The aim of this workbook is to help you find relevant references to journal articles using Science Citation Index. After working through this workbook, you should be able to:

- sign on to Web of Science
- search by keyword, phrase and author
- carry out a citation search
- display references in different formats
- combine searches and limit searches
- select and output the results of your searches
- use truncation and wildcard functions
- find full text journal articles
- check availability of references on the library catalogue

Always read these notes and the screen carefully as you work through the exercises.

Comments and queries: If you have any queries following the workshop, or any suggestions for how it could be improved please contact Medical Sciences Liaison Team on ext. 87550, or e-mail: medliaison@ncl.ac.uk
Exercise 1  Accessing Web of Science

Web of Knowledge is a collection of databases. **Web of Science** is one of these.

To access the database:

Go to the University Library homepage at:

[www.ncl.ac.uk/library](http://www.ncl.ac.uk/library)

Click on **Databases, e-journals, e-books** in the **Subject support box** on the left hand side of the page

Choose **Web of Science** from the databases listed.
Exercise 2  Combining keywords in Web of Science

You will often need to use more than one keyword in order to make your search more specific.
Let's search for references on drug action on the immune system.

2.1 Keyword Searches

Type drug action in the search field and leave the drop down menu as topic.

Click on SEARCH to complete the ‘drug action’ part of the search.

Click the Search tab to return to the Search page and search for immune system (overwriting anything in the text box)

2.2 Combining Keywords

At the top of the screen, click on Search history.

Under the Combine sets column, check the boxes for the drug action and immune system searches, and ensure the AND button is checked.

Using AND means the search will find any references with both words present.

Click on Combine.

To display your results. Click on the blue number in the Results column, which shows the results which your search has returned.
Exercise 3  Related Records Searching

It can be useful to search for references on a similar topic to one that you have already found. Web of Science has a facility whereby the database will search for references that share one or more citations from an article you select.

3.1 Related Records Searching

Click the Search tab to return to the Search page.

Select a Topic search. Search for forensic pathology.

You will now see a list of references which contain the phrase forensic pathology either in the title, or the abstract. Let’s suppose that one of these records is a key reference in your research. Choose a reference and click on its title to open the full reference.

Click on View RELATED RECORDS in the box on the right side of the screen.

Web of Science will now produce a list of records that share at least one citation with your key article.

Because both the key article, and the related records WOS has found, share citations, the FIND RELATED RECORDS search can be a powerful way of finding references on a similar subject.
Exercise 4  Expanding your Search

This exercise will show you how to use ‘truncation’ and ‘wildcards’ to expand your searching to include several similar words in the same search

4.1 Truncating search words
Click the Search tab to return to the Search page.

Search for orchestra

You have searched for references with the word orchestra in the record

Click the Search tab to return to the Search page, and search for orchestra*

This search is finding the words orchestra, orchestras, orchestral etc. In fact it includes any word that starts ‘orchestra’

This is called truncation, and the asterisk (*) is the truncation operator

4.2 Using the wildcard

Click the Search tab to return to the Search page.

Search for thes?, ranking the results for relevance using the Sort by Pub Date – Newest to Oldest drop down menu.

Scroll down and look at the references you have found. The search has found references containing thesis and theses.

The ? is called the wildcard operator, and it can be used to replace any letter in a keyword that could have different spellings
Exercise 5  Selecting records for output

This exercise will show you how to select references you have found for printing or emailing.

5.1 Marking Records

Before you can save or print search results, you need to tell WOS which of your results you are interested in.

Looking at the results of your previous search, notice the small tick boxes to the left of each reference. You can use these to select which of your results you want to output.

Choose any 4 records from the first 10 shown and click in their tick boxes. A small tick will appear, showing which references you have selected.

(Alternatively, you can choose ‘Select page’ at the bottom of the list)

5.2 Printing Records

To print your marked records, click on Print icon at the top of the results. You will now be shown how your references will be printed and given a dropdown box to select the format you would like them printed in. We will not print these now but for future reference to print them, choose

5.3 Emailing records

To email references, click the Email icon. Complete the email address box(es) as required, and click SEND E-MAIL. You will receive confirmation that “X records have been sent to your@email address”
Exercise 6  Limiting a search

You may want to limit a search to include factors other than subject such as date, publisher or document type.

Let's use this question:
Have any reviews been published in English since 1999 on infection of prosthetic joints?

6.1 Limiting your search

Click the Search tab to return to the Search page.

Change the year range to fit your search requirements in the Timespan drop-down menu.

In the TOPIC box type infection* and prosthetic joint*

Click on search

On the left is the Refine Results box. This is where you can apply limits.

From the languages section select English

From the document types section select Review

Click on the Refine button
Exercise 7  Citation Searching

This exercise will show you how to search for references that cite a particular article.

7.1 What is citation searching?
You can use an important paper on your subject to find more recent references to papers that list your original paper in their citations. The references you find will usually be on the same subject since the author has referred to your original paper. In other words, citation searching brings you forward in time to find recent references on the same subject.

7.2 Carrying out a citation search
Your key paper is:

Bhopal R
Source of infection for sporadic legionnaires disease - a review
Journal of Infection, 30 (1), p9-12, 1995

Click the Search tab to return to the Search page. Choose Cited reference search.

In the Cited author box, type Bhopal.

In the Cited year box, type 1995.

Click on Search

Locate the article from the list and tick the box to the left to select it. Click Finish Search.

You will now be presented with a list of articles which have cited your article by Bhopal.
Exercise 8  Locating documents

You will need to find out whether the reference you require is held in Newcastle University Library in print and/or via electronic journal subscriptions

9.1 Electronic journal collection

Click the Search tab to return to the Search page. Use the Cited Reference Search above the search box.

Search for kittens as a topic search, and Casey as an author search.

Find the reference by Casey – The effects of additional socialisation for kittens in a rescue centre...

Click the Find@ link for this reference

You will see from the next screen that this article is available in full text via ScienceDirect, click on GO.

Scroll down to see the full text of this article or click to download the PDF.

Signing off Web of Science

It is important that you sign off Web of Science if you have finished your searching, as this will free up access for another user

Click on Sign In and choose Log Out (at the top of the screen)

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