

ISI Web of Knowledge Service for UK Education
Web of Knowledge
Web of Science
Workbook and Questions



**The ISI Web of Knowledge Service for UK Education is supported by
MIMAS at The University of Manchester at
<http://wok.mimas.ac.uk>**

ISI Web of Knowledge and ISI Web of Science Workbook



The workbook is in two parts:

1. **Worked examples** for Registration and the full range of *General Search*, *Cited Reference Search* and *Advanced Search* options, including saving and re-running a *Saved Search History*.
2. **Questions** - a separate list of the questions presented throughout the workbook to work through.

This workbook contains a series of tasks. When you have completed them you will be able to carry out the following on the ISI Web of Science databases:

- find references on a particular topic
- display records
- combine terms
- use wildcards and truncation
- find references by named people
- find references by group authors
- find references based on an author's address
- search for citations
- analyse results
- limit and sort searches
- combine searches
- carry out advanced searches
- mark and extract records for printing, downloading and exporting
- save search histories for later use
- use the help feature

Notice

This workbook has been produced by The John Rylands Library, University of Manchester for use with **ISI Web of Science version 7**. Any or all parts of this document may be reproduced and altered for use with your own training sessions.

Last updated in November 2006

First things first – some tips to help you get started

Write down your research topic, and underline or circle the most important concepts– these are your search terms. For example, if your research topic is “The impact of passive smoking on children with asthma”, your significant search terms are: passive smoking, children and asthma.

You could enter this search as *passive smoking and children and asthma*.

However, most databases allow us to improve the quality of search results by the use of the following simple techniques:

- **Similar terms or synonyms**

Think of alternative or similar terms (synonyms) and put an *or* between them

Eg. *passive smoking or tobacco or cigarettes*

- **Plurals**

Use an * to find words starting with a common stem. The * is a truncation symbol replacing one or no letters

Eg *cigarette** will find cigarette and cigarettes

*Child** will find child, children, childhood, childlike etc

- **Using *and* and *or* and *not***

These are Boolean operators and combine search terms.

And will find all search terms, *OR* will find one or another, *Not* will exclude terms. *And* is an implied search operator

Remember: if you combine the operators *and* and *or* in a search phrase you must enclose the *or* terms in brackets eg cats and (dogs or puppies)

So, in our sample search, *Asthma and (smoking or cigarette*)* will find references that include asthma, and either smoking or cigarette or cigarettes

Using these tips our sample search will look like this:

Asthma and child* and (passive smoking or cigarette* or tobacco)

- **Using *same* – another Boolean operator**

References that contain terms in the same sentence are likely to be more relevant than those that contain the terms in different parts of the reference. If your search returns too many hits, try replacing *and* with *same*.

Eg: *Asthma same smoking* will find both terms in the same sentence.



CrossSearch

CrossSearch allows a simple search across multiple ISI products subscribed to by your institution and selected external collections. A link is provided to the product(s) so that you can view the full record and mark for exporting, printing, downloading or e-mailing. A single marked list is shown for all results.

CrossSearch fields and operators are the same as those in Web of Science and the fields depend on the products selected. Searches will return up to 1,000 brief records **sorted by date**. To see full records for viewing and marking follow the coloured icons below each record.

Objective: To carry out a simple CrossSearch to find papers and relevant external resources on given topics.

Task 1: To find recent papers on irrigation in Ethiopia.

- On the Web of Knowledge home page type **(water or irrigat*) and Ethiopia** in the CrossSearch topic field
- Click on **Search**
- Click on the coloured product name icons to follow the links to databases to see the full record
- Click on **Return to CrossSearch** to return to the search results

Task 2: To increase the timespan, apply the filter and select only those records from ISI Proceedings

- Click on **Search Page** to edit search
- Change the timespan to **All years**
- Click on search
- Select **ISI Proceedings** from the **Filter Results** option
- Click on **Go**
- Click on the green ISI Proceedings icon to view records
- Click on **Return to CrossSearch** to return to the search results

Task 3: To refine this search to recent papers and relevant websites on irrigation in Ethiopia.

- Click on **Search Page** to edit search
- Select **year to date** from the **Timespan** options
- Click on **change products to search**
- Click in the External Collections **Select All** checkbox to deselect all External Collections, then click on the **Agricola** checkbox to select
- Click on **Submit**
- Click on **Search**
- To view results from external collections click on the blue **External Collections Results** tab at the top of the screen and then select from the list

Note: if you spend more than 15 minutes viewing External Collections you will be timed out from Web of Knowledge.

