number of Web of Science documents between 1985 and 2014 for a single organisation.

[FIG 3: evolution of research outputs Tile]

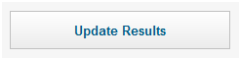
① On the Explorer page [Filters] > [By Attributes] > [Organization name] > search for the target university name, here "*Victoria University of Wellington*".



② [By Time] > [Time period]



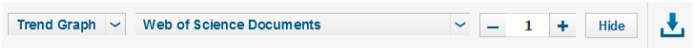
③ [Update Results]



Tips

For trend analysis, select complete calendar years.

④ Select the Visualization options



- Trend Graph
- Indicator = Web of Science Documents
- Number of lines = 1 (up to 25)

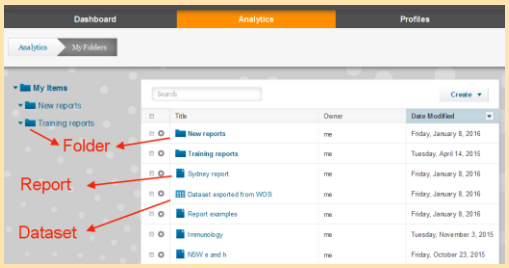
➲ Save the Tile as "Web of Science Documents (all document types)"in a report named "University Dashboard".

How to retrieve a saved report?

As a Dashboard

In My Folders

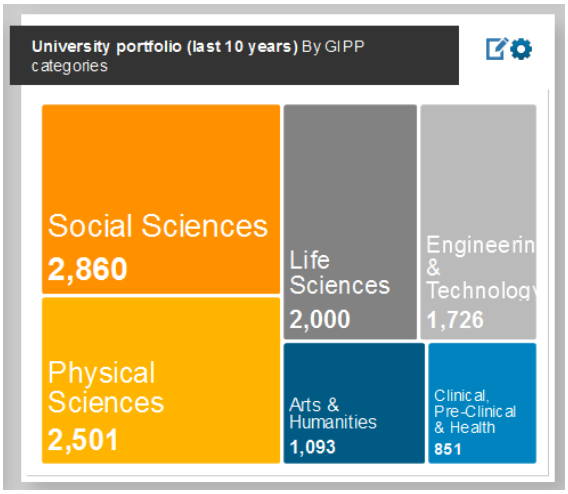
Go to the [analytics] tab and select [My Folders]:



Browse your saved **Reports** in [My Items] or in your saved **Folders**

gives you access to your saved **Datasets**

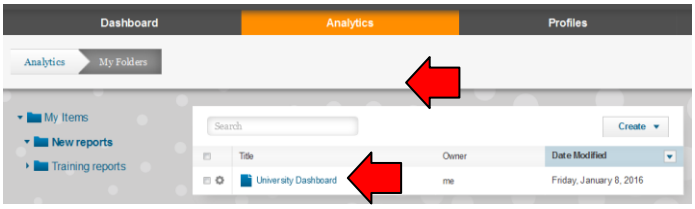
Fig 4



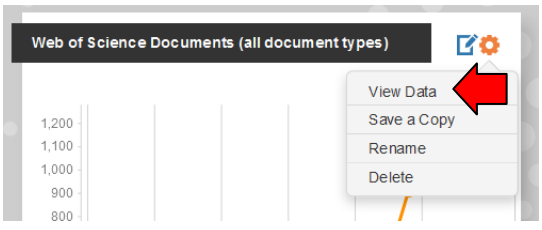
A Tile showing the portfolio of research at a single organisation and per broad categories (categories used in the Global Institution Profile Project – GIPP – which are mapped to the narrow Web of Science research areas).

[FIG 4: Portfolio of research outputs Tile]

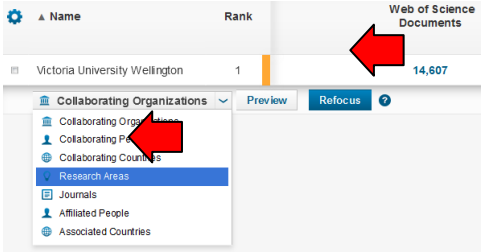
➲ Go to the [analytics] tab > select [My Folders] > open the saved Report named "University Dashboard",



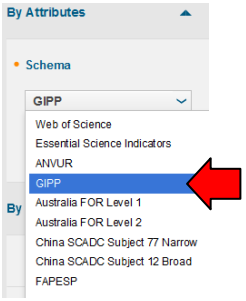
➲ For the Tile named "Web of Science Documents (all document types)" created previously > ⚙ > [View Data] to open the [Organization Explorer]

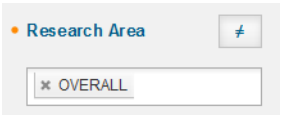


① In the table, click on the name of the selected organization > as the menu appears > Select "*Research Areas*" > Click [Refocus]

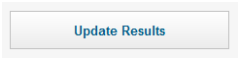


② On the new [Research Areas Explorer] > Go to [**By Attributes**] > click on [**Schema**] > select "*GIPP*" > Click on [**Research Area**] > select "*OVERALL*" and select "≠"

