



**ISI Web of  
KNOWLEDGE™**  
Transforming Research

## ISI Web of Knowledge Service for UK Education

### User Guide

Helpdesk: [wok@mimas.ac.uk](mailto:wok@mimas.ac.uk)  
Helpline: 0161 275 6109  
<http://wok.mimas.ac.uk>

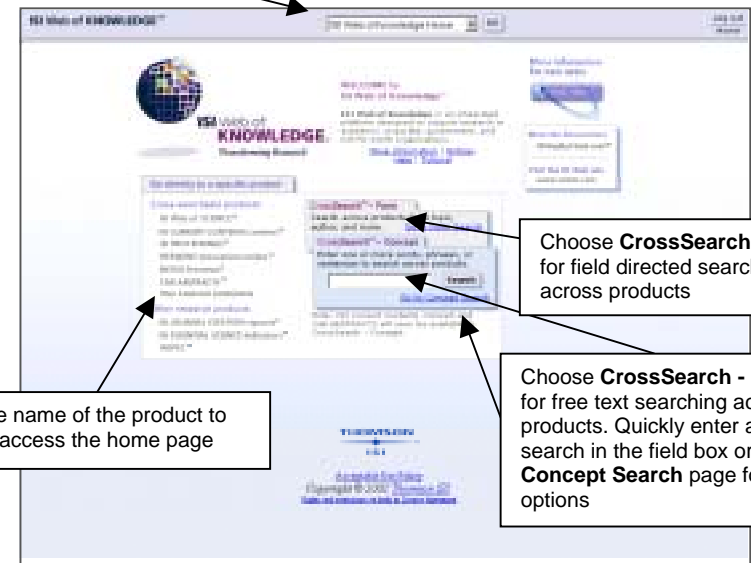


## Web of Knowledge

Through the *ISI Web of Knowledge* platform, users can search *ISI Web of Science*, *ISI Proceedings* and *External Collections*.

### Web of Knowledge Home page

Use the drop down-down list in the portal banner to access *ISI Web of Knowledge* products and features from any page



Click the name of the product to directly access the home page

Choose **CrossSearch - Form** for field directed searching across products

Choose **CrossSearch - Concept** for free text searching across products. Quickly enter a concept search in the field box or go to the **Concept Search** page for more options

Connect to **ISI Web of Knowledge** at <http://wok.mimas.ac.uk> and enter your ATHENS username and password. If you do not have one contact your library for details.

#### HELP

The **Help** button will present context sensitive Help screens at all times. An index and links to these screens is available via the **Help Contents** button found on all Help pages.

#### Wildcards

? represents one letter in a word.

- IONI?ATION will find both IONISATION and IONIZATION.

\* represents any number of letters in or at the end of a word including zero.

- SCHOOL\* will find SCHOOL, SCHOOLS, SCHOOLING, etc.

However, at least 3 characters must precede the wildcard.

- SYM\*ISM is allowed but SY\*LISM is not.

A maximum of two wildcards are allowed per word.

### Operators

The four logical operators, and their default order of operation, are SAME (or SENT), NOT, AND, and OR. SAME, or SENT, means that the linked terms must appear in the same sentence.

### Brackets

You can use brackets to determine the order in which logic operations are performed. Brackets are used to gather together groups of search terms. Search statements contained in brackets are carried out before those outside brackets.

Thus in the statement

(RUSSIA or FORMER SOVIET UNION) same DEMOCRA\*  
the OR operation (in brackets) is performed before the SAME operation.

You can also use brackets within brackets, usually referred to as nesting. The sequence of operations is determined by the number of surrounding brackets, those with most brackets around them are performed first. For instance, in the search statement

(SONNET\* same (SONG\* or ELEGY)) and DONNE  
the first operation performed - SONG\* or ELEGY - is embedded within two sets of brackets. Surrounded by only one pair of brackets, the SAME operation is carried out next, while the AND operation - enclosed by no brackets - is left to last.

### Log Out

When you have finished your session please click on the **Log out** button.

