

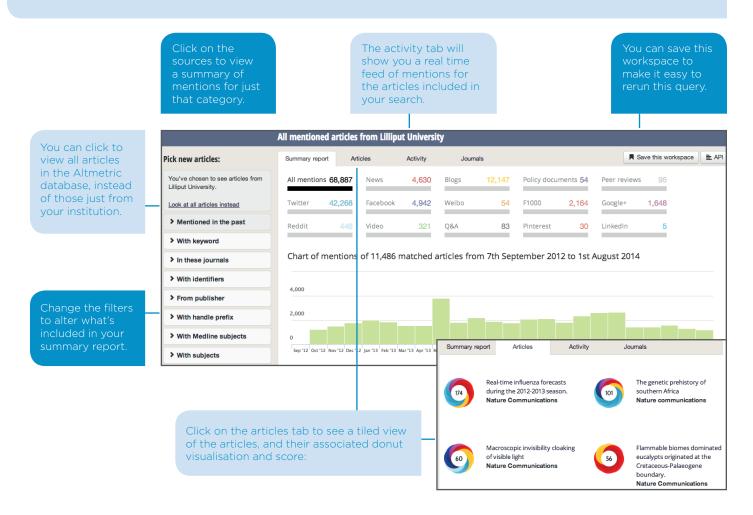
User Guide

Welcome to Altmetric for Institutions. This simple to use platform will enable you to:

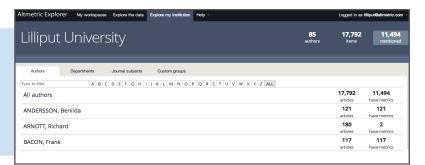
- Browse and filter searches for all of the papers we've tracked
- Explore data specific to you and your institution in the author, department and custom groups tabs
- Create, save and export custom reports
 - Create an account so that you can save your filters, custom groups, and set up email report updates.



You'll arrive on the summary report screen showing an overview of all of the mentions for articles published by researchers at your institution.



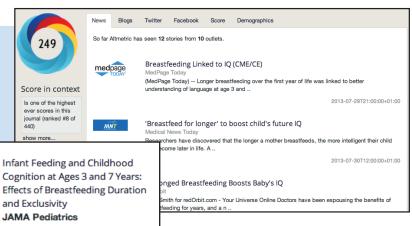
Clicking on 'Explore my Institution' along the top will take you into the authors, departments and custom groups for your institution.



You can click on an author or department name to see the summary report and Altmetric data associated with their articles only.



And explore all of the original mentions for a paper on the article details page by clicking on the donut visualisation next to the title:



You might also like to...

- Create a custom group by uploading a set of DOIs, arXiv or PubMed IDs
- Export the data to Excel, or print out your article details page









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The Donut and Score Explained

The Altmetric donut visualization and score have been developed to help give an at-a-glance summary of the online attention an article has received. A higher score indicates a larger amount of attention, and the different colors of the donut represent the different sources in which the article has been mentioned.

How the Altmetric score is calculated

The Altmetric score is our quantitative measure of the attention that a scholarly article has received. It is derived from 3 main factors:

Volume	Sources	Authors
The score for an article rises as more people mention it. We only count 1 mention from each person per source, so if you tweet about the same paper more than once, A Itmetric will ignore everything but the first.	Each category of mention contributes a different base amount to the final score. For example, a newspaper article contributes more than a blog post which contributes more than a tweet.	We look at how often the author of each mention talks about scholarly articles, at whether or not there's any bias towards a particular journal or publisher and at who the audience is. For example, a doctor sharing a link with other doctors counts for far more than a journal account pushing the same link out automatically.

The score has an important limitation: if the article was published before July 2011, we'll have missed any transient mentions of it, tweets in particular. As such, its score won't be accurate, and will represent a lower bound of the attention received.

From time to time you might notice that the score for your paper fluctuates, or goes down. This can happen when the original author of the mentions deletes their post when we remove posts which have been flagged as spam, or occasionally when we add new sources so need to re-weight our scoring algorithm.

The Colours of the Donut



For Mendeley and Citeulike we show counts of readers but they do not contribute to the donut or score

Data from most sources is updated on an hourly, or at least daily, basis. We text mine news sources for mentions of the journal title and author names, and cross-reference this with an external database to determine which article the news story is about. For all other sources for us to be able to pick up the mention automatically there needs to be an HTML link to the article page (the one with a DOI or other unique identifier on) in the main body of the text.