

USING SCIENCE CITATION INDEX/SOCIAL SCIENCE CITATION INDEX

Science Citation Index (SCI), Social Sciences Citation Index (SSCI), and Arts & Humanities Citation Index (A&HCI), which are produced by the Institute for Scientific Information (ISI), are unique among indexes. These databases, accessed through the **Web of Science** interface, cover 1980-present and are updated every Friday. In addition to providing access to source documents like traditional indexes, they also provide access to references cited by these source documents. SCI covers journals in clinical medicine, preclinical sciences, physics, chemistry, and other sciences. SSCI covers nursing, allied health fields, education, psychology, and other social sciences.

The *Journal Citation Reports* (JCR) is a document developed from these databases and provides data such as impact factor for journals indexed by the databases. To access the JCR from the Library's web page (<http://www.utoledo.edu/library/mulford/>), click on the **Databases by Name** link, and click on the link for **Science Citation Index**. Next, click on the **Additional Resources Tab**, then the **Journal Citation Reports** link.

General Information

- If assistance is needed, contact a library staff member. From home or office, you can get help by contacting Mulford Reference Assistance by calling 419-383-4218, sending email to MulfordReference@utoledo.edu, or by accessing instant message reference from <http://www.utoledo.edu/library/mulford/resources.html>. Reference appointments can also be requested.
- Extensive online help is available from within the database. Click on the **Help** button.
- These databases can be accessed from the Library's web page (<http://www.utoledo.edu/library/mulford/>). Click on the **Databases by Name** link, and browse alphabetically by the title of the database.
- The databases can be accessed from on or off-campus. Off campus users must be registered with the Mulford Library. (If you need to check on the status of your library registration, contact the Service Desk at (419) 383-4225.)

Search Options in SCI and SSCI

By default, all three databases are searched at the same time; below the **Current Limits** heading you can deselect the databases that are not desired and select the time period desired.

Click on the desired tab to run one of the following searches:

Search	Use this option to search by topic, author, group author (such as an organization), publication name, and address (author affiliation).
Cited Ref	Use this option to search for articles that have cited a particular journal article or book. Fill in as much information as you know and click on Search
Advanced	Use this option to search with field labels (to limit the search to a particular field, like author or journal). See online help for more details
Saved History	To run a saved query, from the Search History tab, click on the Open Saved History button.

See the sections below for more information about the different types of searching.

General Search

The general search options allow searching of source documents (articles from source journals). Search options include searching by:

Topic	Keyword search of the article title, keywords, or abstract. Because SCI has no subject headings, remember to search for all possible synonyms and spellings.
Author	Author search; use the format <i>lastname i</i> , where <i>i</i> is the initial of the author's first name. If the middle name is known, include that initial as well. For a comprehensive search, consider using an asterisk to truncate the name: <i>lastname i*</i> . This will retrieve all articles by I. Lastname, no matter what the middle name is. Also consider using the author index to select name variations.
Group Author	Use this option to search for corporate authors: organizations, task forces, committees, etc.



Title Enter words from the journal title, or select from the [Publication Name Index](#).
Address Author affiliation. There are many common abbreviations in this field; check the [abbreviations list](#).

Below the search fields, there are options for limiting (language and document type). The database supports the following search options to allow for more powerful searching:

Truncation Use an asterisk (*) for zero- and multiple-character truncation (i.e. echocardiogram* searches for echocardiogram and echocardiography). Use a question mark (?) for single character truncation (i.e. wom?n searches for women and woman). These symbols can be used together, if necessary, and in any search field.

Operators Common operators are available in SCI/SSCI:
AND to narrow results to items found in two or more search sets
OR to combine synonyms
SAME terms must be in the same sentence, in any order
" " operators can be nested using quotes

Terms that are entered without operators are searched with implied adjacency. That is, a search such as *myocardial infarction* will be searched as those two words, side by side.

After making selections and typing in terms, hit the **Search** button on the bottom of the screen.

Cited Reference Searching

Cited reference searching makes SCI and SSCI unique among databases. To identify articles that have cited a particular paper or book, follow these steps:

1. Because citations in reference lists are often incorrectly cited, it's important to search with as little information as possible, such as author name and cited work:

Author Enter the first author, last name first, followed by a space, the first initial, and the truncation symbol (asterisk): *gould s**, or click on the [cited author index](#) link (the magnifying glass icon).

Cited Work For a journal title, use the list provided (click on [Journal Abbreviations List](#)) to find the correct abbreviation. For a book title, browse the [cited work list](#) (the magnifying glass icon to the right of the search box), remembering to look for variations in the abbreviated title (include all variation in the search). When using these indexes, click on the **Add** icon beside the abbreviation to search, then click on the **OK** button at the bottom of the page to add the selections to the search page.

Cited Year The cited year is one of the most commonly incorrect parts of a citation. Do **not** search by cited year unless it is absolutely necessary to narrow the search.

2. Click on **Search**.
3. From the list provided, select all those that might be the citation in question. Look for variations in the cited author name, cited work, volume number, the page number, and the year. A good example of an incorrectly cited article: Search for references citing D.R. Cahoon's 1992 article in *Nature*, "Seasonal distribution of African savanna fires."

