

## Faculty Invitation Application System Research Achievements Collection Manual

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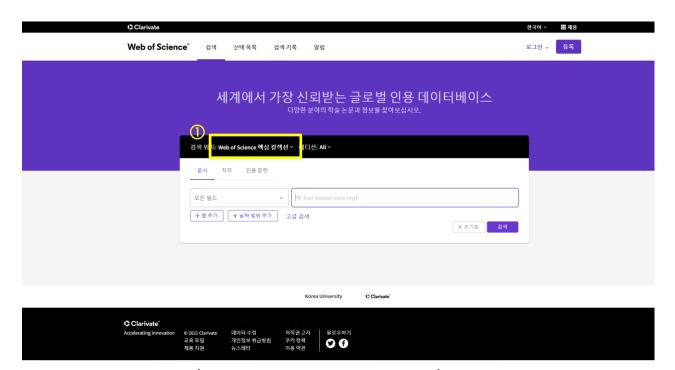
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1. Web of Science

### 1. Web of Science (1/5)



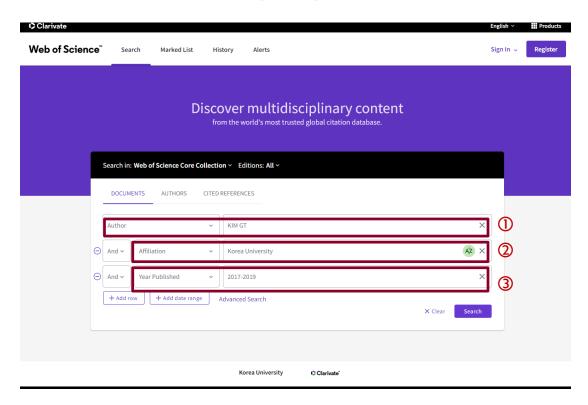
Web Of Science Homepage(<a href="https://www.webofscience.com/">https://www.webofscience.com/</a>)

Search in 'Web Of Science Core Collection'

\* Web of Science is paid website. You can access it from places such as your university library. If you don't have access, You need to upload your publications manually.



### 1. Web of Science (2/5)

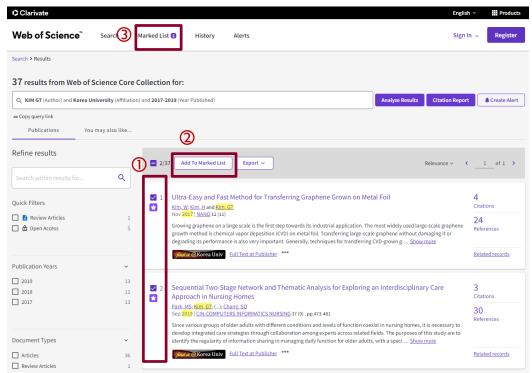


Input search keywords and Search.

The more specific search conditions you add, the easier you can find the result you want.

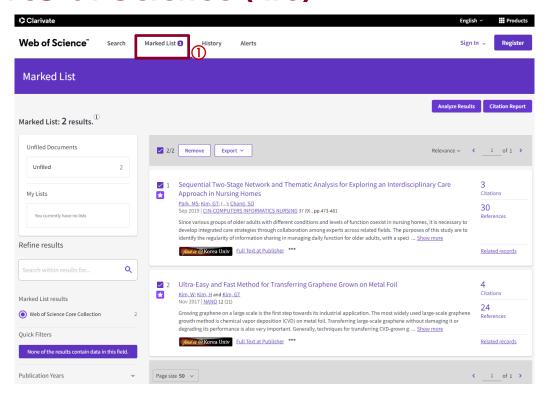


### 1. Web of Science (3/5)



Mark the data you want collect and add to list. If you add the marked list, the number of collected data will be indicated next to 'Marked List' The system works like online purchase cart, and the previous list will not disappear even though you try additional search. Therefore, you may search and add over and over until you find all the data you want to collect.

