Web of Science

Web of Science (WoS) includes four large databases: Science Citation Index, Social Sciences Citation Index, Arts & Humanities Citation Index, and Conference Proceedings—these are known as the Core collection. Each database indexes the core journals in its disciplines. It does not include the full text of journal articles. The full text button will lead you to iGetit@Swansea which will check to see if we hold the article.

WOS also contains the citations from the articles indexed in the databases, so that it is possible to search for cited authors or works. Coverage is from 1970 with weekly updates; the conference database is from 1990.

Accessing Web of Science

Connect to Web of Science at: http://wok.mimas.ac.uk

- Click the purple Click here to access button.
- Login using your university username and password if you are at a PC off campus.
- Click the down arrow next to all databases and select Core collection.
- If you wish to limit your search to a particular date range, use the Timespan options towards the foot of the screen.
- More settings at the bottom of the screen will allow you to select particular subject database.

Topic Search

Topic search is the most useful when searching for a subject. This option enables you to search all the subject-related parts of the records—title, abstract, keywords—in the database.

1. Enter a word, phrase or a combination of words and phrases that describes your subject in the box. Anything you type can be in upper or lower case.
2. Click on the Search button.

Combining Search Terms

You can use Add another field if you prefer to have your terms on separate lines.

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Tel: 01792 295697 Email: library@swansea.ac.uk
Search Operators
Use the operators **AND**, **SAME**, **OR** and **NOT** to link together words or phrases. Use **AND** to increase the precision of your search. References must include all your search terms: e.g. *corruption and government*

Use **SAME** to narrow your search further. Your search terms must appear in the same part of the reference: e.g. *corruption same government*

Use **OR** to widen the scope of your search by including alternate terms or synonyms. References will include one or more of your search terms: e.g. *government or cabinet*

Use **NOT** to exclude terms from a search: e.g. *aids not hearing*

Bracketing Search Terms
WoS interprets the search operators in a fixed order of priority (regardless of the order they appear in your search terms): **SAME**, **NOT**, **AND**, **OR**.

Use brackets to construct more sophisticated searches and control the order in which different parts of your search strategy are evaluated. Search statements contained in brackets are carried out before those outside brackets: e.g. *corruption and (government or cabinet)*

The OR operations (in brackets) are performed before the AND operations.

Phrase searching
To search for a phrase enclose the phrase in double quotation marks (e.g. “south africa”).

Wildcards represent characters either in or at the end of a word.
* represents any number of characters, including none, and can be used to truncate words: e.g. ROBOT* will find records containing the words ROBOT, ROBOTS, ROBOTIC, ROBOTICS, etc.
It is also very useful for variant spellings. Thus COL*R will find COLOR and also COLOUR.
? is used to replace a single letter: e.g. WOM?N will find either WOMAN or WOMEN

Search history
If your search finds a large number of results you may wish to add in another term to narrow your search. You can use **search history** to do this without retyping your original search.

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For example, if the search above for safety and (ford or toyota or renault) found too many results, you might decide to focus on airbags or seatbelts.

Run a search for your extra terms then click on Search History. Use the tick boxes to select both searches and decide whether to combine them using AND or OR. Click the Combine button to carry out a search for both ideas.

Restrict search by languages and document types
Add another search field and select language or document type. Use Ctrl-click to select multiple items.

Displaying search results
Search results are displayed (10 at a time) in summary form - author(s), title, and source details. The number of results found can be seen at the top of the left hand column. Use the and buttons at the top and bottom of the display to view more results. Click the title of an item for the full record, including abstract if available. Search terms are highlighted.

Times cited and view related records are clickable links which will take you to articles which cite or are cited by the one you are viewing and also related records.

Refining results
On the results list pages you can limit your results in various ways by using the options in the Refine Results area on the left of the screen. For instance, you can limit your results to a particular subject area.
A new refine option has been added for Open Access material which is freely available online. You would click Yes then Refine to see only free material.

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**Marking and extracting records**

Records from Web of Science can be saved, printed, e-mailed to yourself or exported to a reference management package such as Endnote. You can mark selected records on a page for output by clicking in the checkboxes.

If you want to save more than just a few references click the Add to marked list button. When you are ready to output the records click **Marked List** in the dark part of the top of the screen to go to your saved records.

The system defaults to giving you a basic reference when you print or email. If you would like a different option, e.g., if you wish to include the abstract, check the box to include that option.

To **print** use - Web of Science will format the references in a suitable format to print. You will need to use the print button from your web browser to print them.

Use **email** to send the references to your e-mail address.

- To **save** – use the drop down arrow to select other File Formats.

  ![Save to EndNote online](Save to EndNote online)

**Export to Endnote or EndNote online**

Up to 500 records can be output at one time.

**Logging off**

When you have finished your session, click **Logout** (under Sign in near the top right of the screen).

**Help**

Clicking on **Help** near the top right of the screen will present context sensitive Help screens at all times. If you need further help, contact your subject team.

**Finding The Full Text Of Articles**

![iGetit@ Swansea University](iGetit@ Swansea University)

This iGetit button will check Swansea holdings.

If we don't stock a journal, it may be possible to obtain a print copy for you via the Document Supply service.

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