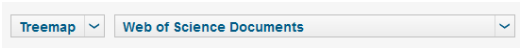




③ [Update Results]



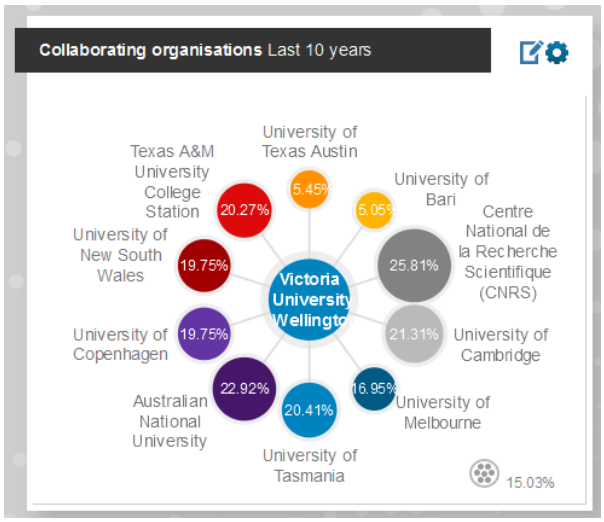
④ Select the Visualization options



- Treemap
- Indicator = Web of Science Documents

➲ Save the Tile as "*University Portfolio by broad GIPP categories*" in the report named "*University Dashboard*".

Fig 5

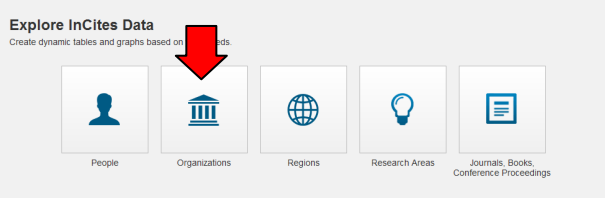


A Tile showing the top 10 international collaborating organisations in a selected Research Area of a single organisation over the last 10 years. The size of the circles depicts the relative citation impact for each collaboration (% documents in Top 10%). The Tile also shows the average performance of this organisation's international collaborations.

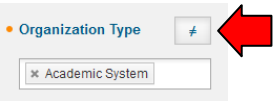
[FIG 5: collaborating organisations Tile]

➲ Sign in to InCites

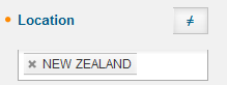
➲ On the "Analytics" landing page, select [Explore InCites Data] > Organizations



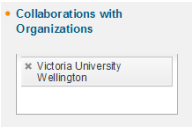
① On the Explorer page [Filters] > [By Attributes] > [Organization Type] > select "*Academic System*" and select "≠" to exclude this type from the results.



② To select **international collaborations**: [Location] > select the country of the analysed organisation, "*New Zealand*" and select "≠".

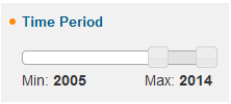


③ [By Research Network] > [Collaborations with Organizations] > search for the target university name, here "*Victoria University of Wellington*".



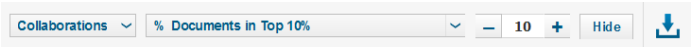
⑥ [By Research Output] > [Schema] > select "*GIPP*" > [Research Area] > select "*Physical Sciences*".

④ [By Time] > [Time period]



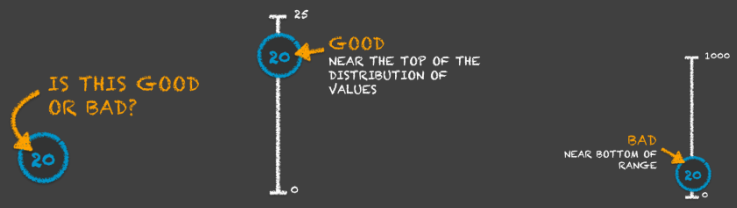
⑤ [Update Results]

⑥ By default the visualisation is shifted to the "*collaborations*".



- Indicator = % Documents in Top 10%
- Number of lines = 10 (up to 25)

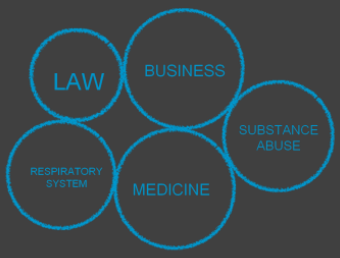
➲ Save the Tile as "*Collaborating organisations*" in a report named "*University Dashboard*".



What indicator use?

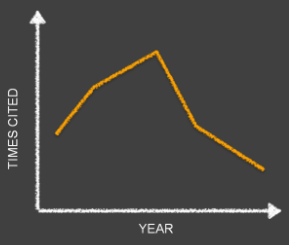
Research is a rich and complex activity that can only be described through a series of indicators measuring productivity and impact, influence, collaborations, disciplines. When using impact metrics, also use normalised indicators and benchmarks to compare likes with likes: give context to indicators.