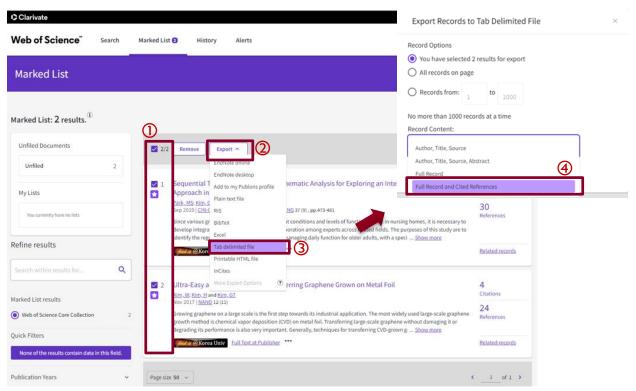
### 1. Web of Science (4/5)



After you search and add all the data you want to collect, click the number of Marked List. Then, it will lead you to the page where you can save all the selected data.



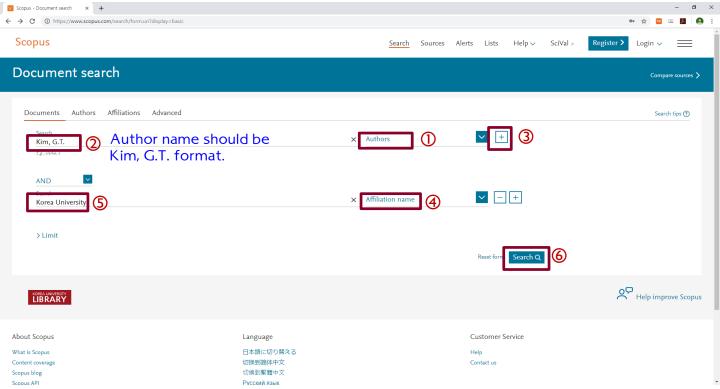
### 1. Web of Science (5/5)



Check the articles you want to save Click 'Export'. Select 'Tab delimited file'. Change the Record Content to 'Full Record and Cited References'. Click 'Export'. The file will be automatically saved under download folder as 'savedrecs.txt'. You may freely change the directory or file name.

## 2. Scopus

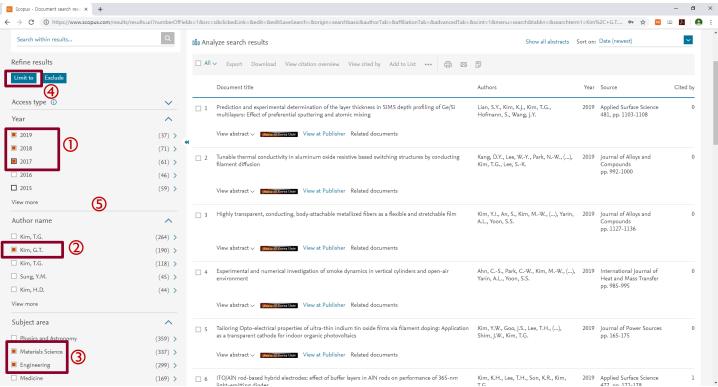
### 2. Scopus (1/5)



Access to Scopus homepage at <a href="http://www.scopus.com">http://www.scopus.com</a>. Input search keywords and Search. You may add search options to find data easily.



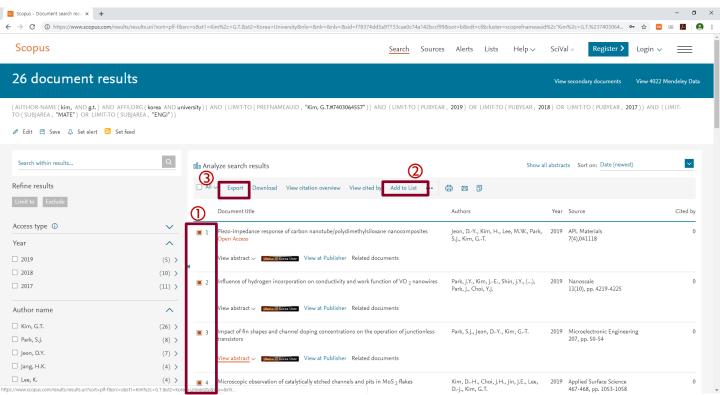
### 2. Scopus (2/5)



You may add 'limit to' or 'exclude' option to the searched data to sort out the data you want. Check all the data you want to save. Click 'Export' button to save all the selected data.



