Instructions for Reporting Number of Citations in AFS

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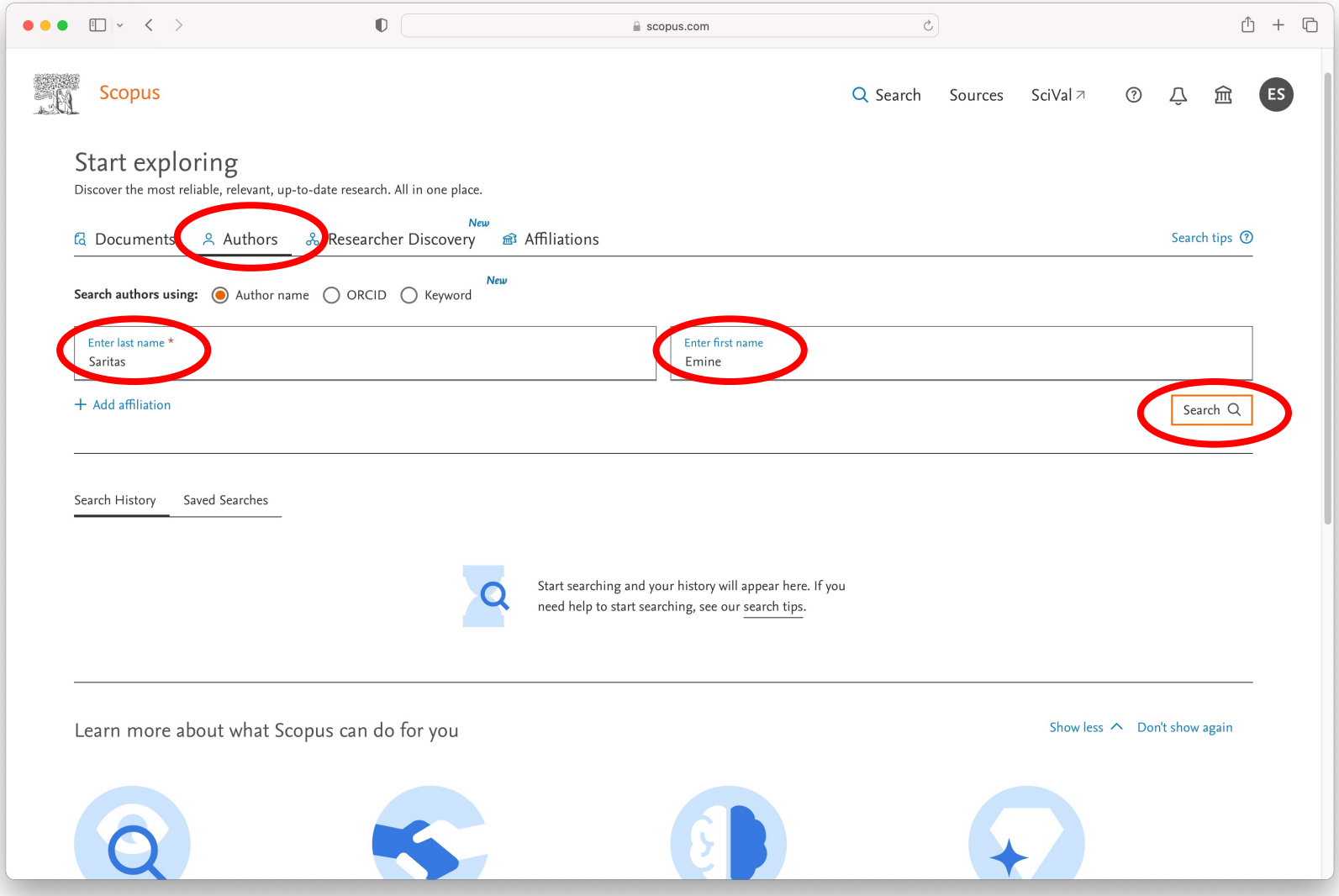
General Instructions

- Part A.3 of AFS asks to report the citations received in the previous year for previously published articles.
- The following pages show examples for 2023 AFS, where the citations received in 2022 are reported.
- The same procedures can be followed in other years to report the citations received in the previous year.

