



Web of Science User Manual

Class 25, Group 1

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- 01 Introduction**
- 02 Functional Workflow**
- 03 Extension & Value**
- 04 Work Allocation**

About WoS

1. Web of Science (WoS) is a multidisciplinary academic database.
2. It provides access to **high-quality** journals, conference papers, and citation data.
3. Researchers use WoS to trace ideas, find influential works, and measure impact.



Introduction to WoS

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.



About the User Manual



1. Concise step-by-step handbook
2. Combines text, screenshots, and examples
3. Serves as both a reference and a learning guide



Design Principles



Clarity: short instructions, language plain

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.

How to Use WoS

Save Methods

Method 1: Saving Search Strategy and Setting Lists
This method allows you to save your query and conditions, allowing you to re-use the results later or reuse your search conditions on new results.

How to Use WoS

Analyze Methods

Analyze Methods

Method 2: Utilizing Analytic Methods
WoS provides native built-in Analytic methods and analysis tools to help you better understand your search results. These tools are ideal for preliminary insights.

Analyze Results

Method 3: Utilizing the Analysis Tools
WoS provides native built-in Analytic methods and analysis tools to help you better understand your search results. These tools are ideal for preliminary insights.

Clusters Reports (Impact Analysis)

Method 4: Utilizing Clusters Reports
For a specific set of results, use **Cluster Report**:
- Helps users focus on emerging research trends, and is ideal for the impact study of clusters. Cluster reports can also highlight research clusters based on research results.

Consistency: unified layout and formatting

Usability: action-oriented steps, screenshots

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

3.Click Search to display filtered results.
Note: You can save the search strategy to *My Space* for future reuse.

03 | SEARCH METHODS

Accessibility: examples and visual cues

Target Users

This user manual aims to help teachers and students use the database more effectively and promote learning and research.

- Students & early-career researchers
- Instructors & librarians
- Anyone conducting literature reviews



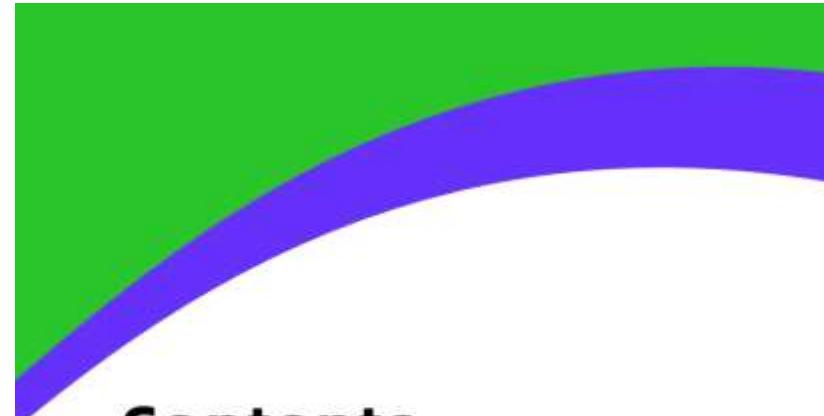
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Manual Structure



- The manual follows a logical, user-centered structure:
Access → Search → Manage → Analyze → Assist
- Each section builds on the previous one and covers every **essential operation** users need to know.



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How to Sign In to WoS



Users can log in either as **individuals** or through **institutional** access provided by Southeast University. We start by visiting webofscience.com.

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.

