Web of Science: quick start guide

Web of Science is a multidisciplinary database covering science, social science and arts and humanities. It includes details of articles from over 12,000 high impact journals and over 160,000 conference proceedings.

Getting started

1. Go to the Library homepage at http://library.leeds.ac.uk or to the Learn tab in Minerva
2. Type Web of Science into the Library search box
3. Find the Web of Science database in the results and click on the link
4. Enter your University username and password when prompted
5. You are now at the Web of Science homepage.

Searching Web of Science

Follow the principles of effective keyword literature searching to find relevant results within the Web of Science database: https://library.leeds.ac.uk/downloads/download/54/keyword_search_improving_your_results

Your search results

You will now have a list of results relating to the search terms you have entered.

1. Refining results

You can refine your results using the extensive criteria on the left-hand side tab. These include, but are not limited to, the following: Publication Years; Document Types; Web of Science Categories; Authors; Affiliations.
2. Search within your results

If you have a large number of results, you can narrow your search by entering additional keywords in the search within results for box on the left-hand side of the results screen.

3. Analyzing

The Analyze Results tool provides a visual guide of the criteria available in the ‘Refine results’ tab. It can help provide a useful overview of the variety of results your search has generated.

1. Click Analyze Results at the top right of your results page

Change the field by which you want to analyse your results by clicking different options on the left-hand menu (e.g. Funding Agencies, Authors, Source Titles etc.)

Getting full texts

Click on the Full text at Publisher button displayed above an item in your results list to view the full article. If this link is not available, clicking Check@Leeds opens a new window that searches the Library’s catalogue for the result.
Getting help

Click on the question mark icon in the bottom right-hand corner of the Web of Science search screen. You will see a number of options, including ‘Guided tours’, ‘Training’, ‘Suggest a feature’ and ‘Help & contact us’.

You can also contact Library enquiries: http://library.leeds.ac.uk/enquiries

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