Part 1. Number of Citations from Scopus

- **Step 1:** Go to Scopus: https://www.scopus.com/ and select Authors. Enter your last name and first name, and click Search.

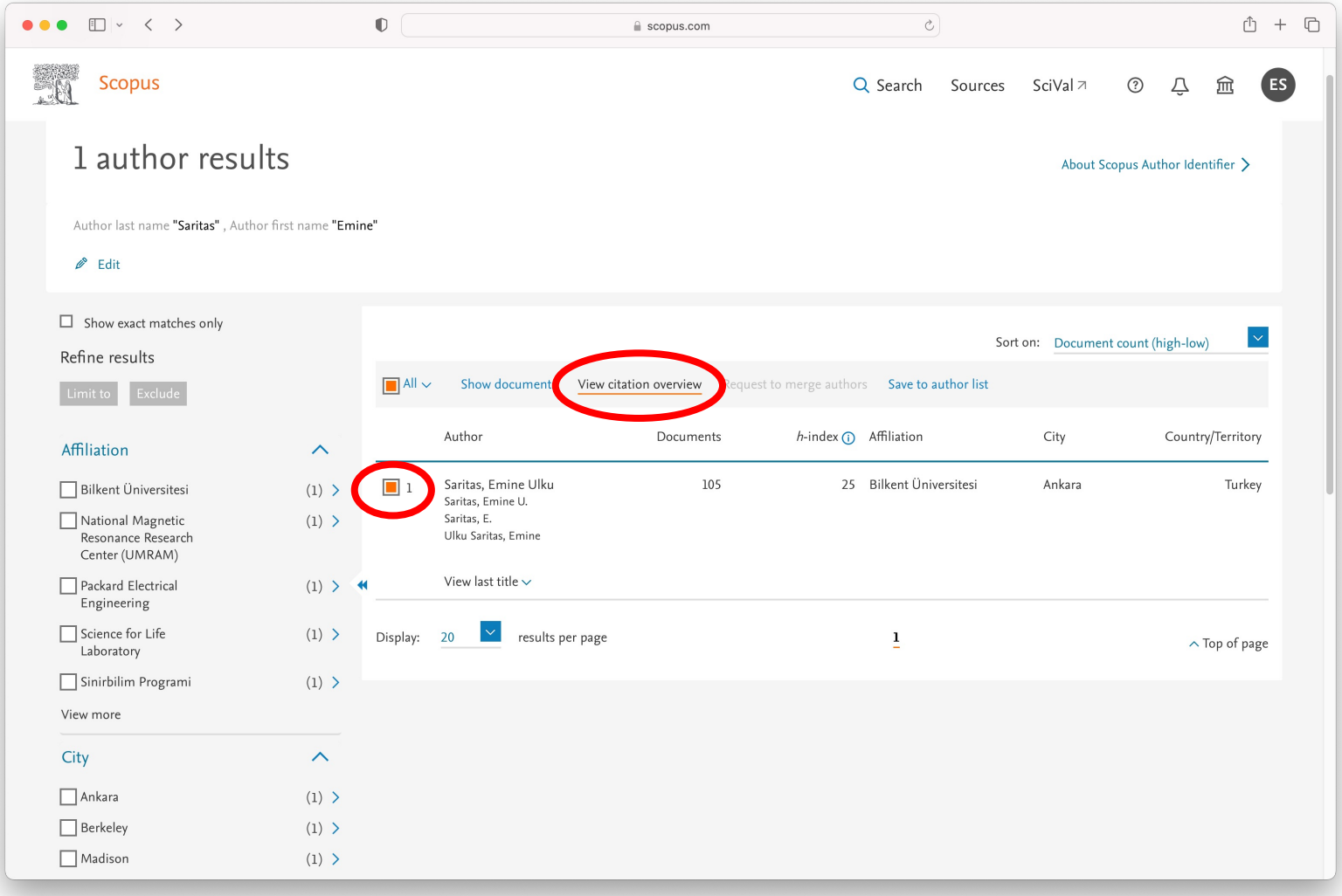


Part 1. Number of Citations from Scopus

- **Step 2:** On the next page, mark the check box next to your name. Then, click “View citation overview”.

