Retrieving data from Scopus

Q: *What was the number of publications in quality peer reviewed journals?

Please use Web of Science or Scopus database to report this number.

Please follow the steps mentioned below to report the data for the above mentioned question:

Step 1: Sign in to Scopus using your login credentials

Step 2: Click on 'Affiliations'

Step 3: Enter your organisation name under 'Affiliation name' and click on 'Search'

Step 4: Upon landing to the organisation profile page, you will find a box saying 'Documents, affiliation only'. This is the total number of documents published by your organisation till date

Step 5: Click on the number displayed below 'Documents, affiliation only'. This will take you to a different page with a list of all documents

Step 6: In the 'Refine Results' section on the left of the screen, go to 'Source type' and select 'Journal' and click 'Limit to' button

Step 7: For this question, you have to separately report the data for two years – 2021 and 2022

Step 8: Now in the 'Refine Results' section go to 'Year' and select '2021' to get the number of publications in 2021. Click on the 'Limit to' button. You will now see the total number of publications in 2021. This is the number that should be reported for 2021. The aggregate number can be submitted as a screenshot as a supporting document.

Step 9: Check the 'All' button to select all publications for 2021 and click on 'Export' and choose 'csv' to download the data into an excel format.

Step 10: Use the downloaded file to fill in the 'Publications' template as a supporting document for this question. Identify the national and international collaborations from this list to complete the template provided on the web portal for this study. Please do not change the format of the template.

Step 11: Repeat steps 8, 9 and 10 for the year 2022.

Retrieving data from Scopus

Q: *What was the number of citations received by papers published in the preceding three calendar years?

Please use Web of Science or Scopus database to report this number.

Please follow the steps mentioned below to report the data for the above mentioned question:

Step 1: Sign in to Scopus using your login credentials

Step 2: Click on 'Affiliations'

Step 3: Enter your organisation name under 'Affiliation name' and click on 'Search'

Step 4: Upon landing to the organisation profile page, you will find a box saying 'Documents, affiliation only'. This is the total number of documents published by your organisation till date

Step 5: Click on the number displayed below 'Documents, affiliation only'. This will take you to a different page with a list of all documents

Step 6: In the 'Refine Results' section on the left of the screen, go to 'Source type' and select 'Journal' and click 'Limit to' button

Step 7: For this question, you have to separately report the data for two years - 2021 and 2022. For data on 2021, consider the papers published in the years 2018, 2019 and 2020. For data on 2022, consider the papers published in the years 2019, 2020 and 2021.

Step 8: Now in the 'Refine Results' section go to 'Year' and select '2018', '2019' and '2020' to get the number of publications in the preceding three years. Click on the 'Limit to' button. You will now see the total number of publications in 2018, 2019, and 2020.

Step 9: Check the 'All' button to select all publications for preceding three years and click on 'View citation overview'. This will give you the citations received during various years by the selected publications. But for the papers published in 2018, 2019 and 2020 you will have to report the citations received in 2021 only.

Step 10: Report the number of citations shown for the year 2021 only. This screenshot can also be submitted as a supporting document.

Step 11: Repeat steps 8, 9 and 10 to report the number of citations for the year 2022.

Retrieving data from Scimago

Q: *What was the percentage of publications in top 10% of journals as per Impact Factor by subject category?

Please use InCites or Scimago database to report this number.

Please follow the steps mentioned below to report the data for the above mentioned question:

Step 1: Visit https://www.scimagojr.com/. This is an open access website.

Step 2: Click on 'Journal Rankings' from the top menu bar.

Step 3: Select a subject area from the 'All subject areas' dropdown menu and the relevant subject category/categories from the 'All subject categories' dropdown menu. Please select the subject categories relevant to your organisation. You may select more than one subject areas or categories.

Step 4: From the 'All types' dropdown menu select 'Journals'.

Step 5: From the 'Year' dropdown menu select '2021'.

Step 6: Select 'Only WoS Journals' checkbox below the dropdown menu bar.

Step 7: Click on 'Apply'. Now all the journals from your selected subject category will be displayed **sorted by the Scimago Journal Ranking (SJR)**.

Step 8: Note down or download the details of the journals falling in the **top 10 percent** of the list. For eg. if a total of 55 journals have been displayed, select the top 6 journals from the list. A screenshot has also been attached for your reference.

Step 9: From all the papers published by your organisation in 2021, identify how many of your papers were published in these **top 10 percent** of the journals in 2021. Calculate the share of these identified papers to the total number of publications from your organisation in 2021. Report the resulting value (as a percentage) for 2021.

Step 10: Repeat steps 5 to 9 to report the data for the year 2022.