Objective: To find all papers by a given author on a given topic, and mark selected papers for e-mailing

Task 4: To find all papers on epidemiology by Richard Doll

- Click on **edit search** and then **clear**
- Type **epidemiol*** in the **Topic** field
- Type **Doll R*** in the **Author/Inventor** field
- Select **All years** from the **Timespan** option
- Click on **Search**
- Mark a couple of records by ticking in the boxes at the end of each record
- Click on **submit marks** and then on **marked list**
- Click on **view marked records**
- Select **abstracts** and **cited references** to add these to the brief citation
- Complete the e-mail records to field (and return email field if you wish, this is optional) and click on **e-mail**

ISI Web of KnowledgeSM

EXIT PREFERENCES

My Preferences

Select an item to edit.

- [Edit my information](#)
(E-mail / Password / Name)
- [Select a start page](#)

Web of Knowledge Registration

Whilst you don't have to register or be signed in to use Web of Knowledge there are some advantages to doing so. Registration is quick and simple and requires only an e-mail address and password. Once this is complete you can:

- Create a home page to start on the database of your choice
- Create a journals list to display on your home page
- Create a table-of-contents e-mail alert
- Save and manage searches

Objective: to register, set up a home page and table-of-contents alert

Task 5: Register, create a home page with journals and set up an e-mail alert (**please note that only subscribers to Current Contents Connect will have access to creating Journal Lists and Tables of Contents Alerts**)

- On the Welcome screen click on **Please Register**

- Complete the registration process
- Select **Web of Science** as your start page
- Click on **Submit Changes** and **Exit preferences**
- Click on **Create My Journals List and Table of Contents Alerts**
- Click on **Add more Journals**
- Select a letter or subject and select a few titles to be displayed on your home page.
- Select one of these as a **Table of Content Alert** (You can remove or change these later)
- Click on **Submit Selections** and then click on **Done**
- You will now see them listed on your home page with an * indicating the title you have selected for an alert
- To remove or change your selections click on **View my Journal List** and then **Modify settings**
- Click against titles you wish to remove
- Click on **Submit changes**
- Click on **Done**
- Once you have completed this process you can sign-in. Your preferences can be changed at any time.

Clicking on the Home icon at the top of the screen will always return you to the Web of Knowledge Welcome screen

Note: Citation alerts – once enabled these will appear under the Welcome Message once registration and settings have been enabled.

This feature allows you to receive an e-mail alert when articles you select are cited. Alternately, you can use this feature to keep a list of your favourite articles.

To add an article to this list (and receive an e-mail each time it is cited):

- 1) Perform a search in one of the ISI Web of Knowledge citation database products (such as Web of Science).
- 2) When viewing a Full Record, click the "Create Citation Alert" button (not all Full Records in all products will have this button -- read Help for more information).

Return to this page by clicking the "View My Cited Articles List" link on the ISI Web of Knowledge Home page, or by using the drop-down menu at the top of any page.



GENERAL SEARCH

Web of Science General Search

From the **ISI Web of Knowledge Home** screen, select **Web of Science** and click on **Go**. You can now carry out a *General search*, a *Cited Reference search*, an *Advanced search* or open a *Saved Search*. (*Structure Search* will appear only in subscribing institutions).

Note: A quick search option is present on this screen.

Objective: to find specific information on a particular topic, from a particular journal or date.

Task 6: *Select appropriate databases to find articles about the role of diet in chronic fatigue syndrome indexed since 1990*

- From the home screen, select the database(s) you wish to search
- Select the period **1990-2006**
- Click on **General Search**
- Scroll down and type (**chronic fatigue syndrome or CFS or fibromyalgia**) and **diet** in the topic field
- Click on **Search**

Task 7: *Select appropriate databases to find the most recent articles on asthma where the word appears in the title, and where the results are sorted by Relevance*

- Click on **General Search**
- Select the **latest 1 week** timespan option
- Click on **clear** to clear your previous search terms
- Type **asthma*** in the topic field and tick **title only**
- Click on **Search**
- Select **Relevance** from the **sort by** options menu and click on **Sort**

Task 8: *Select appropriate databases to find recent articles in the journal Allergy. Search across the latest 4 weeks for references to the treatment of children with asthma where both the terms asthma and children appear in the same sentence*

- Click on **General Search**
- Select **Year 2006** in the date option
- Click on **Clear** to remove any previous search terms
- Type (**asthma* same child***) and (**treat* or therap***) in the topic field,
- In the source title field type **Allergy. Or** - Click on **full source titles list**.
 - Type **Allergy** in the box and click on **move to**.

