Web of Science Book Citation Index

Partnering & Delivering Content

Clarivate Analytics

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 Selection Essay: https://clarivate.com/essays/selection-process-book-citation-index-web-science/

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Book Citation Index does <u>NOT</u> 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**

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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**

ZA 4080
T667   Torres Vargas, Georgina Araceli
        El acceso universal a la información, del modelo
librario al digital / Georgina Araceli Torres Vargas. –
México : UNAM, Centro Universitario de Investigacio-
nes Bibliotecológicas, 2010.
xi, p. 119 (Tecnologías de la Información)
ISBN: 978-607-02-1422-6

        1.-Bibliotecas digitales 2.- Acceso a la informa-
ción 3.- Recuperación de información 4.- Recursos
de información electrónicos I. t. II. ser.

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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**

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Torres Vargas, Georgina Araceli

El acceso universal a la información, del modelo librario al digital / Georgina Araceli Torres Vargas. – México : UNAM, Centro Universitario de Investigaciones Bibliotecológicas, 2010.
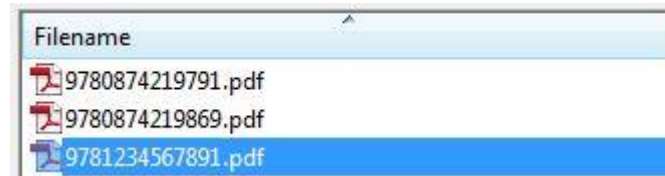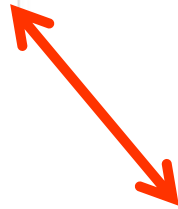xi, p. 119 (Tecnologías de la Información)
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File Delivery Requirements

- **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**

	A	B	C
1	File name	ISBN	Title
2	9781234567891.pdf	9781234567891	History of Mexcio

Filename
- 9780874219791.pdf
- 9780874219869.pdf
- 9781234567891.pdf

- **We recommend naming files according to ISBN**
- **Please do not use special characters or diacriticals in file names**

Filename
- ..
- NO Aplicaciónes técnicas de sanciones tributarias en Colombia.pdf

Filename
- ..
- YES Aplicaciones tecnicas de sanciones tributarias en Colombia.pdf

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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**

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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**

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