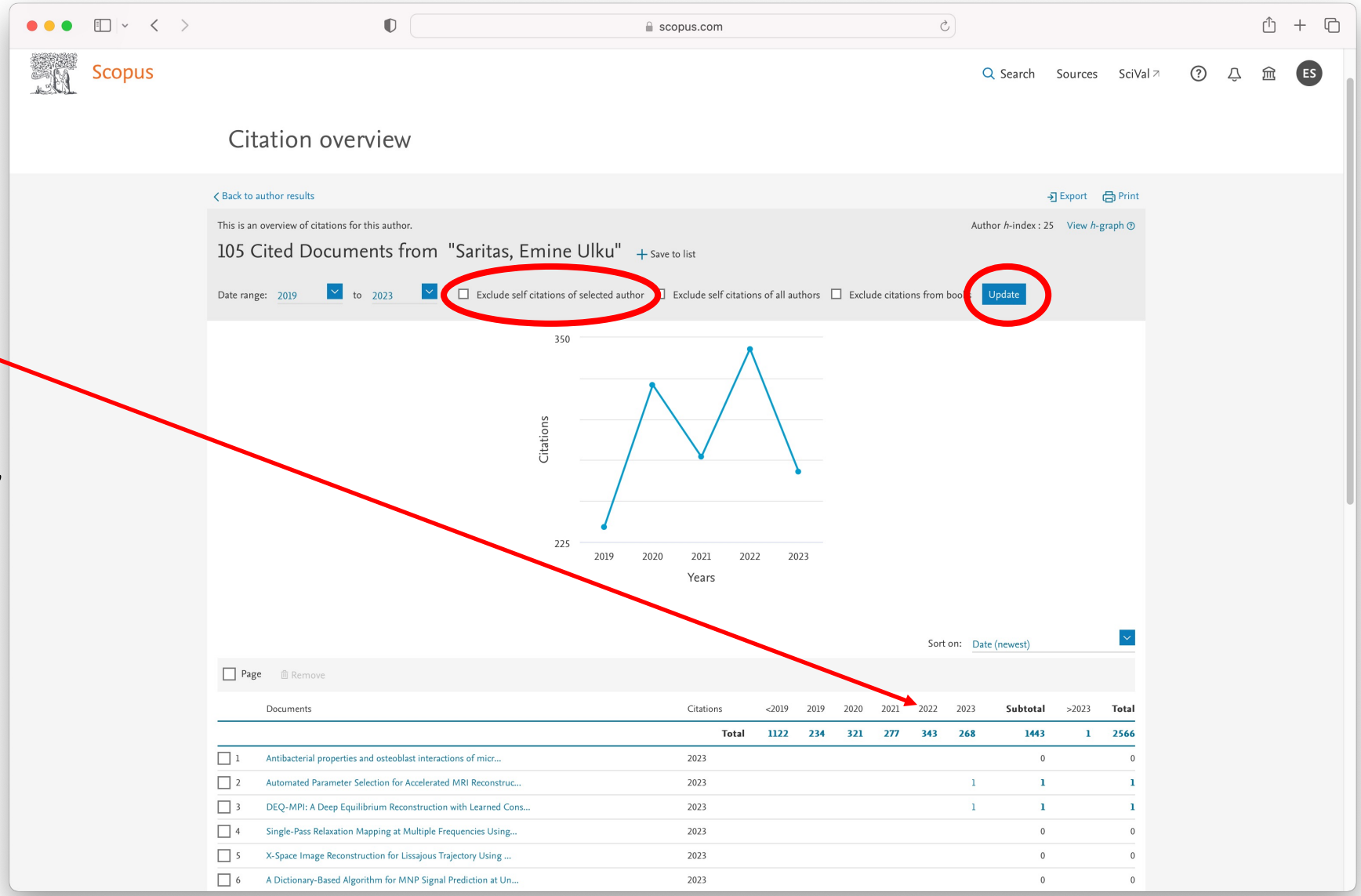
  Note #1: If the search returns multiple authors with similar names, choose the check box that corresponds to you.

  Note #2: If you have not unified your Scopus profile, there may be multiple choices that correspond to you, but with different affiliations (i.e., listing your current and previous affiliations as separate authors). In that case, check all boxes that correspond to you.



