## DTU RAP: Manual for Researchers and Units Modules

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#### Link to DTU RAP: http://rap.adm.dtu.dk

Select "Log in using CAS" and use your DTU Inside login. The first time you log in, you will be asked to enter your name and email address.

#### 1. Researchers Module

The Researchers Module of DTU RAP includes researcher profiles for researchers affiliated to DTU based on publications found via their ORCIDs and ResearcherIDs in Web of Science.

The main purpose of the module is to provide DTU's researchers with an overview of their research output and impact based on publications and citations found in Web of Science.

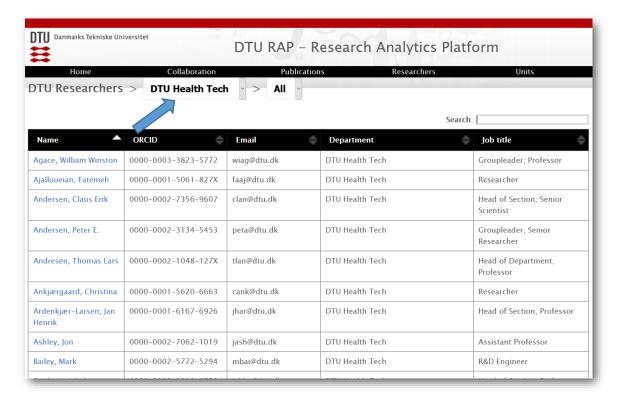
## 1.1. How to Find Data and Publications for a Researcher

1. On the RAP homepage, click on "DTU researchers".

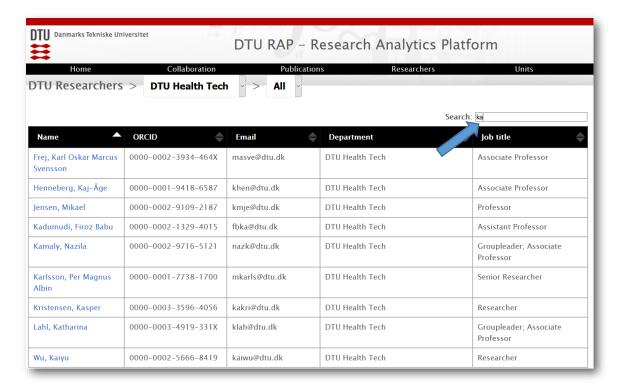


#### 2. On the researcher homepage, you have two options.

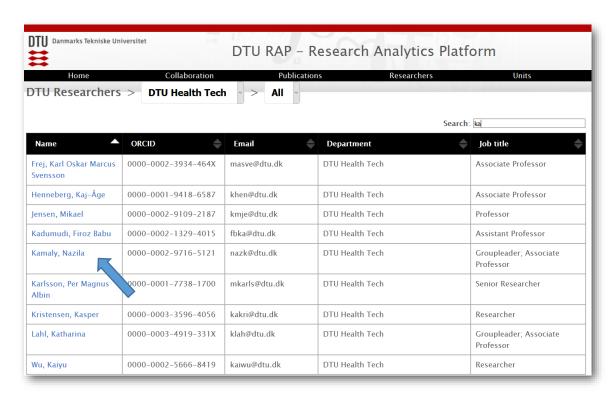
Option 1: You can get a list of all researchers from a specific department.



Option 2: You can search for a specific researcher.



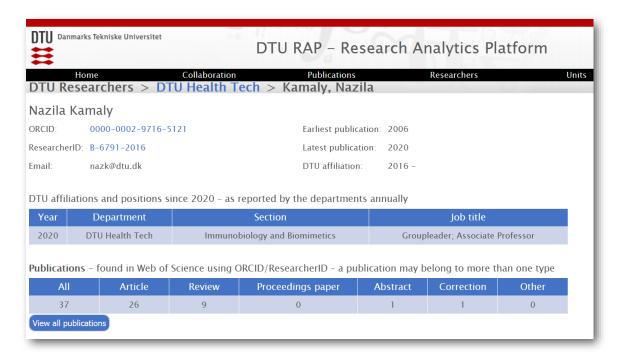
#### 3. Click on the researcher.



