

## Resources to Assist with Publication Form

To find the current year and five year impact factor, go to the USF Library webpage ([www.lib.usf.edu](http://www.lib.usf.edu))

- Click on Web of Science under the “Top Databases” column
- Click on “Select a Database” tab
- Click on Journal Citation Reports [Note: This automatically opens a new window]
- Select the JCR edition and year in the box in the left column
- Select “Search for a specific journal” in the “select an option” box in the right column
- Click submit and then enter journal title and submit
- Current year impact factor and five-year impact factor will be listed
- Do **not** include an average impact factor.
- If an impact factor for a journal is not available, leave blank or insert NA
- On your report, include the date the report was generated.

To find the number of citations for your publications, go to the USF Library webpage ([www.lib.usf.edu](http://www.lib.usf.edu))

- Click on Web of Science under the “Top Databases” column
- Click on Web of Science tab
- Enter name with the “author” option in the pull down field
- Articles you have published that are indexed in the Web of Science will appear in a list
- The Times Cited will be listed for each article
- To identify self-cites, click on the article title and then click on the number that appears after “Cited References”
- Review the list that appears to identify self-cites
- On your report, include the date the report was generated.

Please note: For this form, you may include ALL publications, not just those since your last promotion or tenure action.