- Click on **add** (against *Allergy*) and you will see the title appear in the lower half of the split screen. You can select more than one title.
- Click on **OK**
- Click on **Search**

Objective: to find articles written by named authors, group authors or from named institutions

Task 9: Find articles on cancer and smoking written by Richard Doll, and sorted by times cited

- Click on **General Search** and select the appropriate database(s)
- Select **1945 – 2006** from the timespan
- Click on **Clear** to remove any previous search terms
- In the topic box type **(cancer or carcinoma) and (smoking or cigar* or tobacco)**
- In the author box type **Doll R***
- Alternatively you can select from the **Author Index** as in the previous example
- Click on **search**
- Select **Times cited** from the sort options and click on **Sort**

Task 10: Find articles on cochlear implants written by researchers at the University of Manchester since 1990, displayed in order of times cited

- Click on **General Search** and select the appropriate database(s)
- Select **1990-2006** in the date option
- Click on **Clear** to remove any previous search terms
- In the topic box type **cochlear* same implant***
- In the address box type **univ same manchester**
- Click on **search**
- Select **times cited** from the **sort** options and click on **sort**

Objective: to carry out a topic search and analyse the results

Task 11: Find articles on the effects of global warming on Antarctica, analyse the results by institution name and view those by the highest rated institution

- Click on **General Search** and select the appropriate database(s)
- Click on **Clear** to remove any previous search terms
- Select **1980-2006** in the date option
- In the topic box type **“global warming” and Antarctic***
- Click on **search**
- Click on **Analyze Results** and select **Institution Name** and select to **Analyze up to 250 records**
- **Click on Analyze**
- Tick against the top rated institution and click on **view records**
- Click on **Previous Summary Results** to return to your search results

Task 12: Search for articles on mobile phones and electromagnetic fields written since 2000, and identify the journal title containing the greatest number of records.

- Click on **General Search** and select the appropriate database(s)

- Click on **Clear** to remove any previous search terms
- Select **2002-2006** in the date option
- Type **(mobile or cell*) same phone* and electromagnetic***
- Click on **search**
- Click on **Analyze Results** and select **SourceTitle** and **Analyze up to 500 records**
- **Click on Analyze**
- Tick against the top rated title and click on **view records**

Objective: to search for records with a group author

Task 13: search for all articles written by researchers in the GISSI projects.

Note: Names of group authors are included in a variety of forms, so ensure that you select all variants. As an example the National Heart, Lung, Blood Institute is entered as:

NAT HEART LUNG BLOOD I
 NATL HEART LUNG BLOOD I
 NATL HEART LUNG BLOOD INST
 NIH NATL HEART LUNG AND BLOOD INST

- Click on **General Search** and select the appropriate database(s)
- Click on **Clear** to remove any previous search terms
- Select **Group Author Index**
- Type **Gissi** in the first box and click on **Move to**
- Scroll down and select all the GISSI entries by clicking on **ADD**, your terms will be added to the Transfer field in the lower half of the screen
- Click on **OK**
- Click on **Search**



Marking and Saving

Objective: to mark records for saving

Task 14: Mark several records for e-mailing

- From the previous search mark several records in the checkboxes, or select all on the page
- Click on **Add to marked list**
- Click on the **Marked List** icon at the top of the screen
- Select additional fields to include in the output (Note: you can set these as your default)
- Select the **output option**: Save to File, Export or enter the e-mail address and notes (optional)
- Click on **Submit Selections**



Combine Searches

Objective: to carry out single topic searches and combine the results

Task 15: Select appropriate databases to find book reviews on stained glass

- Click on **General Search** and select the appropriate database(s)
- Click on **Clear** to remove any previous search terms
- Type **stained same (glass or window*)** in the topic box
- Scroll down and restrict your search to **Book reviews**
- Click on **Search**

Task 16: Limit the above search to articles referring to Medieval stained glass

- Click on **General search** and clear your previous search
- Type **medieval or "middle age*"** in the topic field
- Click on **Search**
- Click on the **Search History** icon at the top of the screen
- Click against the two previous sets (stained glass and medieval)
- Select the **And** operator , and click on **Combine**
- Click the blue number in the results column to see the results



Cited Reference Search

Objective: to search by cited references

*Tip: Dots in front of an author's name indicate that they are a secondary author
egSmith A*

Task 17: Select the Science Citation Index to find articles published in 2002 that cite work by A M Stirling. Click on one reference where he is the first author, and view in more detail. Display the cited references to this paper

- From the Welcome screen, select **Cited Reference Search**
- **Note:** the link to the **Cited Reference Searching Tutorial**
- Select **Science Citation Index** from the databases options
- **STEP 1: Cited Reference Lookup:**
- Select **2002** from the drop-down menu for Year.
- Type **Stirling AM*** in the **Cited Author** box
- Click on **Search** to see a list of articles by Stirling that have been cited in works published in 2002.

