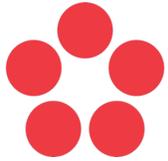




Jihočeská univerzita  
v Českých Budějovicích  
University of South Bohemia  
in České Budějovice

## InCites Benchmarking



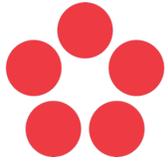


## InCites – King of Benchmarking



The InCites Benchmarking & Analytics analytical tool from Clarivate Analytics (producer of the Web of Science platform) is primarily designed for creating advanced publication analyses based on bibliometric data indexed in the Web of Science database. It enables:

- to measure the productivity and impact of scientific outputs
- benchmarking using sub-quantitative indicators
- to identify influential researchers
- to generate analyses of scientific performance at the level of individuals, departments, faculties and the whole institution
- to monitor the collaborative activity of scientific departments
- to compare the scientific research of institutions or individuals with each other, nationally or globally

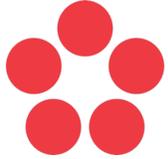


# InCites – Analysis and Reports

- InCites (a tool by Clarivate) is a part of [Web of Science™](#) - available at the Academic Library web page (E-resources)
- InCites can be found in the list of E-resources or you can enter it from the Web of Science™ web page

The screenshot shows the Web of Science interface. At the top right, there is a language dropdown set to 'English' and a 'Products' button. A red circle highlights the 'Products' button, with the number '1.' next to it. A dropdown menu is open, showing several options. The option 'InCites Benchmarking & Analytics' is circled in red, with the number '2.' next to it. Other options in the menu include 'Web of Science', 'Master Journal List', 'Journal Citation Reports™', 'Research Horizon Navigator', 'Essential Science Indicators', 'Reference Manager', 'EndNote', and 'EndNote Click'. The main interface shows a search bar with the text 'Example: oil spill\* mediterranean' and a search button.

1. At the Web of Science page click “Products”
2. Select “InCites Benchmarking & Analytics”



# InCites – Analysis and Reports

- To use InCites it is necessary to create an account and to log in

Discover Clarivate ▾

Support Investors Careers **Login** ↗

**Clarivate** Academia & Government

Products and services ▾ About ▾ Insights ▾ Contact us

Explore our solutions

**InCites Benchmarking & Analytics** ▾

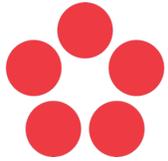
Scientific and Academic Research • Research funding and analytics solutions

# InCites Benchmarking & Analytics

Measure your success. Multiply your impact.

Product login ↗

Contact support 🗨️



# InCites – Analysis and Reports

- On the home page, you choose what activity you plan to do - probably analysis

Clarivate Help English Products

InCites Analyze Report Organize My Organization Research Horizon Navigator™ novym@jcu.cz

### Analyze

Dig into the data.

Start from scratch, revisit recent analyses, or pick a popular use case to launch a starter analysis.

Start an analysis

### Report

Gather your insights to present and share.

Create a custom report or revisit saved reports. Or, start with an overview report with analyses you can adjust as needed.

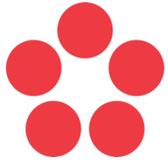
Explore reports

### Organize

Keep tabs on multiple research questions and trends.

Organize your analyses, visuals, and reports into folders and dashboards that you can revisit.

Organize your projects



# InCites – Analysis and Reports

Clarivate Help English Products

InCites Analyze Report Organize My Organization Research Horizon Navigator™ novym@jcu.cz

Analyze

Start a new analysis

I'd like to analyze

ENTITIES TYPE

Organizations

Start

Researchers

Organizations

Departments

Locations

Research Areas

Publication Sources

Funding Agencies

More ways to get started

Pick a popular use case to be guided through a starter analysis, or choose from one of your recent analyses, then adjust as needed.

[Learn more about analysis](#)

STARTER ANALYSES

All

Organization performance

Researcher performance

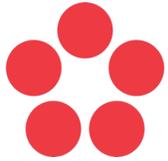
Which are the most impactful Citation Topics for a specific organization?

What are the Citation Topics in which a journal publishes?

What are the top producing Research Areas at a specific Organization?

