The Web of Science consists of citation databases in social sciences, arts and humanities. Multidisciplinary content covers scholarly journals, conference proceedings, books, book series, and more.

How to Access

Basic Search

1. Enter the keyword

2. Click the drop down menu to select the Search Field

3. Click the Add Another Field link to add more search fields to the Search page.

4. Click Search

5. Use the Timespan options to specify the time period

6. Select collection (SSCI or AHCI). Turn on or off the Auto-Suggest Publication Names feature. Use this feature to find a specific journal or to find related journal names as you type.

Search Tips

<table>
<thead>
<tr>
<th>Operator</th>
<th>Example</th>
<th>Find records that contain …</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>theory AND practice</td>
<td>both terms</td>
</tr>
<tr>
<td>OR</td>
<td>theory OR conception</td>
<td>either term or both terms</td>
</tr>
<tr>
<td>NOT</td>
<td>theory NOT conception</td>
<td>the word “theory” but not “hypothesis”</td>
</tr>
<tr>
<td>“…”</td>
<td>“knowledge economy”</td>
<td>exact phrase</td>
</tr>
<tr>
<td>*</td>
<td>child*</td>
<td>all words starting with “child”, e.g. child, children, childhood</td>
</tr>
<tr>
<td>?</td>
<td>wom?n</td>
<td>? represents one character, e.g. woman, women</td>
</tr>
<tr>
<td>$</td>
<td>colo$r</td>
<td>$ represents one or zero characters, e.g. color, colour</td>
</tr>
</tbody>
</table>
How to access Author Search/Cited Reference Search/Advance Search

1. Click all Databases and choose all, or select one or both databases from the pull down manual.
2. Click Basic Search and select a search option: Author Search, Cited Reference Search and Advanced Search.

Author Search

1. Click the Author Search and enter the last name of the author in the Last Name / Family Name field
2. Click the Add Author Name Variant link to display another row of the Last Name and Initials fields. This feature allows you to search for multiple author name variants. You can search for up to five author name variants
3. Click Finish Search to start
Cited Reference Search

Search for articles that have cited a previously published work. Fields are combined with the Boolean AND operator.

1. Enter the name of the primary cited author. You can also enter the name of a secondary author.
2. Enter the abbreviated journal title of a cited work. Join multiple titles with the search operator OR (e.g., J Educ Policy or J Educ Psychol).
3. Click Search.
4. On the cited reference list, click the checkbox(es) to select the reference(s).
5. Click Finish Search.

Advanced Search

1. Use 2-character tags, Boolean operators (AND, OR, NOT), parentheses (…), and query sets to create your query. e.g., TI=(glob*)
2. To restrict your search, select one or more language and document types.
3. Click Search.
Search Result Display

1. Use Refine Results to narrow down your search by entering additional search term(s).
2. Select from the filter options and click Refine to narrow down the search.
3. Click the sort results in different order (default Publication date -- newest to oldest).
4. Click the checkbox(es) and then click Add to Marked List to mark record(s) for printing, saving, or exporting.
5. Click on the title to view the full record.
6. Click to check availability of full text.
7. Click the View Abstract button to view the abstract.

8. Click Create Citation Report to generate citation statistics for search results.
9. Click **Analyze Results** to analyze field data. This feature extracts data values from a selected field, and produces a report showing the values in ranked order.

**Full Record Display**
1. Click **Author(s)** link to find articles by the same author.
2. Click **Journal Citation Report** to view the journal’s Impact Factor for the past 5 years in Journal Citation Report.
3. Click **Cited Reference** to view a list of records cited by the document whose title appears at the top of the page.
4. Click **View Related Record** to view a list of records that cite at least one document cited by the parent record identified at the top of the page. **Related Records** are ranked according to the number of references they share with the parent record.
5. Click the **View Citation Map** link to go to the Citation Map start page where you can begin to create your Citation.
6. Click to register for receiving e-mail alerts when someone cites this article.
7. Click to check availability of full text.
8. Click to print/E-mail/Save/Export this record.
Search History

1. Click **Search History** at the top of the screen to display a table showing the searches made. Search sets are listed in reverse order.
2. Click the checkbox of search set that you want to combine.
3. Click the **AND** or **OR** button.
4. Click the **Combine** button to search.

View/Print/Save/E-mail Marked Records

1. Mark any records on the Results list.
2. Click **Add to Marked List**.
3. Click **Marked List** at the top of the Results page.
… Cont’d
4. Select records to be included in the output.
5. Select the fields of the record and then output to destination.
6. Select destination, either to print records, e-mail records or output to RefWorks etc. (regarding how to export the records to RefWorks, please go to http://lib.ied.edu.hk/refworks webpage)

Personalized Profile
It is a personal folder to allow you to save your search results, set up citation alerts and add reference to RefWork or EndNote.

1. Click Sign In from the pull down manual to get access your account
2. Input the email address and password
3. Click Sign In to start
4. Click on the box and then automatically sign in every time you access Web of Science.
5. Click Register to create a new account if you are first time user.
6. Input the E-mail address and click Continue to create the new account
7. Press the Log Out button to quit your personal account

Note: Arts & Humanities Citation Index (1992 -2011) is also available in MMW Library CD Standalone Station. Please enquiry at the Information Counter.