Outline for Creating WoS Excel Summary Files
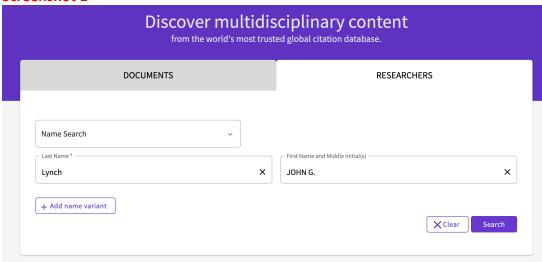
1. Connect to your university source for Web of Science. You may need to use school VPN.
2. Go to https://www.webofscience.com/wos/woscc/basic-search
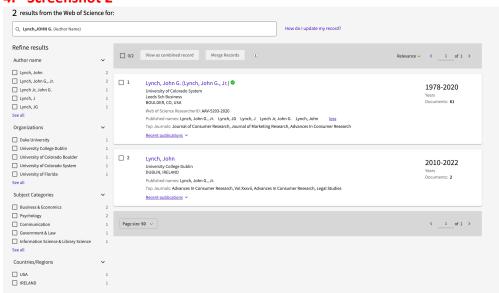3. Click "RESEARCHERS" tab.

Screenshot 1

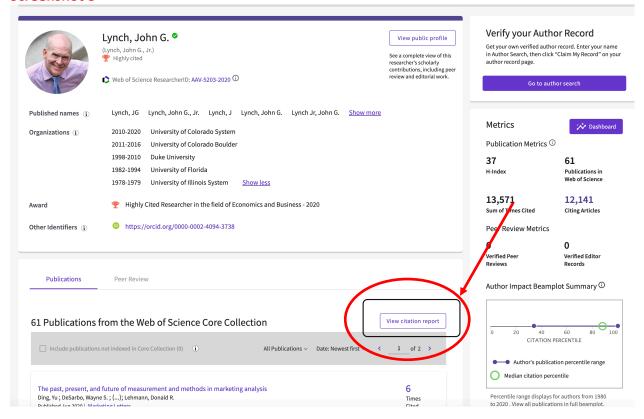Enter the last name and first name and click "Search." **Potential complications** at this stage:
   a. For very common names, the search engine will ask for further details (e.g., country and institution) before it runs the search. (see screenshot 2 below)
   b. More than one person may have the same 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."
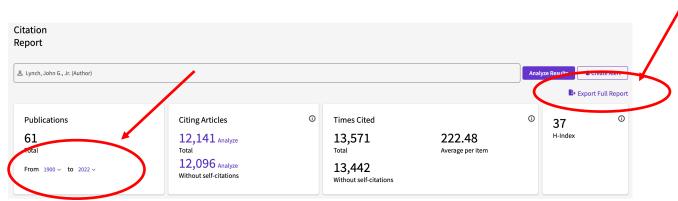
4. Screenshot 2

5. 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).
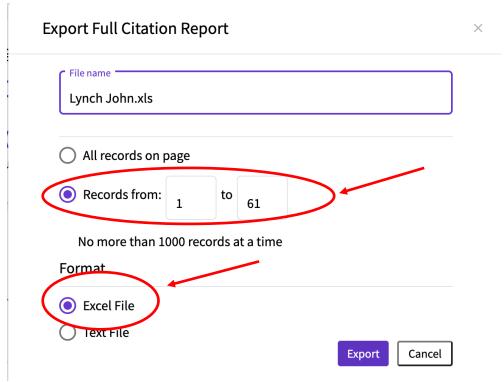
Screenshot 3

6. 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

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.