Web of Science: quick user guide

What is Web of Science?
Web of Science provides access to a number of databases giving abstracts for journal articles and conference proceedings, plus cited references and current awareness alerts. The Web of Science Core Collection gives access to the Science Citation Index, Social Sciences Citation Index and the Arts & Humanities Citation Index; MEDLINE and BIOSIS are also available.

When should I use Web of Science?
Use Web of Science when you want to:
- find journal articles and/or conference proceedings on your subject
- find cited references, find out who has cited (referred to) previously published works. This allows you to:
  - find more recent articles which update earlier research
  - find responses to an article
  - see how influential an article has been
  - identify other articles on the same topic as the original work.

Accessing Web of Science
Web of Science is accessed via the E-resources Guide. To open the E-resources Guide:

1. To open the E-resources Guide go to: http://subjectguides.york.ac.uk/e-resources
2. When the E-resources Guide has opened click on the W-Z tab from the A-Z listing at the top of the screen. A list of resources in this area is then displayed.
3. Click on Web of Science. You may be asked to log in with your IT Services username and password. The resource will now open in a new window.

Searching Web of Science
Use a separate box for each concept.
Link concepts together, e.g. with AND.
Multiple boxes allow you to build up your search. Click on + Add Another Field to add more search boxes.
The drop-down menus allow you to narrow your search by searching specific fields, e.g. Title.
You can limit the date range within which you are searching.
Tick the databases that you wish to search. We have chosen to search SSCI and CPCI-SSH.

Web of Science Core Collection
To see this list of databases, click on MORE SETTINGS.

Viewing and downloading results
The Results screen (overleaf) contains all the items matching your search criteria.
Cited Reference Search
Web of Science provides details of how many times a particular journal article has been cited with links to the citing articles. Click on the dropdown arrow to right of Basic Search and select the Cited Reference Search.

Search tips
And combines search terms so that each search result contains all of the terms. For example, management and strategies finds results that contain both terms.

Or combines search terms so that each search result contains at least one of the terms. For example, broker or stockbroker finds results that contain either term.

Wildcard ($): use a dollar sign to replace a single letter anywhere in a word, except the first character. Wildcards are particularly useful for finding variations in spelling, for example organi$ation finds results that contain either organisation or organization.

Truncation (*): use an asterisk to truncate a word and find all the words made by adding letters to the end of it. For example, manager* finds results that contain the terms manager or managers or managerial etc.

Proximity (NEAR/n): use NEAR/n when there is a connection between your search terms and you need to find the terms near each other. For example, advertising NEAR/2 campaign finds results that contain the terms within two words of one another such as campaign champions interactive advertising.

For more help with this database, please contact your Academic Liaison Librarian, http://subjectguides.york.ac.uk