WEB OF SCIENCE CORE COLLECTION

A step-by-step guide

This guide will take you through the more advanced features of the Web of Science Core Collection, including citation indexes.

Please see the Web of Science guide for instructions on getting started and carrying out searches, as well as registering. The Web of Science guide and background information about the Web of Science citation indexes are available on the Library web site 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 Core Collection 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

From the main search screen you can select which of the component databases you wish to search. The system automatically searches all databases simultaneously unless you remove specific ones. To change them scroll down and click on More settings, just below the Timespan selector.
Use the Timespan selector to choose from all years or a choice e.g. 4 weeks, a specific year or a range of years.

To remove a database from your search, click on the tick next to that database. The tick will disappear. Different types of search are available, including Author Search and Structure Search. Click on + More to access them.

**FILTER OPTIONS**

Web of Science Core Collection has extra search options in addition to the Filter options available in Web of Science, including organisations, Web of Science Categories and Web of Science Index.

**AUTHOR SEARCH**

The **Author Search** provides an easy way to identify and retrieve all the works by a particular author. By focusing on what you know about the author, Author search helps to separate works by different authors who have the same name.

Expand the search options and choose Author Search

The search has three steps. First put in the last name and initial (try looking for one of your lecturers or a researcher you know), then **Select Research Domain**.

Select the research domains and research areas associated with the author. There are four research domains:

- Arts Humanities
- Life Sciences Biomedicine
- Physical Sciences
- Technology

You can expand each research domain to view the associated research areas that fall under each domain. You can select specific research areas or you can select specific research domains (or All Research Domains).
If you know the organisation to which the author is affiliated, click on Select Organization (or you can finish the search). You will be presented with an alphabetical list of organisations associated with the author. The Record Count column shows the total number of records associated with a particular organization. Click on Record Count to reorder the list, by highest to lowest. Select organisations and Finish Search.

The results page will give an option to Analyze Results. Click on this and choose Web of Science Categories. This groups papers on the same topic, so likely to be by the same person.

**CITATION SEARCHING**

This is an alternative way of searching for articles. Instead of searching using subject keywords, author or journal name it is possible to search for articles which refer to a particular paper or papers by a specific author. This is why the databases are called Citation Databases because you can search for cited references.

It can help you trace how a line of research has developed and to find other, more recent, articles on the same subject.

The following paper was published in 1988, in the Journal of Biogeography, volume 15, pages 61-66: S. Nortcliff. *The change in soil physical conditions resulting from forest clearance in the humid tropics.*

Use the citation search to find articles published since 1988 in which the authors refer to the above paper in their bibliography.

There are two steps to a citation search:

**Step 1: identifying citations in the database that match the reference you want to trace**

1. Choose Cited Reference Search on the main search page.
2. Type in the ‘Cited Author’ box: nortcliff s*
3. Type 1988 in the ‘Cited Year’ box.
4. Click on the Search button and a list of references will appear, e.g.:
5. Select the relevant references by clicking in the box(es) for the S. Nortcliff article published in Journal of Biogeography (J BIOGEOGR) vol 15

Note: The 'Citing Articles**' column shows how many articles in the database have referred to that article.

Where another author’s name is given in the Cited author column, it indicates that Nortcliff is a secondary author, and that the article is in another Web of Science collection.

**Step 2: finding articles that cite the article in their bibliographies**

1. Once you have selected the matching reference by ticking the box, click on **Finish Search** (situated both towards the top and bottom of the screen) to find the articles which cite these.
2. Click on the title of one of the references to view the Full Record.
3. The column on the right contains the Citation Network; click on the **Cited References** link.
4. Scroll down the list to confirm that this article has listed the Nortcliff paper in its bibliography.

**ANALYSING RESULTS**

The Analyze feature allows you to carry out a search and analyse the results. Two examples are given below.

**Example 1**

In the first example you can find articles on the effect of global warming on Antarctica. Analyse the results by institution name and view those by the highest rated institution.

1. Click on the Search button to return to the search page. Choose **Basic Search**. Make sure the "Current Limits" are set to **Timespan All Years**, then open **More Settings**. Deselect all options shown except for the **Science Citation Index Expanded**.
2. Type the following in the topic box: **global warming and antarctic***
   
   [For an explanation of search operators such as ‘and’, ‘or’ and ‘near’ see the Web of Science guide]
3. Click the **Search** button.
4. Click on the **Analyze Results** link at the top right of the screen.
5. Select **Organizations - Enhanced** from the menu on the left (Organizations – Enhanced searches for a preferred name for an organization, together with any variants e.g. University of Oxford will also find all associated colleges and institutions).
6. The resulting screen indicates which institutions have written the most articles in the subject area you have searched for. You can change the visualization of the results from a treemap to a bar graph, and also choose to sort by either **Record Count** or **Selected Field**.
7. The list below gives the same information. Tick against the top rated institution or use the mouse to hover over the treemap, then select View Records to see the list of all the articles written by this institution on this topic:

![Image of treemap](image)

**Example 2**

In the second example you can find articles on mobile phones and electromagnetic fields written since 2000 and identify the journal title containing the greatest number of records. This will give an indication of which journals publish the most articles in your subject area.

1. Click on the Search button to go to the search page, then click **Reset** to clear your previous search.
2. Choose Custom year range and set to 2000 to 2018:
3. Select all of the **Citation Databases** available
4. Type the following in the Topic search box: (mobile or cell*) and phone* and electromagnetic*
5. Click the **Search** button
6. Click on the **Analyze Results** link at the top right of the screen
7. Select “**Source Titles**” from the menu on the left.
8. The resulting screen indicates which journals have published the most articles in the subject area you have searched for. Change the visualization to **Bar graph**, then use the mouse to hover over the graph and select View Records to see the list of all the articles published in this journal on this topic.
ALERTS

You can keep up-to-date with the information that matters to you by setting up search and citation alerts via email or RSS feeds. Note: You will need to be logged in for this - see the Web of Science guide for more information about registering.

When you create a citation alert, you will be notified by e-mail whenever a new publication cites a previously published work. Alerts are active for one year. You may renew an alert at any time.

You can create an email citation alert by clicking the Create Citation Alert button from the Full Record page of a reference. 🔄 Create Citation Alert

It is also possible to set up an RSS feed to alert you to new articles from a saved search automatically. You can use a Newsreader loaded on your PC or use a web-based reader such as ‘My Yahoo’.

1. Go to Search History and Save your search
2. Once it is saved, you can set up an RSS feed to alert you
3. You will be given the choice of subscribing to the feed using Live Bookmarks, My Yahoo or another reader of your choice.
4. Click on Subscribe Now

Alternatively, open a saved search history and click on the RSS button to set up the alert 📰

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

Training materials (recorded training sessions, guides and factsheets) for Web of Science is available at: Wokinfo.com/training_support/

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

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