Web of Science Book Citation Index
Partnering & Delivering Content
March 2018
Letter of Understanding

Potential partners must sign a standard letter of understanding

The non-binding letter states:
• The publisher will submit books to Clarivate Analytics for evaluation
• Clarivate Analytics will select from those submissions those books it will evaluate for potential inclusion in the Book Citation Index
• Clarivate Analytics will not share the full text of any book with third parties
Book Citation Index: Content to submit

- Scholarly books within all disciplines
- Both single-authored and multi-authored
- Monographs or Books-in-Series
- English and non-English; must use the Roman alphabet
- Must be fully referenced – authors must appropriately cite sources

Book Citation Index does **NOT** accept

- Undergraduate textbooks
- Reference books
- Encyclopedias
- Atlases
- Bibliographies
- Extended abstracts
- Abstracts only
- Popular Science
- Fiction, drama, poetry
- Books without cited references
- Books not published in the current and previous 5 years
Clarivate Analytics Prefers to Receive Books Electronically

- Low resolution, web ready, unsecured PDFs
- Book or Chapter PDFs with Tables of Contents
- With full front matter, including ISBN, copyright date, and publisher
- Delivered by FTP
Electronic Delivery

• In order to upload files, you will need an FTP client
• We recommend FileZilla, https://filezilla-project.org/
• Upload Book or Chapter PDFs with Tables of Contents
• With full front matter, including ISBN, copyright date, and publisher
File Delivery Requirements

• Include an Excel spreadsheet with every upload
  • This “manifest” helps us track all of the files the publisher delivers

• The file should include PDF file names, ISBNs, and book titles

• PDF file names should exactly match those listed in the spreadsheet and on the FTP

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>File name</td>
<td>ISBN</td>
<td>Title</td>
</tr>
<tr>
<td>2</td>
<td>9781234567891.pdf</td>
<td>9781234567891</td>
<td>History of Mexico</td>
</tr>
</tbody>
</table>

• We recommend naming files according to ISBN
• Please do not use special characters or diacriticals in file names
Clarivate Analytics requests an e-mail notification to alert us to every new delivery of books

- Send e-mails to tr.pubrelations-books@clarivate.com
- E-mails should include the Excel file in which the delivery data is listed
How do I partner with Clarivate Analytics?

• Contact Publisher Relations at publisher.relations@clarivate.com
• Complete a Letter of Understanding
• Deliver your scholarly books to Clarivate Analytics