Because citation rates changes over time, research categories and document types, we need to take these factors into account to calculate relative citation values, in doing so, we calculate a normalised citation count.



CATEGORIES
CITATION PATTERNS VARY BY SUBJECT CATEGORY

FOR EXAMPLE MEDICINE VS LAW



TIME
CITATIONS ACCUMULATE OVER TIME AND AT DIFFERENT RATES

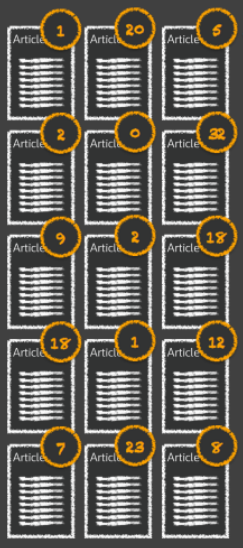
FOR EXAMPLE SOME SUBJECTS ARE CITED RAPIDLY, OTHERS MORE SLOWLY

DOCUMENT TYPE
CITATION VARY BY DOCUMENT TYPE

FOR EXAMPLE REVIEWS ARE GENERALLY MORE CITED THAN ARTICLES, OTHER DOCUMENT TYPES MAY GO BARELY CITED

How to normalise?

Calculating a Category Normalised Citation Impact (CNCI)[1]



NORMALIZED
FOR JOURNAL OR CATEGORY, PUBLICATION YEAR, AND DOCUMENT TYPE

158 / 15 = 10.5
ACTUAL CITATIONS / DOCUMENTS / EXPECTED CITATIONS / ARTICLE

*A NOTE
WHEN ARTICLE SETS INCLUDE MORE THAN ONE JOURNAL OR SUBJECT AREA, THE HARMONIC MEAN FOR EACH IS USED IN THE CALCULATION

ARTICLE PUBLISHED IN THAT YEAR WITH 20 CITATIONS
WE COMPARE WITH EXPECTED VALUE FOR NORMALIZED DOCUMENT SET

20 / 10.5 = 1.9

SO, THIS ARTICLE HAS RECEIVED 1.9 TIMES THE EXPECTED NUMBER OF CITATIONS FOR YOUR GROUP

NOT JUST PAPERS —
WE CAN CALCULATE THE EXPECTED CITATIONS FOR PEOPLE, ORGANIZATIONS, COUNTRIES & REGIONS, SUBJECT AREAS, AND JOURNALS/BOOKS

8 / 10.5 = 0.8

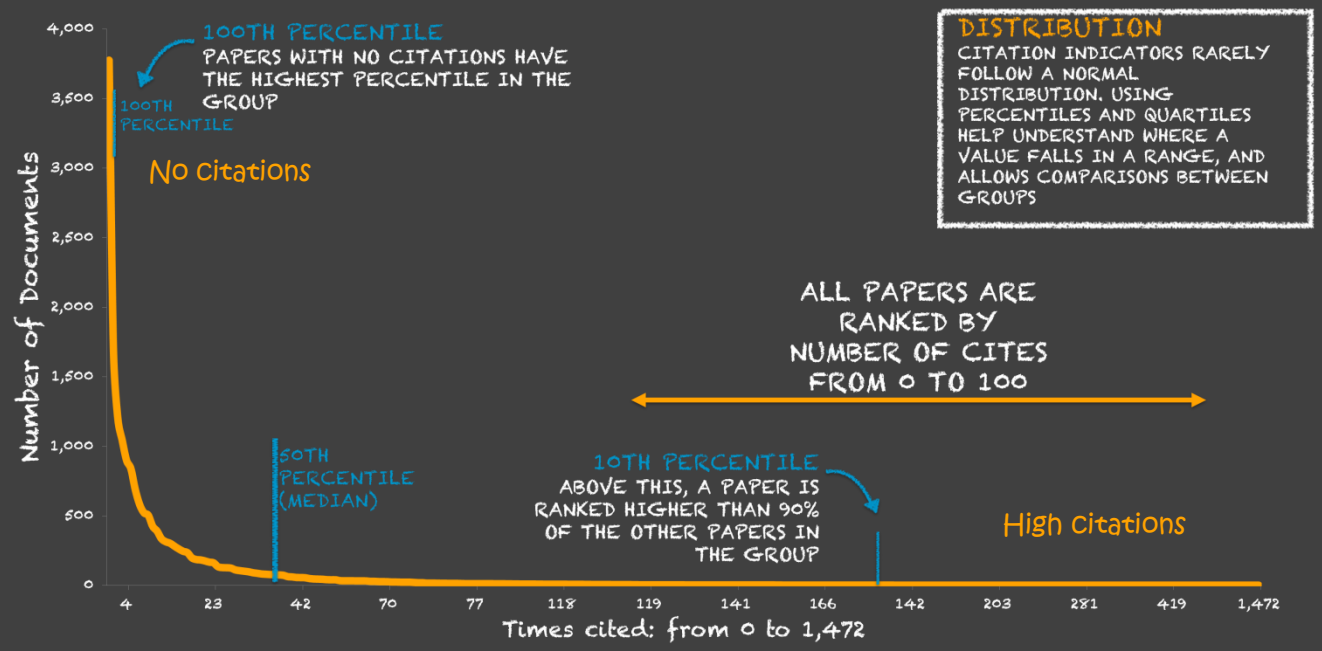
SO THIS INDIVIDUAL HAS BEEN CITED FEWER TIMES THAN WOULD BE EXPECTED

A Category Normalized Citation Impact of any entity is the average of these individual papers' ratios