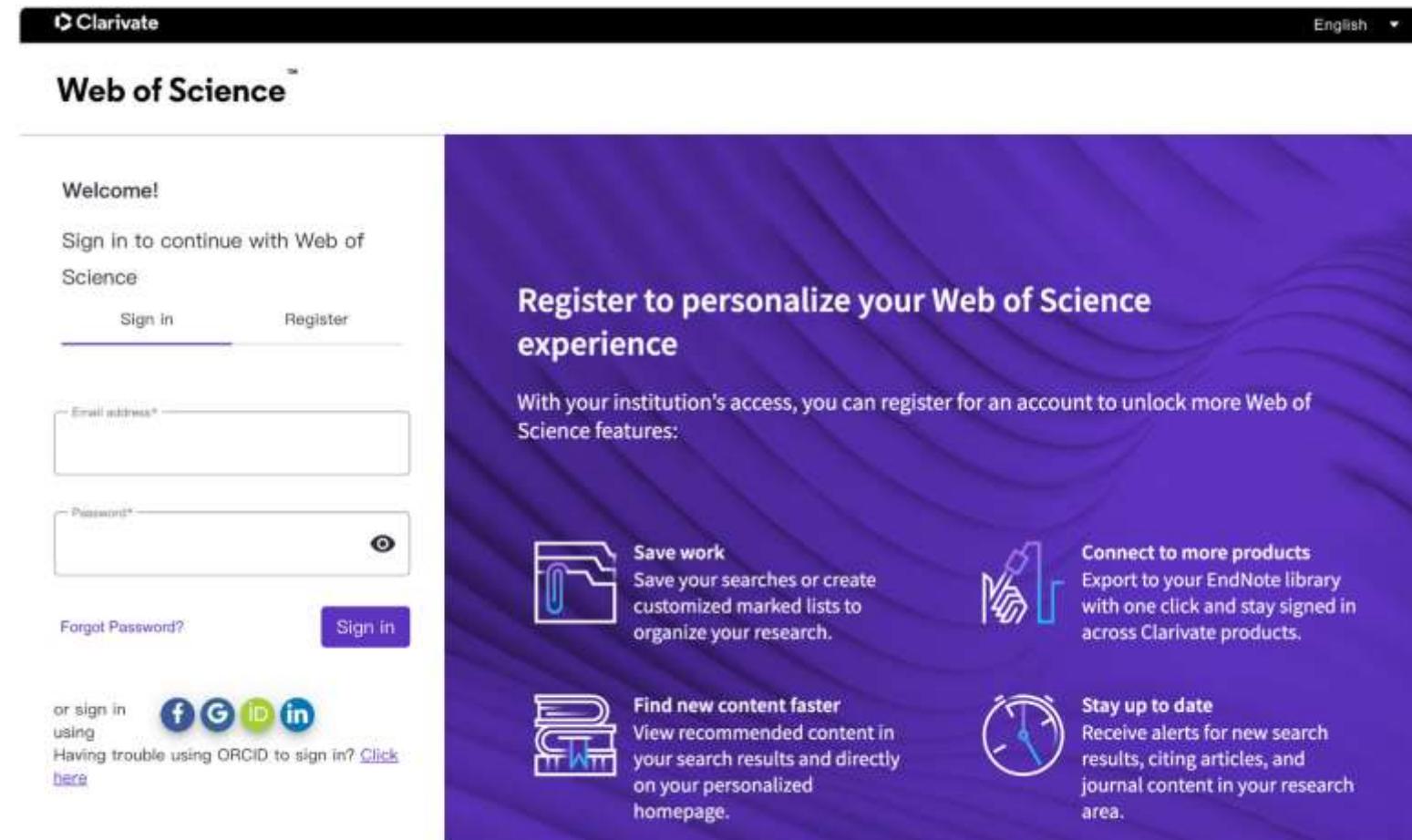
Note: You may also utilize the campus-wide VPN to access resources when off-campus. Additionally, while on campus, you can directly access the institutional account without authentication.



02 | SIGN IN METHODS

Individual Access

Click **Register** to create an account (email, password, name, verification), or click **Sign In** if you already have one.



Welcome!

Sign in to continue with Web of Science

[Sign in](#) [Register](#)

Email address*

Password* [Show](#)

[Forgot Password?](#) [Sign in](#)

or sign in using    

Having trouble using ORCID to sign in? [Click here](#)

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](#).

(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 CARNET 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.



