BIBLIOMETRICS
USER MANUAL

CONTENTS

Introduction and scope

Bibliometrics is a web application for managing bibliometric data that can be used to exploit the scientific output's productivity, impact, visibility and level of collaboration, and provide research and teaching staff with a tool for examining and comparing their publications. The application can be accessed from the UOC Virtual Campus.

Access to Bibliometrics

There are two routes for accessing the Bibliometrics database:

- From the Virtual Campus, under *Research and innovation > Tools and resources*.
- From the Campus' *Direct links* widget.

Once you have entered, the tool's home screen will look like this:

Editing the author profile

If the user is registered as an author, the *My Profile* link appears beside the user name (at the top right of the screen), which enables direct access to the user's profile information.

The user's profile can be edited by clicking on *Edit*.

Home page

The header shows the following indicators:

1	3	45	325	3259	3070	12479
UOC	Research centers	Research groups	Current authors	Publications	Indexed publications	Citations

Indicator	Calculation
UOC	UOC's general data
Research centers	Number of UOC research centres
Research groups	Number of active UOC research groups.
Current authors	Number of active authors affiliated with the UOC.
Publications	Total number of UOC publications.
Indexed publications	Total number of indexed publications.
Citations	Total number of citations received on Scopus.

The search box can be used to search in the following fields:

- **Publications:** Original title, title in English, DOI (as in the following example: 10.1007/s10462-016-9484-8)
- **Authors:** Author's name, surname(s), IDP code
- **Journals:** Journal title, ISSN

Search	Publications ▾	🔍
	Publications	
	Authors	
	Journals	
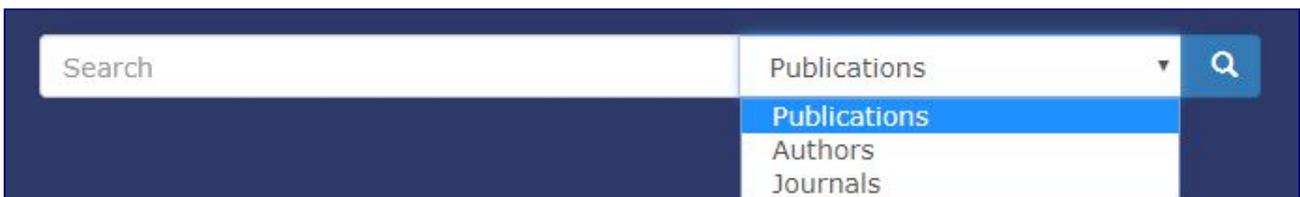
The icons Productivity, Visibility, Impact and Collaboration give access to the indicators, data and graphs for each dimension (see Dimension: Productivity).

| Productivity | Visibility | Impact | Collaboration |

List of results

Results filters

Publications

Filter	Description
UOC department	This lists all the articles that have authorship assigned to the selected UOC Faculties.
Research center	This lists all the articles that have authorship assigned to the selected Research centres.
Research group	This lists all the articles that have authorship assigned to the selected research groups.
Academic discipline	This lists all the articles that have one or more authors affiliated with the selected academic disciplines*.
Field of study	This lists all the articles that have one or more authors affiliated with the selected fields of study*.
Author	This lists all the articles that have one or more of the selected authors.
Publication type	This lists all the articles that have one or more of the selected publication types.
Author profile	This lists all the articles that have one or more authors with one or more of the selected profiles.
Peer review	If Yes is selected, it lists all the articles that are published in a peer-reviewed journal.
Open access	If Yes is selected, it lists all the articles that are marked as open access or that are published in a journal marked as open access.

Indexed	If Indexed is selected, it lists all the articles that are published in an indexed journal.
Publication year	This lists all the articles that have been published in one of the selected years (in the "Publication year" field)
Date range	This lists all the articles that have been published between the selected date range (in the "Publication date" field)

This can be edited in the author's profile. PLEASE NOTE: This must be specified for the information to be included when the filters are applied.

Authors

Filter	Description
Author profile	This lists all the authors that have the selected profiles.
UOC department	This lists all the authors that are affiliated with the selected UOC Faculties.
Research center	This lists all the authors that are affiliated with the selected research centres.
Research group	This lists all the authors that are affiliated with the selected research groups.
Academic discipline	This lists all the authors that are affiliated with the selected academic disciplines.
Field of study	This lists all the authors that are affiliated with the selected fields of study.
Active	If Yes is selected, it lists all the authors that are currently affiliated with the UOC.

