IMPORTANT: YOU CAN ONLY ACCES TO ISI WEB OF KNOWLEDGE FROM A UAB COMPUTER OR PROPERTY OF ANY OTHER INSTITUTION THAT IS REGISTERED USER OF THIS SITE.
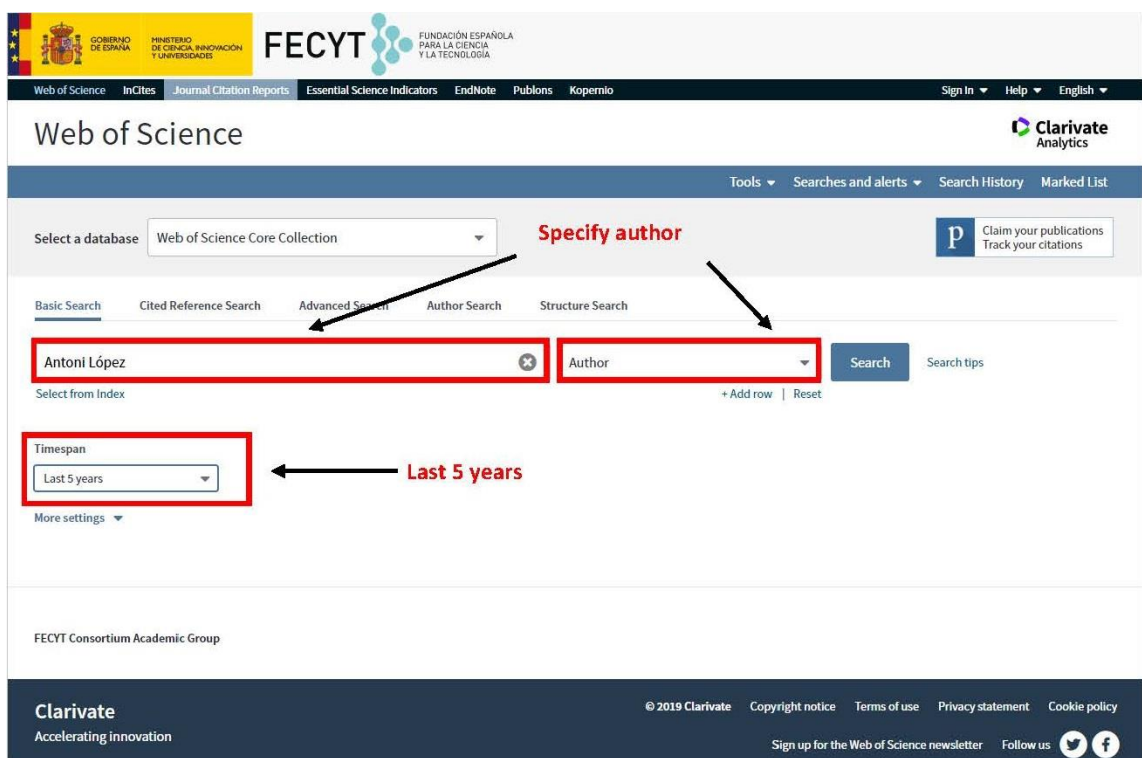
MANUAL FOR ACCESS TO THE DATA OF THE ISI WEB O F KNOWLEDGE

1. **Search on Google: ISI Web of Knowledge or click on the link:**

   http://apps.webofknowledge.com/UA_GeneralSearch_input.do?product=UA&search_mode=GeneralSearch&SID=Q23Z4cLqaQTltnANqvu&preferencesSaved=
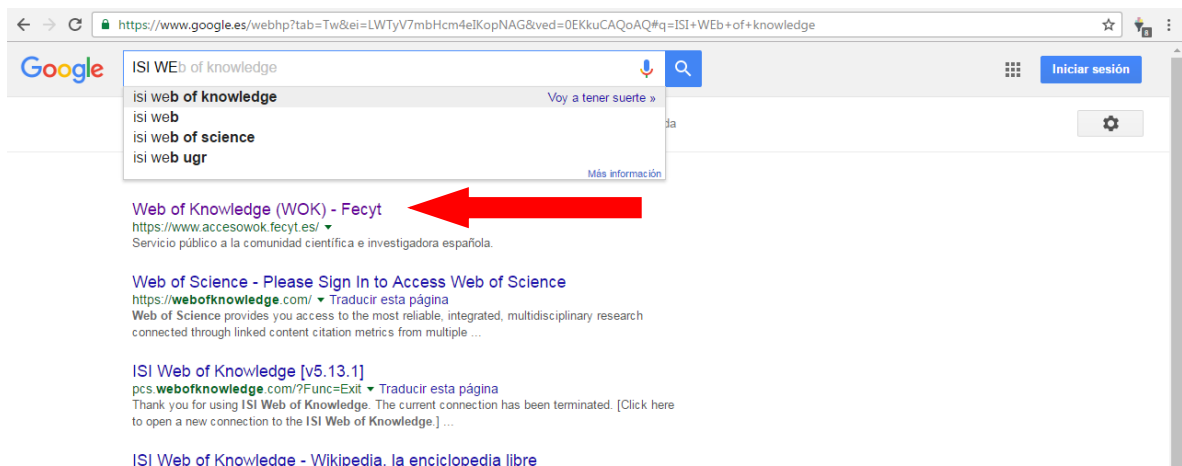
2. Seek the author and defines the years