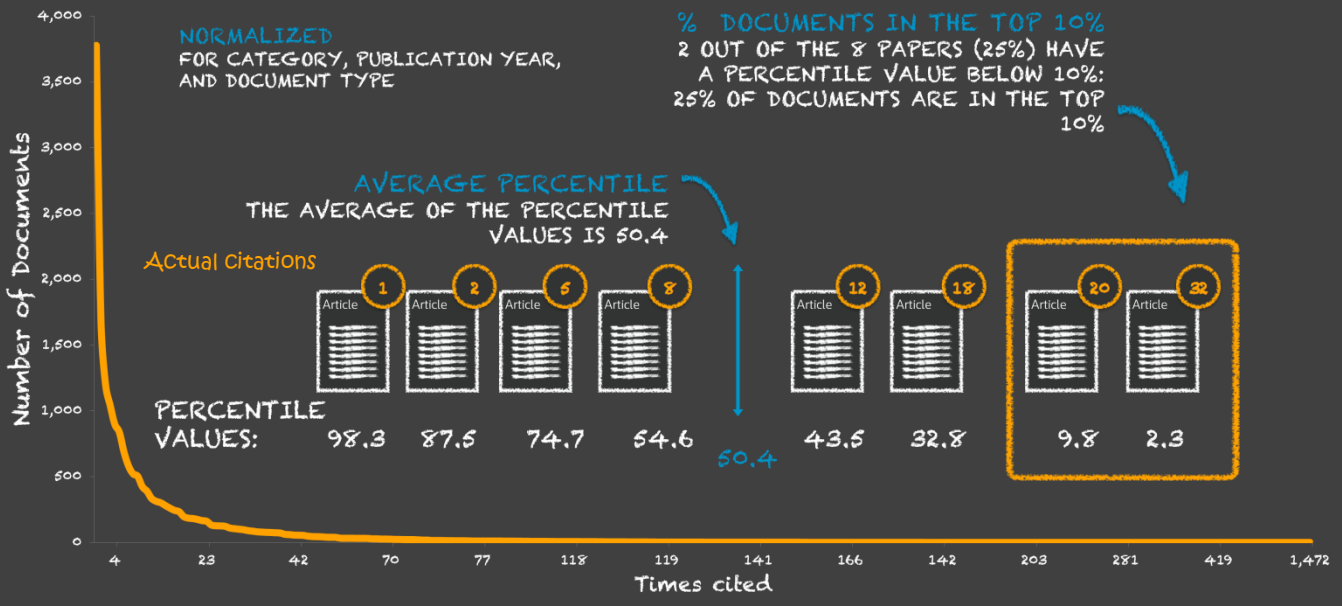
Impact Relative to World: Citation impact of the set of publications as a ratio of world average

[1] Similar to the Field Normalised Citation Impact of the Karolinska Institute

Calculating percentiles



Percentiles represent the rankings of all papers in the same categories, publication years and document types between 0 (high citations) and 100 (no citations). In InCites, a percentile of 9.8 represents a paper in the top 9.8% of its category.

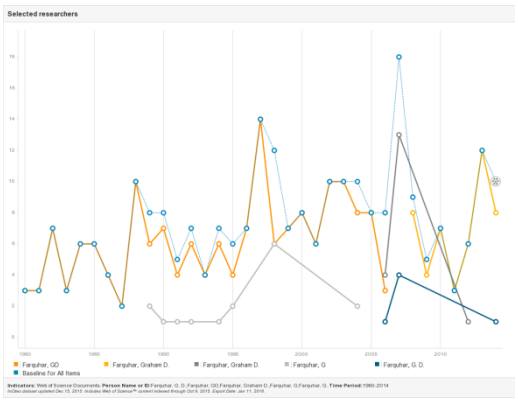


Tips

- Category Normalised Citation Impact (CNCI) and Percentiles are complementary measures, CNCI are more influenced by outliers,
- Use ranges to compares values (eg 0.8-1.2),
- Acknowledge document set size, especially for small sets under 50-100 articles.

3. Analyse research outputs from one or more researchers

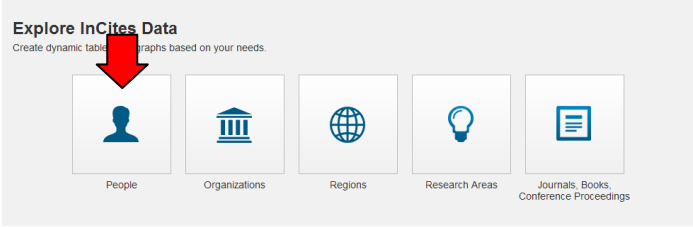
Fig 6



An image from a Tile showing the evolution in the number of research outputs (dotted blue line) by an individual researcher. The different name variants are also listed on the graph.

