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1. **How to Find the Business Hours of the Library Services**

Please consult the following web page:

http://www.library.up.ac.za/aboutus/hours.htm

2. **How to Set your Security Password**

When you try to open any of the electronic databases or documents available, the system will present you with a page on which you are required to type in your staff or student number – without the “u” or “p” in front – and a pin number. When you see this and you do not have a pin number or you have forgotten your pin number, click on “Request a new PIN” and follow the procedure. The system will send you an email within two minutes. Follow the instructions given in the email and create your own pin number. This number may be alpha-numeric but may consist of letters only or figures only. If the system has accepted your choice of pin number it will allow you to open the electronic media to which you wanted access.

Please note that *shortcuts to databases on the desktop of your computer will not give you access* as you need to access databases and other electronic sources through the Library web page for the required authentication process to be completed.

3. **How to Arrange for Photocopies**

If you want to make photocopies for research or study purposes, you will need to deposit an amount of money on an account with Xerox, who have been contracted to run the photocopy, printing and scanning services in all the libraries comprising the Library Services. Once this has been done, you may make photocopies, and print and scan documents by using your University ID card. Staff will assist you to get going. This Xerox account may also be used for printing references or articles found on electronic databases or platforms.

When you are requested to enter your staff or student number during the printing process, you should enter seven digits. Staff will need to drop the zero added in front and students will need to drop the last digit of the
number. This system will require of you to type in a pin number. Please take note that this pin number of four digits will most probably differ from the one you will need to use to gain access to electronic journals and databases.

If you need to make **photocopies for official purposes** on the Main Campus you should arrange that your name be added to the list of staff members from your Department for whose use monies have been transferred to an official account with the Financial Department of the Library. Your departmental financial officer should contact Mr Louis Leonard at extension 2022 or mailto:louis.leonard@up.ac.za in order to make the necessary arrangements.

*Always remember the restrictions imposed by the Copyright Act, Act No. 98 of 1978, as amended, and the Regulations promulgated on it, as the University cannot condone any contraventions of the Act and Regulations. You will be acting in your private capacity if you contravene the Act and Regulations.*

4. **How to Place a Hold on a Book that is Out on Loan**

If a book that you require is out on loan you need to place a hold on the book. The Library staff will request the present borrower to return the book, but only if the borrower has not returned it on time. When the borrower of the book returns the book the Library staff will place it on a hold shelf at the main service counter on level 3 of the Merensky Library or your Branch Library and inform you that it is waiting for you.

How to place a hold: When you have the full bibliographic particulars of the publication on screen having found it in the electronic catalogue of the Library, click on the “Request” button at the top of the page. [If no “Request” button is being displayed, click on the title of the document again.] The system will prompt you for your staff or student and pin numbers, and require of you to indicate at which of the UP libraries you would want to collect the item. The system will then require of you to mark a specific item, if more than one is available according to the catalogue, and then confirm your choice. After placing your hold the catalogue will not immediately reflect the fact that you have placed a hold. This is because the particulars of your hold will be manually registered at the earliest possible moment.
5. **How to Extend Library Book Loans**

You may extend your book loans
- at the counter of the Merensky Library or at any of the branch libraries;
- by using the “My Library Record” option under “My Library Space” that is featured in the third column of most of the Library web pages just below “Quick links to:”, or
- by calling the Circulations Desk at the Merensky Library at +27-12-420-2235 or +27-12-420-5240, or the particular Branch Library at which you borrowed the book.

Book loans may be extended electronically five times. After the fifth electronic extension books have to be returned to the Library. These loans will be marked off on the circulation system and new loans registered.

6. **How to Handle Damaged or Lost Books**

Should you lose or accidentally damage a publication on loan for whatever reason, make an appointment and discuss the problem with the staff at the particular Library from which you borrowed the book.

At the Merensky Library the appropriate person to contact is Mrs Zani Swart on level 3 (ground floor) of the Library. Her telephone number is +27-12-420-2804, and her email address is mailto:zani.swart@up.ac.za.

7. **How to Obtain a Specific Book or Journal Article – general information**

Firstly, check whether the article or book that you require is available at the Library Services by searching for it in Electronic Journals, and the Catalogue of the Library. Journals and books that have shelf numbers (call numbers) are available at the specific shelf numbers. The information staff will be able to assist you with finding the documents. Take note that certain collections carry use restrictions.

