

Bibliometric Analysis

Publications, data format

A list of your publications has to be submitted in a specific format for the bibliometric analysis (impact factor, citations) to be performed.

Please follow the specification listed below, when you prepare the file.

Please provide the data exactly as described below. Faulty or incomplete records may lead to an inappropriate bibliometric analysis with a reduced performance record.

Please list **all your publications** in the Excel template.

Required fields of each bibliographic record are:

1. **AUTHOR - name of the first author**

as: [last name], [initials of first name(s)]

Pay attention to write the name exactly the same way as it is written on the publication – especially the initials of the first name(s). Initials of the first name should contain *no spaces or full stops*. *Umlauts* etc. should be written as such, if they appear on the publication.

E.g.

Liu, XH

von Willebrand, M

Gühnemann-Schafer, K

Pedroli, GLWG

- Do not list **all** authors, only the first author.
- Mention your own name only, if it is the first name of the authors list (for equal contributions see below)

2. **JOURNAL - short name of the journal**

Use the common short name of the journal. Please note that some journals publish sub-series with different impact factors (z.B. *BBA, Am J Physiol*). The short name of the journal should be sufficiently specific.

3. **YEAR of publication**

The year of the publication is always the publication year of the printed version (and not of an electronic pre-print version).

4. **VOLUME**

Only the volume number should be mentioned, not the issue.

5. **PAGE**

Only the **starting page** of the publication is required. In case of an electronic publication the reference number should be used instead.

6. **FIRST - first author mark**

An "E" should be filled here if you are the "First Author" of the publication. This entry is especially important for the articles with several first authors who have equally contributed to the publication. If you are not the first author leave this field empty.

- Please use "E" and not "X".

7. **CORR - corresponding author mark**

A "K" should be filled if you are the corresponding author of the publication. The corresponding author can be easily identified, because his address and email are printed on the paper. Moreover, the name and email of the corresponding author are usually present in the PubMed-record of the publication. Please note, that someone may be the corresponding author and the first author of a publication. If you are not the corresponding author leave this field empty.

- Please use "K" and not "X".

8. **SENIOR - senior author mark**

With an "S" you can mark those papers for which you acted as a "senior author". A senior author may be the first author and the corresponding author of a publication. If you are not the senior author leave this field empty.

- Please use "S" and not "X".

9. **TYPE - type of publication**

Please fill in the "type" for each publication:

- **original research paper** **O**
- **review** **R**
- **editorial** **E**
- **case report** **C**
- **letter, comment** **L**
- **other publication** **S**

Please note that the real type of the publication should be used (and not a misleading descriptor, e.g. a "Letter to Nature" is actually an original research paper).
If the publication inherits from more than one type you should use the dominant type.

These types of publications will not be included in the analysis:

Correction, erratum, author reply, meeting abstract, meeting report, obituary etc.

The data have to be submitted with the Excel template. The template can be downloaded from the homepage of the Department Evaluation & Quality Management:

<http://www.i-med.ac.at/qm/cit>

Contact

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