## CONCEPT SEARCH

Use **Concept Search** to search multiple products using natural-language queries containing Topic terms and keywords. For added functions you will need to click the **Go to Concept Search** link.

**Set relevancy:** Enter a number to exclude documents less than a % relevant (0% = default excludes none).

For both **Form Search** and **Concept Search** you can select one of the following

Timespans:

Latest (current) week

Latest 2 weeks, Latest 4 weeks, Latest 12 months, Latest 5 years and All Years.

Note: These timespans refer to the dates when information was entered into ISI Web of Knowledge products and not to the publication dates of the indexed documents.

Click the **Change Products to Search** tab to re-select the products available to be searched.

## FORM SEARCH

You will need to link to the **Go to Form Search** link

Use **Form Search** to search multiple products by fields such as Topic, Author, and Source. The products selected determine the field boxes seen on the form.

Enter individual search terms or phrases separated by search operators such as AND or OR. Then click "Search."

The results from both **Form Search** and **Concept Search** display a Web of Knowledge Results list of records of the ISI products searched. Clicking the individual records will take you to the record in that product. Use the tab header External Products Results to list the search results. The numbers will be given as totals and will link to the external products before giving the records.

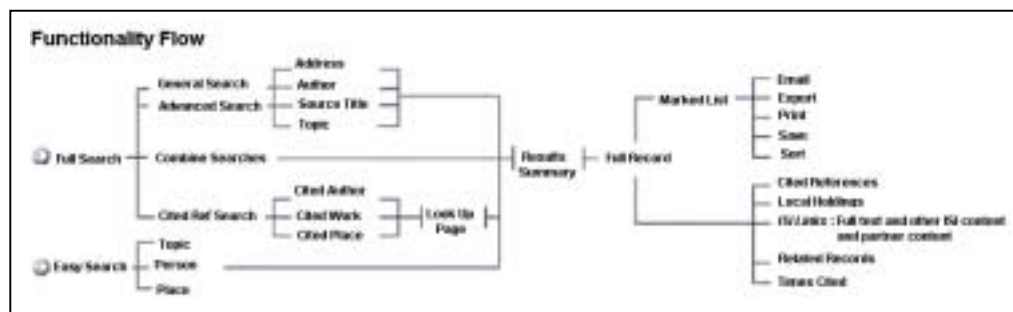
## Web of Science

**Web of Science** consists of three large multidisciplinary databases - **Science Citation Index**, **Social Sciences Citation Index**, and **Arts & Humanities Citation Index** - that may be searched singly or in any combination. Each database fully indexes the core journals in its general area, including research and scholarly articles, book and other reviews, editorials, letters, and biographical items.

The three databases also include the cited references, thus making it possible to search for cited authors or works.

Between them the three Citation Indexes index over 8,500 journals and contain more than 18 million individual records and they are updated weekly.

## Accessing Web of Science



Select Web of Science from the product list

Options of **Easy Search** or **Full Search**

## EASY SEARCH

With the **Easy Search** option you are allowed a maximum of 100 results from a search of the whole time span of the database.

- Click on the **Easy Search** button.
- Select the database(s) you wish to search by checking the appropriate box. If you don't check a box, then the default is to all the databases .
- Then choose either **topic** (subject), **person** (author, cited author, or person as subject), or **place** (address).

**Topic Search** This option enables you to search all the subject-related parts of the records - title, abstract, keywords - in the database.

- Enter a word, phrase or a *combination of words and/or phrases* that describes your subject in the box.
- Words and *operators* can be in upper or lower case.
- Select how you want your result presented.
- Click on the **Search** button.

### Person Search

Use this option to make a simple search for items by an author, items citing an author, or items about a particular person.

- Enter the person's name as shown on the screen. Use wildcards if you are unsure of the person's initials.
- Select how you want to search - author, cited author or about a person.
- Click on **Search** button.

### Cited Authors

These are the authors of items that have been referred to in the articles included in the database. You search for a cited author in order to see where his/her work has been quoted or referred to.