When you are working on a database, you will sometimes find that the supplier asks for an ID and password at the point when you want to download a journal article. This simply indicates that the Library Service does not hold a subscription for the title with the vendor concerned or for
the period in which the article falls. Check for other vendors on “E-Journals A-Z”.

If the Library Service does not have a subscription for the item you require with any of the other vendors, check for a paper copy in the Catalogue. Failing this you will have to follow the more conventional route of interlibrary loans through SABINET in order to obtain the item.

The interlibrary loans system has been in place for many years. Its main purpose is to obtain publications locally and internationally, and it is a highly effective means of obtaining documents that we do not hold in our collection.

See also the following paragraphs.

**8. How to Obtain a Journal Article for a Known Reference**

Keep in mind that electronic versions of journal titles became available from 1995, and even today many of the journal titles only go back to 1995 or 1996. Some of the titles, however, do go back further and we recommend that you first check “E-Journals A-Z” to establish how far back the electronic access is available. If electronic access to the title does not go back far enough to include the article you require, you need to go to the “Catalogue” to establish whether the Library is supposed to possess the article in paper format.

Go to the main web page of the Library, [http://www.library.up.ac.za/](http://www.library.up.ac.za/) and find the buttons “E-Resources” and “Catalogue” on the dark blue task bar.

Hover over “E-Resources” in the dark blue task bar with your mouse and then click on “E-Journals A-Z”. Type the full journal title into the “Find” window and enter. The system will take you straight to the required title or supply you with a list of possible titles from which to choose. Click on the active vendor’s name under the journal title. Note that the full text coverage of the electronic subscription has been noted after every title.

Alternatively click on the “Catalogue” button in the dark blue task bar and then execute a search for the journal title required. In many cases a link to
the electronic version of the title was provided on the web page for the title in the Catalogue. Make a note of the shelf number provided and proceed to find the paper version of the title on the shelf indicated. This may be an involved exercise since it was decided to store the journals in different physical localities. Where each title may be found is not always clearly indicated in the catalogue, and you will save time by asking the Library staff member on duty to help you in finding the item you are looking for.

9. How to Obtain Journal Articles on a Specific Subject

If you need to search for journal articles on a specific subject, you must search the databases or electronic journal platforms available on the library web pages. Go to the main web page of the Library at http://www.library.up.ac.za/ and find the button “E-Resources” on the dark blue task bar. Hover over “E-Resources” with your mouse and then click on “Databases A-Z”. This is the full alphabetical list of databases the Library has access to.

As this list cannot be sorted in order to identify databases that will probably be suitable for specific subject areas, it is recommended that you consult the web pages that the information specialists have developed for the different Departments or combinations of departments on Campus. Find these in the following way: Hover over “Libraries/Units/Collections” with your mouse on the dark blue task bar on the Home page of the Library, and then click on the button for your particular Faculty. Look out for further links to specific departments or subject areas in the first column. These further links will in all probability take you to a list or lists of selected databases. Most of these databases may be interrogated by using Boolean type searches. Please do not hesitate to ask for the assistance of the Information Specialists should you not know how to use these databases or experience problems in using them.

10. How to Formulate a Search Strategy on the Electronic Databases

A good search strategy will get you far along the way to finding the information you require.
STEPS

The following steps may be followed in preparing your search strategy:

1. Formulate a question that includes all the main concepts to be included in your search. Identify your main search terms from this question. Decide which search terms are primary and which are secondary.
2. Think of synonyms and related terms for the main concepts or use a thesaurus that supplies broader and narrower terms for your main concepts. This will help you to pinpoint your concepts better.
3. Formulate a Boolean search strategy by using Boolean operators to combine your main concepts, synonyms and related terms into a logical structure.
4. Execute the search in the identified database or databases.

BOOLEAN OPERATORS

Boolean operators are generally used in databases to combine different concepts during the search process in order to obtain the required results. The most important Boolean operators are “and” and “or”. The operators “not” and “adj” (adjacent) are less frequently used, and are not operational in many databases.

- Use of the “and” operator narrows the search by attaching the same importance to different search terms. The search engine will search for both the terms in the same reference or document. Fewer hits will be obtained than if separate searches were conducted with the different terms.
- Use of the “or” operator broadens the search by adding search terms, and leads to more hits. The search engine will search for references or documents containing the one or the other search term. In effect this may be seen as a combination of two or more searches into one depending on the number of search terms employed.
- Use of the “not” operator narrows the search by excluding the term following directly on the operator, and the result is fewer hits.
- Use of “adj” combines search terms that should be searched as a unit. The search engine will ignore the terms where they are found separately, and only references and documents containing the combination of search terms will be retrieved. As an alternative, search terms that should be adjacent or form a phrase may be
entered between inverted commas or parentheses, e.g. “nonlinear partial differential equations” in the more modern databases, or (nonlinear partial differential equations) in the long established, but equally efficient, databases.