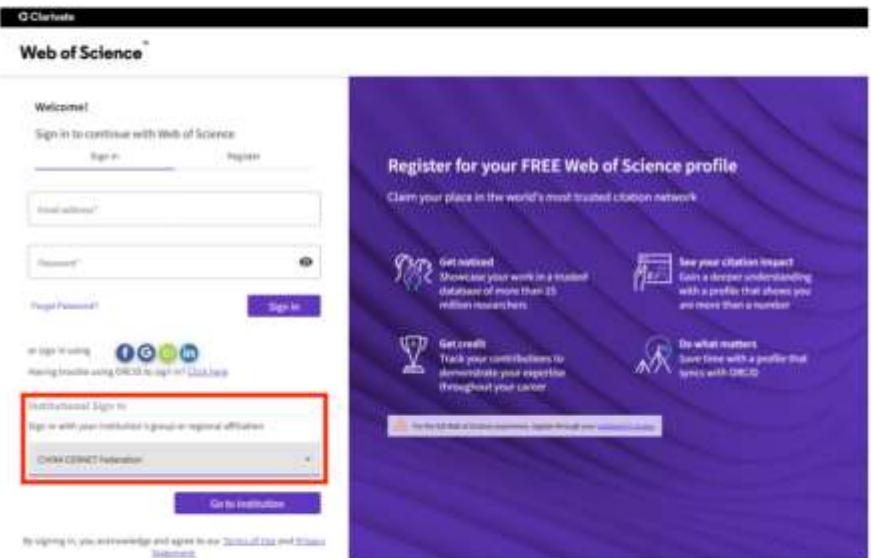


02 | SIGN IN METHODS

Institutional Access(CARSI)

- Select CHINA CERNET Federation, then choose Southeast University on the CARSI page.

- Choose Institutional Sign In on the login page.



How to Sign in Wos

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

Method1: Individual Access

- Go to [webofknowledge.com](#).
- 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)

- Choose Institutional Sign In from the login page when accessing off campus.
- Select CHINA CERNET Federation → Go to Institution, choose Southeast University on the CARSI page.
- 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 authentication system. Additionally, while on campus, you can directly access the institutional account without authentication.

- Sign in with your student ID. That's it!

Basic Search

Enter keywords (e.g., topic, author, or title) in the search bar and click **search**. The results will display all matching items across WOS databases.



The screenshot shows the search interface for the Web of Science Core Collection. At the top, there are tabs for 'DOCUMENTS' and 'RESEARCHERS'. Below this, a search bar contains the text 'Search in: Web of Science Core Collection' and 'Editions: All'. Underneath the search bar are three tabs: 'DOCUMENTS' (which is selected), 'CITED REFERENCES', and 'STRUCTURE'. A dropdown menu labeled 'All Fields' is open. To the right of the search bar is a red box containing the placeholder text 'Example: liver disease india singh'. At the bottom right are two buttons: 'Clear' and 'Search' (which is highlighted with a red box). Arrows from the explanatory text on the right point to the search bar and the 'Search' button.



The screenshot shows a section titled 'Basic Search' from a 'How to Use WoS' guide. It includes a screenshot of the search interface with a red box highlighting the search bar. The text describes how to enter keywords (e.g., topic, author, or title) and click 'Search' to display all matching items across WOS databases. It also mentions that the search function supports Boolean operators (AND, OR, NOT) and parentheses for structuring queries.

Advanced Search: Principles

Click **Advanced Search** below the quick search bar to open the advanced search page. Configure the search parameters to perform an Advanced Search.

< BACK TO BASIC SEARCHES

Advanced Search Query Builder

DOCUMENTS **RESEARCHERS**

Search in: Web of Science Core Collection ▾ Editions: All ▾

Add terms to the query preview

(i) **Field selection**

Year Published: 2020-2025

(ii) **Boolean logic**

X And Add to query

(iii) **Precision options**

Query Preview: ((TS=(COVID-19)) OR TI=(SARS-CoV-2)) AND AU=(Smith)

