Benchmarking SOP

Cheat Sheet
Which database to use?

Citation Counts

Web of Science
- Indexed
  - Author Search Tab
    - Author name variants
      - No option to include/exclude self-citations
    - By dept, affiliation
      - Basic Search
        - Document view
          - Option to include/exclude self-citations
    - Unique, 2 initials
      - Author Search Tab
        - Author name variants
          - Citations to a name variant, Citations to specific work
    - Common name, 1 initial
      - Author Search Tab
        - Author name variants
          - Citations to a name variant, Citations to specific work

Scopus
- Indexed
  - Author Search
    - Document Search
      - Option to include/exclude self-citations
Steps to calculating the H-index of a Department

1. Verify the full name of the Departments [sub-departments as well]

2. Determine if it is a local or foreign institution

3. Modify template accordingly:
   – Local template [slide 4]
   – Foreign template [slide 5]

4. Use Web of Science [WOS]

5. Narrow down the year range to: 2008 - 2013

6. Use Author Search and follow instructions in WOS notes

7. Use a marked list or saved list to finding missing articles [if needed]

8. Generate Citation Report
## Local Template

<table>
<thead>
<tr>
<th>Boolean operator</th>
<th>Portion to paste in search box</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NUS same Singapore same XXX</td>
<td>Address</td>
</tr>
<tr>
<td>OR</td>
<td>Natl Univ Singapore same XXX</td>
<td>Address</td>
</tr>
<tr>
<td>OR</td>
<td>Natl Univ Hlth Syst same Singapore same XXX</td>
<td>Address</td>
</tr>
</tbody>
</table>
### Foreign Template

<table>
<thead>
<tr>
<th>Boolean operator</th>
<th>Portion to paste in search box</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[Acronym e.g. UCLA, LSE] same [Country or State* e.g. USA, England]</td>
<td>Address</td>
</tr>
<tr>
<td>OR</td>
<td>Full name [take note of WOS abbreviations]</td>
<td>Address</td>
</tr>
<tr>
<td>OR</td>
<td>Native name [e.g. Eidgenössische Technische Hochschule Zürich]</td>
<td>Address</td>
</tr>
</tbody>
</table>

* for US or UK Universities/Institutions
Steps to calculating the H-index of an Individual

1. From an Individual’s CV or through investigation, get the following information ready:
   – Name: first, middle & last, other names
   – Affiliation[s]
   – Subject specialty

2. Choose database: Web of Science/Scopus

3. Narrow down the years to: 2008 - 2013

4. Use Author Search and follow instructions in WOS/Scopus notes

5. Use a marked list or saved list to finding missing articles [if needed]

6. Generate Citation Report
Using a marked/saved list

After doing an Author Search in either Web of Science/Scopus, you may not find most of the articles written by that particular researcher.

When that happens:
1. Carry out an Author Search
2. Save those articles found to a marked/saved list
3. Carry out searches using Basic/Document Search
4. Save those articles to the marked/saved list created earlier
5. Generate Citation Report using the marked/saved list