

Web of Science is a searchable index of references covering science, the social sciences, arts and humanities. The database enables you to examine the list of references cited by a particular author, or conversely to find articles that cite a particular work. The indexes are searchable by topic, author, source title, and address (i.e., author's affiliation). As a companion to the citation indexes, Web of Science provides access to a *Journal Citation Reports* database that provides information about citation patterns for journals and allows you to compare journals based on the number of articles that they publish and how frequently articles are cited. This information is used to calculate a journal's impact factor which is often used by scholars and researchers to determine a journal's influence on the published literature in a given field.

	Science Citation Index	Social Sciences Citation Index	Arts & Humanities Citation Index
Coverage	1945 – present	1956 – present	1975 – present
# of Journals	5,900 fully indexed	1,700+ fully indexed 3,300 selectively indexed	1,100+ fully indexed 6,800 selectively indexed
Sample Disciplines	Agriculture, Biochemistry, Biology, Biotechnology, Chemistry, Computer Science, Medicine, Neuroscience, Oncology, Pediatrics, Pharmacology, Plant Sciences, Psychiatry, Surgery, Zoology	Anthropology, History, Information & Library Science, Law, Philosophy, Psychology, Political Science, Public Health, Social Issues, Sociology, Substance Abuse, Urban Studies, Women's Studies	Archaeology, Architecture, Art, Asian Studies, Classics, History, Language, Linguistics, Literary Reviews, Literature, Music Philosophy, Poetry, Radio/Television/Film, Religion, Theater

Connecting

Via MEDCat	Via Handy Resources
<ul style="list-style-type: none"> Go to medcat.med.nyu.edu. Select Title Search. Search for Web of Science. Click on the link Connect to: ISI web of science in the catalog record. 	<ul style="list-style-type: none"> Go to http://library.med.nyu.edu Select "Web of Science" in the "Handy Resources" section on the left side of the homepage.
<p>If you are using this resource remotely, fill in your NYU SOM/Medical Center ID and password when prompted.</p>	

Searching

General Search Tips

Both Boolean operators and truncation are allowed in Web of Science searches. See the Library's **Truncation** and **Boolean** handouts for more information on these features. Handouts are available online via the Library's homepage (library.med.nyu.edu) in the **Instruction** section under **Library Class Resources**.

Note: Web of Science also uses **SAME** as a proximity operator. Using SAME tells the database to search for terms in the same bibliographic field, sentence in an abstract, or keyword phrase.

Getting Started

The main Web of Science search page presents you with a choice of available search types, allows you to select the database(s) to search, and to specify a time span to search. The default is to search all databases for the maximum timespan.

1. If you do NOT wish to search all databases, uncheck the databases you do NOT wish to include in your search using the check boxes beside each option.
2. Specify the desired **Timespan**, using the options available in the lower right portion of the main Web of Science search page. Click on the radio button beside the timespan option that you desire. Options include the Latest 1, 2, or 4 weeks; a specific Year; or a range of years.
3. Select a search type using the options listed in the top portion of the search page. Each search type is described below.

Quick Search

A Quick Search box is located at the top right of the main screen. To perform a Quick Search, type in a search topic and click on the Go button. Boolean operators and truncation symbols may be used. A Quick Search searches the Title, Keyword, and Abstract fields of a bibliographic record.





General Search

A General Search allows you to search for different types of information in the corresponding database search fields. Following are the search fields available in a General Search.

Search Option	What it searches	How to search it
TOPIC	Titles, keywords, and abstracts	<ul style="list-style-type: none">• Enter a word or phrase• Use Boolean operators to create more complex strategies.• Use Truncation to search for word variations.• You may select a Title Only search to restrict search results.
AUTHOR	Personal names of authors	<ul style="list-style-type: none">• Format = last name [space] initial(s)• Do not use periods or commas when entering author names.• Use Boolean operators for multiple authors.• Use Truncation to search name variations.• Consult the Author Index to select author names to search from a list produced by the database.
GROUP AUTHOR	Group/organization names as authors	<ul style="list-style-type: none">• Enter group or organization name.• Use Boolean operators for multiple groups.• Use Truncation to search for variations.• Consult the Group Author Index to select group names to search from a list produced by the database.
SOURCE TITLE	Full journal titles	<ul style="list-style-type: none">• Enter the <i>full</i> journal title, NOT the abbreviation.• Use Boolean OR to search for multiple titles.• Use Truncation to search for variations of a title word.• Consult the Full Source Titles List to select journal titles from a list produced by the database.
ADDRESS	Author affiliation	<ul style="list-style-type: none">• Enter abbreviated address terms.• Use Boolean operators to combine abbreviations.• Consult the Abbreviations Help link above the search box for the appropriate abbreviation format.