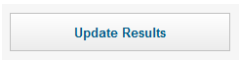
[FIG 6: evolution of a researcher's number of publications]

➲ On the "Analytics" landing page, select [Explore InCites Data] > People

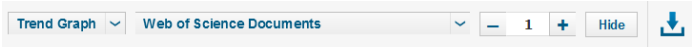


① [Filters] > [By Attributes] > [Person Name or ID] > select "*Researcher ID*" > enter a ResearcherID number, here "A-3722-2008".

② [Update Results]

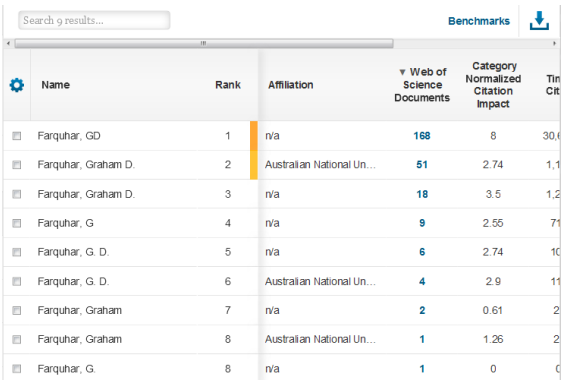


③ Select the Visualization options



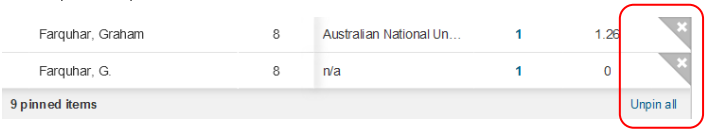
- Trend Graph
- Indicator = Web of Science Documents

④ The Ranking list is sorted by the number of Documents, each line represents an **author name variant**

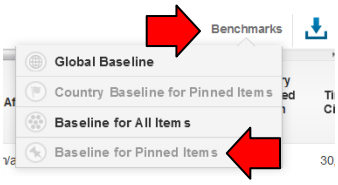


⑤ **Group all the relevant name variants** together > select the relevant name variants by checking the appropriate boxes (here all 9) > [Pin To Top]

⑥ Unpin any variant if an error was made in the selection



⑦ **Create indicators** for the author > [Benchmarks] > [Baseline for All Items]

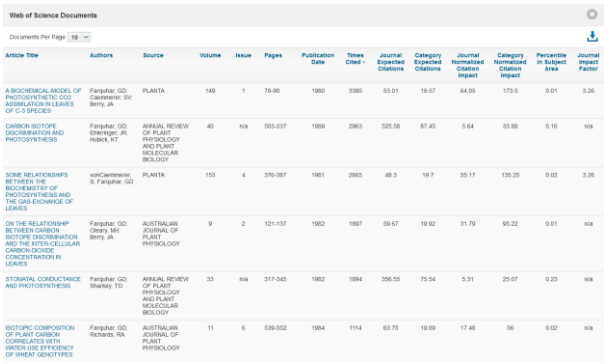


Tips

[Baseline for Pinned Items] is calculated for all the publications attributed to the pinned [Names].

Publications are never counted twice when selecting any of the [Benchmarks]' baselines.

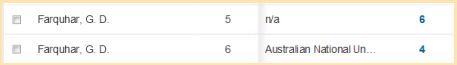
Fig 7



The table summarizing for each of the selected publications in the InCites explorers the individual calculated indicators and baselines. Each paper can be accessed through the Web of Science link.

Why are publications split across different lines?

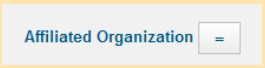
Each line is a different [Name]+[Affiliation] = name variant.



What does "*n/a*" affiliation mean?

No affiliation was identified on the listed publications in the Web of Science for this name variant.

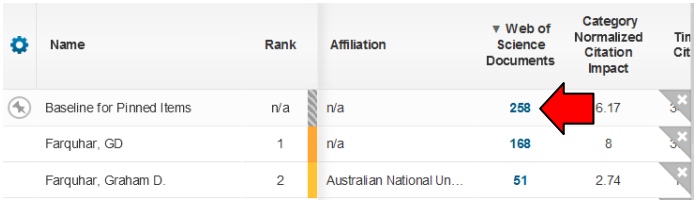
Only publications with a listed Affiliation can be filtered:



Publications listed with "n/a" are not filtered.

[FIG 7: Article level metrics]

① **Access Article level indicators** > click on the hyperlinked number of [Web of Science Documents] of the [Baseline for Pinned Items] line, here **258** > articles table will show on screen.