You will be directed to the researcher's profile page.

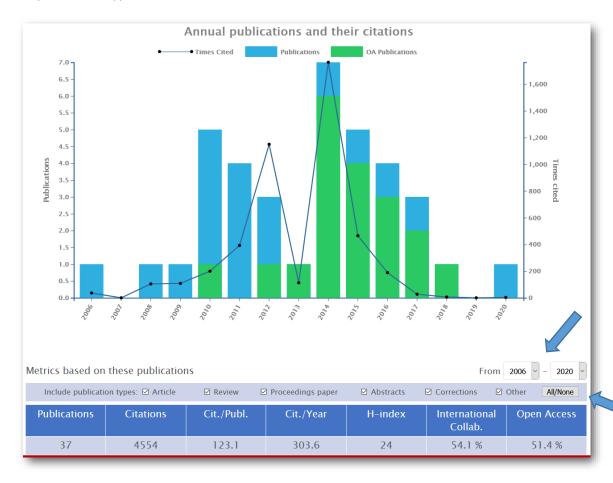
The first part of the page includes:

- Master data for the researcher: Name, ORCID, ResearcherID, email, year of earliest/latest publication retrieved from Web of Science, start year of DTU affiliation.
- DTU affiliations and positions since 2020. The information is updated annually by the departments.
- Statistics on Web of Science publications: Retrieved using ORCID and ResearcherID. The numbers are provided per publication type.
- A link to the researcher's publications.

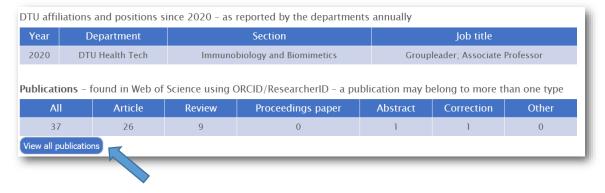


The second part of the page includes:

- Publications and citations per year: Graph of the annual number of publications and citations.
- Metrics based on these publications. You may set the publication timespan and filter for publication types.

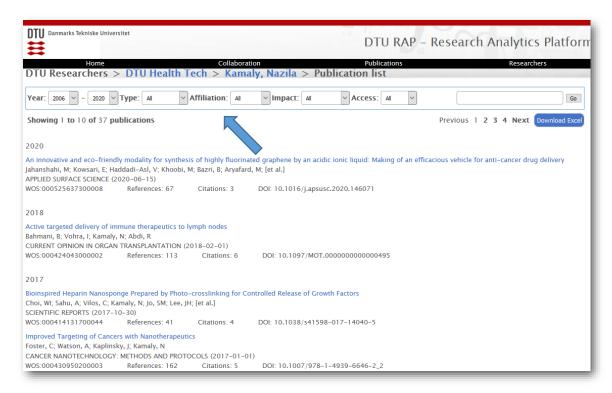


#### 4. To get a publication list for the researcher, click on "View all publications".

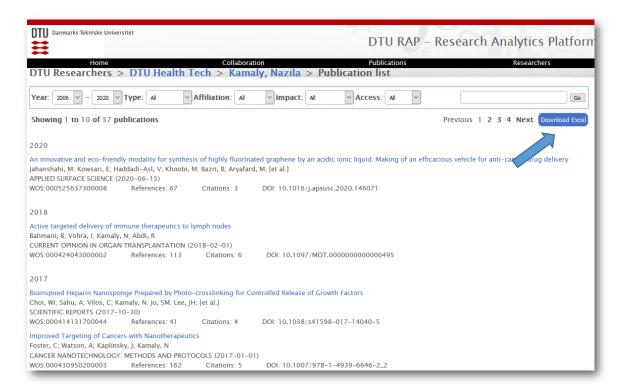


You will be directed to the publication list for the researcher.

The publication list offers different filters: Year, publication type, affiliation, impact, and access.



## 5. To get a publication list in Excel, click on "Download Excel".



An Excel file including a publication list for the researcher will open (based on the selected filters).