To perform a search

- Enter information in the appropriate field(s) for your search strategy.
- Click the  button located at the top or bottom of the search screen.

Click on the  button to erase search terms and begin a new search.

Limits

General Searches can be limited by **language** and **document type** using the menus at the bottom of the General Search screen.




Cited Reference Search

Cited reference searching allows you to search for a particular work and find out where and by whom it was cited. Types of cited works listed in Web of Science include journal articles, books, patents, artwork, musical scores, and corporate or government reports.


Note: ISI makes no attempt to standardize or correct the information for references cited by a particular author. Searching for variations in author names and titles is therefore very important for comprehensive citation searching. Using truncation and selecting search terms from the available ISI Author and Cited Work indexes will increase your success.


Search Option	What it searches	How to search it
CITED AUTHOR	Name of a cited author	<ul style="list-style-type: none"> • Format = last name [space] initial(s) • Do not use periods or commas when entering author names. • Use Boolean OR to search for author name variations. • Use Truncation to search name variations. • Consult the Cited Author Index to select author names to search from a list produced by the database.
CITED WORK	Title of a cited work	<ul style="list-style-type: none"> • Enter a journal title <i>abbreviation</i> (not the full title), the complete or truncated title of a book or other work, or a patent number. • Use Truncation to search for variations of a title word. • Consult the Cited Work Index to select works to search from a list produced by the database. • Consult the list of Thomson ISI Journal Abbreviations to search this information accurately in this database.
CITED YEAR(S)	Year cited work was published	<ul style="list-style-type: none"> • Enter four-digit year or range of years separated by a dash. • Use with Cited Author or Cited Work search.

To perform a search

- Enter information in the appropriate field(s) for your search strategy.
- Click the  button located at the top or bottom of the search screen.

If there is more than one potential match for the information that you enter to search, you will be presented with a list of results from which to choose.

- Select items from the list by clicking the check box beside each selection. Remember that there may be variations in how an author's name or work is listed.
- Once you have made your selections, click the  button at the top of the search screen to execute the search.

Click on the  button to erase search terms and begin a new search.



Advanced Search

Advanced searching allows you to use all of the available database search functionalities including field searching, Boolean logic and proximity, and truncation. Advanced searching also allows you to manipulate searches you have performed previously in the database. A single search box is provided for you to enter your search strategy.

Field Searching

Two letter codes for available fields are listed on the right side of the Advanced Search screen beside the search box.


- Type in the two letter field tag followed by an equal sign (=) that then the term(s) that you wish to search.
Ex. TS=(cancer OR neoplasm*)
Ex. AD=(NYU SAME (Hosp OR Med Ctr OR Sch Med))

Combining Search Sets

Previously created search sets are displayed at the bottom of the Advanced Search screen. Search can be combined using the set numbers and Boolean operators, e.g., #1 AND #2.

- Type the search strategy directly into the search box using the set numbers and Boolean operators
Ex. #1 AND #2 (You must include the number sign (#) before each set number.)

OR


- Select the sets you wish to combine using the radio buttons beside each set.
- Select the AND or OR radio button at the top/bottom of the Combine Sets column.
- Click on the  button.

Limits

Advanced Searches can be limited by **language** and **document type** using the menus under the search box on the Advanced Search screen.

Displaying Results

Once you have performed a search, the list of results will display automatically. The default display format is the Summary format, which includes the author, article title, and journal citation information. Records are displayed in order from the most recent to the oldest.

- To display the full form of an individual record, click on the title.
- To display the list of references cited, click on the [Cited References](#): link in the full record display.
- To display the list of works that cite a reference, click on the [Times Cited](#): link in the full record display.
- To return to the Summary format from the Full Record, click on the  button at the top of the record.

Navigating


- Navigation buttons and links are located at the top of each screen throughout the database.
- Navigation for moving from screen to screen of results appears at the top and bottom of each screen of results.

Note: Using the <Back> and <Forward> buttons in your Web browser will not always work in this database.