67

Select from the drop-down menu whether you want to analyse a scientist, an organisation (= university), a department (= faculty), etc. Confirm your selection with the "Start" button



# InCites – Analysis and Reports

5.

1. **Filters**

2. **Include ESCI documents**

3. **Organization Name**

4. **Organization Name: University of South Bohemia Ceske Budejovice**

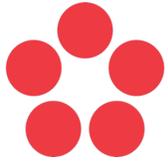
6. **1 organizations (4,454 documents)**

Organization Name	Web of Science Documents	Times Cited	Collab-CNCI	% Documents Cited	Rank	Category	Normalized Citation Impact
University of South Bohemia Ceske Budejovice	4,454	43,852	0.88	77.03%	1		1.14

Refocus to view **organizations that collaborate with this entity** **Go**

This will show the organizations that collaborate with this organization.

1. Starting with “Filters” we select:
2. Time span and
3. Based on the name the university we want analyse
4. Selected filters are shown at the top of the page
5. To analyse a faculty or a scientist use the drop-down menu
6. The tool creates a table for the following work



# InCites – Analysis and Reports

1.

Filters **Indicators** Baselines

Add a new column to the table.

Search within indicators

PRODUCTION

- Web of Science Documents
- ESI Most Cited
- % Documents in Top 1%
- % Documents in Top 10%
- % Highly Cited Papers
- Highly Cited Papers
- % Hot Papers
- Documents in JIF Journals
- Documents in Q1 Journals
- Documents in Q2 Journals
- Documents in Q3 Journals
- Documents in Q4 Journals
- % Documents in Q1 Journals
- % Documents in Q2 Journals
- % Documents in Q3 Journals
- % Documents in Q4 Journals
- Documents in Top 1%

2.

Filters Indicators **Baselines**

Add a new row to the table.

Global Baseline

Enables you to benchmark against the world. Global baselines are affected by year, document type, and research area filters. When using the Research Area Explorer, the Global Baseline is only affected by the year and document type. The research area filter has no impact on the calculation.

+ Add

Country/Region Baseline for Pinned Items

Allows benchmarking against a particular country/region. A baseline is generated for each country/region represented in the pinned set. Filters are incorporated into the calculation for this baseline. This is only available in Researcher, Organization, and Department view.

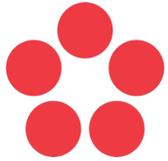
+ Add

3.

4.

1. “Indicators“ are here to select indicators – parameters we want to evaluate vyhodnotit – from “% Documents in Top1%” to “Open Access” or international cooperation details
2. “Baselines” are used to analyse the selected entity globally (3.) or based on region/country (4.)

All selected indicators are automatically entered into the table.



# InCites – Analysis and Reports

1 organizations (4,454 documents)

Find in table ▾ Sorted by Times Cited ▾

Organization Name	of nce ments	Times Cited	Collab-CNC
University of South Bohemia Ceske Budejovice	4,454	43,852	0.88

1 rows added Remove row

Search indicators

- Documents in JIF Journals
- Documents in Q1 Journals
- Documents in Q2 Journals
- Documents in Q3 Journals
- Documents in Q4 Journals
- % Documents in Q1 Journals

Cancel Apply

Category  
Normalized  
Citation  
Impact  
1.14

1. Add indicator

2. Apply

3. Download

1. Indicators can be added directly to the table using “Add indicator”
2. After the selection the indicators are activated with “Apply” – new indicators automatically appear in the table.
3. The table can be downloaded using “Download” button and selecting a format, name, etc.

Export results starting from current page

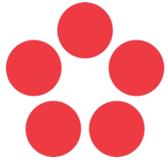
File name  
InCites Organizations

File Type  
Excel

Records 1

Trend Data

Download



# InCites – Analysis and Reports

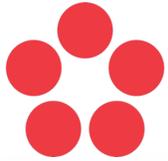
1.

