

# Web of Science: quick start guide

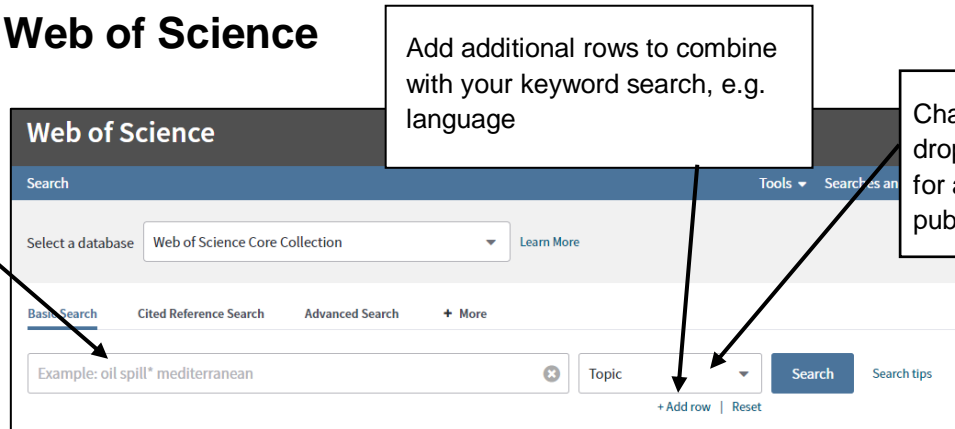
Web of Science is a multidisciplinary database covering science, social science and arts and humanities. It includes details of articles from over 12,000 high impact journals and over 160,000 conference proceedings.

## 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 **Web of Science** in the results list 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

For a keyword search, enter your search statement in the search box



Add additional rows to combine with your keyword search, e.g. language

Change the option in the drop down box to search for a particular author, publication, etc.

You can select particular date ranges or subject areas to search by using the **Timespan** and **More Settings** options at the bottom of the search screen.



## Refining your results

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

### 1. Sorting

From the drop-down menu at the top of the results page, you can sort your results by:

**Publication Date:** the default sort option

**Times Cited:** the number of times a work has been cited by other authors

**Usage Count:** the number of times users of the database have accessed a work

**Relevance:** the number of times your search terms appear in the record

**More:**

**Recently Added:** the date when a work was entered into the database

**Usage Count:** the number of times users of the database have accessed a work in the last 180 days

**First Author:** alphabetical by author surname

**Source Title:** alphabetical by source (e.g. journal) title

**Conference Title:** conference at which the paper was presented.

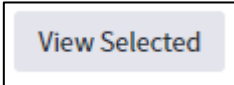
### 2. Search within your results

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. Analysing

The **Analyze Results** tool can help you find out which **author**, **institution** or **journal** is best for your subject area:

1. Click **Analyze Results** at either the top right, or, very bottom left hand side of your results page
2. 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.)
3. Select the records you would like to see by checking the boxes next to the field names and clicking

View Selected

on

4. You can sort your analysed results further if necessary by repeating the process from step 1. above.

## Getting full text

You can click on the **Full text from Publisher** button displayed below an item in your results list to view the full article. If this link is not available, clicking **Check@Leeds** opens a new window (shown below) that searches the Library's Classic Catalogue for the journal.

The screenshot shows a search result for the article "The potential demand for a urban freight consolidation centre" by Marcucci, Edoardo. The interface includes a "View the article online" button, a "Reference details for the article" section, and a "View the copies the Library has in print" section. A callout box explains that to double-check if the library has a particular item, one should search the Library's Classic Catalogue. Another callout box points to the "Leeds University Library Catalogue" link, stating that sometimes direct linking fails and users should search for the journal in the catalogue.

View the article online

Results from Check@Leeds

**The potential demand for a urban freight consolidation centre**  
Author: Marcucci, Edoardo. Published in: TRANSPORTATION, v. 35 no. 2, pp. 269-284 Date: 2008

On-line full text articles  
Find this article at [SpringerLink](#)

HOLDINGS 01-01-1997 -

Leeds holds some volumes of this title in print format  
Click [Leeds University Library Catalogue](#) to view details

the catalogue  
Sometimes direct linking fails - click here to search for the journal in [Leeds University Library Catalogue](#)


Reference details for the article

View the copies the Library has in print

To double check whether the Library has a particular item, search the Library's Classic Catalogue.

## Citation searching

If you have found a useful article, a cited reference search can help you find other research that has referred to that original article. This is a very effective way to find papers on the same or similar subject and to discover how a known idea or innovation has been confirmed, applied, improved, extended or corrected.

1. From the Web of Science homepage, select **Cited Reference Search** from the drop-down menu next to **Basic Search**
2. In the **Cited Author** box, enter the name of the cited author in the format shown on screen
3. Enter the journal title in the **Cited Work** box (using the abbreviated form given in the **journal abbreviation list**), and/or the date of publication in the **Cited Year(s)** box
4. Click on **Search**
5. Tick the boxes next to all the listed variations of the paper's title (papers can be wrongly cited by other authors) and click on 

## Getting help

- Click on the **Help** link in the top right-hand corner of the Web of Science search screen
- Contact Library enquiries: <http://library.leeds.ac.uk/enquiries>