### Place Search

This option enables you to trace articles published by authors from a particular institution (a university, for instance) or from a particular geographic location (such as a town or postcode).

- Simply complete box, and click on the **Search** button.

## Displaying your results

Your search results are automatically displayed, in pages of up to ten at a time, in summary form - author(s), title, and source details - and in reverse order by date unless specified otherwise. Scroll down to see **the number of results your search has found** in the very bottom left hand corner of the display. Use the > and < buttons, which appear at the top and bottom of the display, to view more results. You are allowed to view up to a maximum of 100 results in **Easy Search**. For **Full Search** you are allowed to view 500.

Click on the title of an item to retrieve the full database record. As well as title, author(s), and source information, the display now includes document type, original language, number of *Cited References*, number of *Times Cited*, author addresses, and abstract and keywords if available. Search terms are highlighted.

At the top and bottom of the display are buttons to take you to **Previous** and **Next** full records, and back to the display of **Summary** records.

Click on **Cited References** to retrieve the list of works referred to in the article whose record is displayed, or on **Times Cited** to find those items in the database where it has been referred to. Any blue hypertext links in these displays will take you to records in the database. Click on the **Search Results** button at the top of the screen to return to your original search results. Some items will show a **Find Related Records** button. Related records are those which share at least one cited reference with the retrieved item. Articles that share the highest number of sources with the original article are listed first.

In **Full Search** you can use the **Sort Option** to re order your results. Sort options are *Latest date*, *Times Cited*, *Relevance*, *First Author*, and *Source Title*. The Sort option is available again on the **Marked List** page.

You may also see additional buttons for **Holdings** , **SFX**, **Full Text** and **JCR** which link to additional information about the record.

## Marking and Extracting records

To extract records from the database you must add them to the **Marked List**.

In the summary display, mark individual items by clicking on the checkbox. Use the navigational sections to proceed to the next page and finally click on the **Submit Marks** button on the final page to add the items to the marked list. Click on the **Mark Page** button to add all 10 records on the screen to the marked list or click on the **Mark All** button to add all hits (up to 100 limit) For **Full Search** the maximum is 500. In the full display simply click on the **Mark** button. As long as you do not delete your Marked List, you can add items to it at any time from any number of searches.

The **Marked List** button at the top of a display screen allows you to review the records you have collected. Click on a checkbox to remove an unwanted record from your output.

Use the **Select Sort Option** and **Select Fields** links to define output order and the information you require. Use the **Format for Print** button to preview your output.

Then choose how you wish to extract records:

- To print, select **Format for Print** and then click on your browser's Print button.
- To download to a local file, choose **Save to File** and then choose a filename and drive destination (A:/ for diskette, C:/ for the hard disk).
- To extract to a bibliographic software package, click on the **Export to bibliographic software** button, and follow instructions.
- To email results, select **Email**, enter your email address and click on the **Send Email** button.

## Starting a new search

Once you have extracted the records you want and you wish to begin a new search, click on the **Home** button and then choose **New Session**, which will clear your Search Forms, the Marked List and Search History.

You can return to the Search screen at any time by clicking on the **Return to Search** button available at the top of the screen. Click the **Date & DB Limits** button if you wish to change the year range and database selection. (Full Search - only) However, any search you now conduct will carry with it items already marked. If you wish to clear your Marked List click the **Clear Marked List** button.

## FULL SEARCH

On the first screen select the database(s) you wish to search. The default is to all the databases. But unless your topic crosses database boundaries it is best to select just one to restrict unwanted hits.

Select the time span you wish to search and, after scrolling down the screen, click on **General Search, Cited Ref Search or Advanced Search.**

Use **General Search, Cited Reference Search, or Advanced Search** to create new search sets. Search sets can be combined for set searching and saved as **Saved Histories.**

**Open Histories** can be chosen if you wish to open a previously saved history

### General Search

This option enables you to search by **Topic** (subject), **Author, Source Title, or Address** (of author), either singly or in any combination. The search boxes are linked by an *AND operator*.

Scroll down to set language and document type limits as necessary. Use **Ctrl + Enter** keys to highlight and select more than one language or document type.

