

Citation indexes allow researchers to trace the impact of an article upon later publications. Besides including the bibliographic information about an article (author, article title, journal title, date, etc.), citation indexes also provide each article's references or bibliography (the list of sources cited). The database then links papers together using these citations, allowing the researcher to see both the references an author has used as well as other authors who later cited this article in their own papers. The Institute for Scientific Information (ISI) *Web of Science* database consists of three citation indexes covering the years 1980 to the present. Additional years are available in print editions in the Carlson Library Reference Collections.

- [Arts & Humanities Citation Index](#) Print editions available from 1975 to 1980
- [Social Sciences Citation Index](#) Print editions available from 1956 to 1980
- [Science Citation Index](#) Print editions available from 1955 to 1980

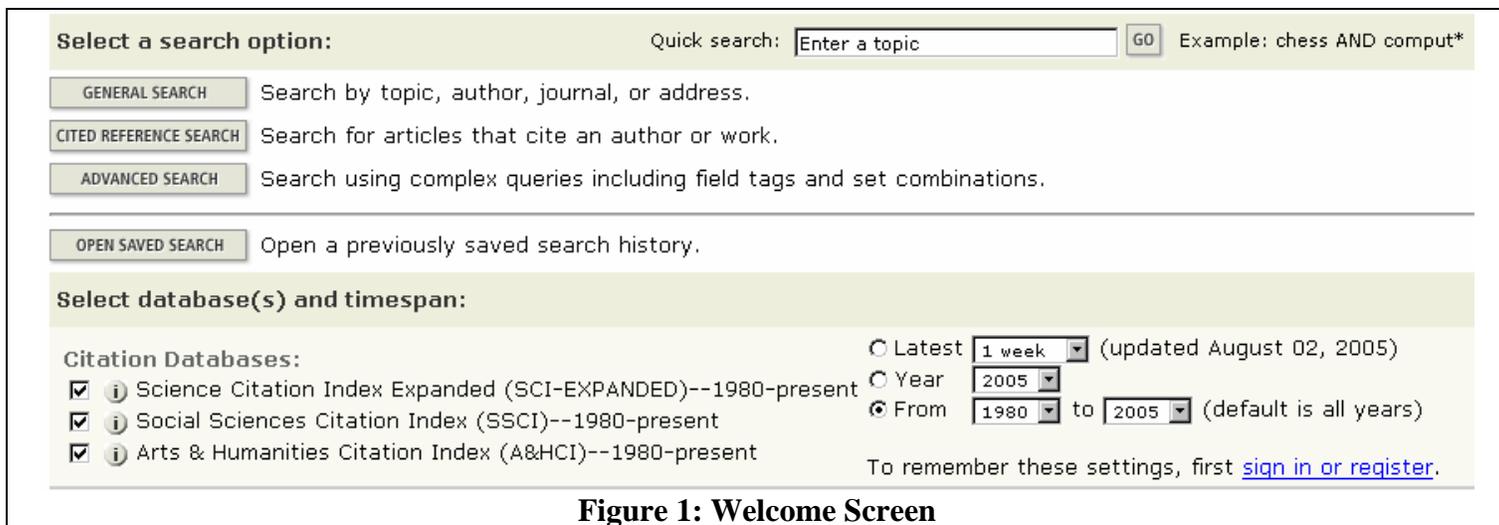
### CONNECTING TO ISI CITATION INDEXES:

From Carlson Library's homepage <http://library.utoledo.edu> you can connect to the Research Databases "by Name" using any of the names above. Off-campus users must authenticate using their name and UT ID number.

### BEGINNING A SEARCH:

To begin a search, select one of the search options listed in Figure 1 (General Search and Cited Reference Searches are described in detail below). You may also enter a simple topic search in the **Quick Search:** box on this screen.

Each of the citation databases can be searched separately, or you can search them together, which is the default option. You will be searching for documents from 1980 to present unless you change the time span options.



The screenshot shows the ISI Web of Science search interface. At the top, there is a "Quick search:" field with a text input box containing "Enter a topic" and a "GO" button. To the right of the "GO" button is an example search: "Example: chess AND comput\*". Below this is a section titled "Select a search option:" with four buttons: "GENERAL SEARCH" (Search by topic, author, journal, or address.), "CITED REFERENCE SEARCH" (Search for articles that cite an author or work.), "ADVANCED SEARCH" (Search using complex queries including field tags and set combinations.), and "OPEN SAVED SEARCH" (Open a previously saved search history.). Below this is another section titled "Select database(s) and timespan:". Under "Citation Databases:", there are three checked checkboxes: "Science Citation Index Expanded (SCI-EXPANDED)--1980-present", "Social Sciences Citation Index (SSCI)--1980-present", and "Arts & Humanities Citation Index (A&HCI)--1980-present". To the right of these are radio buttons for "Latest" (selected), "Year", and "From". The "Latest" option has a dropdown menu set to "1 week" and the text "(updated August 02, 2005)". The "Year" option has a dropdown menu set to "2005". The "From" option has two dropdown menus set to "1980" and "2005" with the text "(default is all years)". At the bottom right of this section is the text "To remember these settings, first [sign in or register.](#)".

