

## How to Correct an Affiliation Profile on Web of Science Core Collection?

The correct and consistent use of a Xi'an Jiaotong-Liverpool University (XJTLU, the University) institutional affiliation in research publications is the only way to relate an XJTLU researcher to the University. Therefore, it is highly important in increasing public visibility and disseminating the reputation of both parts.

In Web of Science Core Collection, a researcher's affiliation would be displayed on the publication as well as the record webpage of the published paper. Normally, information included in the publication is provided by the researcher while details on the record page are grabbed from the publication automatically. As a result, an incorrect affiliation on the publication leads to the same error on the record page.

Any incorrect institutional affiliation other than **Xi'an Jiaotong-Liverpool University** on either publication or record page needs to be corrected.

### Examples of possible incorrect institutional affiliation

Xian Jiaotong Liverpool University	Xi Jiao Liverpool University
Xian Jiatong Liverpool University	X'ian Jiaotong-Liverpool University
Xi Jiao Tong Liverpool University	Xi'an Jiao Tong Liverpool University

If your affiliation displayed wrongly on the publication, you need to contact your publisher to correct it before moving on to the record page. If your affiliation only displayed wrongly on the record page, please start from distinguishing between **Address** and **Organization-Enhanced Name(s)**.

#### Addresses:

- + [ 1 ] Univ Complutense Madrid, Dept Matemat Aplicada, E-28040 Madrid, Spain
  - + [ 2 ] CSIC UAM UC3M UCM, Inst Ciencias Matemat, Madrid, Spain
  - [ 3 ] Xian Jiaotong Liverpool Univ, Dept Math Sci, Suzhou, Peoples R China
- Organization-Enhanced Name(s)**  
Xi'an Jiaotong-Liverpool University

Address

Organization-Enhanced Name

Web of Science Core Collection does not include any punctuation mark in **Address**. It also abbreviates University as Univ. So you do not need to require a change when your **Address** is shown as 'Xian Jiaotong Liverpool Univ' with the name of the organizational unit(School, Center, Department, or Institute).

**Address:** Xian Jiaotong Liverpool Univ, name of the organization unit, postal address of the site

In terms of **Organization-Enhanced Name(s)**, **Xi'an Jiaotong-Liverpool University** is the only correct format to shown in Web of Science Core Collection. Any other display of **Organization-Enhanced Name(s)** cannot relate you to XJTLU.

**Organization-Enhanced Name(s):** Xi'an Jiaotong-Liverpool University

The following instructions will guide you through the correction of affiliation on Web of Science Core Collection.

1. Reach the detailed record page of the wrongly affiliated article through [Web of Science Core Collection](#) (you can access via Databases A-Z on Library homepage);
2. On the detailed record page of the article, click '**Suggest a correction**' at the bottom of the right-hand column;

HOLOENZYME

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3. Enter your contact information in the '**DATA CHANGE & MISSING ARTICLE/JOURNAL ISSUE REQUEST**' form;

## DATA CHANGE & MISSING ARTICLE/JOURNAL ISSUE REQUEST

### PLEASE ENTER YOUR CONTACT INFORMATION

\*First Name

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\*Company/Institution Name (full name, no acronyms please)

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Phone

4. Select corresponding **Product Group** and **Product** shown as following;

PLEASE PROVIDE DETAILS OF THE REQUIRED DATA CHANGE

Product Group  
Web of Science Platform

Product  
Web of Science Core Collection

5. Under **Type of Change**,

- For **Address** correction, select **Address**;

\*Type of Change

Address

- For **Organization-Enhanced Name(s)** correction, select **Organizations-enhanced**.

\*Type of Change

Organizations-enhanced

6. Normally, **Accession (AN)/Patent Number, Derwent Accession Number, Authors/Inventor/Editor, Journal, Book, Conference or Patent Title, Article Title, Volume, Issue Number, Page Range/Article Number, Publication Year, UT, and DOI** are automatically filled in. We suggest you keep them unchanged unless the required information is left blank;

7. Under **Change Requested** and **Description**, specify your request;

\*Change Requested

Description

8. Although **Upload Attachment** is optional, we suggest you upload the publication is wrongly affiliated;

9. Click **Submit** to complete your request.