Search terms and *operators* can be entered in lower or upper case.

#### Topic

Search terms can be single words or phrases. Use *wildcards* to cover variant spellings or to truncate words, *operators* to link individual search terms, and *brackets* to link groups of search terms.

Unless you check the **Title only** box, all subject-related fields - title, abstract, and keywords - are searched.

#### Author

Search for one or more authors following the example shown, using wildcards, operators and brackets as appropriate. If you are unsure of an author's initials, follow the space after the surname with a wildcard, i.e. KROTO \*.

#### Source

You can search for articles from a specific journal either by entering the full or the beginning of a title followed by the wildcard \*. Alternatively, copy and paste titles from the list offered.

#### Addresses

This option enables you to trace articles published by authors from a particular institution (a university or company, for instance) or from a particular geographic location (such as a town or postcode). Use the [Abbreviations list](#) link to check for standard abbreviations - UNIV is always substituted for university, for instance.

#### Reviews

You can restrict your search to reviews by setting document type as appropriate, checking the title box, entering a couple of keywords from [the title of the reviewed work](#) in the Topic box, and clicking on **Search**. Treat an author's surname as a keyword.

**Note: Displaying, Marking and Extracting records as described in Easy Search.**

## Cited Reference Search

This is used to search for articles that have cited a particular author or work.

- A search for a cited author will retrieve all cited items where the author is first-named, and also - if the cited work also appears as a full record in the database - those items where the author is not first-named.
- In searching for a cited author it is advisable to use a single initial followed by a wildcard where appropriate.
- If you are searching for citations to a particular journal, copy and paste the abbreviated title from the list offered.
- Search for patent citations by entering the patent number, without country code, in the Cited Work box.
- Click on the **Look Up** button.

The number of references matching your query is given at the top of the first results screen. Unless you have specified otherwise, the references are arranged alphabetically by cited work and presented in pages of ten. The display is made up of number of *hits* (how many times the work is cited in the database), author, abbreviated title, volume and page number if it is a journal article, and year of publication. Retrieve the source article(s) by checking the appropriate box and clicking on **Search**, or clicking on **Select All** and then **Search**. A series of dots indicates that the cited author is not first-named. e.g. . . . Jones MJ

### Advanced Search

**Advanced Search** enables you to perform sophisticated searches of using the **General Search** fields and set searching. Each search term in the **Advanced Search** query must be explicitly tagged with a field tag. Different fields must be connected with Boolean search operators. However, two or more words in a row following a field tag is considered a phrase. The SAME search operator cannot be used to combine different field tags.

Note: This page is designed for expert users wishing to perform complex searches.

Field Tag Key: TS=Topic TI=Title AU=Author SO=Source AD=Address

Enter search terms (using 2-character field tags) or set numbers (using #) combined with Boolean operators.

For example: TS=(nanotub\* SAME carbon) NOT AU=Smalley RE

The **Search History** table at the bottom of the page displays all the successful searches (General Search, Cited Reference Search, Advanced Search, and Combine Searches) that you ran during the current session. Search sets and set combinations are listed in reverse chronological order, with the most recent search query at the top of the table.

The **Search History** displays the:

- Number of the search query in the Set column (e.g., #1, #2, #3, etc.)
- Number of results retrieved in the Results column, along with a link that, when selected, takes you to the Search Results-Summary page
- Search terms of the query, type of languages and document types, index, and timespan selections in the Search History Column

The **Search History** offers a link called **View Lookup Selections**. This option lists the selected references for all Cited Reference searches conducted during your session.

Note: This is a view-only page that displays the primary author and does not contain any options found on the Cited Reference Lookup page.

## Combine Searches

You can combine your **General Search**, **Cited Reference Search** and **Advance Search** queries to further narrow your search records

For example, when you perform a **General Search** and a **Cited Reference Search**, each query will appear in the **Search History**.

From the **Search History**, you can perform a combination search by entering two or more search set numbers, along with a Boolean search operator (AND, OR, NOT), in the search text box.

