Library

University of Reading

WEB OF SCIENCE
A step-by-step guide

This guide will take you through the basics of searching the Web of Science and saving the useful references that you find.

Despite its misleading name Web of Science is not just for scientists! It is an interface which allows searching of a number of multidisciplinary databases, including citation indexes, which cover the sciences, social sciences, arts & humanities and conference proceedings.

For more information about searching citation indexes see the Web of Science Core Collection guide.

Background information about Web of Science is available on the Library website at: www.reading.ac.uk/library/databases

GETTING STARTED

1. Open your web browser.
2. Go to the Library's home page at www.reading.ac.uk/library
3. Click on the **Databases a-z list** link in the 'E-resources' section of the home page.
4. Use the A-Z list to find **Web of Science** and connect to it.
5. Enter your University username and password and click on Log in.

For more information about the institutional login see: www.reading.ac.uk/library/institutional-login.

SEARCHING

The search page offers a search box with drop-down options to select what you want to search for e.g. **Topic, Title, Author** and **Publication Name**. Add extra boxes by clicking 'Add Row'. The new field will have drop-down options to the left for selecting search operators (AND, OR, NOT).

Below the search box you can limit the dates which you search. Scroll down to Timespan and choose from all years or a choice e.g. 4 weeks, a specific year or a custom year range.

To follow the examples in this worksheet leave the default choice selected.

There is a different search example within each search box depending on which area you selected for the search.

To remove extra boxes, click on **Reset**. This will remove the added search boxes and reset the main one, removing all your keywords. To just remove your keywords, click on ⊗

Indexes

Below some of the search boxes is the text 'Select from Index'. This appears only next to those selected for **Author, Group Author** or **Publication Name** and will disappear/appear when you de-select or select these. This links to the index for the specific option selected, enabling you to browse or search for the names you want.

Once you have searched for and located the names you need, you can click on the **Add** button next to them, then click on **OK** at the bottom of the page to transfer the selected term(s) to your search box.

SEARCHING FOR KEYWORDS (TOPIC)

1. Click in the search box (make sure the drop-down option is set to **Topic** and that you have cleared any previous searches) and try the following search:

2. Type in **salmonella and eggs**
3. Click on the **Search** button
4. The system will automatically look for your search words in the title, keyword or abstract fields of each record
5. The system will automatically search for egg and eggs (to limit the search, use quotation marks e.g. "eggs")

REFINING YOUR SEARCH

If you have too many pages of results to browse, you can hone them down to a shorter, more manageable and relevant list by using the vertical toolbar on the left side of the search results page.

1. Run a basic search e.g. using the keyword **salmonella**.

2. On the left-hand-side of the results page is a vertical toolbar headed **Refine Results**. From this point you have a number of choices.

- Search within results for...

This search box allows you to search for additional keywords within your results list to help target it toward your area of interest e.g. you could refine your initial salmonella search by searching within results for **chicken or poultry**

Refine Results

chicken or poultry

Or Filter Results by:

- Highly cited in Field
- Hot topics in Field
- Open Access
- Associated Data

Alternatively choose one of the options. Click on the arrow next to the sub-heading to reveal the most frequent matches e.g. the top five authors, if they are not already displayed (click the arrow again to hide them).

- Publication Years
- Research Domains
- Databases
- Document Types
- Funding Agencies
- Open Access
- Authors

For more options, including **Source Titles, Conference/Meeting Titles** and **Research Areas**, click **View all options**.

For example, **Refine** for "Mutation Research" from the **Source Titles**:

Source Titles

- JOURNAL OF FOOD PROTECTION (4,572)
- JOURNAL OF BACTERIOLOGY (4,502)
- ☑ MUTATION RESEARCH (3,960)
- ABSTRACTS OF THE GENERAL MEETING OF THE AMERICAN SOCIETY FOR MICROBIOLOGY (3,892)
- EUROPEAN NUCLEOTIDE ARCHIVE (3,430)

more options / values...

Refine

Alternatively, refining by **Document Types** allows you select reviews or journal articles, or exclude conference papers.

To access a longer list of up to the top 100 matches, click the **more options / values...** link. This opens a table. From this point you can use the **Refine** and **Exclude** buttons to limit your results to meet specific criteria.

