Web of Science databases provide current and retrospective bibliographic information, author abstracts, and cited references. Web of Science includes the following databases:

**Arts & Humanities Citation Index** – over 1,160 of the world’s leading arts and humanities journals. It also indexes individually selected, relevant items from over 6,800 major science and social science journals.

**Science Citation Index Expanded** – over 5,700 of the world’s leading scholarly science and technical journals covering more than 160 disciplines.

**Social Sciences Citation Index** – over 1,700 of the world’s leading scholarly social sciences journals covering more than 50 disciplines. It also covers individually selected, relevant items from approximately 3,300 of the world’s leading science and technology journals.

**Conference Proceedings Citation Index – Science** – conference literature in all scientific and technical fields from 1990-present.

**Conference Proceedings Citation Index – Social Sciences & Humanities** – conference literature in all fields of social sciences, arts, and humanities from 1990-present.

**Access Web of Science**

1. At the Library Homepage (http://www.cityu.edu.hk/lib/), select Databases.
2. From the alphabetical list, select Web of Science or any of the above listed Web of Science databases.

OR

1. At the Library Homepage (http://www.cityu.edu.hk/lib/), select E-Resources.
2. Select Databases: Title List.
3. From the alphabetical list, select Web of Science or any of the above listed Web of Science databases.

**Search**

Search for articles by topic, title, author, journal, or author address.

1. Enter search term(s) to find articles.
2. Click to add more search fields, if desired.
3. Click to limit the search to specific time range if desired.

Select one or more indexes (including Conference Proceedings).

**Advanced Search**

Designed for experienced searchers who want to develop complex searches. Refer to the Online Help for details.

Select the desired search field(s).

Use the Author Index to find papers published by an author, if desired.

Use the Publication Name Index to specify the search within the selected journal(s), if desired.

4. Click to start search.

**Search History**

All successful searches are added to the Search History table.

[Please note: The database year refers to the year that an article's information was entered into the database and not necessarily when the article was published.]
Search Tips:

1. Enter information in one or more search fields:
   - **TOPIC** – Enter a word or phrase that might appear in the article title, abstract, or keyword list.
   - The following operators can be used to combine words or phrases:

<table>
<thead>
<tr>
<th>Operator</th>
<th>Example</th>
<th>Find records that contain …</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>serotonin and schizophrenia and dopamine</td>
<td>all three words.</td>
</tr>
<tr>
<td>OR</td>
<td>aids or hiv or acquired immune deficiency syndrome or human immunodeficiency virus</td>
<td>any one of these terms.</td>
</tr>
<tr>
<td>NOT</td>
<td>coma not brain injury</td>
<td>the word coma but not the phrase brain injury.</td>
</tr>
<tr>
<td>SAME</td>
<td>cellulose same wood</td>
<td>wood cellulose, cellulose from wood, wood-based cellulose, etc. (Find words/phrases appear in the same sentence)</td>
</tr>
<tr>
<td>NEAR</td>
<td>salmon near virus</td>
<td>the word salmon will be within 15 words of virus the word salmon will be within 5 words of virus</td>
</tr>
</tbody>
</table>

   - Use quotation marks to look for an exact phrase.
   - Automatically searches for spelling variations: e.g. colour/color, organisation/organization, mouse or mouse
   - Wildcard characters can be used to search for variants of words:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Function</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>represents zero or multiple characters</td>
<td>enter chem* to search for chemistry, chemical, chemist, chemists; enter sul*ur to search for sulphur or sulphur; enter *oxide to search for peroxide or sulfoxide</td>
</tr>
</tbody>
</table>

   - **TITLE** – Enter search terms to limit your search to article titles.
   - **AUTHOR** – Enter an author/editor name with the last name first, followed by a space and up to 5 initials; or add names from the Author Index.
   - Wildcard characters can be used to search for variants of author names:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Example</th>
<th>Finds …</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>smith</td>
<td>all authors/editors with the surname Smith (including records where Smith appears without any initials)</td>
</tr>
<tr>
<td></td>
<td>smith *</td>
<td>Smith A, Smith AB, Smith RN, etc. (Smith plus any initials)</td>
</tr>
<tr>
<td></td>
<td>smith d*</td>
<td>Smith D, Smith DA, Smith DCR, etc.</td>
</tr>
<tr>
<td></td>
<td>smith da*</td>
<td>Smith DA, Smith DAR, Smith DAH, etc.</td>
</tr>
<tr>
<td>$</td>
<td>hof$man$</td>
<td>Hofman, Hofmann, Hoffman or Hoffmann</td>
</tr>
<tr>
<td>?</td>
<td>bens?n</td>
<td>Benson or Benson</td>
</tr>
</tbody>
</table>

   - Use operators AND, OR, NOT to combine multiple authors.
   - Enter search strings that take account of all possible variations of the data, e.g., enter O’HARA K OR OHARA K to search for articles authored by K. O’Hara, enter DE LA ROSA M OR DELAROSA M to search for articles authored by M. de la Rosa.