Name	Rank	Affiliation	Web of Science Documents	Category Normalized Citation Impact	Tin Cit
Baseline for Pinned Items	n/a	n/a	258	6.17	3
Farquhar, GD	1	n/a	168	8	3
Farquhar, Graham D.	2	Australian National Un...	51	2.74	1

② Export the table as a .csv file by clicking on > enter the number of papers you want to export, here **258**.

.

How to select authors?

I have an ORCID ? — NO → I have a ResearcherID (RID) ? — NO → I am the only "*J. Smith*" ? — NO → I am the only "*J. Smith*" in "Australia" ?

YES ↓ (I have an ORCID ?)

The ORCID profile at www.orcid.org is up-to-date ?

NO ↑

YES ↓

The ORCID profile at www.orcid.org is up-to-date ?

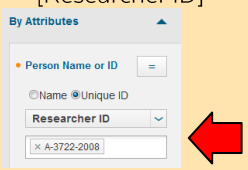
YES ↓

Use the "*Save to InCites*" feature from Web of Science to select the publications from this author

YES ↓ (I have a ResearcherID (RID) ?)

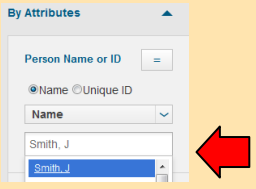
Find the RID on www.researcherid.com

Filter InCites with the [Researcher ID]



YES ← (I am the only "*J. Smith*" ?)

Filter InCites with any variants meeting the [name] ", " [initials]



NO ↓ (I am the only "*J. Smith*" in "Australia" ?)

Doing more from a document set: using Article level indicators

EXPECTED NUMBER OF CITATIONS FOR AN ARTICLE PUBLISHED IN THE JOURNAL IN 1998

EXPECTED NUMBER OF CITATIONS FOR AN ARTICLE PUBLISHED IN THE CATEGORY IN 1998

Article Title	Authors	Source	Volume	Issue	Pages	Publication Date	Times Cited	Journal Expected Citations	Category Expected Citations	Journal Normalized Citation Impact	Category Normalized Citation Impact	Percentile in Subject Area	Journal Impact Factor
Floral dip: a simplified method for Agrobacterium-mediated transformation of Arabidopsis thaliana	Clough, SJ; Bent, AF	PLANT JOURNAL	16	24	735-743	1998	7,113	91.08	26.25	78.09	271.02	0.01	6.82

JOURNAL NORMALIZED CITATION IMPACT >1 IS BETTER THAN EXPECTED

CATEGORY NORMALIZED CITATION IMPACT >1 IS BETTER THAN EXPECTED

EXAMPLE ARTICLE PERFORMING BELOW EXPECTED FOR JOURNAL AND CATEGORY IN 1998

Article Title	Authors	Source	Volume	Issue	Pages	Publication Date	Times Cited	Journal Expected Citations	Category Expected Citations	Journal Normalized Citation Impact	Category Normalized Citation Impact	Percentile in Subject Area	Journal Impact Factor
Molecular insertion-site selectivity of Ds in tomato	Stuurman, J; Nijkamp, HJJ; van Haaren, MJJ	PLANT JOURNAL	14	24	215-223	1998	13	91.08	26.25	0.14	0.5	52.82	6.82

