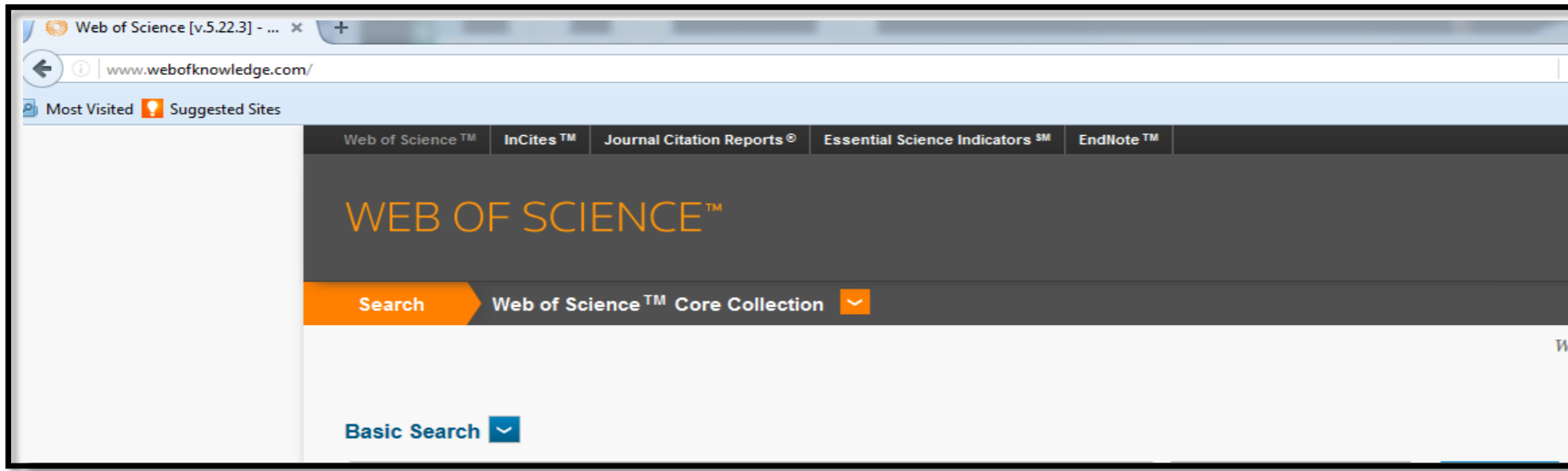


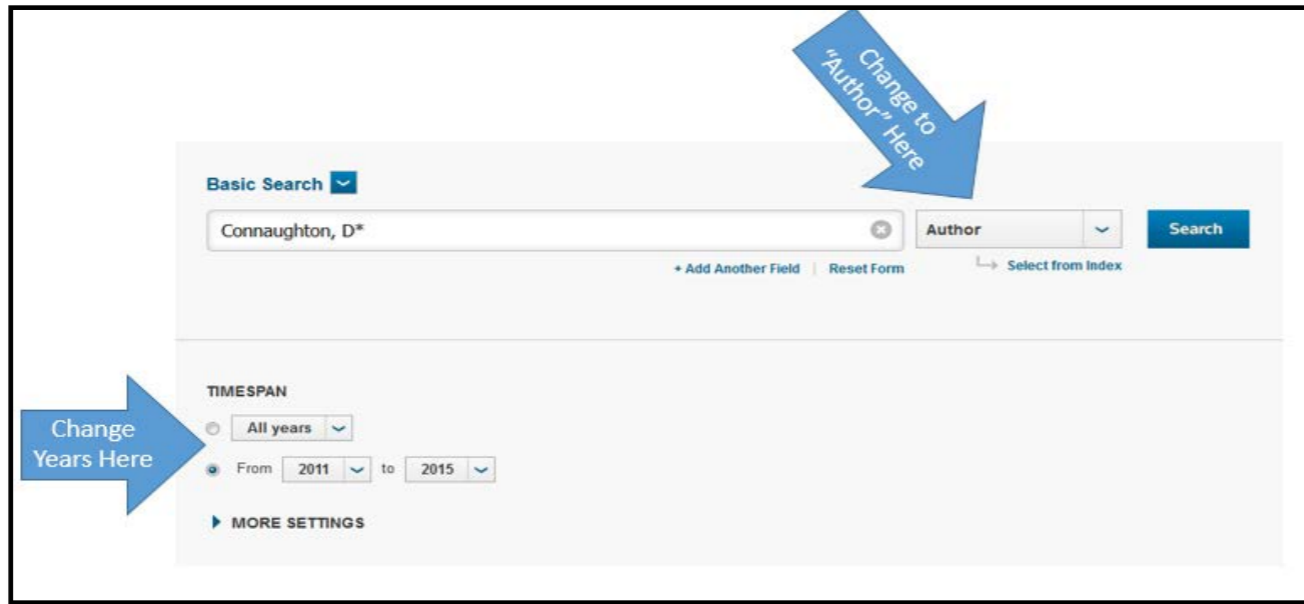
A PDF version of these instructions is available on the College website where the APR is located.