> Note: Additional filter options are available in Web of Science Core Collection, including Organizations, Book Series Titles and Open Access.

SEARCH RESULTS

Your search results are automatically displayed in summary form - showing title, author(s), source details and times cited. The results will be displayed in reverse date order i.e. newest first, in pages of up to 10 articles at a time. Other options to sort your results include 'Times Cited' or 'Relevance' – click 'More' to find the full list.

A summary of your search is shown at the top left of the list - this shows your search words and any date restrictions. Just above this, the number of results your search has found is shown.

- Use the buttons, which appear at the top and bottom of the display, to move through your results.

- Clicking the **View abstract** link will show a summary of the article.
- Click on the title of one of the references to retrieve the **Full Record**. This shows the article title at the top of the display. Immediately above are options to link to full text options, print, email, save the record to EndNote or add to Marked List.
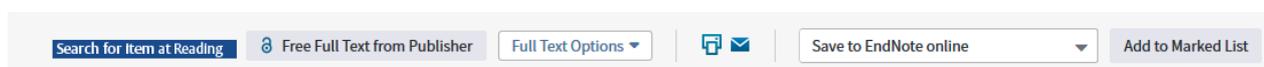
- To find out whether we have a copy of the journal and article, and whether we have access to an online version, choose **Search for item at Reading**
- Beneath these links are the author(s) and source information. Underneath is the abstract followed by basic information such as document type, original language, keywords, and addresses
- Clicking on the author name links take you to a list of their other publications in the database
- There is a right-aligned column with further information. This shows the number of times cited (the number itself links to a list of the documents where this one was cited), the number of **Cited References** in the document (which links to the bibliography) and links to similar or **Related Records**
- To return to the results list click **Search Results** at the top of the screen

SELECTING RECORDS TO KEEP

The Marked List

You can select individual records to keep by ticking the box next to each number. The Marked List function allows you to collect references from various searches and then print, email or save from this list during your session.

1. On the results page, select records by ticking them, e.g.

2. Click **Add to Marked List** to add them to a list of your selected records. Each record selected will have a tick in the box next to it ✔

3. To view your marked records, click the Marked List at the top of the screen [Marked List   3]

4. This contains two sections:

5. The top part in grey deals with output, with a s at the top to manage the list

6. The lower part is a list of records. You can remove individual items from the list by clicking on the red cross beside the number ⊗

SAVING YOUR RESULTS

You can print, email or export your Marked Records. There are three stages to follow once you have linked to the Web of Science Marked List:

Output Records   [– Hide Output Options] | 5K

Step 1: Select records.
- ● All records in this list (up to 500)
- ○ All records on page
- ○ Records [   ] to [   ]

Step 2: Select content.
Select from the fields below:

Step 3: Select destination.   [Learn about saving to bibliographic software]
⊡ ✉ Save to EndNote online ▼

☐ Select All | Reset
☑ Author(s) / Editor(s)	☑ Title	☑ Source	☑ Author Identifiers
☐ Abstract*	☑ Times Cited	☑ ISSN / ISBN	☐ Usage Count
☑ Accession Number			

Selecting these items will increase the processing time.

Step 1. Select which records to include in the output (e.g. all or specific records) (see screen shot above)

Step 2. Select the fields to include in the output (e.g. Author, Title, Source, Abstract) (see screen shot above)

Step 3. Select a destination (i.e. print, email or send to reference software e.g. EndNote) (see screen shot above)

Printing

⊡ Clicking on Print takes you to a new preview page. You can either Close or Print.

Email

✉ Clicking on E-mail opens a pop-up options page

Saving

1. Choose from the range of formats in the drop down menu. Other File Formats allows you to choose e.g. html, plain text or other reference software

2. When the 'File Download' box appears click on Send and select where you want to save the file.

3. Click on Close when the 'Download complete' box is displayed.
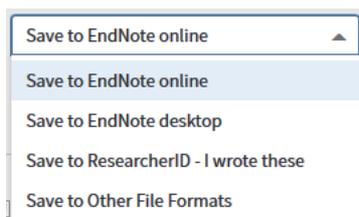
Save to EndNote

In the same drop down menu, click on **EndNote desktop** to send selected records to this software. EndNote should automatically open when using an IT machine and download the references.

