The Journal Citation Reports is an additional option to the Web of Science Service provided by MIMAS at the University of Manchester at http://wos.mimas.ac.uk/
Journal Citation Reports Workbook

The workbook is in three parts, and designed to take you through the basic searching principles and most popular tasks of JCR. The tasks are based on the Journal Citation Reports guides produced by MIMAS. These are available from their Website, and provide more in-depth and complex search techniques and options to work through.

1. **Basic Searches** - Provides basic search principles, and takes you through, *displaying, marking, printing, downloading, copying and pasting text* and *getting help*.

2. ** Popular Searches** - Provides search examples of four of the most popular search tasks, finding the *most cited journals*, searching for the *largest journals*, searching for the *highest impact journals* and searching for the *hottest journals*

3. **Questions** - Provides a separate list of the questions presented throughout the workbook to work through.

This workbook contains a series of tasks. When you have completed them you will be able to carry out the following on the JCR database:

- search for a specific journal
- search through a range of journals by subject, publisher or country
- re-sort the results of your search
- copy and paste text
- mark and extract journal information for displaying, printing and downloading
- use the help feature
- find the most cited journal
- find the largest journal
- find the highest impact journal
- find the hottest journal

**Notice**

This workbook has been produced by John Rylands University Library of Manchester for use with *Journal Citation Reports version 4.0*. Any or all parts of this document may be reproduced and altered for use with your own training sessions.

Last updated on the 1st October 2001
From the ISI Web of Science JCR Website screen click on the JCR icon, type in your Athens ID and password, then click on the Login button. Information can then be searched in the JCR Science Edition, or the JCR Social Sciences Edition.

NB The database is not case sensitive, and you may type any letter or word in upper or lower case, or a mixture of both.

**Basic Searches**

1. **Searching**
   
   **Objective:** to find information on a specific journal

   **Tip:** An individual journal can be searched for by Full Journal Title, Abbreviated Journal Title, Title Word or ISSN, as long as the correct heading is chosen from the Search by pull down menu.

   Alternatively click on the view list of full journal titles, to select the full title, if you’re unsure of the spelling or exact title.

   ```
   Task 1: Choose the 1997 JCR Social Sciences Edition to find out how the journal British Journal of Social Work performed in that year
   • Select the JCR Social Sciences Edition, by clicking the circle next to the title
   • Ensure that the year 1997 is highlighted
   • Click on the circle next to the Search for a specific journal heading, click on the Submit button.
   • Type in the full title, abbreviation, title word or ISSN, making sure you choose the Full journal Title from the Search by pull down menu, or click on the view list of full journal titles, to select the title
   • Scroll down to British Journal of Social Work, and highlight the title
   • Click on the browser’s Edit button, and select Copy (or control c)
   • Click on the browser’s Back button, and position the cursor in the search box
   • Click on the browser’s Edit button, and select Paste (or control v)
   • Click on Search
   ```

   **Task 2: Repeat the search by using the title keywords ‘social work’**
   • Select the Back button on your internet browser, to take you back to the search
   • Type in the words Social Work, making sure you choose the Title Word heading from the Search by pull down menu
   • Click on Search
2. Displaying your results
Task 3: Display and browse through the journals from your search, re-sort by Impact Factor, and view how the impact factor was calculated for each,
- From the Journal Summary list, choose Impact Factor from the Sorted by heading, and click on the Sort Again button, to re-display your selection
- Click on the title (coloured hypertext link) of the first item to display the full reference for that journal. The screen splits in half to display full details of the journal title, publisher, issues per year etc in the lower half
- Once in the individual viewing screen, click on the highlighted impact factor link to find out how the Impact Factor etc has been calculated for that title
- Move to the next full reference by clicking on the Next Journal button
- Return to the list of references by clicking on the Return to Summary button
Your search results are displayed in groups of 20 references. If there are more than 20, click on a results page number at the top or bottom of the screen, to view further references

3. Marking and printing records
Task 4: Mark four records for comparison, re-sort by Impact Factor, and display ready for printing the selection.
- From the last search, mark four records by clicking in the checkbox next to the title
- Click on the Update marked list button, then on the Marked List button at the top of the screen to display only those four records
- Re-sort the results by choosing Impact Factor from the Sorted by heading, and click on the Sort Again button, to re-display your selection
- Click on the Format for Print button to display your selection ready for printing

Tip: To print a single reference, click in the lower frame first

Task 5: Choose one record and select Print Preview (if available from your browser) to display ready for printing all the information on one journal.
- From the last search, click on the title (coloured hypertext link) of any item to display the full reference for that journal in the lower half of the screen
- Make sure you click in the lower frame, then if your browser supports Print Preview, select this from the File pull down menu
- Choose Close from the Print Preview screen to get back to the search screen.

4. Getting Help
Tip: Help is context sensitive
Task 6: Find the help screens for searching for a specific journal title
- Make sure you are at the main search screen, choose the Search for a specific journal option and click on Submit
- Click on the Help button to display help on this topic
- Alternatively click on the Help button from any screen, and choose from the Help Contents list to the left.
- Click on the Leave Help button to exit help and return to the search screen
1. Searching for the most cited journal
Task 1: Choose all journals within the 1998 JCR Social Sciences Edition to find the most cited journals indexed by ISI that year
• Select the JCR Social Sciences Edition, by clicking the circle next to the title.
• Ensure that the year 1998 is highlighted
• Click in the circle next to the View all journals heading, and click on the Submit button.
• From the display screen, choose Total Cites from the Sorted by heading, and click on the Sort Again button, to re-display your selection
• Sorting by Total Cites allows you to see which journals have received the highest number of citations within the journals you have selected

