



Web of Science™

About Clarivate



A wide array of outputs in one search



Deep historical data indexed by experts



Views into unpublished findings

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User Manual

By: Class25 Group1 

Introduction to WoS

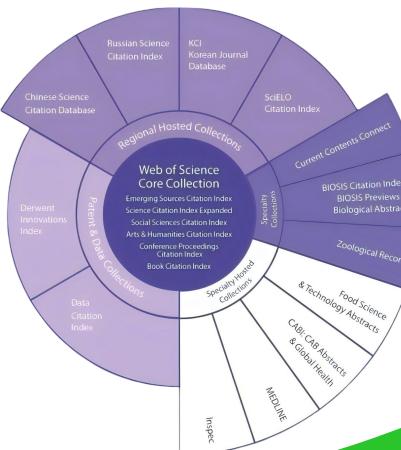
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In 1955, Dr. Eugene Garfield proposed citation indexing for literature retrieval, helping researchers trace idea development from a single high-quality publication.

This foundational concept now finds robust implementation in tools like the Web of Science, a leading multidisciplinary platform providing reference and citation data across journals, conference proceedings, and other scholarly documents.

The platform includes databases like SCI/SSCI and CPCI with millions of high-quality papers. All databases are updated at a high frequency, with The Web Of Science Core Collection updated daily, some indexes weekly, Biological Abstracts biweekly, and KCI Korean Journal Database as well as Zoological Records monthly.

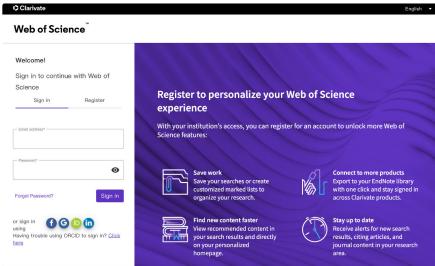


How to Sign in WoS

Users can login either as individuals or through institutional access provided by Southeast University.

Method1: Individual Access

- 1.Go to webofknowledge.com.
- 2.Click **Register** to create an account (you may need username, email, password) or click **Sign In** if you already have one.



Method2: Institutional Access(CARSI)

- 1.Choose **Institutional Sign In** from the login page when accessing off campus.
- 2.Select **CHINA CERNET Federation** → Go to Institution, choose **Southeast University** on the CARSI page.
- 3.Sign in with your student ID and password on Southeast University's unified authentication page (you will be redirected here) to access Web of Science.

Note: You may also utilize the campus-wide VPN to access resources when off-campus. Additionally, while on campus, you can directly access the institutional account without authentication.



02 | SIGN IN METHODS

How to Use WoS

Search Methods

Basic Search

- Enter keywords (e.g., topic, author, or title) in the search bar and click the **Search** icon.
- Results will display all matching items across WoS databases.

Advanced Search

The advanced search function supports precise retrieval through 12 fields, enabling targeted filtering of academic resources.

- 1.Click the **Advanced Search** link below the quick search bar to enter the advanced search page.
- 2.Configure search parameters:

(i) **Field Selection:** Choose one or more search fields from the dropdown menu. The available fields and their usage are as follows:

- | | |
|---------------|-----------------------------|
| · Topic | · Keywords |
| · Title | · Publication(Source) Title |
| · Author | · Year Published |
| · Affiliation | · DOI |
| · Abstract | · Language |

(ii) **Logical Relationship:** Combine multiple fields using boolean operators (**AND**, **OR**, **NOT**) and parentheses to structure your query.

e.g. (Topic: COVID-19 **OR** Title: SARS-CoV-2) **AND** Author: Smith).

(iii) **Precision Control:** Check **Exact Match** for fields like Author, DOI, or Keywords to avoid irrelevant results .

- 3.Click **Search** to display filtered results.

Note: You can save the search strategy to **My Space** for future reuse.

Tip: You can preview your query logic sequence here.

03 | SEARCH METHODS

How to Use WoS

Filter Methods

Step 1: Locate the Filter Panel

Look for the **Refine Results** section on the left side of the screen.

Step 2: Utilize Quick Filters

At the top of the Refine Results panel, several Quick Filters are available. Check the box next to the Quick Filter(s) you need.

Step 3: Refine by Specific Attributes

Below the Quick Filters, WoS provides numerous attribute dimensions for further refinement.

Find the dimension you want, check the box next to the options you wish to include. After making all selections, click the **Refine** button at the bottom of the panel.

The screenshot shows the WoS search results page with a sidebar titled "Refine results". Several quick filters are checked: "Open Access" (1,000), "Open Access Article" (1,000), "Open Access Books" (1,000), and "Open Access Journals" (1,000). Below these, under "Database", "Publication Years", "Document Types", "Authors", "Research Areas", "Publications/Source Titles", "Affiliations", and "Countries/Regions", there are additional filter options. A red box highlights the "Sort by Relevance" dropdown menu. At the bottom of the sidebar, the "Refine" button is visible.

Additional Tip: Sorting Results

In addition to filtering, you can manage your results using the sorting options. Select the sorting method you expect from the drop-down selection box (include Relevance, Date, Times Cited, First Author).