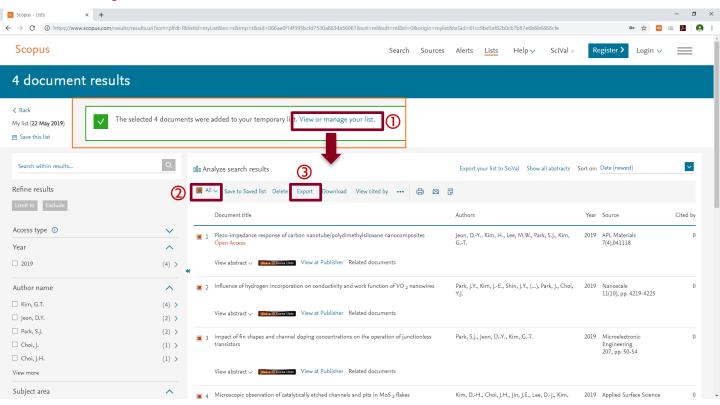
### 2. Scopus (3/5)



Check the data you want collect and add to list. The system works like online purchase cart, and the previous list will not disappear even though you try additional search. Therefore, you may search and add over and over until you find all the data you want to collect. Then, you may export saved data.



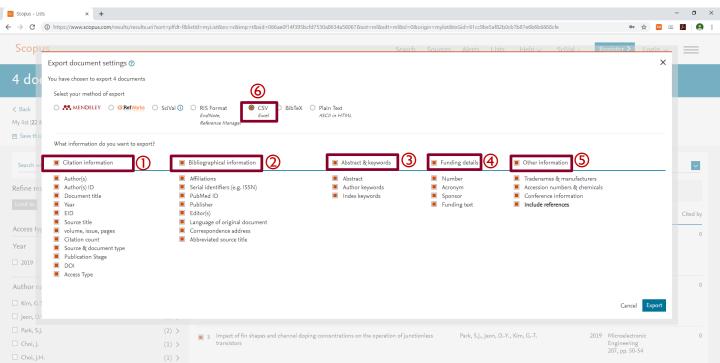
### 2. Scopus (4/5)



After collecting all the data, please select all and export.



### 2. Scopus (5/5)

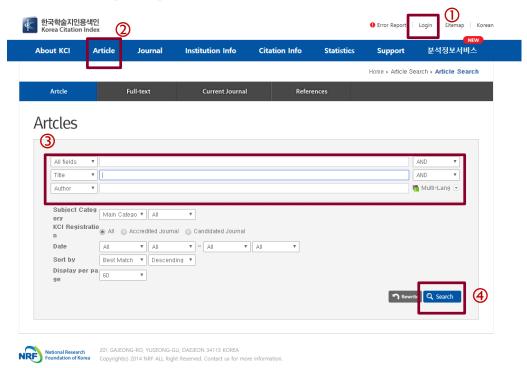


Select every information from 1 to 5. Then, select the 'CSV' file format.

If the export file contains 'Funding Text 1' and/or 'Funding Text 2' in column 'Y' and/or 'Z', please delete the field(s) before you upload the file. The column 'Y' should be 'Reference' field and the column 'AR' should be the last field in the file.

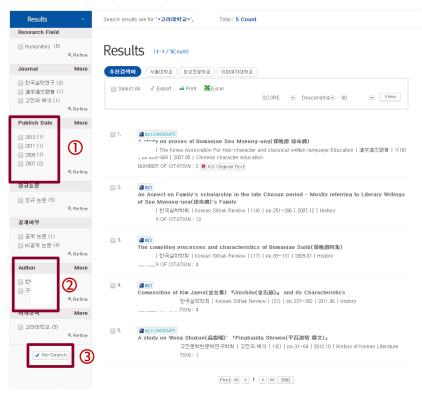
# 3. KCI

### 3. KCI (1/3)



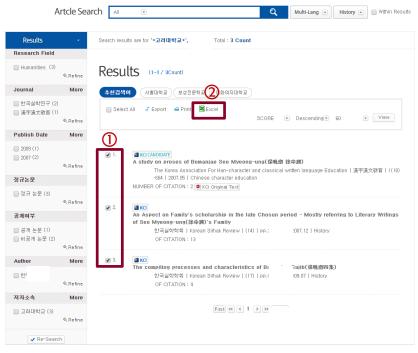
Access to Korea Citation Index homepage at <a href="http://www.kci.go.kr">http://www.kci.go.kr</a>. <a href="http://www.kci.go.kr">Login</a> Insert the keywords and search.

### 3. KCI (2/3)



You may add 'limit to' or 'exclude' option to the searched data to sort out the data you want.

### 3. KCI (3/3)





After collecting all the data, please select all and export by clicking 'Excel' button.