Journals

Filter	Description
Open access	If Yes is selected, it lists all the open access journals.
Peer review	If Yes is selected, it lists all the peer-reviewed journals.
Indexed	If Yes is selected, it lists all the indexed journals.

Language	This lists all the journals with one of the selected languages.

Data downloading

The data can be downloaded from the pages that show the results list with the following formats:

Entity	Download	Description
Publications	CSV	This downloads the publications' data in CSV format. It includes the values of the article's and journals' indicators.
	RIS	This downloads the list of citations in RIS format.
	ISO	This downloads the list of citations in ISO 690 format.
	APA	This downloads the list of citations in APA format.
Authors	CSV	This downloads the data of the list's authors in CSV format.
Journals	CSV	This downloads the journals' data in CSV format.

Indicator graphs

Initially, the graphs and indicators show the information referring to the UOC as a whole. If filters are applied, the indicators are calculated from the list of articles that meet the filtering criteria. At the bottom of the page, there is the list of all the articles that are counted in each case and which can be downloaded in different formats.

For each graph, you will find:

- The [⏸] icon appears above and to the right of the graphs; it is used to show or hide the graphs' values.
- The PNG icon is used to download the graphs in PNG format.
- The CSV icon is used to download the tables in CSV format.

Dimension: Productivity

Publications by year

This shows the number of publications by year of publication.

Comparative publications by year

This shows a comparison of the number of publications by year of publication.

It is used to compare research groups, research centres, UOC Faculties, academic disciplines or fields of study.

In each case, it counts the publications signed by at least one affiliated author, in the article's year of publication, with one of the organization units or knowledge areas.

Author's productivity

This shows a comparison of the organization units' or knowledge areas' productivity.

It is used to compare UOC Faculties, research centres, research groups, academic disciplines or fields of study.

The **PDI** counts the number of active authors or members in a given date range within each organization unit or knowledge area even if they have no publications. The percentage is calculated out of the total number of UOC publications. The **productivity** is the average number of publications per PDI.

Publications by type

This shows the number of publications by publication type.

Dimension: Visibility

This dimension provides an analysis of the articles' quality depending on the journal they have been published in, using international (ISI WOS, Scopus) and/or national (MIAR, CARHUS, etc) bibliometric indicators.

Publications by indicator

This shows the number of publications for each of the indicator's values.

Comparative publications by indicator

This shows a comparison of the number of publications for each indicator between the different organization units or knowledge areas.

It is used to compare UOC Faculties, research centres, research groups, authors, academic disciplines or fields of study.

In each case, it counts the publications signed by at least one affiliated author, in the article's year of publication, with one of the organization units or knowledge areas.

Dimension: Impact

Citations by publication year

This shows the number of citations received in the ISI Web of Science, Scopus and Google Scholar databases, depending on the article's publication year.

Indexed publications

This shows the total number of citations received in each of the following databases: ISI Web of Science, Scopus and Google Scholar. In the case of Google Scholar, all the publications are included.

In each case, it shows the number of publications that have received at least one citation and the percentage out of the total. It also adds the total number of citations received in terms of each of the databases.

Cited and not cited

This shows the number of publications that have received at least one citation in ISI Web of Science, Scopus and/or Google Scholar.

Comparative citations

This shows a comparison of the citations received.

It is used to compare UOC Faculties, research centres, research groups, authors, academic disciplines or fields of study.

In each case, it counts the publications signed by at least one affiliated author, in the article's year of publication, with one of the organization units or knowledge areas; the number of citations received in each of the databases; the total number of publications cited, not cited and the percentage.

The variance is calculated as follows: for each organization unit or knowledge area, the average number of citations received per publication is calculated. The average is subtracted from the exact number of citations received by each publication and then the square root is calculated. Lastly, the average of all the square roots is calculated.

Dimension: Collaboration

Collaborative authorship

This shows the number of publications by level of collaboration of the co-authorships (UOC, national, international).

Comparative collaborative authorship

This shows a comparison of the number of publications by level of collaboration of the co-authorships (UOC, national, international).

It is used to compare UOC Faculties, research centres, research groups, academic disciplines or fields of study.

Institutions collaboration

This shows a ranking of collaborating institutions by number of publications in authorship with other institutions (in descending order); and the average number of citations per publication received in each case.

Countries collaboration

This shows a ranking of the collaborating institutions' countries of origin by number of publications in co-authorship (in descending order); and the average number of citations per publication received in each case.