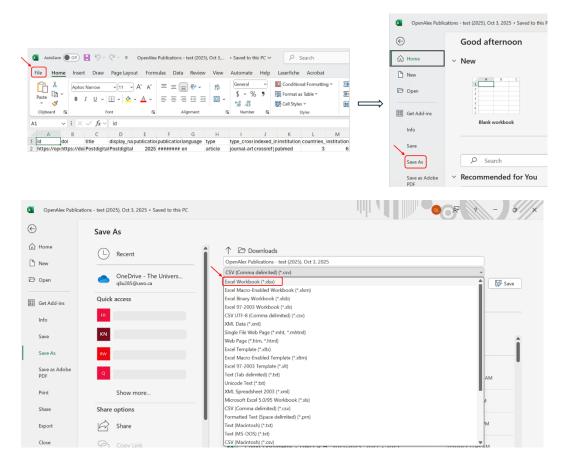


How to find who are citing your work using OpenAlex

- Visit the webpage https://openalex.org/, find the list of your publications and download it as a CSV file. Please refer to the document "How to find your publications and corresponding metrics in OpenAlex" for step-by-step instructions.
- Rename the downloaded file to make sure you can identify it in the future, e.g., "OpenAlex Publications – Test Researcher (2021-2025), Oct 8, 2025".
- 3. Open the renamed file and save it as an Excel workbook: Click on "File" on the menu bar, click on "Save As", select "Excel Workbook (*.xlsx)" as document type in the dropdown list, and save the file in your preferred folder.



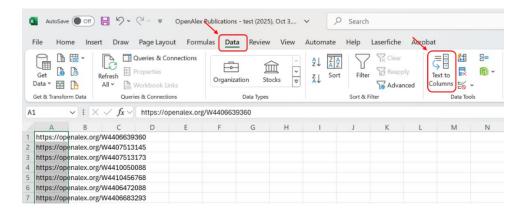
- 4. Remove the duplicates if any, e.g., multiple versions of a single publication (e.g., a published version and a preprint version).
- 5. Extract the ID of every single publication in the cleaned file (i.e., the strings in column A starting with "W"), and merge them into one single string.



1) Copy column A except for the cell A1, create a new sheet in the file by clicking on the "+" at the bottom, and paste the copied cells into the newly created sheet.

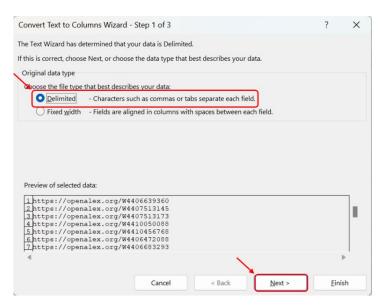


2) Select "Data" on the menu bar, then click on "Text to Columns".

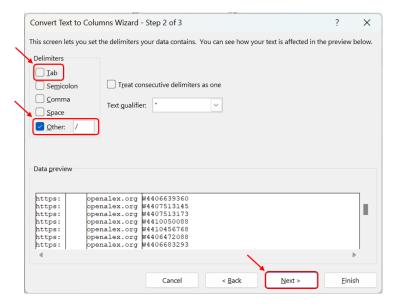




3) Make sure "Delimited" is selected, and click on "Next".

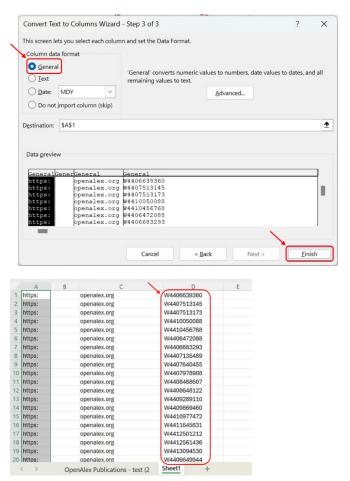


4) Unselect "Tab", select "Other", and input "/" into the following textbox, then click on "Next".

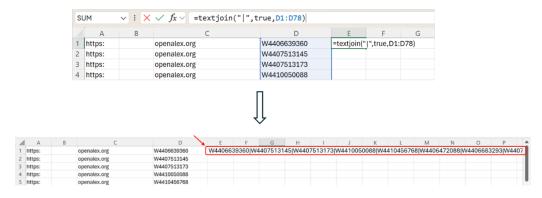




5) Make sure "General" is selected, and click on "Finish". Then you will see all the publication IDs in column D.



6) Use the excel function "textjoin" to merge all the publication IDs in Column D into a single string: click on cell E1, type in "=textjoin("|",true,", select all the publication IDs in column D, then type in ")" in cell E1, and press "Enter" on your keyboard. Then you will get the string needed.

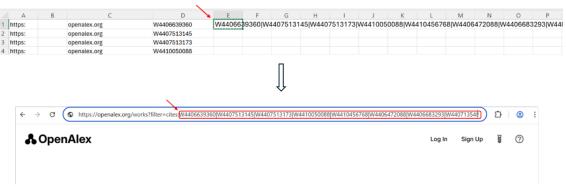




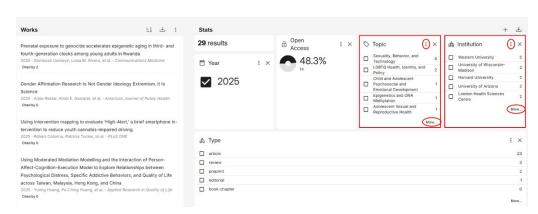
6. In your web browser, type in "https://openalex.org/works?filter=cites:" in the browser URL field.



7. Copy cell E1 in step 3, go back to the web browser, paste it in the URL field following ":", and press "Enter" on your keyboard. Then you will be led to a webpage with all the publications citing those works.



- Currently, we can only obtain citing documents for up to 100 publications each time. If you have more than 100 publications in the list, you'll need to break into several sub-lists, do multiple searches and combine the search results afterwards.
- 8. In the summary stats on the right-hand side of the webpage, you will see the topics of the publications citing your work as well as the institutions of the scholars citing your work. The full list (up to 200 items) in each summary tile can be viewed by clicking on "More...", and can be downloaded as a CSV file by clicking on the three vertical dots.





9. More summary stats can be added to the report by clicking on the "+" button at the top-right corner of the stats section, including countries/regions of the institutions citing your work, their institution types, and more.

