P&T Cited Reference Search Procedures   updated 5/2025

RECEIVING REQUESTS

Requests may be made by:
● Provost's Office (official requests)
● Department Chair / Department P&T committee
● Individuals
● Other university officials (President, Board of Regents, etc.)

Requests from the Provost's Office take priority.

Librarians require a CV or current publications list in PDF format. For promotion and tenure cases, the librarian uses the list of publications found on the official CV as submitted for promotion and tenure. Any changes to the publication list must be approved by the Provost's office by email. Candidates are encouraged to make an appointment with their subject liaison before creating the official CV publication list to become familiar with the citation analysis tools to create the report.To aid the librarian in differentiating between multiple publications with similar titles and authors, it is in the best interest of the candidate to include DOIs for the publications in their CV.

Upon receipt of the request, an email will be sent by the librarian to inform the candidate of these procedures.

These reports are done carefully; we do not rely on auto-generated reports from databases. A cited reference search is both an art and a science, and therefore the librarian's judgment and time are required. Librarians respond as quickly as possible to requests, but to ensure meeting deadlines, they need at least two weeks' notice for STEM disciplines and three weeks for HCAD, History, and Humanities. It may require more time if multiple requests are made simultaneously, especially during the periods when the Promotion & Tenure Committee is active. Library management will communicate with the Provost's Office in cases where the deadlines are problematic.

If a report has been done within 45 days, a new report will not be created, because the degree of change within this time period is usually minimal. The report is dated and represents the scholar's impact as of that date.

See also our White Paper on Citation Analysis for Promotion & Tenure as well as the Research Guide for Faculty on Citation Analysis and for HCAD Faculty.

PERFORMING THE SEARCHES

Librarian performs the cited reference search on:
1. Scopus
2. Web of Science
3. Google Scholar

Note: Other sources are frequently used for non-STEM disciplines.

Note: In fields where such sources exist, disciplinary sources (e.g. Astrophysics Data System, SciFinder-n) that provide citation data may also be consulted.

For non-STEM disciplines, the librarian will seek out other indicators of impact, such as number of copies of books in Worldcat, reviews or other forms of discussion of the individual or their work, awards, blogs, websites, public acknowledgement, activities such as radio, TV, etc.

CREATING THE REPORT

The report will be constructed in a spreadsheet (most NJIT disciplines) or a narrative (for HCAD, History, and Humanities). Reports will include:

- The candidate's name, department(s), month of search, librarian's name.
- The report will show each publication under the same categories as required on the official CV. Categories for STEM subjects included in the report are: Authored Books, Edited Books, Edited Conference Proceedings, Book Chapters (Published), Refereed Journal Articles, and Conference Papers.
- For STEM discipline spreadsheets, citation count will be shown in a column next to each publication for each of the databases searched.
  - An additional column will give the highest count of the two main databases (Scopus and Web of Science). H-index will be calculated based on the citation data found on this column, rather than the h-index found on the candidate's author profile page found in the database
- See our Template for Cited Reference Reports Using a Spreadsheet.

CONSULTING WITH THE CANDIDATE

To ensure as much accuracy as possible, the librarian may contact the candidate for discussion and clarification.

SUBMITTING THE REPORT

When the librarian and the candidate are satisfied that the Cited Reference Report represents an error-free report following the procedures in this document, the report (in Excel format) is forwarded to the Provost's Office and the candidate is copied.

MORE INFORMATION

Occasionally the P&T Committee will request additional information which the librarians will supply, as feasible.