Note: You must enter a number (#) sign before each set number in your query.

**Combine Search** Examples:

- Enter #1 AND #2 to find records in which your search includes search sets #1 and #2.
- Enter (#2 NOT #1) AND #3 to find records in which your search includes search sets #2 and #3, but not search set #1.
- Enter (#1 OR #2) AND #3 to find records in which your search includes search set #1 or search set #2, along with search set #3.

## Open Histories

If you have saved queries during a previous session from either the **Advanced Search** page or the **Combine Searches** page, then you can retrieve these queries and run them during the current session.

You can open and run a **Saved History** from three places:

- **Full Search/Date & Database Limits** page
- **Open History** button on the **Combine Searches** page
- **Open History** button on the **Advanced Search** page

After you open the history file, a two-column **Search History** table appears at the bottom of the page. The table lists all the search sets and set combinations in the history file.

To change the database limits or file depth before running the query, go to the **Full Search/Date & Database Limits** page. Choose the desired time span to run the query. Click the **Open Histories** button at the bottom of the page.

To open and run a saved history, follow these steps:

1. Enter the path and filename of the saved history, or use the Browse button.
2. Browse... will open your computer's File Upload dialog box. Find the folder where you saved the query, select the proper file, and click Open. This will enter the path and filename (e.g. C:\ ISI Saved Queries\glacier.wos) into the text box.

Note: **Displaying, Marking and Extracting** records as described for Web of Science Easy Search.

## ISI Proceedings

The ISI Proceedings indexes the published literature of the most significant conferences, symposia, colloquia, workshops, and conventions. It includes proceedings published in or as books, series, reports, journals, or as sets of pre-prints where they are the only publications from a conference.

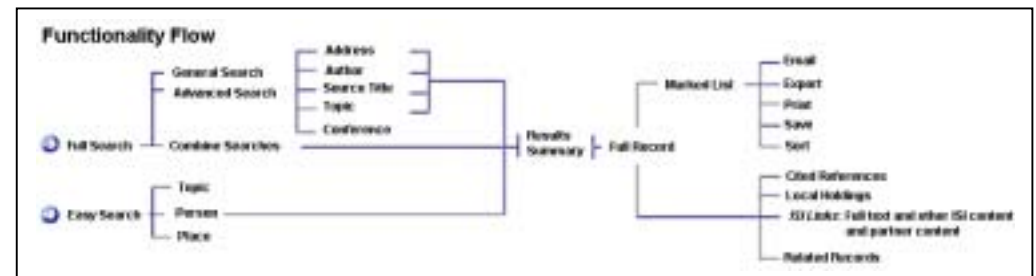
**Science & Technology edition** - covers about 10,000 conferences a year, gives access to 2 million papers from conference literature published since 1990.

**Social Sciences & Humanities edition** (n.b. additional institution subscription required) - covers about 2,800 conferences a year and gives access to over 200,000 papers from conference literature published since 1990.

Neither the full text of papers nor citation data are included. Thus, unlike its sister database, Web of Science, ISI Proceedings does not provide for citation searching.

Two search options are available. Easy Search provides a simplified way of searching for topics, persons, and places, returning a maximum of 100 results. Full Search offers the full range of search options, returning a maximum of 500 results.

## Accessing ISI Proceedings



Select ISI Proceedings from the product list

Search options of:

**Easy Search**, **TOPIC**, **PERSON** or **PLACE**. As for Web of Science Easy Search

**Full Search**,

**General Search**,

This option enables you to search by **Topic** (subject), **Author**, **Source Title**, **Conference Info**, or **Address** (of author), either singly or in any combination. The search boxes are linked by an AND operator. Searching is the same as for General Search in Web of Science with the addition of Conference Information field.

Conference Information

Search for papers from a particular conference by entering details, such as location, date or title, linked by AND in the search box.

**Advanced Search** As for the Web of Science.

With the additional Field Tag of CF=Conference

Note: **Open Histories** as described in WoS Full Search, **Displaying, Marking and Extracting** records as described for Web of Science Easy Search.