Logging in

To log in the Explorer for Institutions use your HvA-ID / UvAnetID. Use the following invitation link to sign in:

1. Why should I use the explorer?

1.1 For researchers
You could use the Explorer for:

- Grant applications: What sources interact with your work? Is it mentioned in patents, policy documents, mass and social media?
- Publish strategically: You can use the Explorer to discover which journals get the most attention in your discipline. Use the 'Subjects (For classification)' entry to search for your subject area and tick the box 'Full altmetric database'.
- (self)Evaluation: You can use the altmetric data to create a narrative in evaluation reports. You can also check the attention in detail and discover who are interacting with your work and what they are saying about it. Use it as a tool to 'damage control' when
- Network opportunities: Discover peers that interact with your work.
- Finding your audience: Are they peers? Or are they clinicians or teachers who are possible candidates to apply your findings in practice? If not, you could use the explorer to search for research that is gaining attention from practitioners and use that information to attract attention to your research output

These tips come from: Top_5_tips_for_supporting_your_researchers_using_altmetrics

1.2 For Administrative Support
You could use the Explorer for:

- Evaluation reports: SEP, visitations. You can use the Altmetric data in building your narrative
- Finding trends: What are topics that received most attention the past year?
- Comparing institutions: Why are some getting more attention than others? Could we learn from other institutions about the way they reach out to society?

1.3 For Communication officers
You could use the Explorer to:

- Support researchers: To help researchers get insight in societal engagement or the impact of their work, it must be trackable by Altmetric. The communication department could help by adding the persistent identifier (DOI, ISBN, etc.) or the active link to the page where the research output can be found, into their post or news item.
- Investigate yearly trends: The explorer could be used to generate information about trends over the past year. What topics got a lot of attention?
- Find new sources that engage a lot with the research output of your institution. May be use this information when you

- Investigate how your news items or posts led to more attention using the timeline feature
- Trending research: was is trending research of your institute?

2. Terminology

2.1 Research output
Research output refers to a digital object that is the result of (scientific) research: articles, books, datasets, clinical trial records, patents, etc.

2.2 Persistent identifiers
Persistent identifiers are unique and stable identifiers linked to a research output. Persistent identifiers are, for example, needed to differentiate between versions of the same research output. When a scientific paper is published it receives a DOI (digital object identifier). A book receives an ISBN. See the full list.

2.3 Mentions
A mention can be a post on Facebook or Twitter or a coverage in the mainstream news media. Also references in policy documents and patents are tracked. Citations on Wikipedia also counts as a mention.

2.4 Sources
The sources which are tracked by Altmetric.com varies from Facebook, Twitter, news and blogs to Rijksoverheid.nl and Wikipedia. See the full list.

3. How tracking works

There are three conditions needed for a publication to be tracked: the output itself, a persistent identifier connected to that output and a mention in a source, see Figure 1.

The Altmetric search engine uses text mining, which means that a mention can be linked to the research output if a news outlet, for example, uses (part of) the title or the author's name and the year of publication. In cases where the mention does not refer to the persistent identifier of the research output there is, however, a small risk that a unique link between the mention and a research output is not found, due to overlapping titles, author names, etc.
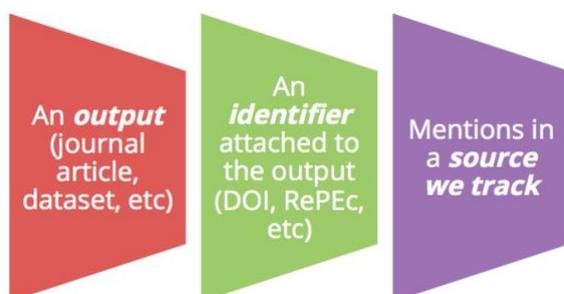

Figure 1. Conditions for tracking (retrieved from Altmetric.com)

4. The donut explained

The colors in the donut each represent a source in which a mention was tracked; light blue is Twitter, dark blue is Facebook, red is a news item, etc. The number represents the attention score, which does not have a one-on-one relation to the number of mentions; it is a weighted approximation as Altmetric.com explains on their website (see https://www.altmetric.com/about-our-data/the-donut-and-score/).

A tweet for instance receives a score of '1', whereas a news mention receives a score of '8'. See the full list.

Important!
At the right bottom of the donut a blue circle with a checkmark is shown. This means that the research output is **listed in your institutions *Pure* database. It does not necessarily mean that the researcher was affiliated to your institution at the time the research was conducted**.