1. Visit Web of Knowledge from a UF connected computer: [www.webofknowledge.com](http://www.webofknowledge.com)



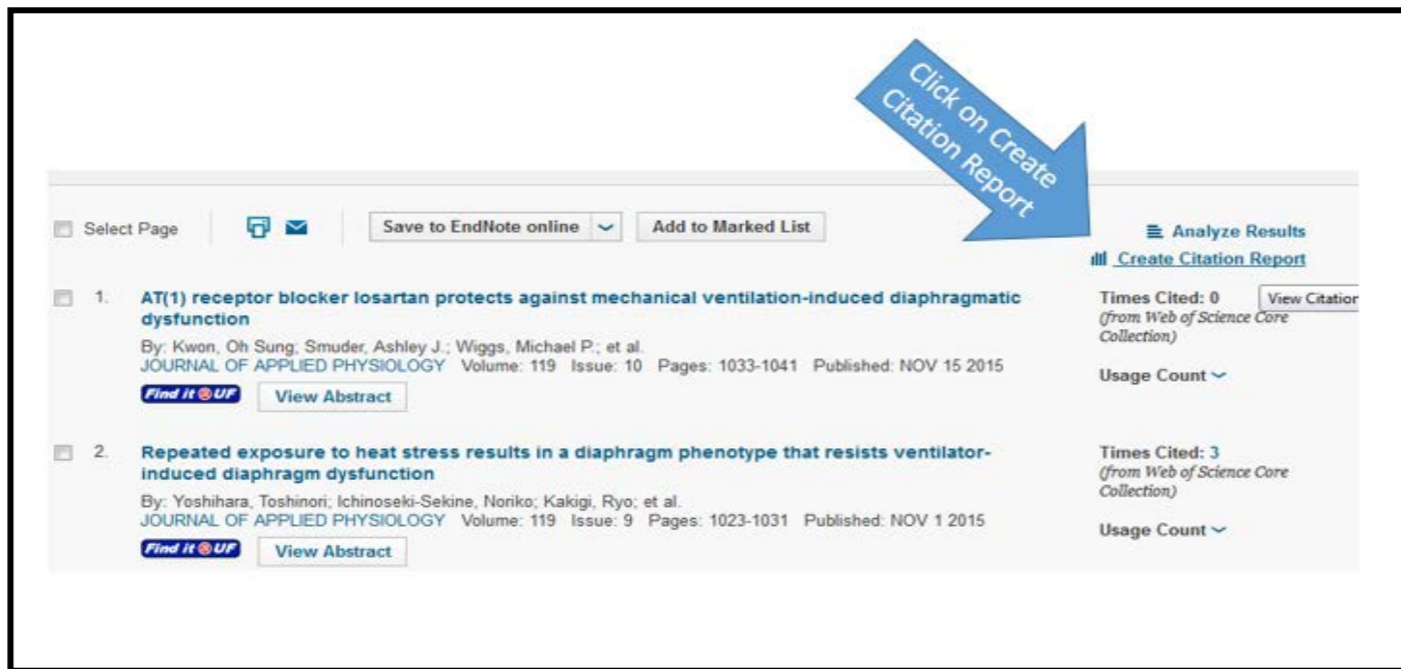
2. In the Basic Search text box, type your last name AND select the Author tab in the index:  
 3. Change the Timespan under Current Limits to the most recent five years. Click second bullet below Timespan, and insert the years below for the current APR evaluation year.

2017 APR use 2011-2015 and count number of citations received in 2016  
 2018 APR use 2012-2016 and count number of citations received in 2017  
 2019 APR use 2013-2017 and count number of citations received in 2018



4. Click the BLUE Search button

5. On the far right of the Results page, click Create Citation Report [printed in blue ink]. Confirm authorship for all articles listed. If a Citation Report incorrectly lists an article that you did not publish, then refine your results by selecting topics in General Categories [far left on screen] and Subject Areas. If you Refine Results, then click Create Citation Report again.



6. On the far right of the Citation Report page, record the total number of citations received from the previous calendar year and enter it on your APR.



7. Concerning the number of ISI citations, an upper limit of 200 is set for the previous calendar year. Each citation will count as 1 credit up to a maximum of 200. Record the total number in Section D of Research.