FORMULATION OF SEARCH STRINGS

The formulation of search strings is fairly simple, and experience in this activity will later lead to the formulation of more complex combinations of the basic elements. There is nothing difficult about combining “same importance” search terms with the “and” operator. When combining “or” and “and” operators first use parentheses “( )” to “encapsulate” the different “or” terms, e.g. (horse or equine or cattle or beef) – in effect four different searches – and either do the search as a first step and combine the result with the narrowing search term in a second search, or combine it in the initial search string, e.g. (horse or equine or cattle or beef) and dermatitis. This may be turned around, and the results should be the same, e.g. dermatitis – a very broad first search. Combine the result with (horse or equine or cattle or beef) in a second search, or combine it in the initial search string, e.g. dermatitis and (horse or equine or cattle or beef).

HELP!

All databases have well developed help sections that contain detailed descriptions designed especially to assist users to improve their results when using the specific databases. Take the time to consult these help pages. Do not see it as time wasted, rather as time well invested.

11. How to Set Up Alerts

Generally speaking those database vendors who have alert facilities, require of you to register in order for them to be able to send alerts to your e-mail address. This service forms part of the service package paid for by the University, and therefore does not cost you or the University anything extra. After being registered it will be to your advantage to sign in when you want to use the databases as this will put you in a position to fully utilize all the functions and services made available by the vendors. Some of the functions that are available when you have signed in are not available if you are not.
The following are descriptions of how you should go about setting up alerts on four of the large general databases. The principles illustrated in these hold true for other databases that offer alerts.

ScienceDirect and SCOPUS

*Registration with ScienceDirect and SCOPUS:* Go to the main page of ScienceDirect or SCOPUS. Click on “Register” in the top right hand corner. The registration form will open. Complete and submit the form. You will receive an e-mail containing your user name and password.

Use this user name and password to sign in to ScienceDirect and SCOPUS.

You need to sign in before setting up alerts. Formulate and run a search, and then, if the search results are to your satisfaction, save the search as a Search Alert.

EBSCOHOST

Go to the main page of EBSCOhost. Click on “Sign in” at the top of the page. Click on the option “Create a new account”. Complete and submit the registration form. You will receive immediate feedback on whether you have been successful. Formulate and run a search and then save it as an alert by clicking on the appropriate button at the top of the list of results. Remember that you need to sign in for the alert function to work.

ISI

*Registration with ISI:* Go to the main page of Web of Science. Click on “Register” under “Customize Your Experience” in the right hand column at the bottom of the Web of Science main page and follow the instructions.

*Signing in:* Go to the main page of Web of Science. Click on “Sign In” under “Customize Your Experience” in the right hand column at the bottom of the Web of Science main page and follow the instructions. Enter your email address and your ISI password. Click on “Sign In”.

Alerts cannot be set up on all ISI databases. Click on the arrow next to “Databases” and select one. Do a search in the normal way. Refine your search until you are satisfied that the search results are what you want. Click on Create Alert in the left column. Choose a name for your alert, select
the type of content you would like in the alerts as well as the format and frequency. Click on “Save”. ISI will regularly send you alerts by e-mail.

12. **How to Request Interlibrary Loans**

As stated before, the Interlibrary Loans Service is the gateway to the academic literature available in the rest of the world.

This Service obtains journal articles and borrows books for staff and students from another holding library in southern Africa or overseas when required for study or research purposes.

**You must be registered for interlibrary loans.** This registration differs from your registration as a Library user. If you have not been registered for interlibrary loans, please go to [http://www.ais.up.ac.za/interlending/onlineregister.htm](http://www.ais.up.ac.za/interlending/onlineregister.htm) and complete the required form. Registration takes about one working day.

