

Oxford Journals usage statistics user guide

Starting with the January 2009 monthly figures, Oxford Journals is measuring and reporting usage statistics using a new system called HitList. This document will provide you with a brief introduction to HitList, explaining how to log-in, run reports and troubleshoot potential problems.

Institutional administrators

Getting started and logging-in

For usage statistics reports from January 2009 onwards you will need to visit [http://www.oxfordjournals.org/for librarians/usage_stats_2009.html](http://www.oxfordjournals.org/for_librarians/usage_stats_2009.html)

You will be asked to log in via the Oxford Journals My Account interface using your username and password. Once logged in to My Account you will then be directed to the HitList website where you can begin downloading your usage reports.

You should continue to use your existing username and password. If you have forgotten your password and/or username please visit click [here](#).

For usage statistics reports prior to 2009 please go to
www.oxfordjournals.org/for_librarians/usage_stats_old.html

The reports available are:

- **COUNTER JR1** shows the COUNTER JR1 report for your institution.
- **Institutional usage by journal sorted by journal** tabulates journal name (alphabetically) against number of accesses of different page types (abstract, full-text PDF etc.).
- **Institutional usage by journal sorted by total usage** tabulates journal name (ranked by amount of usage with the journal that was used most appearing first) against number of accesses of different page types (abstract, full-text PDF etc.).
- **Summary of institutional usage by month** summarises the total number of accesses by page type (e.g. the total number of abstracts or full-text PDFs). These are calculated for each calendar month, and are not broken down by journal.
- **COUNTER JR1a** shows a COUNTER report for content that is from the Oxford Journals Archive.

How to run a report:

1. Click on the name of the report that you want to run. For example, if you want a COUNTER JR1 report, click on COUNTER JR1.
2. Choose the start date and the end date by using the pull-down menus in the "customize pane" (lower left of screen).
3. Click the yellow "run report" button.

In addition to showing you the COUNTER JR1 report, the service shows you the username with which you logged in – this is useful as a memo of what you did if you need to report on several accounts.

Please note: By default, the start date and end dates will cause you to run a report for the year to date, but you can readily change this if you want to see your usage for other time periods that might be of interest. However, if you do choose a bespoke reporting period, bear in mind that your report is no longer, strictly speaking, a COUNTER JR1 report; it is a “COUNTER JR1-style report” because a COUNTER JR1 report should cover the year to date.

Troubleshooting:

If HitList cannot find any data that matches your query, it will provide you with the message, “not enough information to calculate”. The most probable causes of this (or of getting results that look different from expected) are:

- **A trivial problem with the parameters you entered** For example, perhaps you accidentally chose a start date that is later than the end date. Please check the values you entered and correct them if appropriate. Then run the report again.
- **The data you asked for is not yet available** Data for the last calendar month are usually available by the middle of the next month (e.g. data for January will usually appear on the service in mid-February).
- **You are not logged in to the correct My Account** Some users find it convenient to have more than one My Account set up – if you have inadvertently logged in to the wrong account, this will affect what data the service has to show you. You can check which My Account you are logged in to: your username appears on any statistics report you have run, or alternatively, you can click on the link to My Account (top right of the Oxford Journals banner) to check which account you are using.

Things you can do with the report:

- **Print** To print the report, use the “print” button. [*coming soon*]
- **Save the data to a file** Click “export” to save the data to a file. A dialog box appears in which you can choose csv format, which is suitable for import into many spreadsheets, or rtf format, which is suitable for import into word processing packages. Once you have chosen the format, the service asks you to specify where to save the file and what to call it.
- **Email the report** Click the “email” button to email the report – the service asks for the email address to which the report should be sent. [*coming soon*]

Logging out:

You can end your session by:

- Clicking the logout button (recommended)
- Closing your browser
- Navigating away from the service (e.g. using one of the links on the Oxford Journals banner at the top of the page)

Please note: Logging out of the usage statistics service does **not** log you out of My Account, so you can carry on with any other administrative tasks you need to do without needing to log back in again.

Help and further information

For more information about our usage statistics service, please visit our usage statistic page at: http://www.oxfordjournals.org/for_librarians/usage_stats.html

For our FAQs section on our usage statistics system please go to:
http://www.oxfordjournals.org/faq/for_librarians/index.html

For help using this service please contact our [Customer Service](#) team.

Consortia and multisite administrators

Getting started

For usage statistics reports from January 2009 onwards you will need to visit
http://www.oxfordjournals.org/for_librarians/usage_stats_2009.html.

You will be asked to log in via the Oxford Journals My Account interface using a username and password specifically set up for logging into this system. Once logged in to My Account you will then be directed to the HitList website where you can begin downloading your usage reports.

****Please note:** We have already contacted consortia administrators with their My Account details for this system. However, if you are a new consortia customer or have yet to receive your account details, please email
jnls.consortia@oxfordjournals.org.**

For usage statistics reports prior to 2009 please go to
www.oxfordjournals.org/for_librarians/usage_stats_old.html

The reports available are:

- **Consortia usage by member and content type** shows the number of searches, home pages, full-text PDF etc. accessed by each member institution for the date range you have chosen. Please note that the total shown for the consortium may not be the exact sum of the totals for each member. This arises if more than one member of your consortium has claimed the same IP address or IP address range. Usage from such an IP address is allocated to each member that claimed the IP address, but the total figure deduplicated so as to avoid double counting.
- **Consortia usage by journal and content type** shows the number of searches, home pages, full-text PDF etc. for each Journal for the date range you have chosen.
- **Consortia usage summary report** summarizes the total searches, home pages, full-text downloads etc for each month in the date range you chose.

How to run a report:

1. In the "reports pane" click on the name of the consortia report you want to run.
2. Choose the parameters you want:
 - a. Choose a start date and end date
 - b. Form the content pull-down menu, choose whether you want to see:
 - current content only
 - archive content only
 - all content
3. Click the yellow "run report" button.

After a short time, the service shows the data for your chosen date range and content type. It also shows a panel of information about your consortium, including its address and contact details.

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