5. The dashboard
When you have logged in, you'll get to the Explorer's dashboard (Figure 2) with a menu bar (A) and a left side bar (B). The default page when you've logged in, is the 'Highlights' tab, which is explained below. You can search via the entry 'quick search' (C) on the right top of this default page. A little bit more to the left is the 'edit search' (advanced search, D) button.

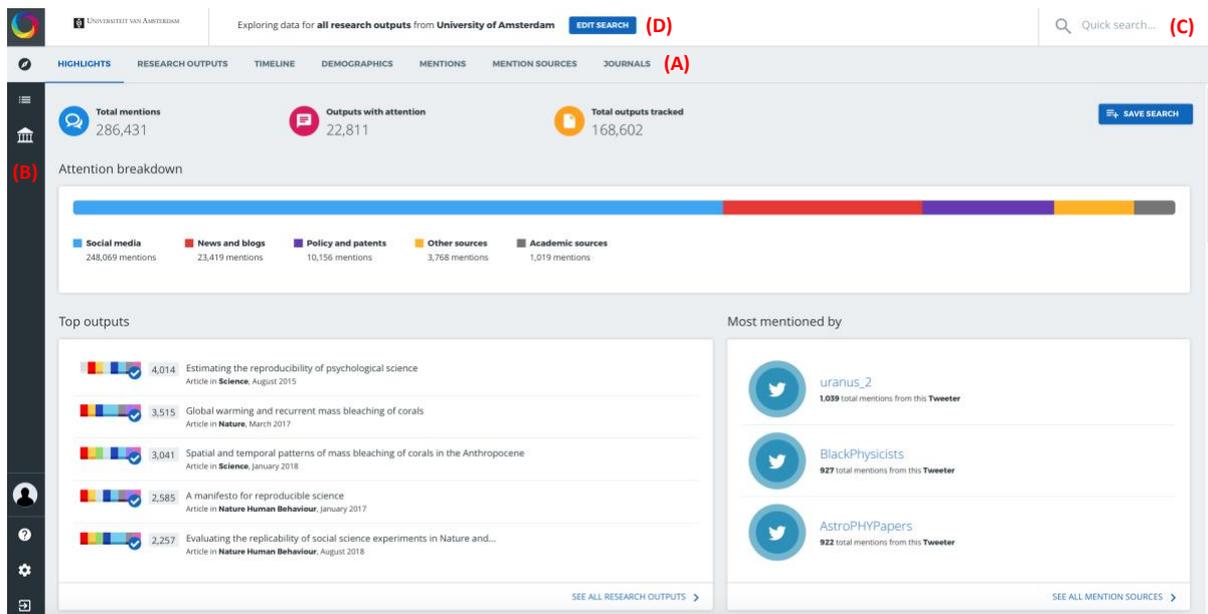Figure 2. Overview of the dashboards' home page: (A) The menu bar, (B) the left side bar, (C) the quick search entry and (D) the advanced search button.

5.1 Menu bar (the 7 tabs explained)
5.1.1 Highlights tab

By default, the highlights are shown for the entire institution
If you entered a search through the 'quick search' or 'edit search' option, highlights will be shown for the selection of research outputs of your search.

5.1.2. Research outputs tab

The Research Output tab shows you all the publications that have an attention score. On the top of the page you can select how you want the list to be sorted (e.g. highest score on top).

An example:
If you'd like to know what the top research output is for a specific journal, you should use the Advanced search button, see Figure 2. Enter the name of the journal in the box 'Journals or Collections' and make sure you tick the box 'Full Altmetric database'. You could also limit the time range at the bottom of the page.

5.1.3. Timeline tab

The timeline is very useful if you are looking for in depth information WHEN exactly what has been said about a research output. For the communication department this could be useful if they want insights in whether their outreach about a particular publication got more attention due to their posted news item. Note that you can change the range of time (day-year) and that you can click on the bars in the graph.

5.1.4. Demographics

This tab will show you where, worldwide, the research is mentioned by which source (i.e. Twitter, Facebook, News and Policy).

5.1.5. Mentions

This tab will show you in depth information about the mentions: it will give you the source as well as a link to the actual mention. Here you can read what has been said about the research output.

5.1.6. Mention sources

The mention sources tab will give you a list of all the sources in which the mention was tracked. You can click on 'view all mentions' and then you'll be directed to the 'Mentions' tab.

5.1.7. Journals

This tab will give you a list of the journals or collections in which the articles, that received attention, appeared. The default presentation is from high to low.