#### 2. Units Module

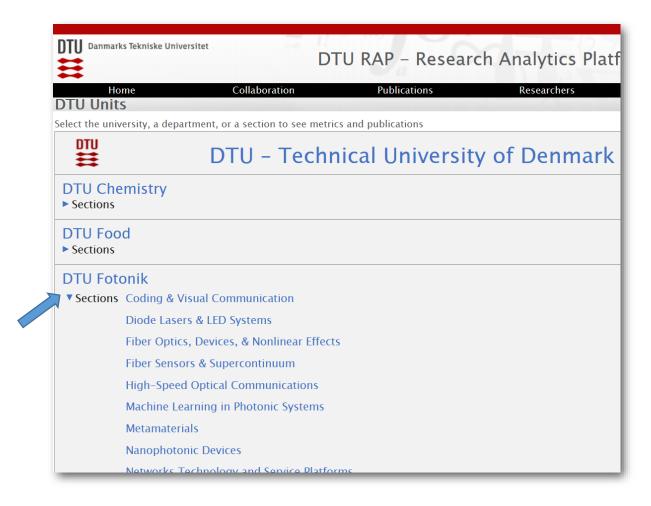
The Units Module includes the different units within DTU distributed by university, department, and section. The primary aim of the module is to support evaluation and assessment of the university's departments and sections.

## 2.1. How to Find Data and Publications for a Department or Section

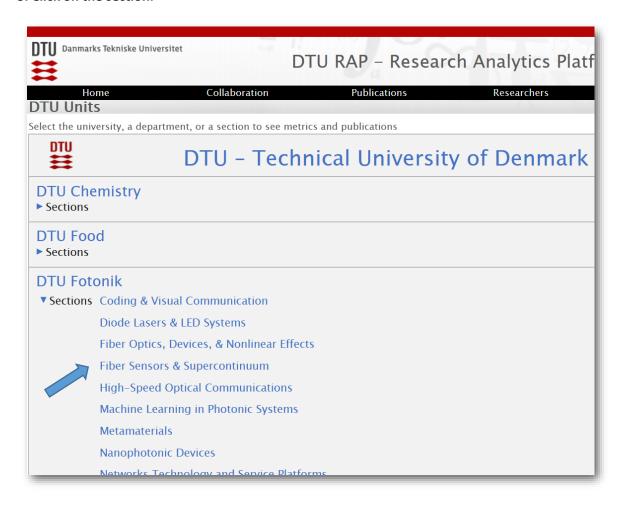
1. On the RAP homepage, click on "DTU units".



2. On the unit homepage, click on the arrow for the relevant department to expand the list of sections.



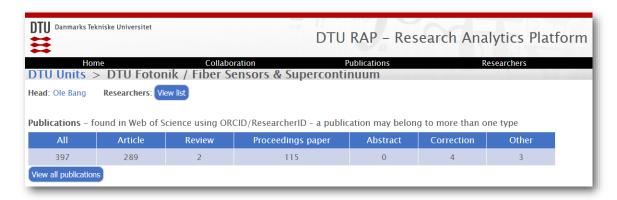
#### 3. Click on the section.



You will be directed to the section's profile page.

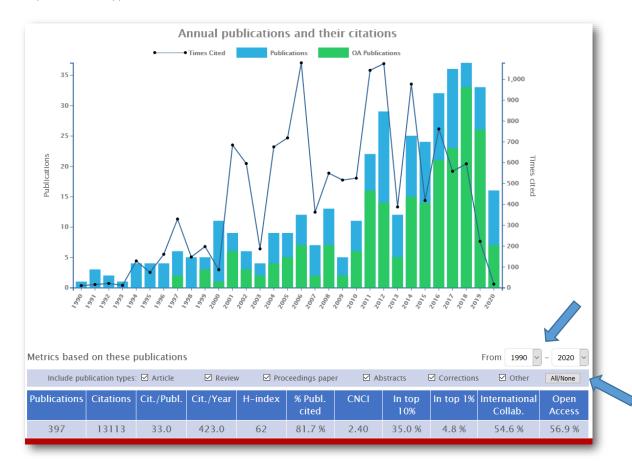
The first part of the page includes:

- Information on the Head of Section and a link to the section's researchers.
- Statistics on Web of Science publications for the section: Retrieved using ORCID and ResearcherID. The numbers are provided per publication type.
- A link to the section's publications.