3.   Refined results by choosing "Document Types": Articles / Reviews / Case reports / Books / Letters and search. If there are not all, click "More options" and it appears the whole list (sometimes not appear, if it passes: reload the page until you exit). You can do the same with the author to make a more thorough search.

HOW TO FILL THE PUBLICATIONS FILE CARD?

Nombre y apellidos del investigador

CONTRIBUCIÓN 1.

Autores (p.o. de firma):
Título:
Revista:

Volumen:	Número:	Páginas:	Año:	ISSN:

Indicios de calidad: (Ciencias e Ingenierías)

Base indexación: JCR/SCI	Área:
Índice de impacto:	Cuartil:

CONTRIBUCIÓN 2.

Autores (p.o. de firma):
Título:
Revista:

Volumen:	Número:	Páginas:	Año:	ISSN:

Indicios de calidad: (Ciencias e Ingenierías)

Base indexación: JCR/SCI	Área:
Índice de impacto:	Cuartil:

CONTRIBUCIÓN 3.

Autores (p.o. de firma):
Título:
Revista:

Volumen:	Número:	Páginas:	Año:	ISSN:

Indicios de calidad: (Ciencias e Ingenierías)

Base indexación: JCR/SCI	Área:
Índice de impacto:	Cuartil:

CONTRIBUCIÓN 4.

Autores (p.o. de firma):
Título:
Revista:

Volumen:	Número:	Páginas:	Año:	ISSN:

Indicios de calidad: (Ciencias e Ingenierías)

Base indexación: JCR/SCI	Área:
Índice de impacto:	Cuartil:

CONTRIBUCIÓN 5.

Autores (p.o. de firma):
Título:
Revista:

Volumen:	Número:	Páginas:	Año:	ISSN:

Indicios de calidad: (Ciencias e Ingenierías)

Base indexación: JCR/SCI	Área:
Índice de impacto:	Cuartil:

Initial considerations:

- You have to include the 5 contributions that are requested. Select the most recent or those with greatest impact factor.
- Do not modify the template, limit yourself to fill out the enabled spaces.
- When copying the WOS information, do not paste it directly into the word because it will copy the image and the template format will be deconfused. After the colon (:) from where you want to enter the selected information, paste it using the menu that appears clicking the right mouse button, the document option with the 'A' in the lower right corner.
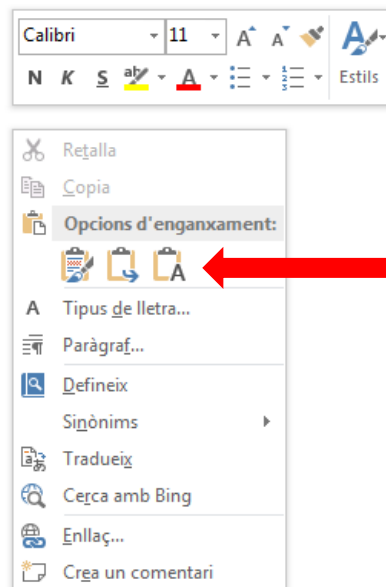
Once you click on the article you want to find the information for, for exemple:

You will find in the first part of the new website that opens, the following information of the file card:

- **"Autores (p.o. de firma)"** (Authors by order of signature). It is the list of names of the authors who have collaborated in the article. You can find where to locate this data in the previous image.
- **"Título"** (Title). It is the title of the article. You can find where to locate this data in the previous image.
- **"Revista"**(Journal). This is the name of the magazine in which the article was published. You can find where to locate this data in the previous image.
- **"Volumen"** (Volume), **"Número"** (Number), **"Páginas"** (Pages), **"Año"** (Year) and **"ISSN"**. You can find where to locate these data in the previous image (with the exception of the ISSN that appears in the following). In the year you have to put month and year (in capital letters) of the publication. Example: ENERO 2018 (JANUARY 2018)

At the end part of the same website you can find the following information:

- **Type of document**. This information will not be placed on the template, but you need to make sure that it is an article.

