

## Resources to Assist with Publication Form

### Impact Factor

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) )

- From the Databases tab, select *Web of Science*
- This will open a new tab. Although the page says Web of Science, the link is *webofknowledge*
- Enter the article title and select *Search by Article Title* in the drop down menu box
- When the journal article appears, click on the title for details
- Click on the *View Journal Impact* link located below the basic information about the publication; a new window will open with the information you need
- Enter the *Journal Impact Factor* information from WoS into the summary table
- If an impact factor for a journal is not available, insert “Not Available” on the form
- Do not include self citations
- On your report, include the date the report was generated.

#### Alternative Method: Searching for Article Using DOI

- In the same database above, you can search by doi
- Enter the doi and select DOI from the dropdown menu box
- The results will appear on a new window
- Repeat the same steps as above to access the Journal Impact
- If your search finds no records, a list of suggestions will be provided
- For example, you can check “InCites Journal Citation Reports” on the top tab *Journal Citation Reports*; select the *Browse by Journal* option; select *Journals* from the left sidebar; enter the journal name (it will autofill). After the journal name appears, scroll down to the bottom and click submit and the journal name will appear in the box at the right. Click on the full journal name to find the journal’s analytics. For five-year impact, click on *All Years*.

### Number of Citations

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 in the list
- 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 and adjust as needed
- 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.