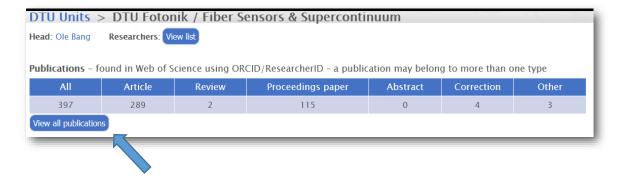


The second part of the page includes:

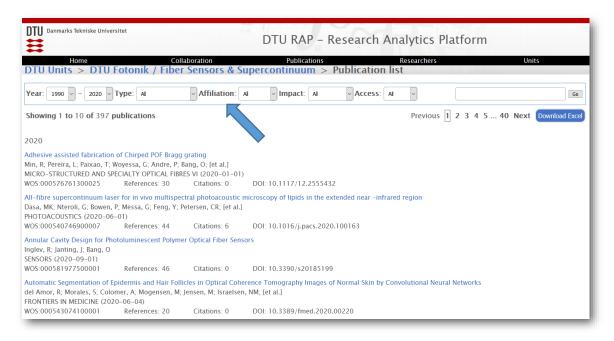
- Publications and citations per year: Graph of the annual number of publications and citations.
- Metrics based on these publications. You may set the publication timespan and filter for publication types.



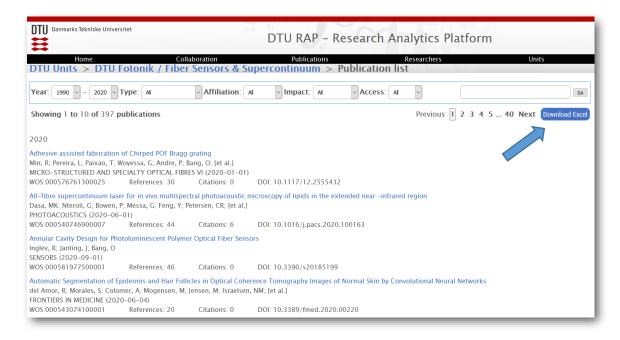
4. To get a publication list for the section, click on "View all publications".



You will be directed to the publication list for the section. The list of publications offers different filters: Year, publication type, affiliation, impact, access.



## 5. To get a publication list in Excel, click on "Download Excel".



An Excel file including a publication list for the section will open (based on the selected filters).

#### 3. Indicators for Research Evaluations

## 3.1. Indicators for Heads of Sections

Indicators for the Heads of Sections for the research evaluations should cover all years and the publication types chosen by the department. The following indicators should be copied from the researcher's profile page to the Publication Impact spreadsheet:

- Earliest publication ("Year of First WoS Publication" in the spreadsheet)
- Publications ("Total WoS Publications" in the spreadsheet)
- Citations ("Total Citations" in the spreadsheet)
- Cit./Publ. ("Simple Citation Impact" in the spreadsheet): Use 1 digit
- h-index

#### **Publication Impact: Heads of Sections**

Full Publication Career in Web of Science Core Collection (WoS)

Publication types included: [A, B, C]

Section	Head of Section	Head of Section since	Year of First WoS Publication	Total WoS Publications	Total Citations	Simple Citation Impact	h-index
Section A	Prof. A						
Section B	Prof. B						
Section C	Prof. C						
Section D	Prof. D						
Section E	Prof. E						
Section F	Prof. F						
Section G	Prof. G						
Section H	Prof. H						

Source: Web of Science Core Collection by Clarivate Analytics. Data delivered by DTU Research Analytics Platform.

