

**Journal Citation Reports
Social Sciences Edition**

“Journal Citation Reports” is an essential and comprehensive resource tool for the evaluation of science journals. It gives citation data on journals, and includes virtually all specialties in the areas of science and technology. Citation data are drawn from over 4,500 journals in the area of science and technology. It can show the highest impact journals, most frequently used journals, "hottest" journals and largest journals.

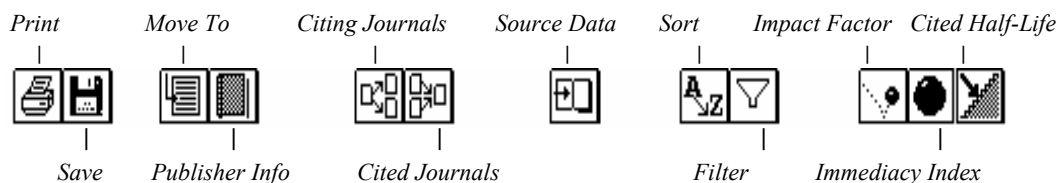
Temporal coverage: **1998-1999** (Please use **JCR Web** to obtain information from 2000 onwards)

TO START

1. At the Library home page (<http://www.cityu.edu.hk/lib>), click **Electronic Resources**.
2. Under **Electronic Databases**, click on by title.
3. Select **Journal Citation Reports on CD-ROM (Social Sciences Edition)** from the alphabetical list.


TO SEARCH & DISPLAY

Toolbar buttons in the *Journal Rankings* window:



- Journals are arranged in alphabetical order initially.
- The data in the columns to the right reveals the following information:

Total Cites	Represents the number of times the journal has been cited by all journals in the database in a particular year.
Impact Factor	The average number of times articles published in a specific journal in the two previous years were cited in a particular year
Immediacy Index	The average number of times current articles in a specific journal are cited during the year they were published.
19XX Articles	Represents the number of articles published in a given year.
Cited Half-Life	The number of years, going back from the current year, that account for 50% of the total citations given by the journal in the current year.

- Calculations and formulas can be displayed by clicking on the corresponding button in the toolbar, e.g., to see how the impact factor of the journal title "ABA J." is calculated:
 - a) Click to highlight the journal title.
 - b) Click on .

Finding information about individual journals

- Click to highlight a journal title. *Or* click on the [Move To] button in the toolbar and type in the journal name, then click [Move].
- Click on the [Publisher Info] button to display publisher's name and address as well as other pertinent details, including the subject category(ies) to which it has been assigned.

- Click on the [Citing Journal] button to display information on journals which have been cited by the highlighted journal title.
- Click on the [Cited Journal] button to display information on journals which have cited the highlighted journal.

Evaluate groups of journals

1. Click on the [Filter] button.
2. Click to choose **Category**, then click on [Filter]. (Journals may be filtered by *marked journals*, *publisher* or *country* as well)
3. In the *Filter by Categories* dialog box, highlight the desired category on the left and click on [>>] to select the particular category.
4. Click on the [Filter] button.
5. Now only those journals in the selected category(ies) are displayed in the *Journal Rankings* window.

Sort filtered list by *impact factor*:

1. Click on [Sort] in the toolbar.
2. In the *Sort Journals* dialog box, click to choose **Impact Factor**, then click on [Sort]. (Journals may be sorted by *Journal abbreviation*, *Total cites*, *Immediacy index*, *Current articles* or *Cited half-life* as well.)

Other useful information:

- Choose [Journal Title Changes] from **View** in the menu bar to display any changes to journal titles in the last 2 years.
- Click on the [Source Data] button to display information on the number of articles and references published in each journal title.

TO MARK JOURNALS

- ◇ Click in the mark column in the *Journal Rankings* window to mark individual journal titles.
- ◇ Or select an option from the **Edit** menu.

TO PRINT

Print journal listing

Click on the [Print] button in the toolbar to print the journal listing on screen.

Print marked journal(s)

1. Choose [Print] from the **File** menu
2. Choose "Selection" under *Print Range*.
3. Click on [OK].

TO SAVE RESULTS TO A FILE

1. Click on the [Save] button in the toolbar.
2. Choose an appropriate floppy drive, e.g., a:\, then enter a file name, e.g., jcr.txt
3. Click on [OK].

TO QUIT

Select [Exit] from the File menu.