5.2 Left side Bar

The top icons on the left side bar, are the following:

- Home button. You will go to the default page, which is the highlights details page of your institution. In this view the 'edit search' button is visible on top of the page

- Also works like a home button

- Here you can find your saved searches

- Here you can find the institutional structure as it is represented in Pure.

5.2.1 Saved searches (very useful)

If you like to be updated on the attention a research output receives, you should save your search. You can choose how frequently (daily, weekly, monthly) you would like to receive a summary by

email. To check what this summary looks like, you can send an example report of your saved search to your own email address, see arrow in Figure 3.

The shareable report (red circled) gives you an overview of how many outputs received attention, the attention source breakdown, the attention over time and the top 5 outputs. You can edit this report.

Figure 3. An overview of all your saved searches and reporting possibilities. Red circle: shareable report, arrow: email an example of report of your saved search

5.2.2. Your institution; the structure pulled from *Pure*

In the first tab, all the authors are listed. If you're looking for an author, you better search via the quick search entry.

In the second tab you can search per department, however, if you're looking for a specific department, better use the quick search or advanced search entry.

The presentation of the departments is based on your institutions *Pure* database.

5.2.3. Help, account settings and sign out (bottom left side bar)

- Here you directly go to the support page of Altmetric.com

- Here you can change your password. In the near future this will no longer be of function, as logging in will go through SURFconext

- Sign out

6. Exploring the Altmetric database

To explore the Altmetric database you should use the 'edit search' button, or the 'quick search' entry (see Figure 2).

6.1 Quick search (very useful)

Use this entry if you have an author's or funders name, the title of a Journal etc. As you start typing keywords will start popping up and you can click on the item you were searching for, see Figure 4.
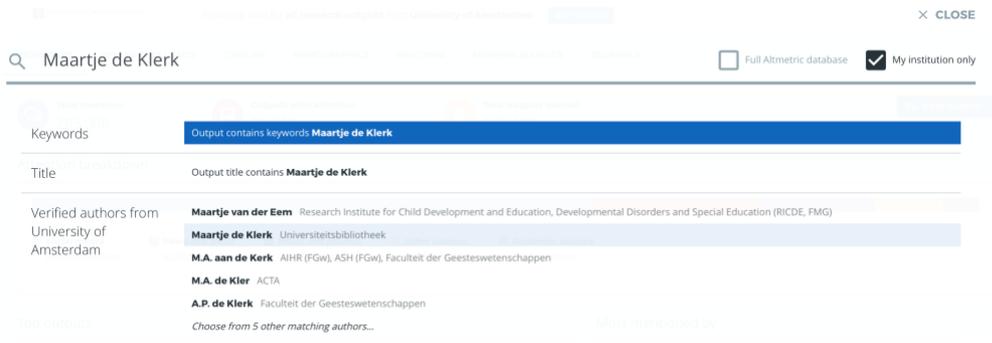
Figure 4. Quick search entry.

Note. You can choose to search within your institution only or the Full Altmetric database. If you choose the latter than you will also see the research output not validated (yet) by your institution.

6.2 Edit search (very useful!!)

Examples

- You could look for articles only (tick the box 'articles' under the filter Type of output) for the department ACLC, funded by NWO published between September 2018 and August 2019.
- Check the attention that research conducted in collaboration with another institution received (use 'Affiliation (GRID)' entry and tick the box 'My institution only').
- Check the attention other research institutions receive, by entering the name of the institution and tick the box 'Full Altmetric database'.
- Interested in articles published in Open Access journals only for a specific department?
- Look up attention scores for work collaborated with AUAS, in a specific subject area or areas (e.g. linguistics or linguistics AND language AND Language & Communication) **N.B. Export your data, you will see the departments involved, author names etc. See below.**

6.3 Export data search query (CSV. Files)!

This feature is very handy. The results (data) of your search query can be exported to a CSV. file. This dataset contains all the information available in the dataset of Altmetric. Depending on your search query, the downloaded data contains:

- A list of all the publications of an author, including the ones that do not have an attention score
- Author, Journal/Collection names
- Department affiliations
- The attention score(s)
- Whether the publication is Open Access
- Funder name
- ORCID ID; the mentions, the sources, etc.

The user can aggregate the data, if that is necessary, to make informative graphs for visualization purposes. See for tips section 7 of this document

6.4 In depth information on a specific research output (useful!)

When you have looked up a specific research output and you are on the details page, then you can find on the left bottom of the tool 'Open in a new tab', see Figure 4. When you've clicked on this function, a new tab will open, and you will see that there are more functions available. One of them is the 'Explore further' on the right side of the page, see Figure 5.