1 organizations (4,454 documents) Find in table ▾ Sorted by Times Cited ▾ [+ Add indicator](#) [Download](#)

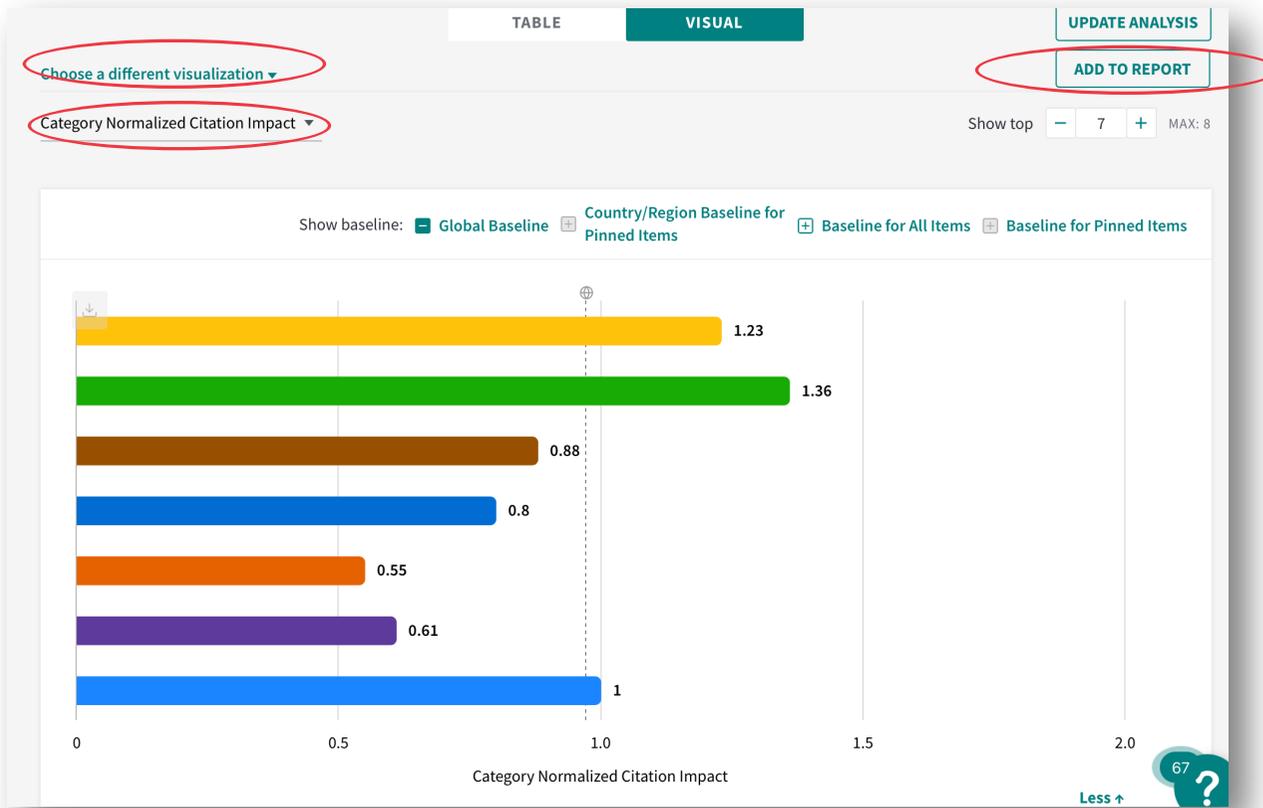
Organization Name	Number of Publications	Times Cited	Collab-CNCI	% Documents Cited	Rank	Category Normalized Citation Impact
<input checked="" type="checkbox"/> University of South Bohemia Ceske Budejovice	4,454	43,852	0.88	77.03%	1	1.14

1 rows added [Remove row](#)

1. “Visual” button takes us to the graphic part of the analysis

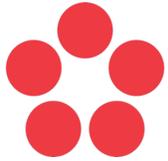


# InCites – Analysis and Reports



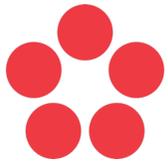
1.