When you click on the link to access to impact factor information, you will find first the following site:
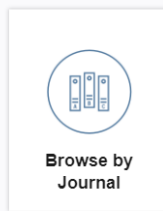

Here, in the dropdown menu that appears in "Institutional (Shibboleth) Sign In" section, you have to select: "Federation of Spain by FECYT" and click "Go".

Welcome to Journal Citation Reports

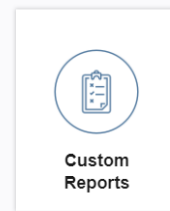Search a journal title or select an option to get started

Enter a journal name

nature 🔍

NATURE
NATURE MEDICINE
Nature Reviews Materials
NATURE REVIEWS
GENETICS
Nature Photonics
Nature Microbiology
Nature Ecology &
Evolution
Nature Chemical Biology
NATURE CELL BIOLOGY

Browse by
Journal

Custom
Reports

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Then you have to write in the "Enter a journal name" box the name of the journal which information you are looking for, wait for the possible option to load in a drop-down menu like the one seen in the previous image and click on the one you are looking for.

If you cannot find it by the name you enter, try submitting the ISSN of the magazine.

The general page of the magazine will appear and you have to click on "All years".

Then you will go to the information page of the journal of all the years of impact factor, quartiles, etc., as shown in the image on the following page.
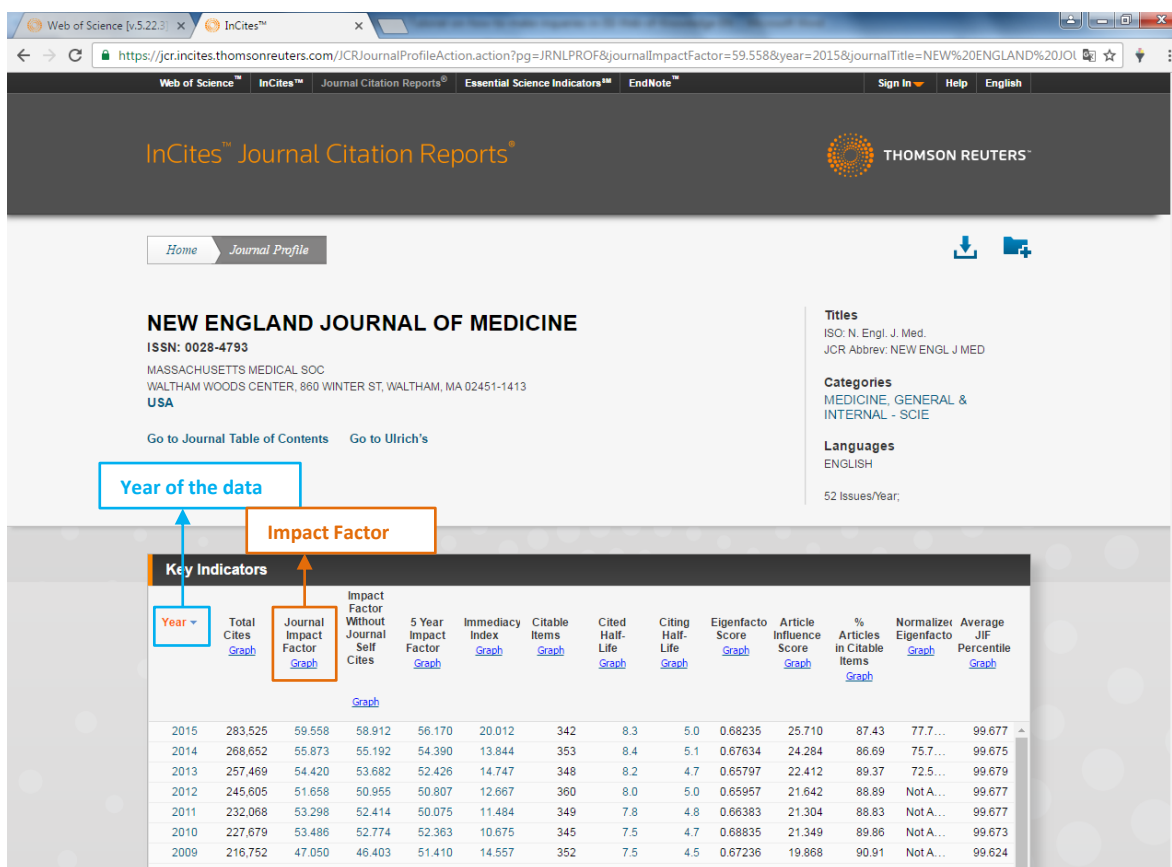
- At **"Base indexación"** (Indexing base) leave the information that appears by default: 'JCR/SCI' (Journal Citation Report)
- **"Indice de Impacto"** (Impact Index). This is the "Impact Factor". In the previous image it is observed that there is one for each year (for example: for 2015 it is 59.558). The template must be placed on the same year as that of the article or, if there is not for that year, the closest to the article publication.