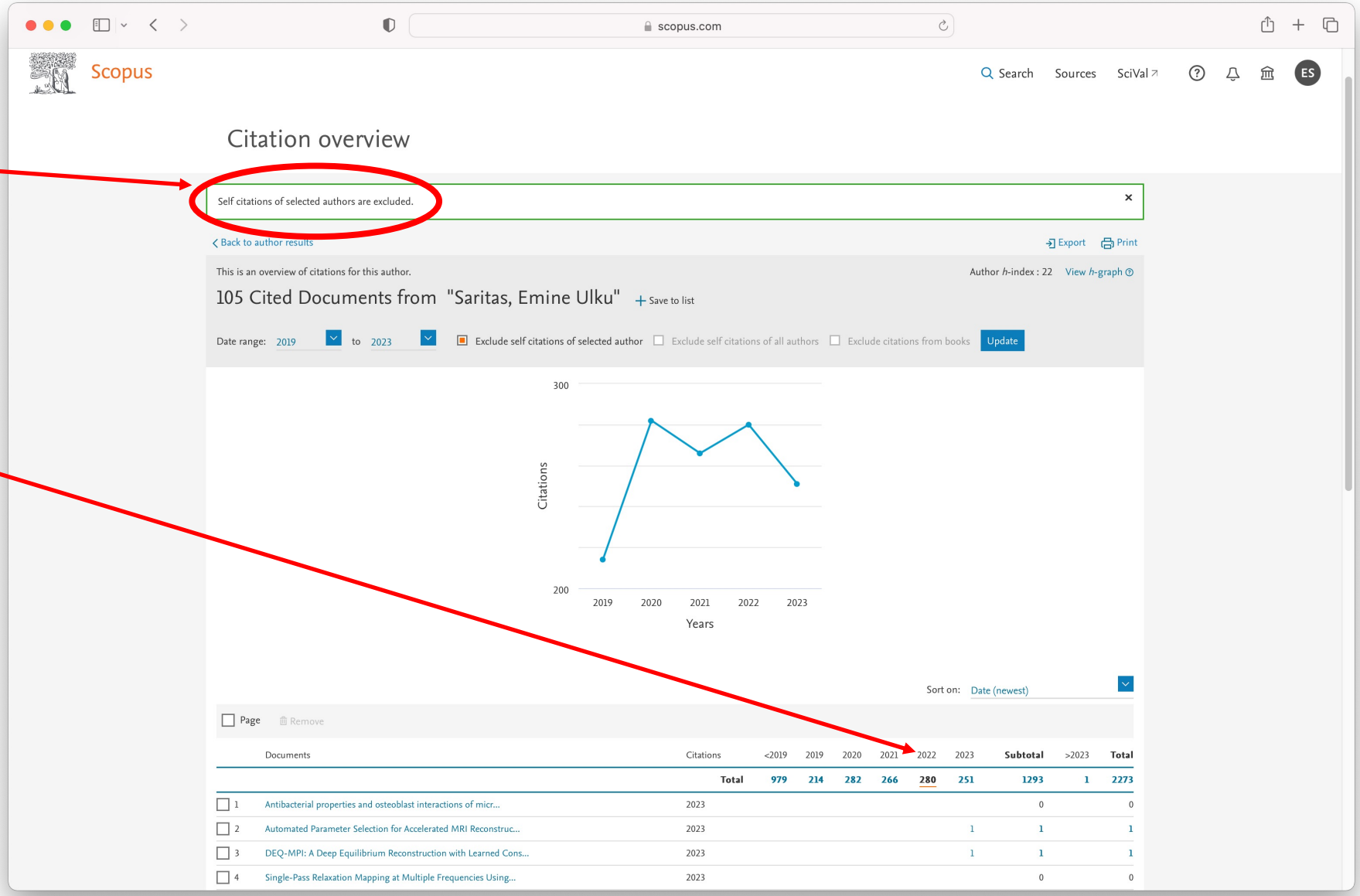
Part 1. Number of Citations from Scopus

- **Step 3:** The result is a list and a graph indicating number of citations for each year.
- For 2023 AFS, make a note of the citation number for 2022 (in this example, it is 343).
- Next, select “Exclude self citations of selected author” and click “Update”.