Author *cahoon d**

Cited Work *nature*

The results:

Cited Author	Cited Work	Volume	Page	Year	Hits
cahoon dr	nature	359	812	1992	137
cahoon dr	nature	359	813	1992	7
cahoon dr	nature	35	812	1992	1
cahoon dr	nature	359	812	1991	1

All three of these extra “variations” refer to the same article. The first citation, with 137 citing works, is the correct one. (Because it is one of the source articles contained in SCI, it is linked to that source record.)

4. To the left of each citation, there is a **Select** box. Click the box next to each citation that is correct or that seems to be referring to the correct citation. (If all that is needed is the number of times a given article was cited, simply add up the number of hits for all relevant variations.)
5. If desired, set limits and sort options (languages and document types) at the bottom of the page.
6. Click on the **Finish Search** button to find the articles that cited the article in the years selected in step 4.

To find cited references for years earlier than SCI, use the print version of SCI (located in the Reference Collection), which goes back to 1955. The Mulford Library does not have back issues of SSCI in print. The Carlson Library on Main campus and Bowling Green State University are the closest libraries with SSCI in print.

Using the Indexes

The citation indexes have indexes to assist with some types of searching: author, group author, cited author, cited work, and source title. From any of the search modes (**Search**, **Cited Reference**, or **Advanced Search**), the links to the indexes will be next to their corresponding search types. For example, next to the **Author** search box is the **Author Index** (found by clicking on the magnifying glass icon). When you click on the magnifying glass icon to get to the index, there are two options for browsing: clicking on the appropriate letter, or typing the first few letters of the name/title to jump to that location in the list. Click on the **Add** button next to each name/title that you’d like to include in the search. The selected terms are added to the field at the bottom of the page. Click on the **OK** button at the bottom of the page to enter the search into the search form and continue constructing the search.

Combining Simple Searches to Create Complex Searches

One of the features of the database is the search history, with which you can combine simple searches into more complex searches. To view the search history, click on the **Search History** tab at the top of the page. Click next to the searches to combine, then select **AND** or **OR** (see descriptions on page 2). Then click on the **Combine** button. To view the results of the combined search, click on the link in the results column next to the combined search. On the search history page, sets can also be deleted and search histories saved to be run again at a later date.

After completing one search, there is a **Refine Search** option on the left side of the results page to run a search for another topic within the results. Using this option does not run a separate search for the second topic that can be separately combined later. The **Refine Search** menu also allows you to refine your search by subject areas, document type, author, titles, publication years, institutions, languages, and countries.

Analyzing Search Results

Another feature of SCI/SSCI is the ability to analyze search results. Analyze allows you to select a field, then run a report that ranks the results according to the selected field. For example, you may search for articles on the use of statins in patients with cardiovascular disease. You can then analyze the results by author to find which authors have published the most on the topic. To analyze search results, click on the **Analyze Results** link at the top of the page. Select the desired options:

Field	Fields available for analysis: AUTHOR, COUNTRY/TERRITORY, DOCUMENT TYPE, INSTITUTION NAME, LANGUAGE, PUBLICATION YEAR, SOURCE TITLE (journal title), SUBJECT AREA
# records	How many records to analyze: 500 or all (up to 100,000 records)
Display	Maximum number of values to be displayed. Minimum record count is the minimum times a value must appear for it to be displayed in the report.
Sort option	Record count ranks the results from high to low if the values in the selected field. Selected field sorts the list in ascending alphabetical/numeric order.

Limiting a Search

To limit a search by language or document type, from the drop down menu next to the search boxes on the **Search** page, choose either **Language** or **Document Type**. A set of limits will then be given under the search boxes. These same limits are listed on the bottom of the **Advanced Search** page.

Saving Search Histories to Run Later (Manually or Automatically)

To save a search history to run at a later time, first create a free account with Web of Science. The databases are updated every week, and there is a time period option to search the last week's updates.

Search histories can be saved on the server (to have the search re-run automatically as an alert, the history needs to be saved on the server) or on the local workstation (on the hard drive or other storage device).

To manually run a saved search, click on the **My Saved Searches** tab on the main Web of Science page. Click on **Browse** to locate your search, then click on **Open**. On the list of saved searches, you can delete a search or modify the settings before running it.

Determining Availability of Articles

To determine if an article is available at the Mulford Library (online or in print), click on the **Find It!** button. For more information on how to use **Find It!**, see the **Using Find It!** online tutorial at http://www.utoledo.edu/library/mulford/education/tutorials/Using_Find_It_Tutorial1.html.

Printing, Downloading, and Exporting Records

First, indicate to the database which records to work with by storing (marking) them. From the summary of search results page, one or more records can be selected by clicking in the box(es) to the left of the article title(s), then clicking the **Add to Marked List** button on the top of the screen before viewing the next page. Or, when viewing the full record of a citation, click on the **Add to Marked List** button on the top of the screen.

To view, print, download, export, or email the list of stored records, click on the **Marked List** tab. Under **Step 1** select the fields to include, then under **Step 2** select desired action and options:

Print Select desired option and click on **Format for Print**.

Save Select desired option and click on **Save to File**.

Export This format is used to export records so they can be imported into a bibliographic citation management software package such as ProCite, EndNote, or Reference Manager. Click on **Save to EndNote, RefMan, or other Reference Software**. There is an option to save to EndNote web; however, it is recommended that you use EndNote X1, the version the library supports. For more information, consult the manual or online help for your bibliographic citation manager software.

Email Enter an Internet email address and notes (if desired). Select email format and click on **Email**.