+ Add date range Clear Search

Booleans: AND, OR, NOT

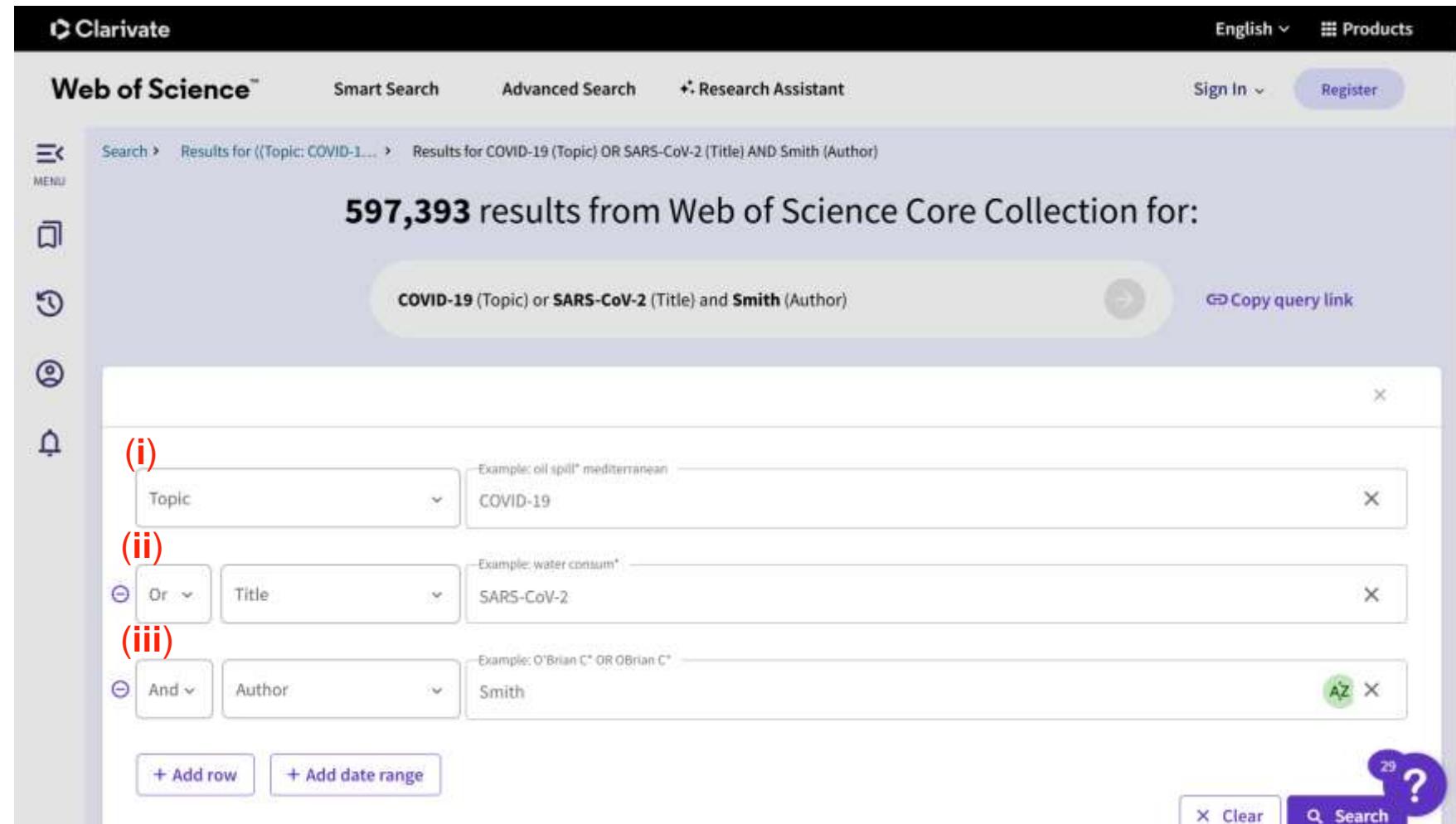
Field Tags: Sort by Default

- TS=Topic
- DO=Organization
- PMID=PubMed ID
- TI=Title
- SG=Suborganization
- DOP=Publication Date
- AB=Abstract
- SA=Street Address
- CI=City
- AU=[Author]
- LD=Index Date



Advanced Search: An example

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



The screenshot shows the Web of Science Advanced Search interface. At the top, there are navigation links for Clarivate, English, Products, Sign In, and Register. Below the header, the search path is shown: Search > Results for ((Topic: COVID-1... > Results for COVID-19 (Topic) OR SARS-CoV-2 (Title) AND Smith (Author). The main result count is 597,393. A green button labeled "Copy query link" is visible. The search query is displayed in a box: COVID-19 (Topic) or SARS-CoV-2 (Title) and Smith (Author). The query is broken down into three rows: (i) Topic: COVID-19, (ii) Or Title: SARS-CoV-2, (iii) And Author: Smith. Each row has a dropdown menu and a clear button. At the bottom, there are buttons for "+ Add row", "+ Add date range", "Clear", and "Search". A question mark icon with a "29" indicates 29 help topics.

Filtering & Sorting



1. Locate the Filter Panel

9,906 Documents 100 Researchers

Refined By: Database: Preprint Citation Index Database: Research Connexions

Refine results Export Refine

Search within topic...