Figure 1: Welcome Screen

### GENERAL SEARCH:

The **General Search** page enables you to search through current publications (1980-) by topic keyword, by specific authors, in certain journal publications, or even by author's address. The ISI databases cover very broad subject areas and are particularly good for multi-disciplinary topics.

To perform a **General Search**, enter your search terms separated by the appropriate operators (AND, OR, NOT, and SAME) in at least one of the blanks and click search. AND is used to find records with all terms entered, OR will find records with either term, NOT will find those that exclude a specific term, and SAME will find records with two or more words in the SAME part of the record (e.g., 'deviance SAME defiance' finds records where both deviance and defiance are in the Title, or both in the Abstract, or both in the keywords.)

Enter terms or phrases separated by the operators AND, OR, NOT, or SAME, and then press SEARCH. The search will be added to the search history. [[>> View your search history](#)]

SEARCH CLEAR

**TOPIC:** ⓘ Enter one or more terms. Searches within article titles, keywords, or abstracts.

*Example:* neural network\* AND ozone ([More examples](#))

|ethic\* AND genetic engineering|  Title only

**AUTHOR:** ⓘ Enter one or more author names (see [author index](#) ⓘ).

*Example:* O'BRIAN C\* OR OBRIAN C\*

|FREAKE D\*|

Information icon leads to a tutorial.

**GROUP AUTHOR:** ⓘ Enter one or more group names (see [group author index](#) ⓘ).

*Example:* CERN

|

**SOURCE TITLE:** ⓘ Enter full journal titles (see [full source titles list](#) ⓘ).

*Example:* Cancer\* OR Journal of Cancer Research and Clinical Oncology

|

**ADDRESS:** ⓘ Enter abbreviated terms from an author's affiliation (use [abbreviations help](#)).

*Example:* Yale Univ SAME hosp

|

Restrict search by languages and document types:

All languages	All document types
English	Article
Afrikaans	Abstract of Published Item

SEARCH CLEAR

**Figure 2:General Search Screen**

**Searching By Topic:** the database will search for the words and phrases you enter in the Abstract, Title, and Keywords of the each record. Use an asterisk (\*) at the end of a word fragment to find variations on the word, for example, **ethic\*** will find ethic, ethics, ethical, or ethically.

- Enter **ethics AND genetic engineering** to find records that contain both ethics and genetic engineering. Be aware that one word may be in one Topic field and the other in a different Topic field in the same record, use SAME to find them in the same field
- Use the checkbox to the right to find the words only in the Title (not in abstracts or keywords).

**Searching By Author/Group Author:** Enter the last name first, followed by a first initial (if known) and asterisk (\*) to truncate the search. You may also enter last names without initials. To browse author names alphabetically, use the Author Index or Group Author Index. For example:

- **FREAKE D\*** finds FREAKE D, FREAKE DL, FREAKE DBL, and so on.
- **FREAKE DM\*** finds FREAKE DM and FREAKE DMS, but would not find FREAKE DL.
- A Group Author is an organization or institution that is credited with authorship of an article by the source publication. For example: **PANCREATIC TRIALS\*** finds PANCREATIC TRIALS and PANCREATIC TRIALS TEAM

**Searching By Source Title:** When searching for a Source Title (i.e. a Journal Title), enter a full or truncated source title. Click the Full Source Titles List link to look up specific titles in the Source Index.

- You can browse for titles by entering the start of a title and jumping to that point in the alphabetical list
- Or, you can put in part of a title (using truncation) to search for that word anywhere in a journal title.

**Searching by Address:** When searching by **Address**, enter an institution and/or place name for an author. Using the [abbreviations help](#) link will open a list of commonly used address terms and their abbreviations.

You may restrict your search to certain languages or types of documents (article, book review, editorial, etc.) using the drop down menus at the bottom of the General Search screen.

## SEARCH RESULTS:

The screenshot displays a search results interface. At the top, it indicates "55 results found (Set #1)" and "Records 1 -- 30". A navigation bar includes a "Go to Page:" field with "1" selected, "of 2" pages, and a "GO" button. Below this are navigation arrows and a page indicator "[ 1 | 2 ... ]". A note states: "Use the checkboxes to select individual records for marking, then click Submit to add them to the Marked List." The results list contains three entries, each with a checkbox, author names, a title link, journal information, and a "Times Cited: 0" count with a "Find It!" button. The control panel on the right includes a "Sort by:" dropdown set to "Latest date" and a "SORT" button. The "Mark:" section shows "[0 articles marked]" and options for "Selected records" (selected), "All records on this page", and "Records [ ] to [ ]" with a "SUBMIT" button. Below this is a note: "You can print, save, export, e-mail, and order records after adding them to the Marked List. (The list can hold 500 records.)" The "Analyze Results:" section has an "ANALYZE" button and a note: "View rankings and histograms of the authors, journals, etc. for this set of records. (Up to 2,000 records at a time.)"