> Note: If you have more than one EndNote 'Library' you may need to open the Library in EndNote first if it is not the last Library you used.

You could alternatively click on **EndNote online** to export your references to your own web library (you must be registered with Web of Science and EndNote online to do this – see below). The references you selected will transfer directly to EndNote online - this can take a few minutes.

> Note: The Library recommends the full software version (on IT PCs and available to buy through IT) over the less flexible Web version.

REGISTERING

Registering with Web of Science is free and gives you access to more advanced features including EndNote online

1. To register for the first time go to **Sign In** at the top right, and find **Register** in the drop down menu (alternatively, go to the **Searches and alerts** button Searches and alerts)


2. Type in your email address and click on **Continue**
3. Complete the registration form and click **Submit Changes**
4. Move from the confirmation screen back to Web of Science as a signed-in user
5. Registered users can:
   - save their searches
   - create search history, journal and citation alerts
   - access EndNote online and build a library of references from databases including direct transfer of records from Web of Science
6. When you next visit Web of Science and click to **Sign In**, you will be prompted to type in your username (the email you entered into the registration form) and password
7. Once you have Signed In, your name will be shown at the top right of the screen, and Searches and alerts will contain any saved searches and alerts you have set up.

Customising your preferences

Once you have registered and signed-in, you can change your personal details. Click on the drop down menu under your name at the top right of the screen and choose settings
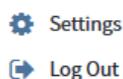
This will take you to a settings page.
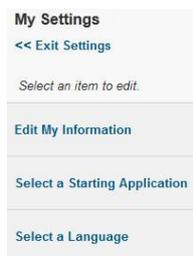
Click on **Select a starting application** to set up a preferred database (the default is the Web of Science home page). You may want to set up Web of Science Core Collection as your preferred starting application.

To make any changes click **Submit Changes**:

Click **<< Exit Settings** to return to the main page.

SEARCH TIPS

The previous search was a very simple one. By searching in this simplistic way you risk missing some relevant records. There are two methods you can use to widen your searches to try to ensure that you don't miss useful information:

- including synonyms (words that mean the same) and alternative words for the same concept
- using a truncation/wildcard symbol to pick up different word endings

Search operators

There are three basic search operators – these allow you to combine your search words in different ways to narrow or broaden your search. The operators are:

- **AND** – use to combine different concepts, for example **salmonella and eggs**
- **OR** – use to include synonyms in your search, for example **eggs or poultry**
- **NOT** – use to exclude words from your search, for example **poultry not turkey**

Different word endings and alternative spellings

All words are searched – there are no 'stop' words. Web of Science automatically finds plurals e.g. mouse/mice, different verb tenses e.g. run/running, degrees of comparison e.g. big/biggest and variant spellings e.g. behaviour/behavior in Topic and Title search queries

You can also use wildcards to represent unknown characters, which allows more control over the retrieval of plurals and variant spellings - **however note that using wildcards will disable the automatic searching for alternatives function.**

* represents zero to many characters, so **Environment*** finds environment, environmental, environmentally, environments

? represents one character, so **Wom?n** finds woman and women

$ represents zero to one character, so **Colo$r** finds color and colour

To search for an exact phrase, use quotation marks e.g. "energy conservation". Again, note that **automatic searching for alternatives does not work for phrases in quotation marks**. Also $ will not work in quotations, so that **"fish farm$"** will not retrieve records that contain either fish farm or fish farms.

Constructing a complicated search

Brackets are used to gather together groups of search terms. Use brackets to construct more sophisticated searches. Search statements contained in brackets are carried out before those outside brackets. If you do not use brackets you will not get the right results.

Try the following search:

salmonella and (egg or poultry or chicken)

Now try it without the brackets and note the difference.

Combining searches

You can also combine searches – if for example you find too many or too few records – by re-using searches you have already done. When you have performed a search, the terms used and the number of hits are displayed in the **Search History**.

To follow this example, perform a search on **poultry or chicken** as well as those carried out previously in this guide.