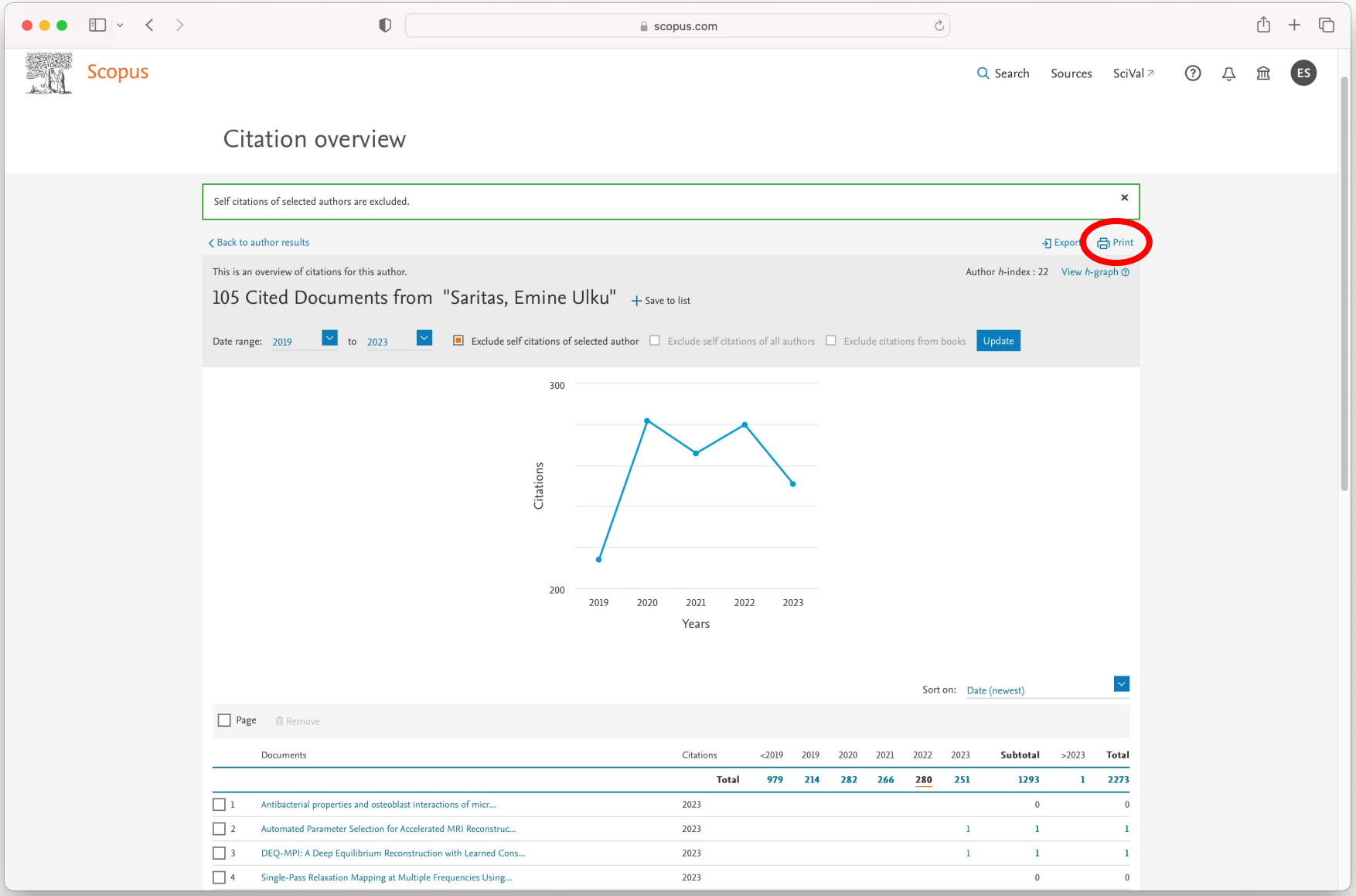
Part 1. Number of Citations from Scopus

- **Step 4:** When the page refreshes, make sure that you see “Self citation of selected authors are excluded” message at the top of the page.
- In your 2023 AFS, for “Number of citations from Scopus”, enter the citation number shown for 2022 (in this example it is 280).
- The difference from the number on the previous page is the “Number of self-citations” in 2022 (in this example it is 343-280= 63).