**REQUEST**

1. Go to the main page of the Library: [http://www.library.up.ac.za/](http://www.library.up.ac.za/)
2. Click on "Interlending Requests" in the third column, under "My Library Space".
3. If you have interrogated the four sources listed there in red and have not found the document you require, click on one of the following buttons:

   ![Request via SACat (On Campus)](http://www.library.up.ac.za/)
   ![Request via SACat (Off Campus)](http://www.library.up.ac.za/)

The security system of the Library will prompt you to enter your student/personnel number and your Library pin number. When you have successfully done this, the system will take you directly to [http://reference.sabinet.co.za/sacat](http://reference.sabinet.co.za/sacat)

4. Type the journal title (not the title of the article) or the title of the book you need into the “Title” field. For books you may also add the main author and/or the ISBN. If you have the ISSN of the journal, do type it into the ISSN field. When you are done with this, click on the search button. [The Key Word option may be used to find documents that might contain aspects of the subject you are researching.]

5. Consider each item in the list of results produced by the system in order to find the specific journal or book you are looking for. The most relevant
documents will be near the beginning of the list. The item you are looking
for should therefore be close to the beginning of the list of results. Click on
the red title whether it be a journal or a book title.
6. If you want to request an item, click on “Request this item” in the short
light grey taskbar:

Remember that you may request items in one of the branch libraries of the
UP Library Services, but not items in the library you frequent most – your
home library.
7. The system will then require of you to enter your user ID and Password.
Enter these as follows: 2840-12345678 (only an example) and 2840+1234
(only an example) and click on the “Login” button. The minus and plus
form part of these codes and must be used.
8. The system will open the interlending request form that will already
contain the particulars of the item you identified. Supply the “Need by
date” by selecting the latest date from the present to indicate how long you
are prepared to wait for the item. A date about three weeks in the future
normally works quite well. Usually the requested item is delivered a lot
sooner should it be available. If you choose the minimum time – seven
days – the system will automatically drop your request after seven days
even if the requested item had not been supplied.
9. Tick the blank square next to “I have read the terms of the Copyright
Act 1978”. Change the options next to “ILL Service Type”. A choice of
two possibilities is available, viz. “LOAN” for something that may be
borrowed, like a book, and “COPY NON-RETURNABLE” for journal
articles.
10. If you are requesting a book nothing further needs to be completed. Go
to the beginning or end of the form and click on “Request”.
11. If you are requesting a journal article the particulars of the article need
to be entered. The “Note” field should be used for this purpose. Type in as
much information about the article as possible. A full academic reference
would be the best. It should include author(s), year of publication, title of
the article, a repetition of the journal title will cause no harm, volume
number, issue number and pages. Do not enter extra information in the
“Contact Information” section. When the information on the publication
required has been typed in, go to the beginning or end of the form and
click on “Request”.
12. The system will react by giving you a reply page that displays a
request number. You may choose to make a note of this number but this is
quite unnecessary as you will be able to find all the information you might later require under “My Requests” in the black task bar. The system will display your requests from the newest to the oldest. Unfortunately “Status” is constantly being indicated as “Cancelled”. Click on the request number. The system will display the full particulars of the request. You will need to contact the Interlibrary personnel in order to make enquiries about the status of your requests.

13. **How to find Information on Theses or Dissertations in Electronic Format**

The entire process has been set out on the following web page:

http://upetd.up.ac.za/UPeTD.htm

14. **How to obtain Letters of Introduction to other University Libraries**

The Library Services of the University of Pretoria has a reciprocal agreement with other South African university libraries according to which we allow each other’s staff, and master’s and doctoral students, access to our physical facilities. This is a formalized situation and certain rules apply. Firstly, staff and students considered for this privilege must be in good standing with the Library of their home university, and secondly, the arrangement is set in motion by a formal letter of introduction from the Head of the Library of the home university to the Head of the Library at the away university.

The letter of introduction will give the staff and students patron privileges on the level of an undergraduate student at the away university. They will be allowed to borrow a specified number of books for a fairly short period of time, and will be able to make paid photocopies for their own account. They will not be rendered any interlibrary services, will not have access to electronic databases of the away university, and may not request information searches to be done. These are all supposed to be done by the home university.

An application form is available from your information specialist. One form should be completed per university for which a letter of introduction will be required. This service is available from the beginning of February to 18 November every year.
15. How to Check Current and Completed Research

The following link will take you to the SABINET database on this matter: http://reference.sabinet.co.za/current_and_completed_research

16. How to Identify Journal Articles in South African Journals

The *Index of South African periodicals* (the *Index*) was started in 1940, and indexed South African journal articles of academic and popular nature covering the whole spectrum of human endeavour. It was published in paper format and ran until 1984. From 1984 to 1986 the *Index* was published in microfiche format. A complete set of the *Index* for the whole period is available on level 6 of the Merensky Library.

