

## 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.”
- d. Click on your name in the list.

### Screenshot 2

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

Refined by: Author name : Lynch, Jr, John G. or John Lynch X Clear all

Refine results

Quick Filters

Includes Web of Science Core Collection pu...

Claimed Status

Unclaimed profiles 1

Claimed profiles 1

Author name

Lynch, John 2

John Lynch 1

Lynch, Jr, John G. 1

Lynch, J 1

Lynch, J. 1

Lynch, JG 1

Lynch, John G. 1

Lynch, John G., Jr Jr 1

Lynch, John G., Jr. 1

0/2 View as combined record Merge Records How to correct author records Relevance < 1 of 1 >

1 Lynch, John G. (Lynch, John G. Jr Jr) 1978-2023  
University of Colorado Boulder  
Leads Univ Business Sch  
BOULDER, CO, USA  
Web of Science ResearcherID: ANI-5303-2020  
Published names: Lynch, John G. Jr Jr Lynch, JG more...  
Top Journals: Journal of Consumer Research, Advances In Consumer Research, Journal of Marketing Research  
Recent publications

2 Lynch, John 2005-2023  
University of Adelaide  
Sch Publ Hlth, Populat Hlth Sci  
ADELAIDE, AUSTRALIA  
Web of Science ResearcherID: DDN-1384-2022  
Published names: Lynch, J. John Lynch  
Top Journals: International Journal of Epidemiology, Journal of Epidemiology and Community Health, Journal of Dental Research  
Recent publications

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4. You should now see a view like Screenshot 3. In the lower right-hand corner, 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

**Published names** Lynch, JG Lynch, John G., Jr. Lynch, J Lynch, John G. Lynch Jr, John G. [Show more](#)

**Organizations**  
2010-2020 University of Colorado System  
2011-2016 University of Colorado Boulder  
1998-2010 Duke University  
1982-1994 University of Florida  
1978-1979 University of Illinois System [Show less](#)

**Award** Highly Cited Researcher in the field of Economics and Business - 2020

**Other identifiers** <https://orcid.org/0000-0002-4094-3738>

**61 Publications from the Web of Science Core Collection**

[View citation report](#)

**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  
Author Impact Beamplot Summary  
CITATION PERCENTILE  
Author's publication percentile range  
Median citation percentile  
Percentile range displays for authors from 1980 to 2020. View all publications in full beamplot.

5. Click on “Export Full Report.” (Your report should say in lower left From 1900 to 2023.)

### 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 Total  
12,096 Without self-citations

**Times Cited**  
13,571 Total  
13,442 Without self-citations  
222.48 Average per item

**H-Index**  
37

6. 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

All records on page

Records from:  to

No more than 1000 records at a time

Format

Excel File

Text File

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