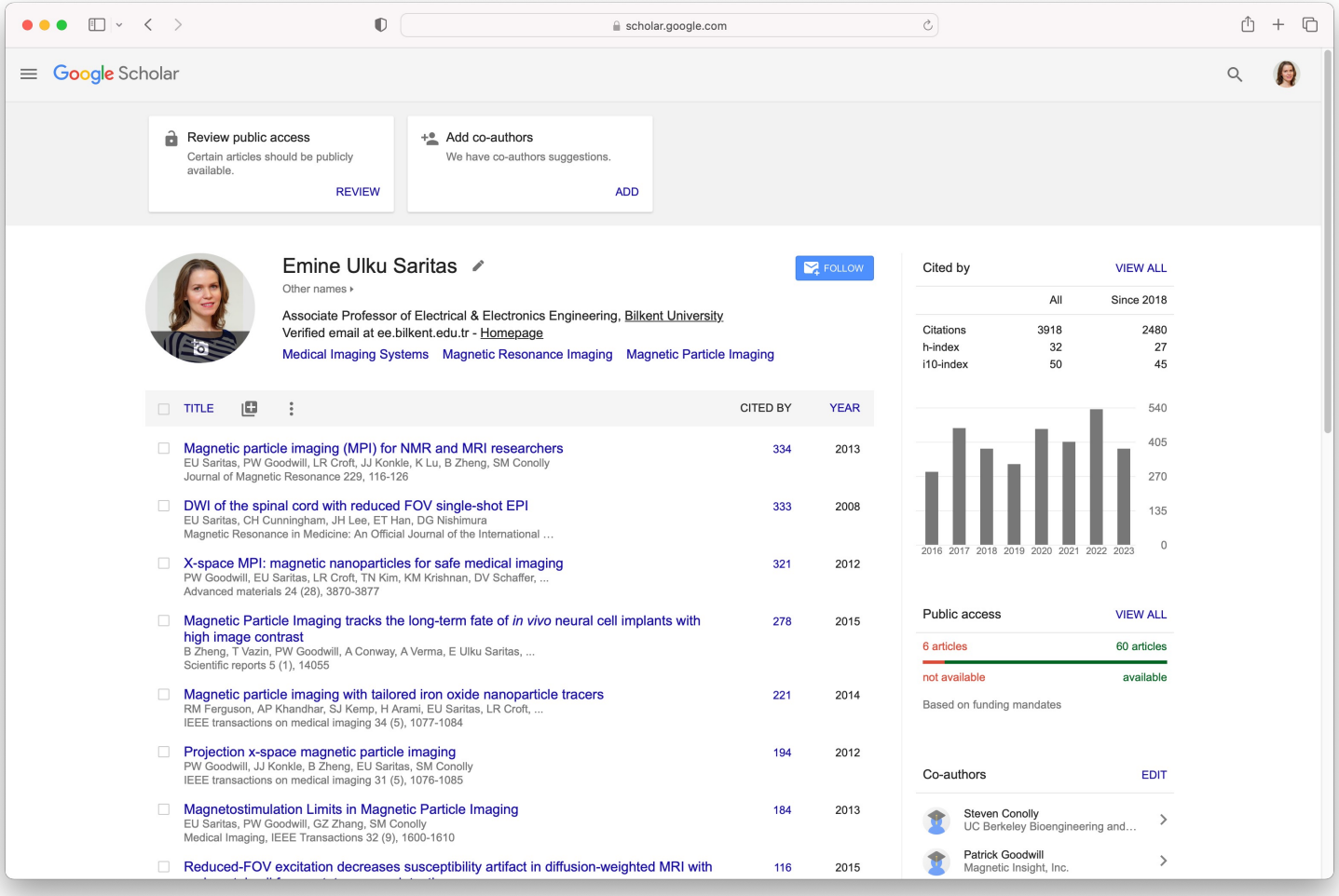
Part 1. Number of Citations from Scopus

- **Step 5:** Click “Print” to generate a PDF version of this page and upload it as “Scopus Citation Report” to the online AFS form.