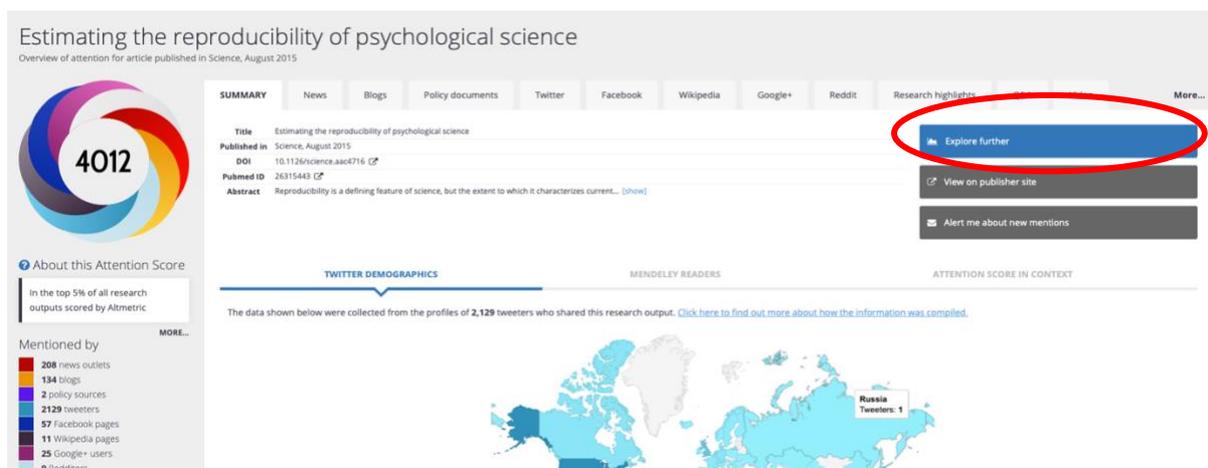Figure 4. The function 'Open in a new tab' is marked with a red circle.

Figure 5. The function 'Explore further' is marked with a red circle

Once you have clicked on 'Explore further' you see the for that specific research output the 7 tabs on the menu bar. The highlights bar obviously just shows you 1 research output as you are looking at a specific research output. However, timeline can give you in depth information of when exactly what has been said about this specific paper.

An example:

You are interested in how the attention developed for the paper with the highest attention score of the UvA. This will be the research paper on top of the 'Top outputs' of UvA and will be shown by default when you open the Altmetric Explorer.
Steps:

1. Click on the paper
2. Click in Tools 'Open in a new tab' (Figure 4)
3. Click on 'Explore further' (Figure 5)
4. Click on 'Timeline' (third tab in menu bar)
5. If you click on the bars in the graph then you will be directed to the mentions tab, which you can scroll

6. You could also choose to Export this tab, and all data will be downloaded as a CSV. file

6.5 Missing a mention in the database?

Do you have a research output, that does have a persistent identifier and a mention but is not shown in the Altmetric explorer? Please use the following link to a (very short) Google Docs questionnaire to fill out the details of your issue and submit your remarks.

7. Further reading

Do altmetrics correlate with citations?

Costas, R., Zahedi, Z., & Wouters, P. (2015). Do "altmetrics" correlate with citations? Extensive comparison of altmetric indicators with citations from a multidisciplinary perspective. *Journal of the Association for Information Science and Technology*, *66*(10), 2003-2019. doi: 10.1002/asi.23309
An open access version is available here: https://arxiv.org/abs/1401.4321

The Leiden Manifesto

Hicks, D., Wouters, P., Waltman, L., De Rijcke, S., & Rafols, I. (2015). Bibliometrics: the Leiden Manifesto for research metrics. *Nature*, *520*(7548), 429-431.
Open Acces: https://www.nature.com/news/bibliometrics-the-leiden-manifesto-for-research-metrics-1.17351

Altmetrics

Kramer, B. (2015). Altmetrics. In: *Handboek Informatiewetenschap*. Alphen aan den Rijn, The Netherlands: VakMediaNet. doi:10.5281/zenodo.31899
https://zenodo.org/record/31899#.XjGDDi2ZPWY

8. Explanatory and inspirational videos

- In this video it is explained, by Altmetric.com, what altmetrics are
- In this video it is explained, by Altmetric.com, how you can use the AE for your **tenure and promotion** dossiers.
- This video and this video might be an inspiration for the **communication and policy** department