1. Click on the **Search History** button
2. Your search history should look something like this if you have followed this guide:

3. To combine two searches together in order to narrow the results, tick in the square boxes in the Combine Sets column and click in the round box to the left of AND (either at the top or bottom). Then click on the Combine button
    This should then provide you with another set of search results (#3) like the one below:

4. To view the results of this new search, click on the number in the results column.

AUTHOR SEARCHING

1. Go back to the search screen by clicking on the **Search** tab and reset the form to clear your previous search
2. Change the search box to **Author search** and type in the surname and first initial of one of your lecturers or a researcher you know. Use an asterisk after the initial just in case they have used more than one initial. For example:

    hawking s*

Hint: When searching for authors use symbols, operators and brackets as appropriate. If you are unsure of an author's initials, follow the space after the surname with an asterisk as above.

3. Click on the **Search** button to retrieve a list of articles written by authors with that surname and initials(s)
4. You can also use the Author Index to browse for authors by clicking on the Select from Index link:

| hawking s*⊗ | Author ▼ | Search |

Select from Index   + Add row | Reset

JOURNAL SEARCH (PUBLICATION NAME)

1. Go back to the search screen as before and clear your previous search
2. You can search for articles from a specific journal by entering the full name of the journal in a search box selected to search for Publication Name, e.g. **food policy**

| food policy ⊗ | Publication Name ▼ | Search |

Select from Index   + Add row | Reset

Hint: If you are unsure of the exact title for your journal, click on the Select from Index link and browse alphabetically and/or using keywords

3. Click on **Search** to see references for articles published in this journal

Remember that you can search for keywords in multiple fields at the same time. For example, you could type topic keywords into the topic search box, type an author into the author search box and also the journal title into the publication name field, or any combination you wish to try.

SAVING AND RE-RUNNING SEARCHES

It is possible to save your searches to re-run at a later date. The time periods that can be searched appear in the "Timespan" section on the search page:

| All years (1950 - 2018) ▲ |
| All years (1950 - 2018) |
| Last 5 years |
| Year to date |
| Last 4 weeks |
| Last 2 weeks |
| Current week |
| Custom year range |

Saving your search

Note: You must have registered or signed in (see above) in order to be able to use this feature.

1. Carry out your search and then view your search history by clicking on the **Search History** button
2. Save this search history by clicking on the **Save History** button:
3. You will then be given the choice of saving to the Web of Science Server (you must be signed in) or to a Local Drive:
4. To save on the Web of Science Server, enter a name for your search and description if required. Click on **Save** when you are ready. You should receive a message saying that your search has been successfully saved.

Name Search / alert name   required

Description Enter a description   optional

Alerting is not available for All Databases.

Cancel   Save

Save search history to a local drive

Download your search history to a local drive. Close this window once the file has downloaded.   Download

5. To save to a local drive, click on the **Download** button in the bottom left hand corner and save the search to the destination of your choice. If you are on a public computer save it to your N-drive or a USB stick so you can access it at a later date.

Re-running your search

Click on **Open Saved History**. This will show a list of your saved searches. Below the table is a link to open a saved history from a local drive. Histories are saved for 6 months but can be renewed by clicking the **Renew** button.

1. To re run a search, click **Open** for a particular search, and then **Run Search**.
2. You are now offered the chance to change the Timespan settings before you click **Continue**
3. The re-run search is now available in the **Search History** (you can view the results by clicking the number/link in the Results column)
4. If you saved the search to your workstation, go to the "Open saved history from a local drive" box. Click on **Browse**, select the file from your workstation, N-drive or USB stick and click and follow steps 2 and 3 above.

ALERTING FACILITIES

To set up email alerts, see the guides for the particular database e.g. Web of Science Core Collection

FINISHING YOUR SEARCH

Click on the **Logout** button at the top of the screen (it may be hidden under your name).

If you are using an IT machine, remember to log out before leaving.

ADVANCED FEATURES

Free training courses for different aspects of using Web of Science is available at:

wokinfo.com/training_support/training/

Printable guides and factsheets are available at:

wokinfo.com/training_support/guidesfactsheets

Other relevant Library guides area available in print and on the Library website, e.g.

- Endnote Guides (1-10)
- Web of Science Core Collection Guide