This screenshot is similar to the previous one, showing the Refine Results sidebar. The "Sort by Relevance" dropdown is highlighted with a red box. Other filter sections like "Quick Filters" and "Publication Years" are also visible.

How to Use WoS

Save Methods

In WoS, you have two primary methods for saving your work: saving the specific records you select, or saving your search strategy.

Method1: Saving Selected Records (Output Specific Records)

This method is for saving the specific documents you have selected to a file or exporting them to a reference management tool.

Step	Action	Purpose
1. Mark Records	Check the box of the records you wish to save.	Identify the specific literature to be output.
2. Choose Destination	Click the “Export” button. Select your target format or tool from the drop-down menu.	Determine the save location and format.
3. Define Content	Based on your chosen format, select the “Record Contact”.	Specified the save data.
4. Confirm Export	Click the “Export” button to complete the process.	Download the file.

This screenshot shows the WoS interface with a red box highlighting the "Export" button in the "Refine results" sidebar. To the right, a modal window titled "Export Records to Excel" is open, showing options for "Selected Options" (checkboxes for "All records selected" and "All records on page"), "Records Count" (set to 10), and "Record Content" (dropdown set to "Custom selection"). Below this, a preview of the exported data is shown, and a "Export" button is at the bottom.

How to Use WoS

Save Methods

Method2: Saving Search Strategy and Setting Alerts

This method preserves your query and conditions, allowing you to re-run the search later or receive email notifications for new results.

Step	Action	Purpose
1. Run Search	Execute searches to generate result set you wish to save.	Define the search strategy to be saved.
2. Create Alert	Click “Create Alert” .	Open the saving settings window.
3. Name & Save	Enter a meaningful Search Name.	Facilitate future identification and retrieval.
4. Set Alert (Optional)	Check the box to “Receive email alerts” and set the desired Frequency.	The system will email you when new papers matching your strategy are published.
5. Finish	Click “Create” .	The search strategy is saved to your account.

How to Use WoS

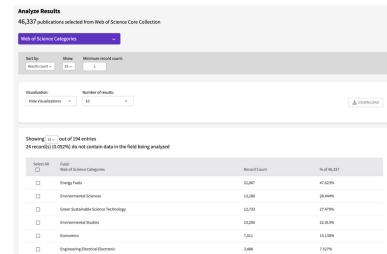
Analyze Methods

WoS provides native features to quickly summarize and analyze search results without exporting data. These tools are ideal for preliminary insights.

Analyze Results

Accessed via the **Analyze Results** button above search results, this tool summarizes findings by author, institution, journal etc. to reveal patterns.

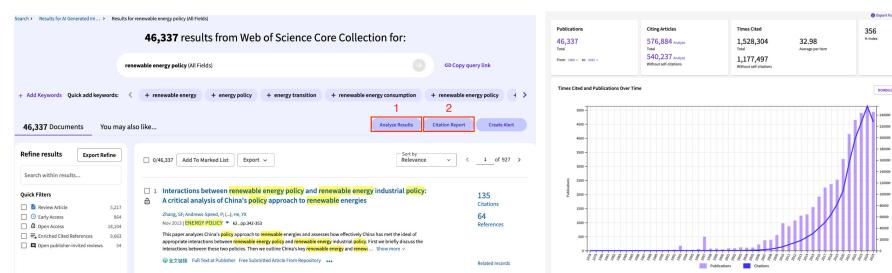
Example: For a search on “renewable energy policy”, analyzing “Journals” might show that *Energy Research & Social Science* and *Applied Energy* are the most active outlets.



Citation Reports (Impact Analysis)

For a specific set of results, use **Citation Report** to:

- View total citations, average citations per item, and h-index of the dataset.
- Track citation trends over time.
- Identify the most cited papers (landmark studies) in your results.



Assistance Tools

This section introduces tools that enhance efficiency in searching, analyzing, and managing research workflows within WoS.

EndNote™ <https://endnote.com/>

· Seamless WoS Integration & Management

- As a Clarivate product, Endnote offers **one-click export** of WoS search results, capturing complete metadata, citation data, and full texts.
- Manage references, PDFs, and annotations in a **centralized desktop library**.
- Sync seamlessly with Endnote Web for cloud access and collaboration.

· Cite While You Write

- Integrate directly with Microsoft Word using the Cite While You Write plugin to **instantly insert in-text citations** and build your bibliography as you draft your paper.
- Automatically format your manuscript's citations and reference list to match **thousands of journal-specific styles**, streamlining the publication workflow.

*For more detailed guidance, please refer to <https://www.clarivate.com.cn/academia-government/blog/the-most-comprehensive-tutorial-in-endnote-history-is-here/>

Skywork <https://skywork.ai/>

· Deep Research Specialist

- Ideal for synthesizing WoS search results, Skywork.ai scans millions of documents to generate **structured insights** and traceable citations.
- **Academic Agent** can analyze trends in WoS datasets, identify research gaps, and draft literature review sections.



· Custom Workflows

- Create automated pipelines to import WoS search results, extract key metrics (e.g., citation counts, author collaborations), and generate comparative analysis reports.