   - **GROUP AUTHOR** – A group author is an organization or institution that is credited with authorship of an article by the source publication. Use the Group Author Index to look up group author names to add to the search.

   - **PUBLICATION NAME** – Enter a full journal title, or use the Publication Name Index to look up publication names to add to the search.

   - **YEAR PUBLISHED** – Enter a 4-digit year or a range of years, e.g., 1997, 1997 or 1998, 1997-2000. When entering a range of years, restrict your search to 5 years or less.

   - **ADDRESS** – Enter address terms such as the name of an institution, a city, a country, or a postal code.
   - Institution and place names are frequently abbreviated. Click view abbreviations list for a list of address abbreviations, e.g., enter CITY UNIV HONG KONG to search for City University of Hong Kong in an address.
   - The Address field includes the address of every author of a given article, use the “SAME” operator to search for two or more words that appear within the same address, e.g., enter UNIV CALIF SAME OAKLAND to search for articles in which University of California and Oakland appear in the same address.

2. Select language(s) and/or document type(s), if desired. (You can select multiple items by pressing the <Ctrl> key and clicking on any additional items at the same time.)
Cited Reference Search

Search for articles that have cited (included in their reference list) a previously published work.

Search Tips:

1. Enter information in one or more search fields:
   - CITED AUTHOR
     - Use the Cited Author Index to look up the names of the cited authors.
     - When entering author names, note the following:
       - Enter the last name of the first listed author of the cited publication, follow with a space and up to 3 initials.
       - If a citation refers to a journal article that is also a source item in Web of Science, you can enter the name of any of its authors.
       - Use search strings that take account of all possible variations of the data, e.g., enter "O'HARA K OR OHARA K" to search for references authored by K. O'Hara; enter "DE LA ROSA M OR DELAROSA M" to search for references authored by M. de la Rosa.
       - Use the question mark (?) to represent one character and the dollar sign ($) to represent one character or no character.
       - Use quotation marks (" ) around the words AND, OR, NOT when you do not intend these words to serve as operators.
   - CITED WORK
     - Enter an abbreviated journal title. Use the Cited Work List to look up abbreviations.
     - Join multiple journal titles with "OR", e.g., enter "J AM CHEM* OR J AMER CHEM* OR JACS*" to look
up references to articles published in Journal of the American Chemical Society.

- Use wildcard character to truncate a journal title, e.g., enter SURF* COAT* TECHNOL* to look up references to articles published in the journal Surface & Coatings Technology.

- Enter book titles as cited works. Enter the first significant word or words of the book title. It is advisable to truncate the title with the truncation symbol (*) to take account of variant spelling, e.g., enter PRIN* NEURAL SCI* to look up references to the book Principles of Neural Science.

- Enter patent numbers as cited works. Do not specify a country code, e.g., enter 5354763 to look up references to patent number US5354763.

- CITED YEAR – Enter year or range of years, the cited work was published, e.g., 1994, 1994 or 1995, 1980-1985

2. When the list of cited references is displayed, ellipses […] before an author name indicate that the person is not the first listed author. Click the checkbox(es) in front of the reference(s) to select the desired item(s), or click on the SELECT PAGE button to select all cited references on screen, or click on the SELECT ALL button to select all cited references retrieved.
Search History

Click Search History at the Search or Cited Reference Search page. Search sets created from previous searches are listed in reverse numerical order – the most recently created set is at the top of the table. Executed search queries can be saved and reused.

- **Performing a combined search**
  1. Click the AND or OR option.
  2. Select the check box of each set that you want to combine.
  3. Click the Combine button.
  4. Click the link in the Results column to view the results of your search.

- **Saving Search History**
  1. In the Search History page, click Save History / Create Alert.
  2. You can select to save the search history on the ISI Web of Knowledge Server or local drive:
     - ISI Web of Knowledge Server – click the Register link and finish the registration process; or sign in if you already have registered for a personal account in Web of Science.
     - Local drive – click Save... and save the search history to your desired destination.
- **Opening Search History**
  1. At the Web of Science home page, click **My Saved Searches**.  
     *Or* click **Search History** at the Search or Cited Reference Search page, then click **Open Saved History**.
  2. • Sign in to open search history saved on ISI Web of Knowledge Server.  
     • Click and locate the file containing the search history you have saved, then click **Open**.

**View/Print/Save/E-mail Marked Records**

Click **Marked List** at the top of the page to display the Web of Science Marked Records screen.

**Marked List (4 records)**

Your marked list contains records from 1 database(s)

1. Select records from marked list.
2. Select fields to be included in the output.
3. Select an option for output:
   - Save to EndNote Web, EndNote, RefMan, or other reference software (export the selected records to a bibliographic management software such as RefWorks*

* To e-mail records
  i) Enter the e-mail address of the recipient
  ii) Select a format for the email content
  iii) Click **e-mail**

* For instructions on importing references from Web of Science into RefWorks, refer to: http://www.cityu.edu.hk/lib/eres/refworks/import/wos.htm

**Quit**

Click **Log Out** at the top right hand corner

Reference & Instruction Section, April 2013