1. “Choose a different visualization” can offer a different chart shape (caution: not all indicators have all possibilities)
2. Drop-down menu for the indicator selection
3. Selected chart is saved clicking “Add to report”

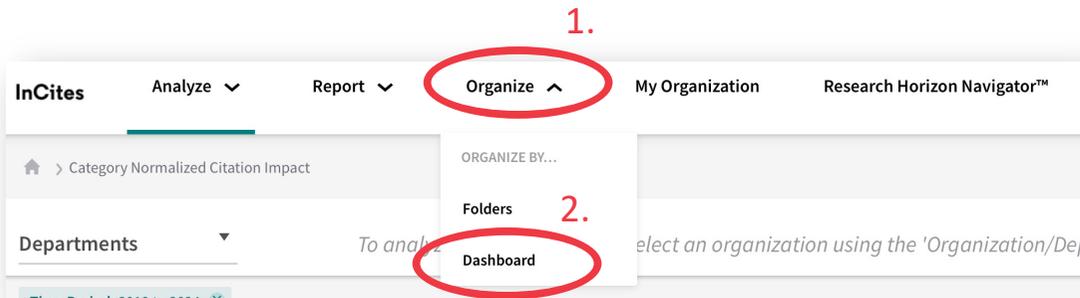


## InCites – Analysis and Reports

1. Edit the chart name
2. Add/edit the description
3. Select “Dashboard” as the location
4. “Save” the chart as a “tile”

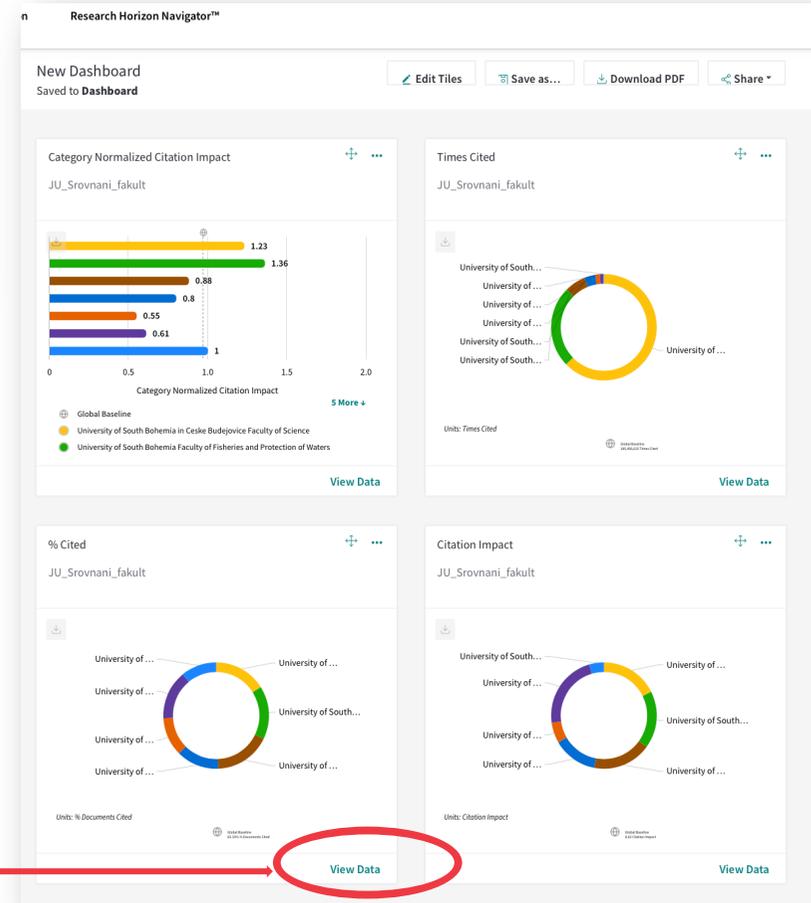


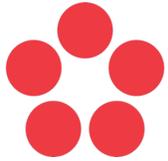
# InCites – Creating a Report



1. To edit the charts click “Organize” on the main page and then
2. select “Dashboard”

Clicking “View Data” takes you to the original table that can be edited again





## InCites – Creating a Report

1. **Organize**

2. **Folders**

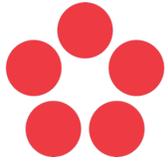
3. **Report**

4. **Title \*** Test Report XYZ

5. **Select a folder** My Items

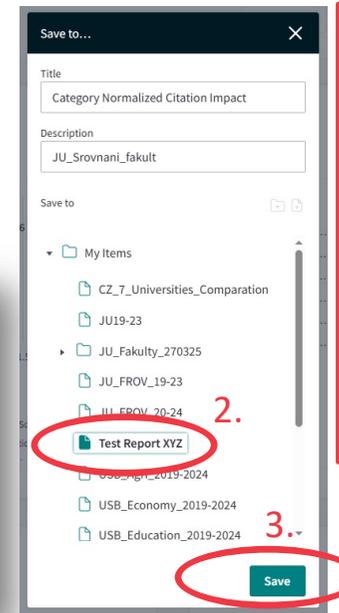
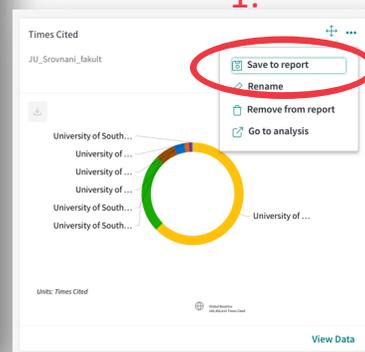
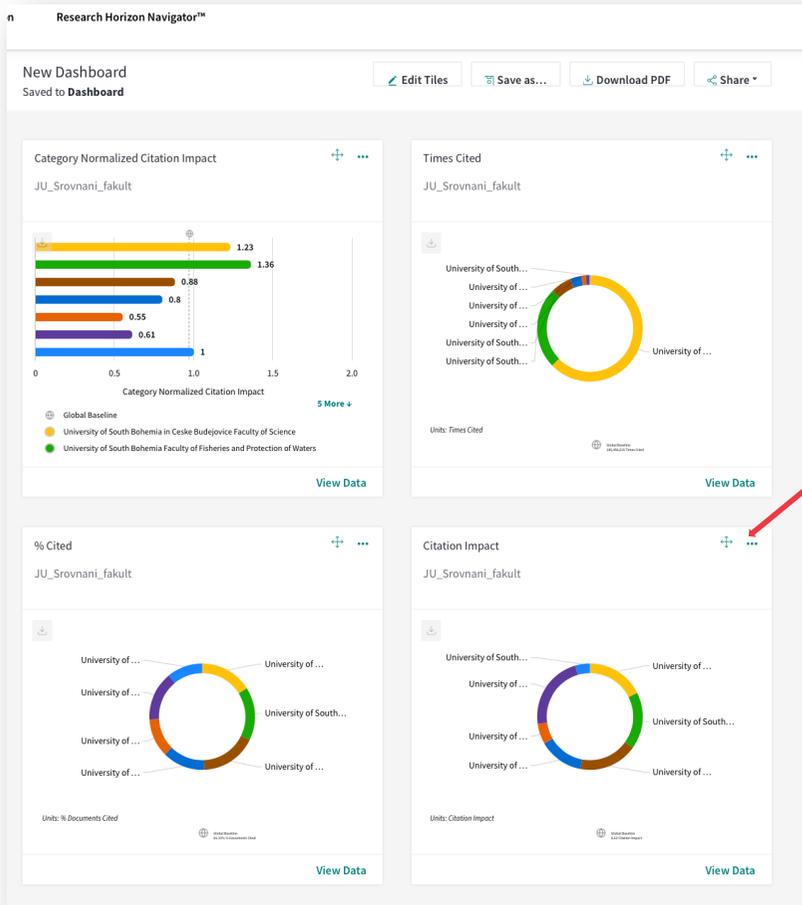
6. **Create**

1. On the main page click “Organize”
2. Select “Folders”
3. Then using “Create New” select “Report”
4. Type a name of your report
5. Select a destination
6. Click “Create”

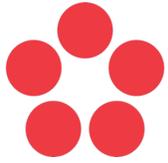


# InCites – Creating a Report

Clicking “Organize” on the main page you enter your “Dashboard”  
Click the “...” button at each chart (tile) you want to add to your report



1. Select “Save to report”
2. In the next window pick up your new report
3. Click “Save” to add the chart to your report



# InCites – Creating a Report

1.

Title	Owner
JU_Fakulty_270325	me
Test Report XYZ	me

2.

3.

Category Normalized Citation Impact

Category	Value
Global Baseline	1.0
University of South Bohemia in Ceske Budejovice Faculty of Science	1.23
University of South Bohemia Faculty of Fisheries and Protection of Waters	1.36
Other	0.88
Other	0.8
Other	0.55
Other	0.61

Times Cited

1. From “Organize” at the main page select “Folders”
2. Open your new report
3. Click “Download PDF” to save your report to your device