Web of Science

A comprehensive online database providing access to academic journals, conference proceedings and books in the sciences, social sciences, arts and humanities from 1970 onwards. The **Journal Citation Reports** database is also available via this service.

In addition to standard searches by topic or author, Web of Science provides a citation search facility, which can be extremely useful to those wishing to follow the development of current ideas and theories.

This database is available on and off campus and may be accessed from Databases in the Electronic Library at: http://www.ljmu.ac.uk/library/e-library

- Go to **Discover**, if prompted, **Sign in** with your **LJMU** username@ljmu.ac.uk and **password**
- Select the **Databases** option
- Type the name of the database in the search box
- Select the title and then the online link in the **View Online** box

Searching

Web of Science defaults to the basic search screen with a single search box. Type your keywords into the search box and select the relevant search field from the drop-down box (usually Topic).

- select **+Add Row** to add an additional search box
- select **+Date Range** to add a **date range** here (year, month, date)

More complex searches can be undertaken using the Advanced Search screen, where there is one search box which requires the use of tags after each search term.

Search Tips

Boolean Operators

Boolean search operators: **AND**, **OR** and **NOT**, link your keywords together and enable you to search more effectively:

- The term **AND**, will narrow a search to only find records which contain all search terms, for example: reading **AND** teaching
- The term **OR**, will widen a search to find records containing any of your alternative search terms, but not necessarily all, for example: reading **OR** literacy

- The term **NOT**, excludes part of a topic or specific terms from a search, for example: school **NOT** college

Exact word or phrases

You can search for an exact word or phrase of two or more words by surrounding it with quotation marks, for example: **"physical education"** retrieves records where these words appear together as a phrase.

Truncation

An asterisk is a truncation symbol that can be used after the first few characters of a word to include all varying endings of that word in a search, for example:
comput***** will find compute**r**, compute**rs**, comput**ing**, compute**rised**, comput**ation**

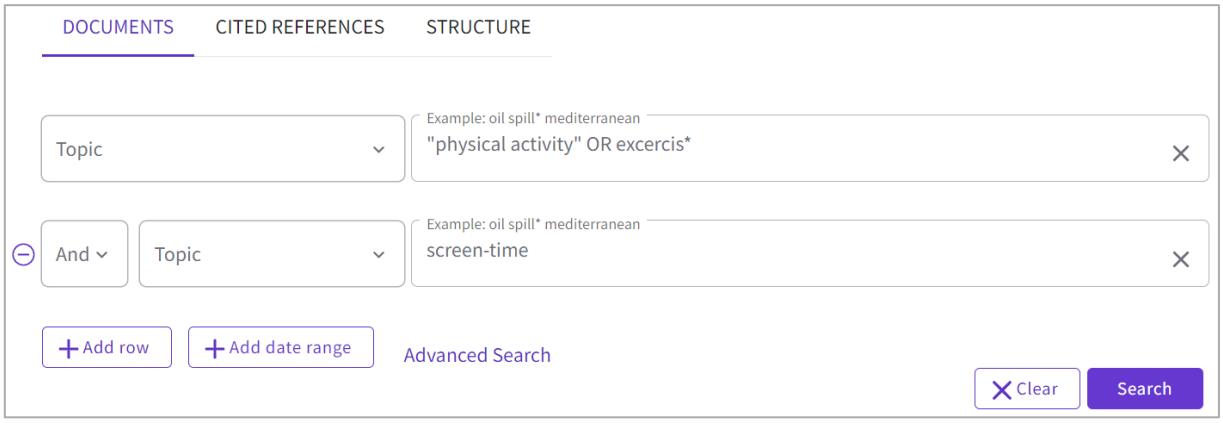
Alternative Search Terms

If you are struggling to find information on a given topic – try changing your search terms to include alternative keywords, for example: food OR diet OR nutrition.