Quick Filters

- Review Article 240
- Open Access 2,544

Database

- Web of Science Core Collection 6,043
- MEDLINE® 1,213
- Research Commons 951
- Chinese Science Citation Database™ 584
- ProQuest® Dissertations & Theses Global 394

Publication Years

- 2020 0
- 2021 1,111
- 2022 1,061
- 2023 1,076
- 2024 1,436

See all+

9,906 Documents 100 Researchers

Refined By: Database: Preprint Citation Index Database: Research Connexions

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Publication Years

- 2020 0
- 2021 1,111
- 2022 1,061
- 2023 1,076
- 2024 1,436

See all+

+ Add Keywords Quick add keywords: < + super-resolution

See how we processed your query: <

10,887 Documents 100 Researchers

Refine results Export Refine

Search within topic...

Quick Filters

- Review Article 276
- Open Access 5,141

Database

- Web of Science Core Collection 8,119
- MEDLINE® 1,213
- Research Commons 951
- Chinese Science Citation Database™ 433

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See all+



2. Utilize Quick Filters



3. Refine by Specific Attributes

10,887 Documents 100 Researchers

Refine results Export Refine

Search within topic...

Quick Filters

- Review Article 276
- Open Access 5,141

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- 2020 0
- 2021 1,111
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- 2023 1,076
- 2024 1,436

See all+



4. Sorting Results

Analyze Results Cleaned Results Export Refine

1 of 218 >

of Generative AI, Quantum Computing, and the Economy, Society, Jobs Market, and the Emerging of Creative Powerhouse, is revolutionizing current of ... Show more >

1 Citation 0 References

The Evolution of AI Beyond Human Capacity

1 Citation 0 References

Usage of AI development where machines possess cognitive abilities for superior intelligence, self-improvement capabilities, enhanced intelligence, AI would have profound implications across society ... Show more >

1 Citation 0 References

ingerprint Classification Models Based on Artificial

72 Citations 0 References

Saving Selected Records



WoS allows users to save selected records to a file or export them to a reference manager:

1. Mark Records.
2. Choose Destination.
3. Define Content.
4. Confirm Export.

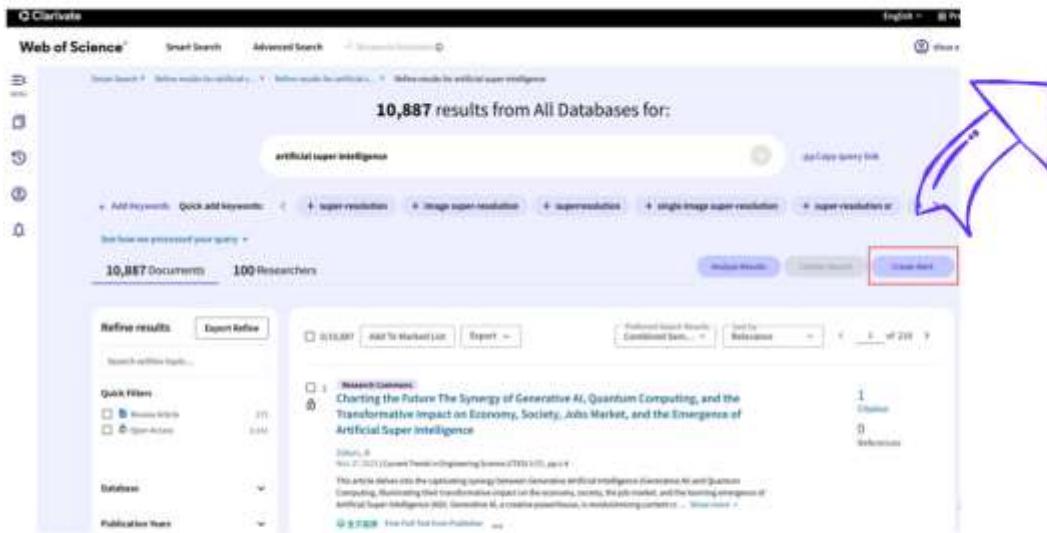
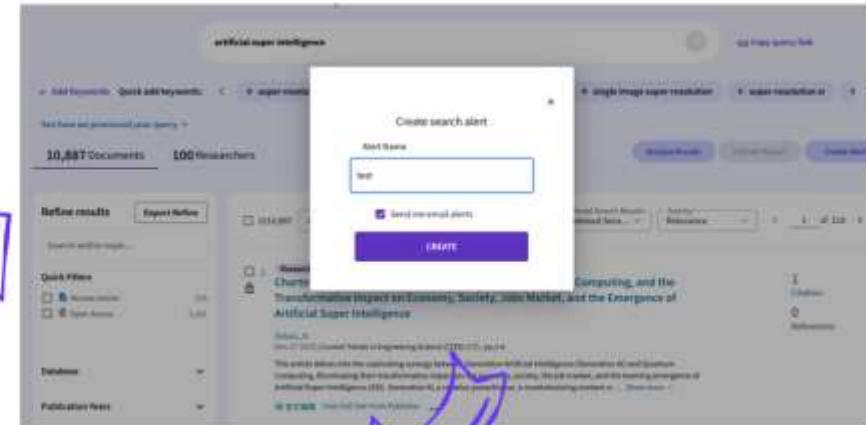
The WoS interface shows 2,436 documents. Three specific records are highlighted with blue boxes and numbered 1, 2, and 3. Record 1 is titled "Enhancing Interpretability Programming". Record 2 is titled "SemGIR: Semantic-Guided generated Image Detection and Attribution". Record 3 is titled "Advanced Detection of AI-Generated Images Through Vision Transformers".