The electronic continuance of the *Index*, an electronic database by the same title, abbreviated to *ISAP*, covers 1987 and onwards. This electronic database may also be found on SABINET. Go to the following web page: http://reference.sabinet.co.za/isap

17. How to Find South African Newspaper Articles and References

One of the SABINET databases is called “SA Media”. It covers the content of 120 South African newspapers and journals since 1978. See http://reference.sabinet.co.za/sa_media

18. How to Comply with Copyright

Internationally copyright preserves an author’s right to reproduce and earn an income from his own work.

The University of Pretoria will not and may not condone any transgression of the Copyright Act, No. 98 of 1978, as amended and the Regulations promulgated on it.

It is the responsibility of each and every staff member and student in his or her personal capacity to conform to the prescripts of the Act and the Regulations.
You will personally bear the full brunt of the Law should you be caught and convicted!


In essence the Act allows for “fair use” and students who need to copy published material for study or private use may do it. See

19. **How to Reference in Academic Documents**

Particulars of referencing techniques are being kept up to date on the following web page:

[http://www.library.up.ac.za/referencing/index.htm](http://www.library.up.ac.za/referencing/index.htm)

20. **How to Avoid Plagiarism**

Plagiarism is **AN EXTREMELY SERIOUS OFFENCE WITHIN ACADEMIA AND MAY LEAD TO ACADEMIC SUICIDE.**

**PLAGIARISM WILL COST YOU YOUR ACADEMIC CAREER IF YOU ARE AN ACADEMIC AND IT WILL COST YOU YOUR ACADEMIC TRAINING AND CHANCES ON A BETTER LIFESTYLE IF YOU ARE A STUDENT. BEWARE! BE VERY CAREFUL!**

Rather reference too much than too little. The more established researchers become the more they will reference for fear of being accused of plagiarism. Reference when you use a quotation, when you put something you have read in your own words, and also when you use someone else’s idea.

The University of Pretoria has acquired an Internet based system called “Turnitin” that was made available on the ClickUP system. When you submit your document, Turnitin will compare phrases in your document with phrases on the Internet and indicate which of the phrases in your document might be plagiarised. It is not fool proof, but it does alert you to
possible problems. Supervisors or promoters should activate “Turnitin” for the specific courses of their students. The following web page provides the necessary background information you would require:

http://www.library.up.ac.za/plagiarism/index.htm

21. How to Identify Accredited Journals

Information on accredited journals is kept up to date on the following web page:

http://www.library.up.ac.za/periodicals/periodicalsaccredited.htm

The DHET Accredited Journals List includes only South African journals. All the journals included in the ISI Web of Science (ISI – International Scientific Index) lists and IBSS are deemed accredited for publication and Department of Education (DOE) subsidy purposes.

22. How to Identify Citations

The NRF accepts citation reports from ISI (Web of Science), Scopus and Google.

ISI Web of Science

Go to the Library’s web page (http://www.library.up.ac.za), hover over “E-Resources” and click on “Databases A-Z”. Click on the button for “On Campus” or “Off Campus”. Click on “I” in the alphabet provided, and then on “ISI Web of Science”.

The main page for “Web of Science” will open. You need not be registered or sign in if you want to do a citation search for a specific author.

Change “Topic” to “Author”. Click on “Select from Index”. Type the surname and first initial directly followed by an asterisk (*) or the surname and initials of the author whose citations you would like to find. Set the timespan if required. Click on “Search”. The system will present you with a number of hits that may include works by other authors by the same surname and even the same common name. It is therefore imperative that
you should refine the research results unless the author you are looking for has an absolutely unique surname. On the left side of the screen you will find means to refine the results. When the list of publications identified has stabilised a visual check should be done to identify any article that should not be part of the list. Particulars of the articles in which citations of these publications have been made, may be found by clicking on the figure of the number of citations.

SCOPUS
Go to the SCOPUS main page. Change the search type from “Basic Search” to “Author Search”. Type the surname and initial(s) of the author as indicated by the Scopus example and enter. Tick the appropriate boxes under “Refine Results” and then click on “Limit to” or “Exclude” depending on your personal approach. The system will present you with a result for the author under “Author Results”.

GOOGLE
The Google Scholar citations function can only be used by you, the author, and is not available to you if you do not have a Google account. Open Google Scholar. At the top of the page one of the options is “My Citations”. Create a Google account, then sign in to Google Scholar Citations. Follow the prompts and complete your profile. When this has been done, you may look for the citations of your publications.