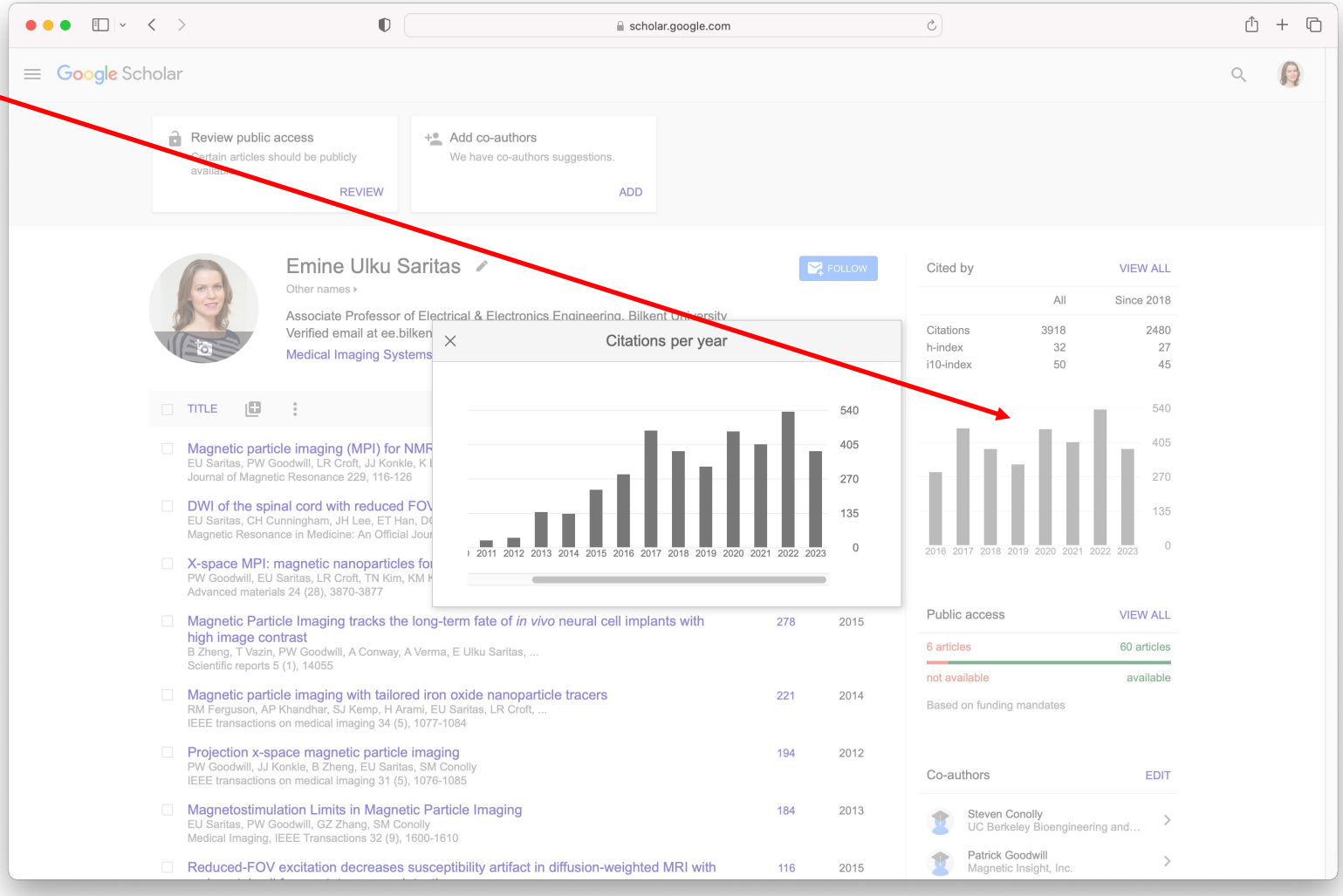
Part 2. Number of Citations in Other Publications

- This part of the AFS is optional.
- Google Scholar citations can be reported for the heading “Number of citations in other publications”. Of course, many alternative methods of reporting these citations exist.
- The easiest way to obtain Google Scholar citations is to create a Scholar profile on https://scholar.google.com . Then, you can see the list of your work and citations as shown on the right.