The 'Export' menu for Record 1 is open, showing options like EndNote, BibTeX, and CSV. A red box highlights this menu.

The 'Export Records to Excel' dialog box is shown on the right, with 'Record Options' set to 'You have selected 2 results for export'. The 'Record Content' dropdown is set to 'Custom selection (11)'. The 'Export' button is visible at the bottom.

Saving Search Strategies

To re-run the search later or receive email alerts for new results, save the query and its conditions.



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

1. Click **Create Alert** after searching.
2. Name the search.
3. Check the box to receive email alerts and set the **desired frequency**.

Built-in Analysis Tools

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

Analyze Results

46,337 publications selected from Web of Science Core Collection

Web of Science Categories

Sort by: Results count Show: 25 Minimum record count: 1

Visualization: Number of results: Hide Visualizations 10 DOWNLOAD

Showing 25 out of 194 entries
24 record(s) (0.052%) do not contain data in the field being analyzed

Select All	Field:	Record Count	% of 46,337
<input type="checkbox"/>	Web of Science Categories	46,337	100.00%
<input type="checkbox"/>	Energy Fuels	22,067	47.623%
<input type="checkbox"/>	Environmental Sciences	13,180	28.644%
<input type="checkbox"/>	Green Sustainable Science Technology	12,733	27.479%
<input type="checkbox"/>	Environmental Studies	10,200	22.013%
<input type="checkbox"/>	Economics	7,011	15.130%
<input type="checkbox"/>	Engineering Electrical Electronic	3,488	7.527%

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 outliers.

Example: For a search on "renewable energy policy", analysis results might show that Energy Research & Service Center and Apple Energy are the most active sources.

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.

37 | ANALYZE METHODS

Citation Reports

Citation reports allow users to:

- View total citations, average citations per items, and **h-index** of the dataset.
- Track **citation trends** over time.
- Identify the most cited papers.



Search: Results for AI Generated Journals > Results for renewable energy policy (All Fields)

46,337 results from Web of Science Core Collection for:

renewable energy policy (All Fields) Copy query link

+ Add Keywords Quick add keywords: + renewable energy + energy policy + energy transition + renewable energy consumption + renewable energy policy >

46,337 Documents You may also like... 1 2

Analyze Results **Citation Report** **Create Alert**

Refine results Export Refine

Search within results...

