Web of Science Core Collection: Journal Frequent Asked Question

1. ## How can I submit my journal to Web of Science?
   All Journal Submissions will be through the Web of Science Publisher Portal. The Web of Science™ Publisher Portal is now open to all publishers, improving the journal submission process. Please note that only publisher can submit journal through Publisher Portal.

   For more information about the Publisher Portal and this transition, please visit our website https://clarivate.com/webofsciencegroup/support/wospublisherportal

   For more information about the process and criteria, please refer to the knowledge base article:
   Web of Science Core Collection: All Journal Submissions will be through Web of Science Publisher Portal

2. ## Why is a journal dropped from Web of Science coverage?
   A journal will be dropped out from coverage when it did not meet Web of Science criteria.

   We use a single set of 28 criteria to evaluate journals; these are divided into 24 quality criteria designed to select for editorial rigour and best practice at the journal level, and four impact criteria designed to select the most influential journals in their respective fields using citation activity as the primary indicator of the impact. See here for the Complete Editorial Statement about dropped journals.

   Our Editorial team will inform the publisher directly, and they hold the responsibility to update their authors.

   To understand more about the criteria, please refer to the knowledge base article:
   Web of Science Journal Evaluation Process and Selection Criteria

3. ## How to claim multiple author record by self-help?

   There are two ways to add a record to your "claimed" author record in Web of Science:

   • Click on "Claim This Record" from the Web of Science Author Record page OR
   • Use the "Import from Web of Science" functionality on Publons.
   Please find the help file on how to claim your publications on Publons in this URL:
   https://publons.freshdesk.com/support/solutions/articles/12000081256-how-do-i-add-my-publications-to-publons-

Once this is done, it will take around 2 business days for the article to be linked to your Web of Science ResearcherID and up to 5-7 business days to be merged to your claimed Author Record.

If you do not have a Publons account, you can create a free account available at URL https://publons.com/account/register/

Currently, when a new article gets added to the database, it will not be added to a claimed author record until the author manually claims it. It may create a new author record or get added to a different unclaimed author record with the same name. We request authors to manually claim their new articles in Web of Science to avoid author ambiguity.

4. How long will it take for my data change to be processed?

Completion of data changes varies according to product, the number of records that need to be changed, verification of the primary data's source, the age of the record, and editorial and technical processes used to create/edit the product.

The entire process usually takes three to five business days to be identified, updated and uploaded to the online database. Please note that this is an average and customer care have no control over data corrections. Some changes are processed faster and some, especially cited reference changes, can take much longer. In addition, changes are processed in reverse chronological order. For example, a 2006 article will be changed before a 1982 article.

For more question related to data changes please refer:

Data Changes - Clarivate Analytics