If you go down in the same site, you will find the following information clicking on "Rank" section.
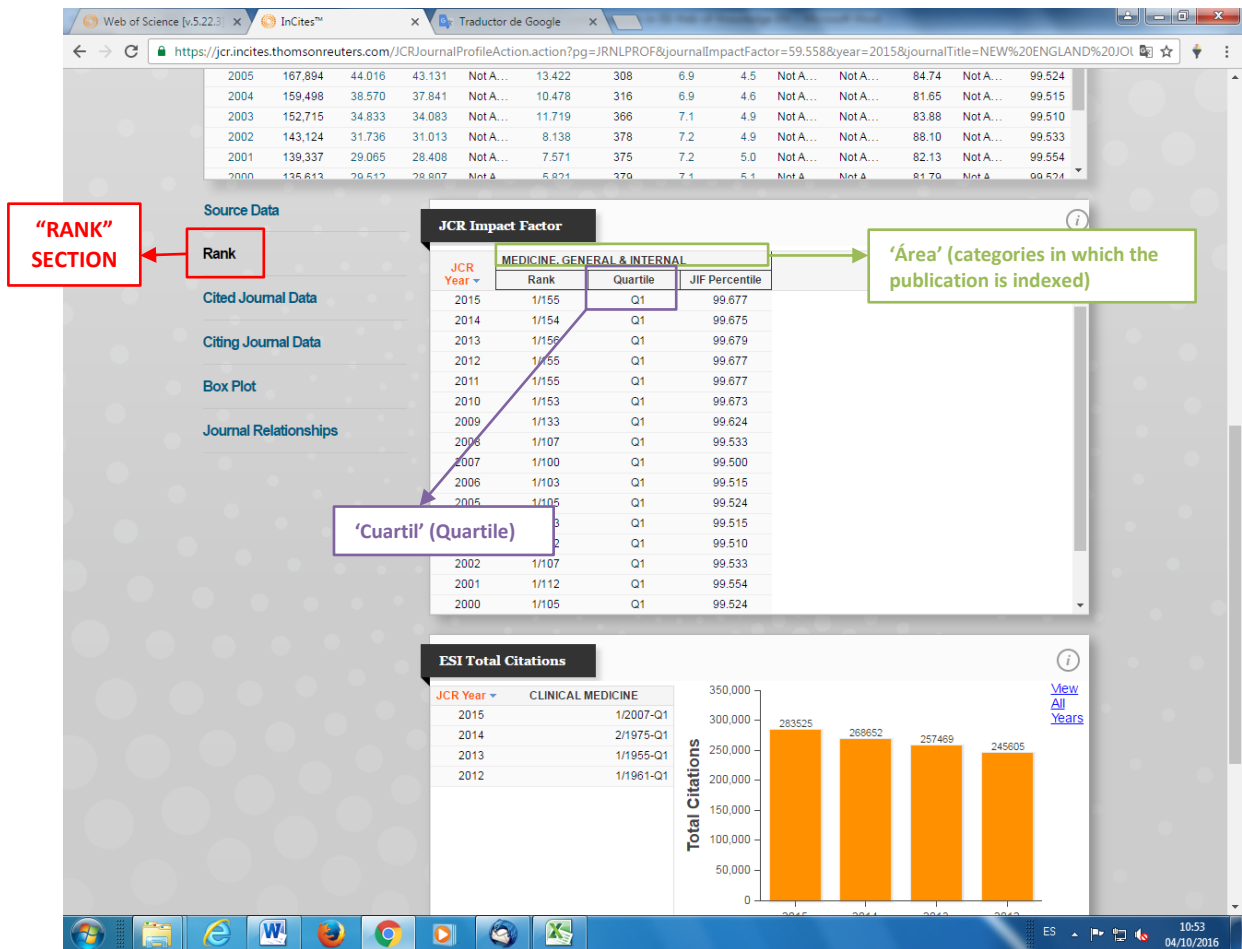
- **"Área"** (Area). It is the category in which the journal is indexed. Sometimes a magazine may be indexed in more than one category, as shown in the following image. The category that has the highest quartile must be selected and only the name of this category will be indicated. If all have the same quartile, the category that is more related to the line of research / specialty of the supervisor will be indicated.

- **"Cuartil" (Quartile)**. It is the statistical parameter that gives the information about the position of the publication in the ranking of all those of its same category. Q1 is the highest and goes to Q4. We also indicated the same year of the publication and the same year that we have chosen for the impact factor.