**Figure 3: Search Results Summary**

Search results will be displayed with the newer records first, with 30 records per page. Use the **Sort by:** dropdown menu to change the order displayed. Basic information of authors, title, and full citation information is shown on the summary screen, along with a link to **Find It!** using OhioLINK's OLinks service. You can navigate through multiple pages of results by clicking on the arrows at the top and bottom of the result screen.

Clicking on a title will bring up the full record for a result, listing the above information, plus an abstract, if available. You will also see a link to the **Cited References** (essentially, the work's bibliography in alphabetical order), and **Times Cited**, where you can find new articles that cite this one. Additionally, you can **Find Related Records** that cite some of the same articles used by the current article. The **Create Citation Alert** button will allow to you receive an e-mail message when the particular article is cited in the future.

## MARKING, PRINTING, SAVING, & EMAILING:

You may mark desired records for exporting to disc, a printer, email, etc. When viewing a list of results, click the box to the left. Or, on the right of the Search Results Summary screen will be an option to mark all records on the current page, or to specify which record numbers to mark. When viewing an individual record, there should be a button labeled "MARK" on the right side of the screen.

Click on the Marked List button at the top of any page to see your list of marked records. From the Marked List screen you can choose how much information to include, and how you'd like to export the record. Format for Print will display the records in your web browser, Save to File will save them to your computer, Export to Reference Software can be used with bibliographic management software. To the right, you can enter an e-mail address to export your marked records in that format.

## SEARCH HISTORY:

After you have performed any search you can use AND, OR, or NOT to combine the results of these searches by clicking on the Search History button at the top of most database screens. You can also use the Search History to save searches to be run later, or to have them run periodically with results e-mailed to you.

## CITED REFERENCE SEARCH:

**Cited Reference** searching allows you to navigate forward and backward through the journal literature to uncover information relevant to your research. By treating the cited references in published articles as "access points", a **Cited Search** allows you to: (1) discover who has cited a particular author or work; (2) find new, unknown information based on older, known information; (3) map scholarly impact and influence.

Figure 4. illustrates a few of the tricks to performing a successful **Cited Reference Search**. Not all information needs to be entered. You can search by just Author, for example, if you are not interested in a specific work.

Find the citations to a person's work by entering the person's name, the work's source, and/or publication year. [View our Cited Reference Searching tutorial](#)

**CITED AUTHOR:** Enter the name of the cited author (see [cited author index](#) ).  
*Example: O'BRIAN C\* OR OBRIAN C\**

**CITED WORK:** Enter the abbreviated journal/book title in which the work appeared, a patent number, or another work (see [cited work index](#) or [view the Thomson ISI list of journal abbreviations](#)).  
*Example: J Comput Appl Math\**

**CITED YEAR(S):** Enter year, or range of years, the cited work was published.  
*Examples: 1943 or 1943-1945*

**Figure 4: Cited Reference Searching**

The **Cited Author** is usually the first author listed for a book, article, etc. Use an asterisk (\*) after the first initial to find articles where the citing document's bibliography omits the author's middle initial(s).

The **Cited Work** is an abbreviated title (unlike in the General Search, above, where the full title is used). The cited work index will list standard abbreviations, but many items may be abbreviated differently by citing authors. Note that abbreviations for book titles, in particular, show much variation, so you should truncate your best guess and browse through the results for all possibilities.

Finally, the **Cited Year(s)** are the year or years that the work was originally published. Even though the results will only include citing journal articles from 1980 forward, the original work can be published before 1980.

**CITED REFERENCE INDEX** Go to Page:  of 2

References 1 -- 20 |<< << [ 1 | 2 ] >> >> |>

or select specific references from the list.  
 When desired references have been selected from all pages, click FINISH SEARCH to complete your search.

Select	Times Cited**	Cited Author	Cited Work	Year	Volume	Page	Article ID	View Record
<input type="checkbox"/>	1	WEST M	NATURE	2001	418	833		
<input type="checkbox"/>	7	WEST M	NATURE	2001	413	833		<a href="#">View record</a>
<input type="checkbox"/>	2	WEST M	NATURE	2001	25	833		
<input type="checkbox"/>	1	WEST M	NATURE	1994	369	113		
<input type="checkbox"/>	341	...West M	NATURE	1986	321	435		<a href="#">View record</a>
<input type="checkbox"/>	1	WEST MA	NATURE	1994	399	147		
<input type="checkbox"/>	1	WEST MA	NATURE	1994	369	120		
<input type="checkbox"/>	302	WEST MA	NATURE	1994	369	147		<a href="#">View record</a>

**Figure 5: Cited Reference Index**

Be sure to look for variations in citation due to errors in citing documents. For example, the first two entries above likely refer to the same article, but one citation has an incorrect volume number. Select citations of interest, then **Finish Search>>** to find all citing articles. Note: Times Cited refers to total times cited since publication, while your results may only reflect citing articles published from 1980 forward.

For further information on using ISI's *Web of Science database*, especially advanced features not covered in this document, please contact a reference librarian at [AskIt@utnet.utoledo.edu](mailto:AskIt@utnet.utoledo.edu) or by phone at (419) 530-2325. Additional help is available from the Help button on every database page, or the Tutorial button at the bottom of the Search selection page.