Search Limits

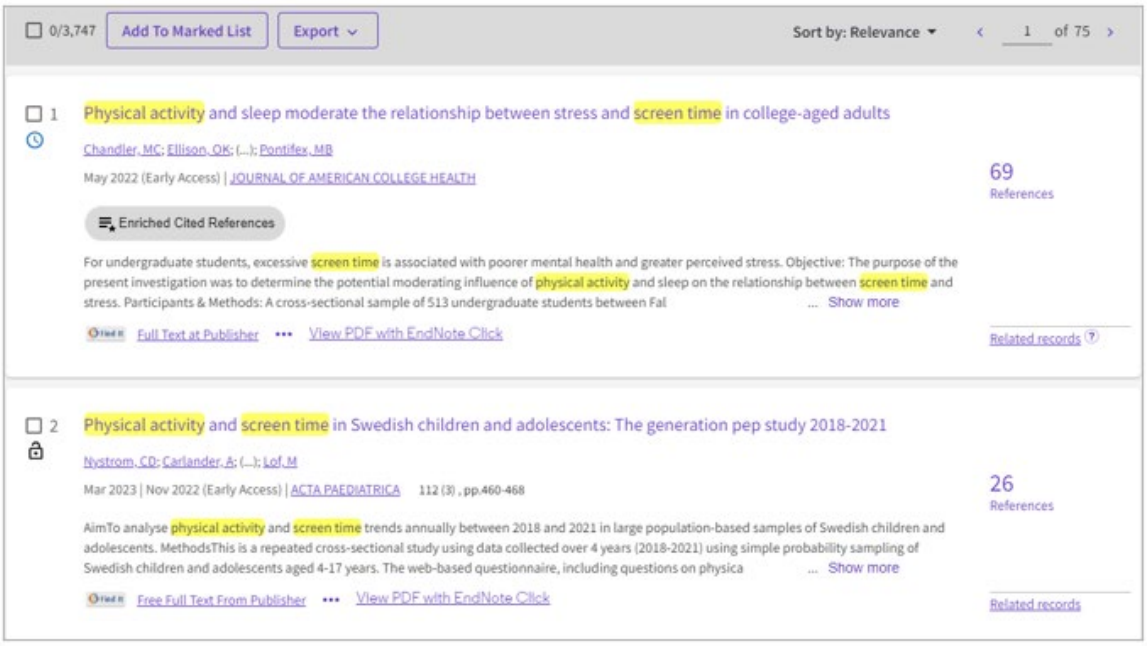
You can limit your searches by **Publisher**, **Content Type** or **Publication Year** using the You can limit your initial search by (publication) date range by selecting **+Date Range** to add a **date range** here (year, month, date).

After selecting Search there are more options to **Refine Results**, for example: Publication Years, Document Type. This will help you to find the most relevant research quickly and easily, filtering out any results which are not fully focussed on your search topic.



Displaying Results

Results are sorted by **Relevance**, you can change this to sort by other option such as **Date** or **Citations** using the dropdown menu. A maximum of 50 records per page will be displayed.



Select the title of the article to view more publication details, for example: Abstract, Keywords.

Use **Find It** link

or **Search Institutional Library** link to see if LJMU has access to full-text access from another resource/database and then use the link to go to the full text article. Alternatively, try the **Search Institutional Library** link to find links to full text.

There may also be a direct link to the publisher website or journal site via a **Free Full Text from Publishe**r link. Remember to follow any log in details if you are working off campus.

Citations

This indicates the number of other articles in the database refer to (or cite) this paper. The higher the number of citations, the more highly regarded an article is likely to be. It is also a useful way to update your research, as citations will always be newer references than the original article they are linked to.

Marked List

This is a temporary storage space where you can save records for the duration of your current browsing session, these will be removed when you log out. Any records added will be marked in the results list with **a purple star**.

Tick the check box next to the required record(s) and select **Add to Marked List**. To look at the records you have marked select the **Marked List** folder in the left side menu. To export these records, select the folder then select **Documents.** To **permanently** save records you need to register for a personal account in Web of Science.

Email, Excel, HTML, Export

You can export your results either individually or from a marked list. Simply select the record(s) you would like to export by ticking the check box next to the record and then **Export.**

If you have an Endnote Library you can export directly to Endnote Online or Endnote Desktop. You can also export a printable HTML file or excel spreadsheet.

Additional Features

To use any additional features such as saving your searches, setting search alerts and saving documents within the database you need to create a personal account.

Search Alert

Search alerts to notify you when new resources matching your search criteria are published. This helps you to keep up to date with research and new developments in your subject area. To create a search alert:

- Select **View Your Search History** in the left side menu
- Locate the search and select the **bell** icon to **Create Alert**.
- Name the alert a name and select **Create**.

Select **Saved Searches and Alerts** in the left side menu to choose how frequently you would like to receive email notifications about new resources, for example: daily, weekly, monthly or remove an alert.

Citation Alert

You can also set up a **citation alert** to receive an email every time an article you have selected is re cited by another author. From the full record display select **Create Citation Alert** and **Create**. Alerts will stay active until you delete them.

You can manage your alerts or make changes by logging into your personal account, Select **Saved Searches and Alerts** in the left side menu and **Citation alerts**.

Further Help

Further guidance is available using the Training Portal under the question mark at the bottom of the page, the **Quick Reference Guide to Web of Science Core Collection** may be useful.

You can also contact your Academic Engagement Librarian.

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