2. Searching for the largest journals
Task 2: Choose all journals within the 1997 JCR Science Edition to find the journals indexed by ISI that have published the greatest number of articles in that year
• Select the JCR Science Edition, by clicking the circle next to the title
• Ensure that the year 1997 is highlighted
• Click on the circle next to the View all journals heading, and click on the Submit button
• From the display screen, choose Current Articles from the Sorted by heading, and click on the Sort Again button.
• Sorting by Current Articles allows you to see which journals have published the greatest number of articles in that year

3. Searching for the highest impact journals
Task 3: Choose journals within the field of cell biology in the 1998 JCR Science Edition to find the highest impact factor journals indexed by ISI for that year
• Select the JCR Science Edition, by clicking the circle next to the title
• Ensure that the year 1998 is highlighted
• Click on the circle next to the View a group of journals by heading, and highlight Subject Category from the pull down menu
• Click on the Submit button.
• From the Subject category selection screen, scroll down to cell biology and highlight it
• From the Sort Journals by heading, select Impact Factor from the pull down menu, then click on the Submit button.
Ranking the Impact Factor allows you to see which journals have received the highest average citations per recent article in the list of journals you are viewing.

Tip: Please be aware that ranking by cited references, highest impact, the immediacy index etc is affected by the publication schedule of the journal and should be taken account when assessing journals
4. Searching for the hottest journals

**Task 4:** Choose journals published by Academic Press in the 1997 JCR Science Edition to find the hottest journals indexed by ISI for that year

<table>
<thead>
<tr>
<th>Tip:</th>
<th>There may be more than one listing for a publisher, dependent on where they are based. Select all relevant ones by using the Ctrl or Shift keys</th>
</tr>
</thead>
</table>

- Select the **JCR Science Edition**, by clicking the circle next to the title
- Ensure that the year 1997 is highlighted
- Click on the circle next to the **View a group of journals by** heading, and highlight **Publisher** from the pull down menu
- Click on the **Submit** button.
- From the Publisher selection screen, scroll down to **Academic Press** and highlighting the different variations by holding down the **Control** key and selecting each one in turn
- From the **Sort Journal by** heading, select **Immediacy Index** from the pull down menu, then click on the **Submit** button.

Ranking by the Immediacy Index allows you to see which journals have received the most cites per current article in the list of journals you are viewing.

**Task 5:** Choose journals published by Belgium and German publishers within the 1998 JCR Science Edition to find the hottest journals indexed by ISI for that year

<table>
<thead>
<tr>
<th>Tip:</th>
<th>The country refers to the country where the publisher is based rather than the language</th>
</tr>
</thead>
</table>

- Select the **JCR Science Edition**, by clicking the circle next to the title
- Ensure that the year 1998 is highlighted
- Click on the circle next to the **View a group of journals by** heading, and highlight **Country** from the pull down menu
- Click on the **Submit** button.
- From the Country selection screen, scroll down to **Belgium** and highlight it, continue scrolling down to **Germany**, hold down the **Control** key and highlight it. Scroll back up to Belgium to check this is still highlighted
- From the **Sort Journal by** heading, select **Immediacy Index** from the pull down menu, then click on the **Submit** button.

Ranking by the Immediacy Index allows you to see which journals have received the most cites per current article in the list of journals you are viewing.
Journal Citation Reports Questions
NB The database is not case sensitive, and you may type any letter or word in upper or lower case, or a mixture of both.

Basic Searches

Searching
Objective: to find information on a specific journal

Tip: An individual journal can be searched for by Full Journal Title, Abbreviated Journal Title, Title Word or ISSN, as long as the correct heading is chosen from the Search by pull down menu.

Alternatively click on the view list of full journal titles, to select the full title, if you’re unsure of the spelling or exact title.

Task 1: Choose the 1997 JCR Social Sciences Edition to find out how the journal British Journal of Social Work performed in that year

Task 2: Repeat the search by using the title keywords ‘social work’

Displaying your results
Task 3: Display and browse through the journals from your search, re-sort by Impact Factor, and view how the impact factor was calculated for each,

Marking and printing records
Task 4: Mark four records for comparison, re-sort by Impact Factor, and display ready for printing the selection.

Tip: To print out a single reference, click in the lower frame first

Task 5: Choose one record and select Print Preview to display ready for printing all information on one journal.

Getting Help
Tip: Help is context sensitive
**Task 6**: Find the help screens for searching for a specific journal title

---

**Popular Searches**

*Tip:* Please be aware that ranking by cited references, highest impact, the immediacy index etc is affected by the publication schedule of the journal and should be taken account when assessing journals

---

**Searching for the most cited journals**

*Task 1*: Choose all journals within the 1998 JCR Social Sciences Edition to find the most cited journals indexed by ISI that year

---

**Searching for the largest journals**

*Task 2*: Choose all journals within the 1997 JCR Science Edition to find the journals indexed by ISI that have published the greatest number of articles in that year

---

**Searching for the highest impact journals**

*Task 3*: Choose journals within the field of cell biology in the 1998 JCR Science Edition to find the highest impact factor journals indexed by ISI for that year

---

**Searching for the hottest journals**

*Task 4*: Choose journals published by Academic Press in the 1997 JCR Science Edition to find the hottest journals indexed by ISI for that year

*Tip:* There may be more than one listing for a publisher, dependent on where they are based. Select all relevant ones by using the Ctrl or Shift keys

---

*Task 5*: Choose journals published by Belgium and German publishers within the 1998 JCR Science Edition to find the hottest journals indexed by ISI for that year

*Tip:* The country refers to the country where the publisher is based rather than the language