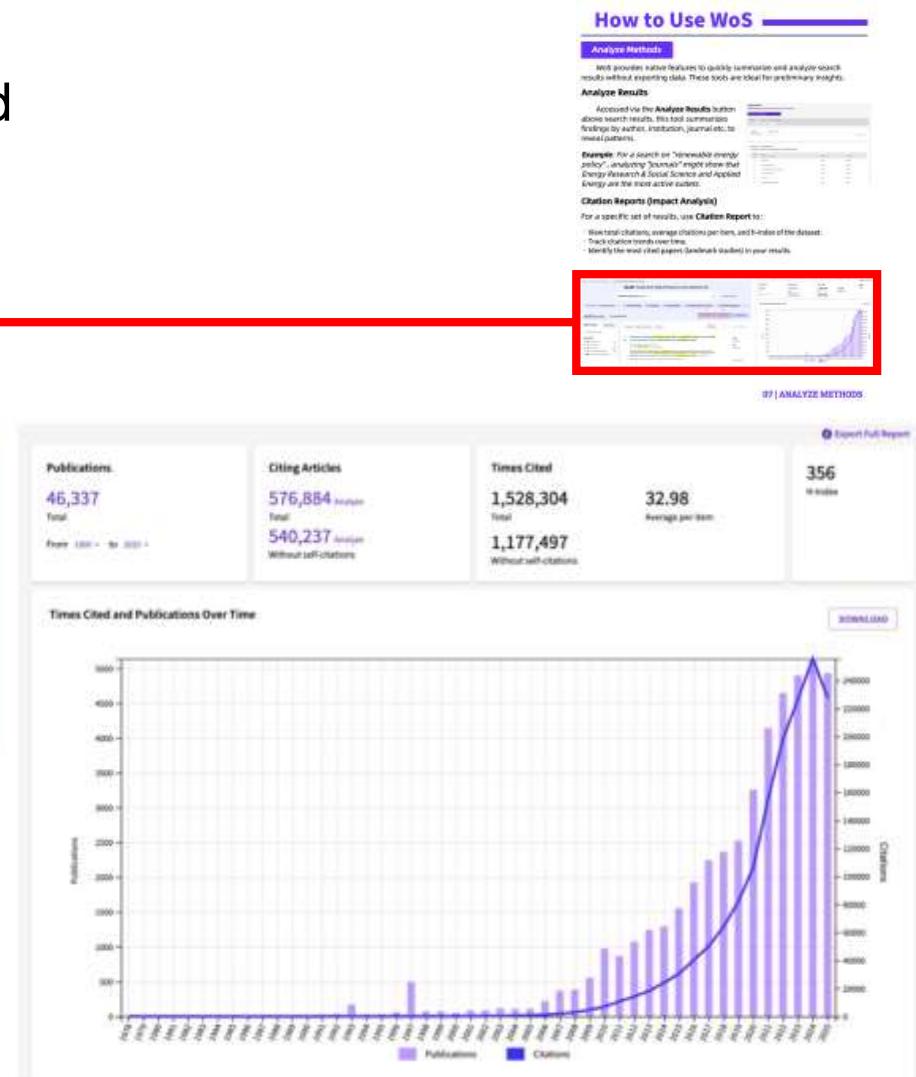
Quick Filters: Review Article (5,317), Early Access (864), Open Access (16,104), Enriched Cited References (9,663), Open publisher-initiated reviews (54)

1 Interactions between renewable energy policy and renewable energy industrial policy: A critical analysis of China's policy approach to renewable energies 135 Citations, 64 References

Zhang, SF; Andrews-Spend, P; ...; He, YX; *Renew Sust Energ Rev* 2013; ENERGY POLICY 2013; 62, pp.343-358

This paper analyzes China's policy approach to renewable energies and assesses how effectively China has met the ideal of appropriate interactions between renewable energy policy and renewable energy industrial policy. First we briefly discuss the interactions between these two policies. Then we outline China's key renewable energy and review ... Show more →

全文链接 Full Text at Publisher Free Submitted Article from Repository



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Assistance Tools

• EndNote

WoS integrates with EndNote for seamless export and reference management, helping users organize citations and bibliographies efficiently.

• Skywork

Skywork, the AI research assistant in WoS, summarizes results and suggests related literature to enhance research efficiency.



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.

Advantages

1. Streamlined user experience
2. Comprehensive citation ecosystem
3. Integration with AI-powered tools
4. Educational and research support value

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Work Allocation



Runquan Zuo
Presentation



Xuanzheng Lin
**Layout
Designer**



Wenzhuo Li
**Content
Organizer**



Shuo Xu
**Content
Organizer**



Dawei Yan
**Content
Organizer**



Zihao Han
**Content
Organizer**

Thanks for your listening!