#### 3.2. Indicators for Department and Sections

Indicators for the department and sections for the research evaluations should cover the most recent complete five-year period and the publication types chosen by the department. The following indicators should be copied from the department's/section's profile page to the Publication Impact spreadsheet:

- Number of researchers in "View list" ("Scientific Staff Included" in the spreadsheet)
- Publications ("WoS Publications 2016-2020" in the spreadsheet)
- Citations ("Citation 2016-[date]" in the spreadsheet)
- Cit./Publ. ("Simple Citation Impact" in the spreadsheet): Use 1 digit
- CNCI ("Normalised Citation Impact" in the spreadsheet): Use 2 digits
- In top 10% ("Publications in Top 10% (Proportion) in the spreadsheet): Use 1 digit
- In top 1% ("Publications in Top 1% (Proportion)) in the spreadsheet: Use 1 digit

# Publication Impact: Department and Sections Publications 2016-2020 in Web of Science Core Collection (WoS) Publication types included: [A, B, C]

Section H

Publications in WoS **Publications in** Scientific Staff Department/ Citations Simple Normalised **Publications Top 10% Top 1%** Section Included 2016-[date] Citation Impact **Citation Impact** 2016-2020 (Proportion) (Proportion) Department X Section A N/A Section B N/A Section C N/A Section D N/A Section F N/A Section F N/A Section G N/A

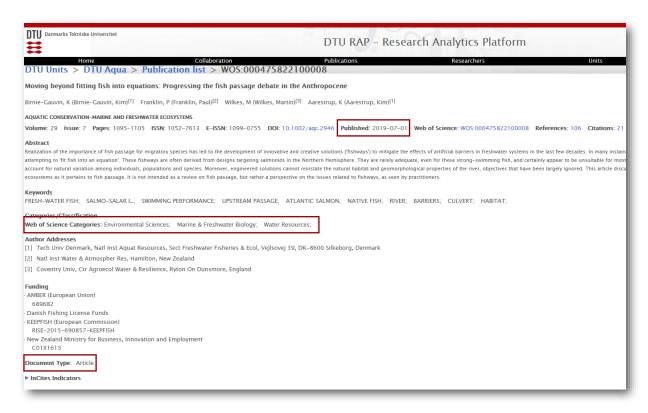
Source: Web of Science Core Collection and InCites by Clarivate Analytics. Data delivered by DTU Research Analytics Platform.

N/A

#### 4. Detailed Data and Indicators for a Publication

From the publication list of a researcher or a section (see pages 6 and 12), it is possible to go to the publication record by clicking on the title of the publication.

The first part of the publication record includes data from Web of Science e.g. title, authors, publication year, publication type, Web of Science subject categories.

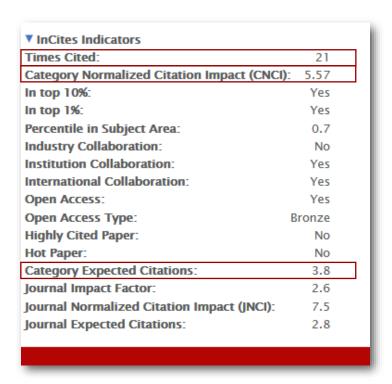


The second part of the publication record includes publication level indicators from InCites. InCites is a research analytics tool based on data from Web of Science. InCites offers more indicators than Web of Science including a number of indicators that are normalized for subject, year, and publication type.

More information on indicators from InCites can be found here:

#### Short description in DTU RAP

Detailed description in InCites Indicators Handbook



## 4.1. Example of How an Indicator is Calculated in InCites: Category Normalized Citation Impact (CNCI)

CNCI is the citation impact (citations per publication) normalized for subject, year, and publication type. Values above 1.0 are considered above average, and values below 1.0 are considered below average. To calculate the CNCI, the actual number of citations are divided by the expected number of citations.

To illustrate how the CNCI is calculated in InCites, the publication above is used as an example. The publication is from 2019, it is an article, and it belongs in the following Web of Science subject categories: Environmental Sciences, Marine & Freshwater Biology, and Water Resources. A publication from that specific year, of that specific publication type, and in those specific subject categories has an average citation count (Category Expected Citations) of 3.8. The actual citation count (Times Cited) for the publication is 21, which is 5.57 times more than the expected citations. Hence, the CNCI for the publication is 5.57. The CNCI of a section is the average of the CNCI values for all the publications of the section.