

Outline for Creating WoS Excel Summary Files

1. Connect to your university source for Web of Science. You may need to use school VPN.
2. Go to <https://www.webofscience.com/wos/woscc/basic-search>
3. Click “RESEARCHERS” tab.

Screenshot 1

Discover multidisciplinary content
from the world's most trusted global citation database.

DOCUMENTS RESEARCHERS

Name Search

Last Name * Lynch

First Name and Middle Initial(s) JOHN G.

+ Add name variant

X Clear Search

Enter the last name and first name and click “Search.” **Potential complications** at this stage:

- a. For very common names, the search engine will ask for further details (e.g., country and institution) before it runs the search. (see screenshot 2 below)
- b. More than one person may have the same last and first names; therefore the search can produce more than one record. In these cases, choose the relevant record.
- c. There can be more than one record for the same person. In these cases, choose all that apply and hit “View Combined Record.”

4. Screenshot 2

2 results from the Web of Science for:
Lynch, JOHN G. (Author Name)

How do I update my record?

Refine results

Author name

- ☐ Lynch, John 2
- ☐ Lynch, John G., Jr. 2
- ☐ Lynch Jr, John G. 1
- ☐ Lynch, J 1
- ☐ Lynch, JG 1
- [See all](#)

Organizations

- ☐ Duke University 1
- ☐ University College Dublin 1
- ☐ University of Colorado Boulder 1
- ☐ University of Colorado System 1
- ☐ University of Florida 1
- [See all](#)

Subject Categories

- ☐ Business & Economics 2
- ☐ Psychology 2
- ☐ Communication 1
- ☐ Government & Law 1
- ☐ Information Science & Library Science 1
- [See all](#)

Countries/Regions

- ☐ USA 1
- ☐ IRELAND 1

0/2 View as combined record Merge Records

Relevance < 1 of 1 >

1 Lynch, John G. (Lynch, John G., Jr.) 1978-2020
University of Colorado System
Leeds Sch Business
BOULDER, CO, USA
Web of Science ResearcherID: AAV-5203-2020
Published names: Lynch, John G., Jr. Lynch, JG Lynch, J Lynch Jr, John G. Lynch, John [less](#)
Top Journals: Journal of Consumer Research, Journal of Marketing Research, Advances In Consumer Research
[Recent publications](#)

2 Lynch, John 2010-2022
University College Dublin
DUBLIN, IRELAND
Published names: Lynch, John G., Jr.
Top Journals: Advances In Consumer Research, Vol Xxivii, Advances In Consumer Research, Legal Studies
[Recent publications](#)

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- Click on “View citation report.” It is useful to look at the report that lists publications from most to least cited to be sure that nothing is missing (or no articles are from someone else with the same name).

Screenshot 3

Lynch, John G. (Lynch, John G., Jr.) Highly cited
Web of Science ResearcherID: AAV-5203-2020

[View public profile](#)

See a complete view of this researcher's scholarly contributions, including peer review and editorial work.

Verify your Author Record
Get your own verified author record. Enter your name in Author Search, then click “Claim My Record” on your author record page.
[Go to author search](#)

Metrics [Dashboard](#)

Publication Metrics

37 H-Index	61 Publications in Web of Science
13,571 Sum of Times Cited	12,141 Citing Articles

Peer Review Metrics

0 Verified Peer Reviews	0 Verified Editor Records
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Author Impact Beamplot Summary

CITATION PERCENTILE

0 20 40 60 80 100

Author's publication percentile range
Median citation percentile

Percentile range displays for authors from 1980 to 2020. View all publications in full beamplot.

Publications Peer Review

61 Publications from the Web of Science Core Collection

☐ Include publications not indexed in Core Collection (0)

All Publications Date: Newest first 1 of 2

[View citation report](#)

The past, present, and future of measurement and methods in marketing analysis
Ding, Yu ; DeSarbo, Wayne S. ; (...); Lehmann, Donald R.
Published Jan 2020 | *Marketing Letters*

6 Times Cited

- First change the From in the date range from starting in 1900 to the **year of your first publication**. Then click on “Export Full Report.”

Screenshot 4

Citation Report

Lynch, John G., Jr. (Author)

[Analyze Results](#) [Export Full Report](#)

Publications

61
Total

From 1900 to 2022

Citing Articles

12,141 Analyze
Total

12,096 Analyze
Without self-citations

Times Cited

13,571
Total

13,442
Without self-citations

222.48
Average per item

37
H-Index

7. In the pop-up window, choose “Records from:...” and “Excel File” and the option to export rather than “All records on page.” Click “Export”.

Screenshot 5

Export Full Citation Report

File name
Lynch John.xls

☐ All records on page

☒ Records from: 1 to 61

No more than 1000 records at a time

Format

☒ Excel File

☐ Text File

Export Cancel

8. Save the resulting file with the last name and first name, e.g., “Lynch John.xlsx”. You will be asked to upload this file as a part of your submission for candidacy as an MSI Scholar.