This document presents how citations are determined for Annual Faculty Surveys.

Step 1. Go to Web of Science site
https://apps.webofknowledge.com
Step 2: Select “Web of Science Core Collection” from the Search Menu (default is “All Databases”) Then select “Cited Reference Search” in pull down menu (default is “Basic Search”)
Step 3: Enter author name, define the year citations received, **uncheck** Conference Proceedings indexes (default is checked), then click “search”
Step 4: Select your publications from the list (scroll down to inspect all items and go to following pages if necessary)
Once all your publications are selected click “Finish Search”
Step 5: Select all documents found by clicking “Add to Marked List”. Then click “Marked List”
Step 6: On the Marked List Screen, check “Cited References” and make sure “Abstract” is unchecked.

Then select “Save to Other File Formats” from the pull-down menu here.
Choose “Plain Text” format from the pull-down menu, and click “Send”; this generates a file to be saved; save the file, default filename “savedrec.txt”
Step 7: Open “savedrec.txt” using favorite text editor which allows rich text format (rtf) so that highlighting is possible.

Delete irrelevant Cited References, starting with the line CR

Keep only your cited paper(s) and highlight those lines.

A software tool to format your citations file (“savedrec.txt”) as described above can be found at https://github.com/ugurdogrusoz/WoS-citation-marker (courtesy of Dr. Uğur Doğrusöz)
Repeat the above for all items in the list. Save the final edited file in rtf format.
Upload the rtf file as “Citation Index Report” in part A3 of the AFS.
Count the number of total citations to your papers and report it in the AFS.
If a source in the list is your own paper (you appear as one of the authors) count the citations in this item as self-citations.

Your paper

Your papers cited: 4 self-citations in this example.