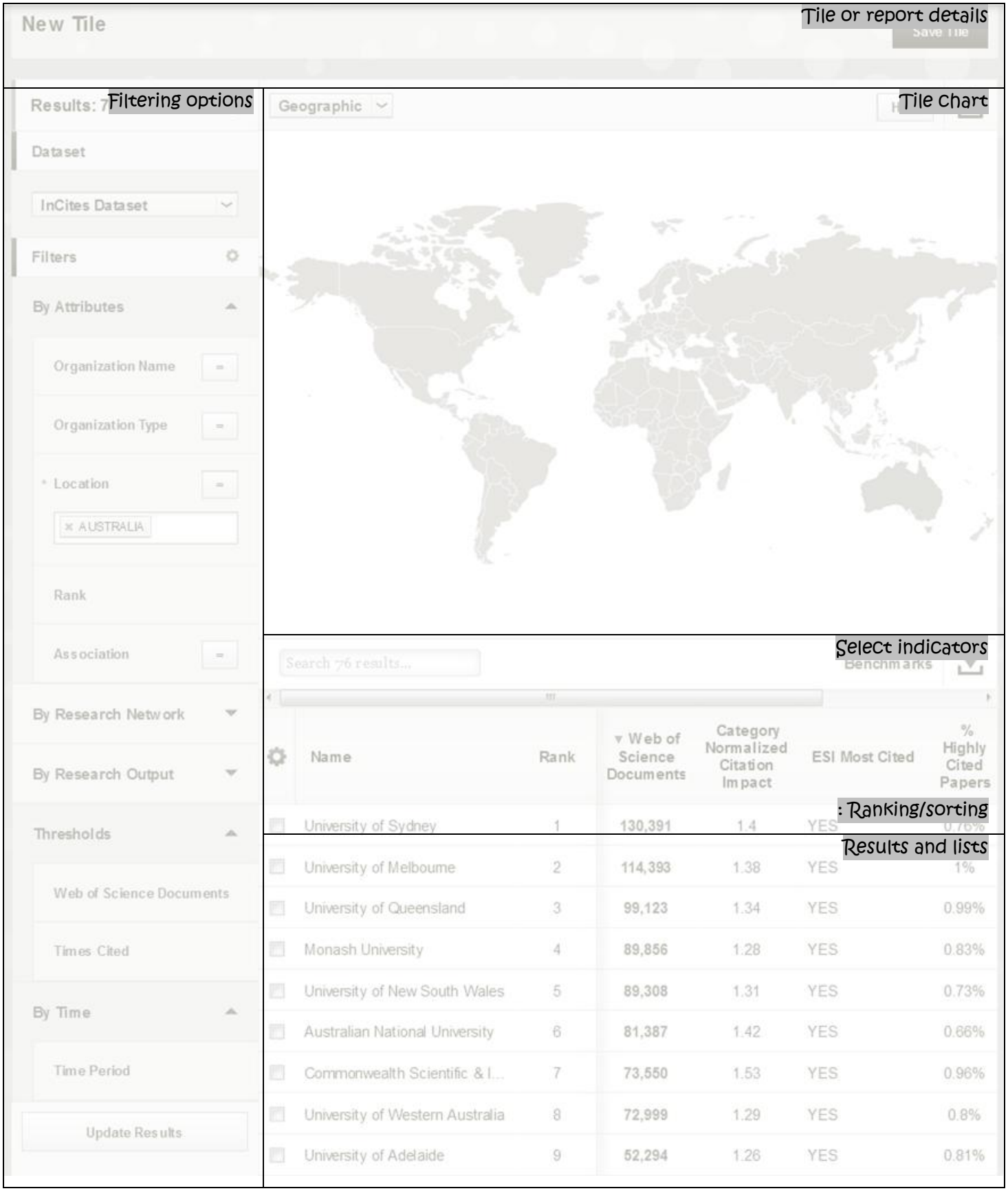
PERCENTILE IN SUBJECT AREA

SMALLER IS BETTER – IN THIS EXAMPLE 53% OF THE PAPERS IN THE CATEGORY (PLANT SCIENCES) IN 1998 PERFORMED BETTER

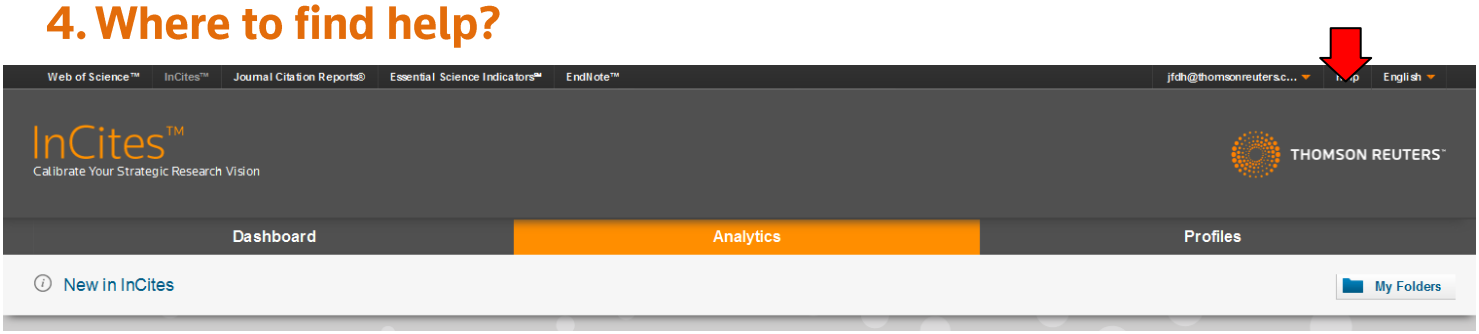
PAPERS CAN BE SORTED BY THIS NORMALISED VALUES TO IDENTIFY TOP PAPERS (I.E. HIGHEST CNCI OF THE LAST 10 YEARS)