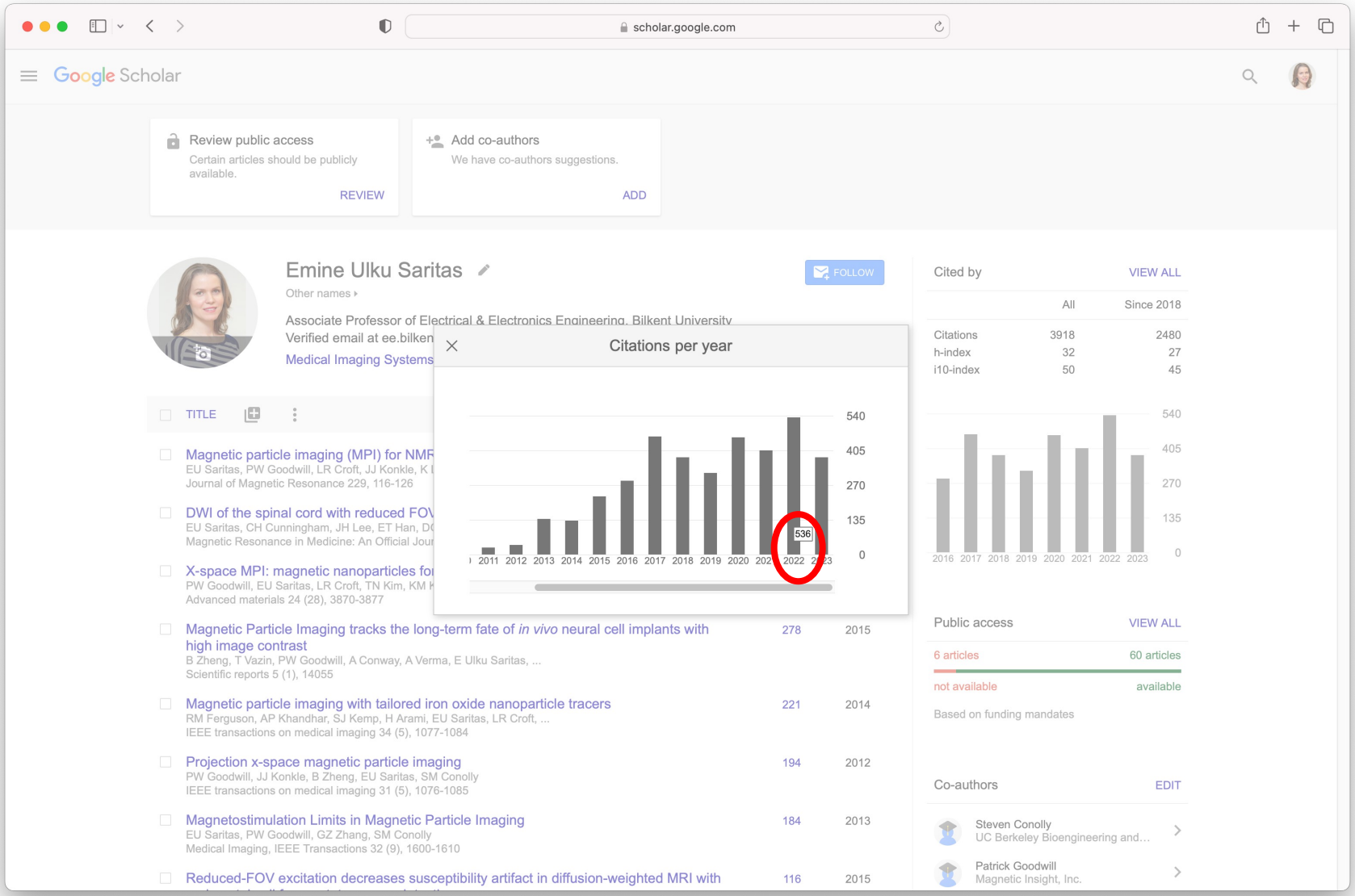
Part 2. Number of Citations in Other Publications

- **Step 1:** On your Google Scholar profile, click on the citations graph on the right. This pops up a larger graph.



Part 2. Number of Citations in Other Publications

- **Step 2:** For the 2023 AFS, move the cursor over the bar for 2022 to find the number of Google Scholar citations in 2022 (in this example, it is 536).
- The number of citations in other publications can be computed by subtracting Scopus citations from Google Scholar citations (in this example, it is 536-343=193.



Part 2. Number of Citations in Other Publications

- **Step 3:** Take a printout to generate a PDF of this page, and upload it as “Other Citations Report” to the online AFS form.