- **STEP 2: Cited Reference Selection:** Click on **View Record** against a reference without dots in front of the name **in an astronomy journal** to display the full record of that author's work
 - To display articles where this work by Stirling has been cited, click on the words **Times cited**
 - Select one of the references to view by clicking on the blue hypertext
 - Click on the **Cited References** to confirm the presence of Stirling's paper
 - If you click on this reference you will find Stirling's original paper
- Note: you may find self-citations. See the last example in the workbook to eliminate self-citations.**

***Task 18:** Select appropriate databases to find articles citing works by J Lowell, which were published between 1985 and 1990 in the Journal of Electrostatics. Mark references held in this database where he is the first author – **and any others you think are likely to be relevant** - and view one of these in more detail. Display the cited references to this paper and check that J Lowell is there as a cited reference*

- Click on **Cited Reference Search**
 - Click on **Clear**
 - **STEP 1: Cited Reference Lookup:** Type **Lowell J*** in the **Cited author** box
 - To enter the Cited Work you need to enter the ISI abbreviation so click on **Cited Work Index**
 - Type **J Electrostat** and then **Move to**
 - Click on **Add** against **J Electrostat** and then click on OK against the Transfer box in the lower half of the screen
- Note:**if you are unsure of the start of the abbreviation you can select from the Thomson ISI list of journal abbreviations and then copy and paste the abbreviation.
- Type **1985-1990** in the cited year box
 - Click on **Search**
 - **STEP 2: Cited Reference Selection:** Put a tick in each of the boxes against references where there are no dots in front of Lowell's name and where the text is blue hypertext .
 - Select also any references in black where there appears to be an error in the citation.
 - Click on **Finish Search**
 - Select one of the references to view in more detail
 - Click on the **Cited References** to confirm the presence of Lowell's paper

***Task 19:** Select the Science Citation Index to find information on the patent 175312*

- Click on **Cited Reference Search**
- Click on **Clear**
- Type **175312** in the **Cited work** box
- Click on **Search**
- Select all references
- Click on **Finish Search**
- This displays a list of articles that cite this patent

***Task 20:** Select the Arts and Humanities Index to find an article where an illustration of Rodin's statue of Balzac has been published*

- Select the **Arts and Humanities Index**

- Click on **Cited Reference Search**
- Click on **Clear**
- Type **Rodin A*** in the **Cited author** box
- Click on **Search**
- Tick against all entries where Balzac is the cited work and the abbreviation **ILL** is under the volume details
- Click on **Finish Search**
- This displays articles which include the illustration. **Note** there may be variants in titles – to ensure you have all citing articles select all variants.



Search history

Objective: to save and open a search history on a particular topic to be used at a later date.

Note: you must be registered and signed in to use this feature. If you are not registered/signed in – you can do so at this at this point.

Task 21: Save the previous search history and open it at a later date

- Click on **View your search history**, or the **Search History** icon at the top of the screen
- Click on Save History
- Edit the fields and name your search.
- If required – set up an e-mail alert and select the **alert type** and **frequency**

Note: When saving searches as alerts only the results of the last query in your history will be e-mailed to you

- Click on **Save** and then **Done**
- Alternatively you can **save to your workstation**, but there is no alert option and no need to register

Task 22: to open a saved history

You can open your saved search:

- From the **Web of Science home page**
- Click on **open saved search**
- Click **open** against the search you want to open
- Click on **run**
- Make any changes to edition and timespan and click on **continue** to see your search terms.
- Click on **View reference selections** to see the selected references

OR: From general search, cited reference search and advanced search click on **search history** icon at the top of the screen and continue as above



Advanced Search

The Advanced search option will enable you to perform sophisticated searches by using field tags and combining search sets.

Objective: to find references to articles and book reviews on specific topics.

Task 23: *Select an appropriate database to find articles in the Computer Music Journal on electroacoustic music*

- From the Welcome screen, select the **Arts & Humanities Citation Index** and select **Advanced Search**
- Type **Ti=(electroacoustic same music) and so=computer music journal**
- Click on **Search**
- Your results will appear in the Search History table below, click on the blue number in the results column to see them.