Managing Records and Output Options

Along with the list of search results, a record management menu will display to the right of the list of citations.

To sort records

- Select a sort option from the drop-menu in the **Sort by:** section of the record management menu. Sort options include: Latest date, Times Cited, Relevance, First author, and Source Title.
- Click on the  button to re-display records.

To select records

- To select individual records, click on the check-box beside each record you wish to choose.
- To select all of the records on a page of results, select the **All records on this page** option in the record management menu to the right of the of the results list.
- To select a range of records, select the **Records** **to** option in the record management menu to the right of the of the results list. Type in the first and last record numbers of the selected range.
- Once you have made your selections using one of the above options, click the  button.

Output Options



Note: You must select records from your results list before you will be given output options.

Web of Science records can be downloaded/saved, printed, emailed or exported to bibliographic management software.

To access the Output Options screen, click on the  button at the top of the results screen.

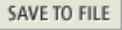
Printing Records

The default fields to print are **Author**, **Title**, and **Source**.

- Under **Step 1**, you can select additional fields to print by clicking in the check-box beside each option.
- Under **Step 2**, you can select to print records with field tags (Field Tagged) or without field tags (Bibliographic).
- (Optional) You can choose to clear all of your marked records after printing by checking the option "Automatically delete selected records from the Marked List after output is complete" at the bottom of the screen.
- Click on the  button. The list of records will re-display in a printable format.
- Click on the  button in the upper right corner of the screen.
- Once printing is complete, click the **Back** button to return to the Output Options screen.


Saving Records

The default fields to save are **Author**, **Title**, and **Source**.

- Under **Step 1**, you can select additional fields to save by clicking in the check-box beside each option.
- Under **Step 2**, you can select an output format from the drop-down list beside the **Save to File** button. You may save the file as an ASCII text file (Field Tagged, Tab Delimited for Windows or Mac) or for viewing with a Web Browser (HTML).
- (Optional) You can choose to clear all of your marked records after saving by checking the option “Automatically delete selected records from the Marked List after output is complete” at the bottom of the screen.
- Click on the  button. Follow the instructions on the screen to complete the saving process.
- Once saving is complete, click the **Back** button to return to the Output Options screen.

Emailing Records


The default fields to email are **Author**, **Title**, and **Source**.

- Under **Step 1**, you can select additional fields to email by clicking in the check-box beside each option.
- Under **Step 2**, in the **E-mail Records to** box, type a *single* email address to which the records will be sent.
- (Optional) You can add a return email by typing the address in the **Return e-mail (optional)** box.
- (Optional) You can add a note to the email, by typing in the **Notes (optional)** box. There is a limit of 250 characters.
- (Optional) You can choose to clear all of your marked records after saving by checking the option “Automatically delete selected records from the Marked List after output is complete” at the bottom of the screen.
- The default is to send records as Plain Text. You can choose to send records in a format for Web viewing by changing the format to HTML.
- Click on the  button to send. A confirmation screen will display.
- Once the email has been sent, click the **Back** button to return to the Output Options screen.

Exporting Records (to EndNote or RefWorks)

The default fields to export are **Author**, **Title**, and **Source**.

Method 1

- Under **Step 1**, you can select additional fields to email by clicking in the check-box beside each option.
- Under **Step 2**, make sure that formatting options are set to Field Tagged.
- (Optional) You can choose to clear all of your marked records after saving by checking the option “Automatically delete selected records from the Marked List after output is complete” at the bottom of the screen.
- Click on the  button to begin the export process. Records should export directly to the bibliographic management software that you use.
- Follow the instructions for the bibliographic software management package that you use to complete the export process.

Method 2

You may choose this option by preference, or if the export option does not work.

- Follow the instructions above for Saving Records. Make sure that you save in the Field Tagged format.
- Use the Import feature in your bibliographic software management package to import the saved file.

Help

General search examples and tips are provided throughout the database on each search screen.



Help is available from any of the search or results screens by clicking on the **Help** button.



An online tutorial is available by clicking on the **Tutorial** button at the bottom of the main Web of Science page. A link to this tutorial has also been provided via the Library’s homepage under **Instruction** → **Class Resources** in the **Online Tutorials** section.

Disconnecting



When you have finished searching Web of Science, click the Logoff icon in the top right corner of the screen. Failing to logoff Web of Science properly could allow your searches and results to be viewed by others, or during peak use periods could keep someone else from having access to the database.