23. How to Find Journal Ratings
Identifying a well or highly rated journal for publishing purposes is very important since being published in a highly rated journal does lend a certain status to the published author. That is why it is important to know how to identify these highly rated journals.

Go to the default page of ISI Web of Science. Click on “Journal Citation Reports” in the black task bar at the top of the page. On the following page the system will always present the newest year for which information is available. Check whether the default option in the right hand column is correct. (If not, choose one of the other alternatives available.) Click on “Submit”. On the next page find, in the alphabetical list, and mark the category or categories you are interested in (by holding “Control” &
clicking). Then you should set the option for the sequence in which you want the result to be arranged. The default option at “View Journal Data” is “Journal Title”. Click on the arrow and then on “Impact Factor”. The most important choices are “Impact Factor” and “Immediacy Index”. Click on “Submit”. The system will present you with the first twenty journal titles in the chosen sequence.

The “Impact Factor” was defined in the ISI help file:

The **periodical impact factor** is the average number of times articles from the periodical published in the past two years have been cited in the JCR year.

The impact factor is calculated by dividing the number of citations in the **JCR year** by the total number of articles published in the two previous years. An impact factor of 1.0 means that, *on average*, the articles published one or two years ago have been cited one time. An impact factor of 2.5 means that, on average, the articles published one or two year ago have been cited two and a half times. Citing articles may be from the same periodical; most citing articles are from different periodicals.

The “Immediacy Index” was also defined in the ISI help file:

The immediacy index is the average number of times an article is cited in the year it is published. The **periodical immediacy index** indicates how quickly articles in a periodical are cited. The **aggregate immediacy index** indicates how quickly articles in a subject category are cited.

The immediacy index is calculated by dividing the number of citations to articles published in a given year by the number of articles published in that year. Because it is a per-article average, the immediacy index tends to discount the advantage of large periodicals over small ones.

However, frequently issued periodicals may have an advantage because an article published early in the year has a better chance of being cited than one published later in the year. Many publications that publish infrequently or late in the year have low immediacy indexes.
24. **How to Find the H-index for an Author**

The H-Index quantifies the noticeable influence of the author within his or her scientific field of endeavour. The Index was designed by Jorge E. Hirsch in order to quantify the relative standing of theoretical physicists and is a statistical calculation based on the number of citations in other authors’ publications to a set of the most cited publications by the author for whom the H-index is being calculated.

The NRF accepts the H-index produced by ISI and Scopus. The advantage of the ISI H-index is that it is calculated over a longer period than that of Scopus. Researchers who have been publishing for longer than ten years, the period covered by Scopus, will have a more representative data set on which the calculation may be based. Conversely Scopus covers far more journals than ISI. This gives rise to the possibility that the number of citations per publication might be more in Scopus than in ISI. The following paragraphs give particulars of how to find the H-Index in both ISI and SCOPUS.

**ISI**

**ISI Web of Science**

Go to the Library’s web page ([http://www.library.up.ac.za](http://www.library.up.ac.za)), hover over “E-Resources” and click on “Databases A-Z”. Click on the button for “On Campus” or “Off Campus”. Click on “I” in the alphabet provided, and then on “ISI Web of Science”.

The main page for “Web of Science” will open. You need not be registered or sign in if you want to do a citation search for a specific author.

Change “Topic” to “Author”. Click on “Select from Index”. Type the surname and first initial directly followed by an asterisk (*) or the surname and initials of the author whose citations you would like to find. Set the timespan if required. Click on “Search”. The system will present you with a number of hits that may include works by other authors by the same surname and even the same common name. It is therefore imperative that you should refine the research results unless the author you are looking for has an absolutely unique surname. On the left side of the screen you will find means to refine the results. When the list of publications identified has stabilised a visual check should be done to identify any article that should
not be part of the list. Click on the task bar at the top of the list of hits. The system will give you a citation report that will include the required H-index.

SCOPUS
Go to the SCOPUS main page. Change the search type from “Basic Search” to “Author Search”. Type the surname and initial(s) of the author as indicated by the Scopus example and enter. Tick the appropriate boxes under “Refine Results” and then click on “Limit to” or “Exclude” depending on your personal approach. The system will present you with a result for the author under “Author Results”. At the top of the list of hits you will find a task bar. Click on the task bar. The system will give you some statistics per article by your author. To the right of this list you will find the link. When you click on it the system will present you with a graph for the chosen author and the author’s H-index.