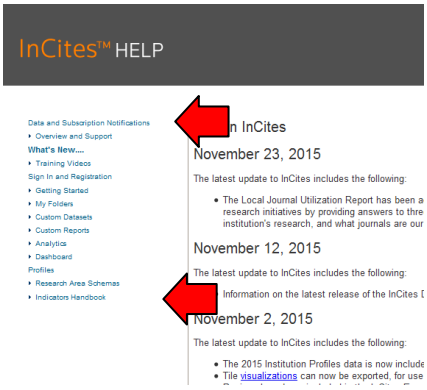
Article Title	Authors	Source	Publication Date	Times Cited	Journal Expected Citations	Category Expected Citations	Journal Normalized Citation Impact	Category Normalized Citation Impact	Percentile in Subject Area	Journal Impact Factor
BILIARY SLUDGE AS A CAUSE OF ACUTE-PANCREATITIS	Lee, SP; Nicholls, JF; Park, HZ	NEW ENGLAND JOURNAL OF MEDICINE	1992	326	353.96	27.5	0.92	11.86	0.59	55.87
Combined use of autoantibodies (IA-2) autoantibody, GAD autoantibody, insulin autoantibody, cytoplasmic islet cell antibodies) in type 1 diabetes - Combinatorial Islet Autoantibody Workshop	Verge, CF; Stenger, D; Bonifacio, E; Colman, PG; Pilcher, C	DIABETES	1998	326	83.83	28.99	3.89	11.25	0.63	8.1
PREVENTION OF STEROID-INDUCED OSTEOPOROSIS WITH (3-AMINO-1-HYDROXYPROPYLIDENE)-1, 1-BISPHOSPHONATE (APD)	Reid, IR; Alexander, CJ; King, AR; Ibbertson, HK	LANCET	1988	324	107.63	25.02	3.01	12.95	0.53	45.22
A CASE-CONTROL STUDY OF DEATHS FROM ASTHMA	Rea, HH; Scragg, R; Jackson, R; Beaglehole, R; Fenwick, J	THORAX	1986	310	30.6	25.01	10.13	12.4	0.57	8.29
Dietary fat and asthma: Is there a connection?	Black, PN; Sharpe, S	EUROPEAN RESPIRATORY JOURNAL	1997	309	37.71	28.92	8.19	10.68	0.67	7.64
The efficacy of azathioprine for the treatment of inflammatory bowel disease: a 30 year review	Fraser, AG; Orchard, TR; Jewell, DP	GUT	2002	309	61.04	30.12	5.06	10.26	0.67	14.66
Worldwide burden of disease from exposure to second-hand smoke: a retrospective analysis of data from 192 countries	Oberg, Mattias; Jaakkola, Maritta S.; Woodward, Alistair; Peruga, Armando; Pruess-Ustuen, Annette	LANCET	2011	303	132.32	10.37	2.29	29.21	0.06	45.22
AGGRESSIVE NUTRITIONAL SUPPORT DOES NOT PREVENT PROTEIN LOSS DESPITE FAT GAIN IN SEPTIC INTENSIVE-CARE PATIENTS	Streat, SJ; Beddoe, AH; Hill, GL	JOURNAL OF TRAUMA-INJURY INFECTION AND CRITICAL CARE	1987	302	31.55	24.69	9.57	12.23	0.59	
Dramatic neuronal rescue with prolonged selective heed cooling after ischemia in fetal lambs	Gunn, AJ; Gunn, TR; deHaan, HH; Williams, CE; Gluckman, PD	JOURNAL OF CLINICAL INVESTIGATION	1997	302	136.31	28.92	2.22	10.44	0.71	13.26
Specific, irreversible inactivation of the epidermal growth factor receptor and erbB2, by a new class of tyrosine kinase inhibitor	Fry, DW; Bridges, AJ; Denny, WA; Doherty, A; Greis, KD	PROCEEDINGS OF THE NATIONAL ACADEMY OF SCIENCES OF THE UNITED STATES OF AMERICA	1998	299	144.21	28.99	2.07	10.31	0.74	9.67

CITATION IMPACT METRICS SHOW A CONTRIBUTION (POSITIVE OR NEGATIVE) TO AN ENTITY'S PERFORMANCE


New Tile
Tile or report details
Filtering options
Tile chart
Results: 7
Geographic
Dataset
InCites Dataset
Filters
By Attributes
Organization Name
Organization Type
Location
AUSTRALIA
Rank
Association
By Research Network
By Research Output
Thresholds
Web of Science Documents
Times Cited
By Time
Time Period
Update Results
Search 76 results...
Benchmarks
Select indicators
Name
Rank
Web of Science Documents
Category Normalized Citation Impact
ESI Most Cited
% Highly Cited Papers
: Ranking/sorting
Results and lists
University of Sydney 1 130,391 1.4 YES
University of Melbourne 2 114,393 1.38 YES 1%
University of Queensland 3 99,123 1.34 YES 0.99%
Monash University 4 89,856 1.28 YES 0.83%
University of New South Wales 5 89,308 1.31 YES 0.73%
Australian National University 6 81,387 1.42 YES 0.66%
Commonwealth Scientific & I... 7 73,550 1.53 YES 0.96%
University of Western Australia 8 72,999 1.29 YES 0.8%
University of Adelaide 9 52,294 1.26 YES 0.81%

4. Where to find help?





View details about the version of Data in InCites

Us the [Indicator Handbook] for detailed information about the indicators from InCites, including their use and calculation.

For all other topics, enter a word or a phrase to search the InCites knowledge base.

5. Where to find more help?

- Training videos: http://wokinfo.com/training_support/training/incites/
- InCites Indicators Handbook:
  - http://ipscience-help.thomsonreuters.com/inCites2Live/indcatorsGroup/aboutHandbook.html
  - http://researchanalytics.thomsonreuters.com/m/pdfs/indicators-handbook.pdf

6. A Technical problem, feedback?

- Email: massimiliano.carloni@thomsonreuters.com
- Phone: +39 345.4344300