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. Login to Minerva and go to the Learn tab
2. Type Web of Science into the Search@Library box
3. Find Web of Science in the results list and click on the link
4. Click on the Web of Science -- Thomson Reuters link on the following page, then enter your University username and password when prompted
5. You are now at the Web of Science homepage.

Searching Web of Science

Enter your search statement in the search box for a keyword search.

Add additional fields to combine with your keyword search, eg 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
- **Recently Added**: the date when a work was entered into the database
- **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
- **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** tool can help you find out which **author**, **institution** or **journal** is best for your subject area:

1. Click **Analyze Results** on the very bottom left-hand side of your results page
2. Select the field by which you want to analyse your results and click on **Analyze**
3. Select the records you would like to see by checking the boxes next to the field names and clicking on **View Records**
4. You can sort your analysed results further if necessary by using the **Sort by** drop-down menu at the top of the results page.
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.

Saving, printing and emailing records

On your results page, check the boxes next to the references you want to save, print or email. Click on the relevant option at the top of the results list and follow the on-screen instructions.

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 Finish Search

Getting help

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