Task 24: *Using the same database find book reviews on the Mosque and/or Cathedral in Cordoba*

- Click on **Advanced Search**
- Type **ts=cordo?a and ts=(mosque or cathedral)**
- Select **Book review** from the document type box below
- Click on **Search**

Combine Searches

Objective: to combine previously run searches from general and advanced searches

Task 25: *to combine general and advanced searches to find articles on population trends in Eastern Europe*

- Select **General Search**
 - Select the **Social Science Citation Index**
 - Type **(demograph* or population) and trends**
 - Click on **Search**
 - Click on the **Advanced Search** icon at the top of the screen.
 - Type **ti=(east* same europ*)**
 - Click on **Search**
 - Scroll down to **Search History** and tick against the two most recent searches.
 - Select the **And** operator and click on **Combine**
- **Note:** the **Advanced Search** screen displays all searches run in the current session without having to select **Search History**

Task 26: *Search the Science Citation Index for citations for L B Quesnel and remove any self-citations using the Combine Searches option*

- From the **Welcome Page** select **New Session** to clear your searches and search history

- Select **General Search** and **Science Citation Index** and select all years
- Type **Quesnel L B*** in the author field
- Click on **Search**
- Click on **Cited Reference Search**
- Type **Quesnel L B*** in the cited author field
- Click on **Search**
- Click against all records in blue type on the first page
- Click on **Finish Search**
- Click on the **Advanced Search icon**
- Type **#2 not #1** (to exclude self-citations) and click on **Search**
- Select a few records at random to confirm there is no self-citation

ISI Web of Science Service Questions

- **Cross Search**

Task 1: To find recent papers on irrigation in Ethiopia

Task 2: To increase the timespan, apply the filter and select only those records from ISI Proceedings

*Task 3: To refine this search to **recent papers and relevant websites** on irrigation in Ethiopia*

Task 4: To find all papers on epidemiology by Richard Doll

- **Registration**

Task 5: Register, create a home page with journals list and set up an e-mail alert

- **General Search**

Task 6: Select appropriate databases to find articles about the role of diet in chronic fatigue syndrome indexed since 1990

Task 7: Select appropriate databases to find the most recent articles on asthma where the word appears in the title, and where the results are sorted by Relevance

Task 8: Select appropriate databases to find articles in the journal "Allergy". Search across all years for the treatment of children with asthma where both the terms asthma and children appear in the same sentence, and all words appear in the title

Task 9: Find articles on cancer and smoking written by Richard Doll sorted by Times Cited

Task 10: Find articles on cochlear implants written by researchers at the University of Manchester since 1990, displayed in order of times cited

Task 11: Find articles on the effects of global warming on Antarctica, analyse the results by institution name and view those by the highest rated institution

Task 12: Search for articles on mobile phones and electromagnetic fields written since 2000, and identify the journal title containing the greatest number of records.

Task 13: search for all articles written by researchers in the GISSI projects.

- **Marking and Saving**

Task 14: Mark several records for e-mailing

Task 15: Select appropriate databases to find book reviews on stained glass

Task 16: Limit the above search to articles referring to Medieval stained glass

- **Cited Reference Search**

<p>Tip: Dots in front of an author's name indicate that they are a secondary author egSmith A</p>
--

Task 17: Select the Science Citation Index to find articles published in 2002 that cite work by A M Stirling. Click on one reference where he is the first author, and view in more detail. Display the cited references to this paper

Task 18: Select appropriate databases to find articles citing works by J Lowell, which were published between 1985 and 1990 in the Journal of Electrostatics. Mark references held in this database where he is the first author – and any others you think are likely to be relevant - and view one of these in more detail. Display the cited references to this paper and check that J Lowell is there as a cited reference

Task 19: Select the Science Citation Index to find information on the patent 175312

Task 20: Select the Arts and Humanities Index to find an article where an illustration of Rodin's statue of Balzac has been published

- **Save History and Open History**

Task 21: Save the previous search history and open it at a later date

Task 22: Open a saved search

- **Advanced Search**

Task 23: Select an appropriate database to find articles in the Computer Music Journal on electroacoustic music

Task 24: Select an appropriate database to find book reviews on the Mosque and/or Cathedral in Cordoba

- **Combine Searches**

Task 25: Combine general and advanced searches to find articles on population trends in Eastern Europe.

Task 26: Search the Science Citation Index for citations for L B Quesnel and remove any self-citations