
Web of Science Guide for Social Work

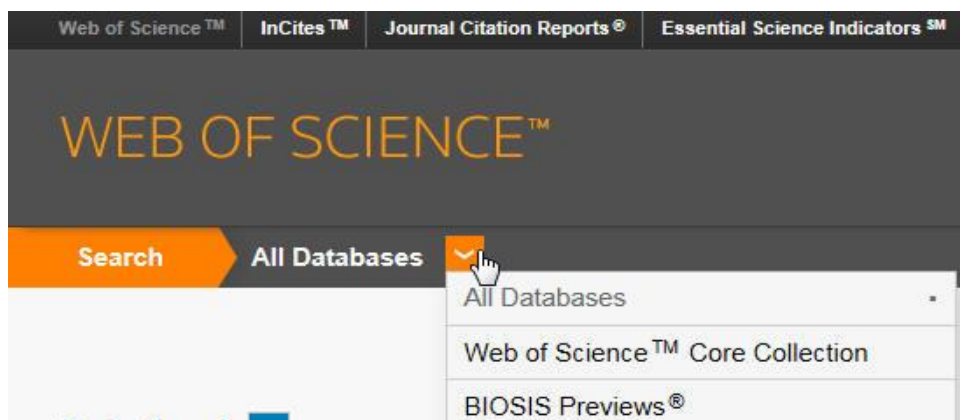
COVERAGE

Web of Science comprises **6** databases – *Science Citation Index, Social Sciences Citation Index, Arts & Humanities Citation Index, Conference Proceedings Citation Index- Science, Conference Proceedings Citation Index- Social Science & Humanities and the Emerging Sources Citation Index.*

The database contains articles from peer-reviewed journals only and provides bibliographic records and abstracts. Use the blue **U Find it** links to search for full-text availability.

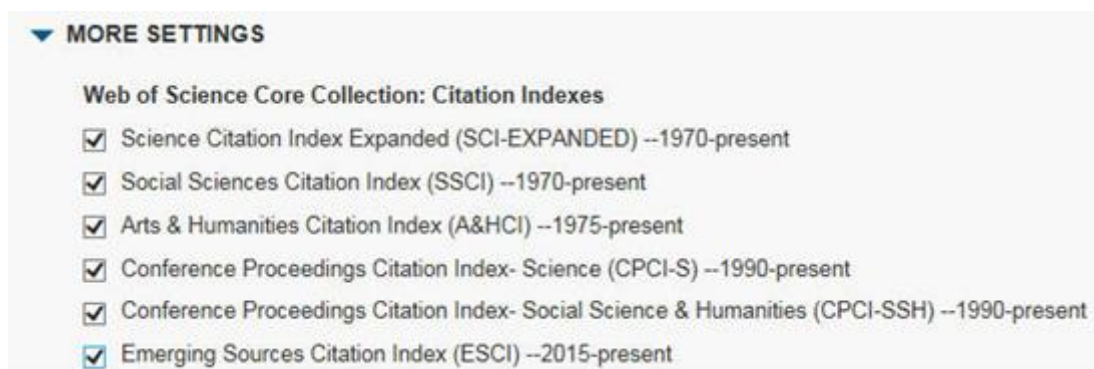
ACCESS

You can login via the Portal using your student ID and network password (wait for the Athens authentication message to appear and disappear) and select the Library & ICT tab, or go to the Library homepage <http://library.ulster.ac.uk> choose **Electronic Resources** and then Databases. Go to **W** and choose Web of Science from the list.



At **All Databases**, choose **Web of Science** from the drop down menu. This will allow you to cross-search all 6 databases in the collection.

If you want to search a specific database, click on **More Settings** and select only the database you wish to use.



You can also specify the time span you wish to search across or wait until you have results to so this.

SEARCHING

The initial Basic Search screen displays only one search line. However, use the **+Add Another Field** option to add as many lines as you need.

The screenshot shows the 'Basic Search' interface. At the top, there is a navigation bar with 'Search' (highlighted in orange), 'Web of Science™ Core Collection' (with a dropdown arrow), and 'My Tools' (with a dropdown arrow). Below this, a welcome message 'Welcome to the new Wi' is partially visible. The main section is titled 'Basic Search' with a dropdown arrow. It contains three search lines. Each line has a text input field with the example text 'Example: oil spill* mediterranean' and a clear button (x). To the right of each input field is a dropdown menu labeled 'Topic'. Between the input fields are 'AND' buttons with dropdown arrows. At the bottom right is a blue 'Search' button. At the bottom center are links for '+ Add Another Field' and 'Reset Form'.

Enter your search term(s) into the search boxes. Use the drop down menu to the right of each search box to search by:

- **Topic** – to search for individual words or phrases in the title, abstract and keywords of a record
- **Title** – to search for your terms only in the title of the record
- **Author** – enter the surname followed by a space, then the first initial and an asterisk e.g. Chandler J*
- **Group Author** – use this option to search for articles written by organisations or institutions
- **Publication Name** – to search in the journal name, book title or book series area of a record
- **Year Published** – to search for records published in a particular year or range of years.
- **Address** – to search for records using the author's address e.g. univ ulster; queens univ Belfast

You can also use the drop down menu to limit your search by **language** e.g. English language and by **document type** e.g. article or review.

Add in your search words – one key element of your search concept to each line, with alternative words or synonyms for each concept separated by OR. For example, to find information on *the views of young people on leaving the care system*, you might enter:

This screenshot shows the 'Basic Search' interface with specific search terms. The first line contains 'views or opinions or perspectives or attitudes' in the input field and 'Topic' in the dropdown. The second line starts with an 'AND' button, followed by 'young people or adolescent or youth' in the input field and 'Topic' in the dropdown. The third line starts with an 'AND' button, followed by 'leaving care or transition or aging out' in the input field and 'Topic' in the dropdown. A blue 'Search' button is on the right. At the bottom are links for '+ Add Another Field' and 'Reset Form'.

Then click on **Search**.

General Search Hints

Combining terms using AND, OR and NOT.

Use **AND** to specify that all terms must appear in each record, for example: *education and children*

Use **OR** to specify that any or all terms must appear in each record, for example: *elderly or geriatric*

Use **NOT** to search for one term but not another, for example: *drug not alcohol* will find records which include the term drug but not the term alcohol.

Phrases: To search for an exact phrase use quotation marks around the phrase. For example, "looked after children".

Wildcards:

- ? represents one letter in a word e.g. **wom?n** will find records for both women and woman.
- * represents a number of letters at the end of a word, so **addict*** will find records for addict, addicts, addiction and addictive.
- \$ The dollar sign is useful for finding both the UK and US spellings of the same word e.g. **behavio\$r** will search for records containing behaviour or behaviour.

EDITING YOUR SEARCH

If you wish to amend your search, for example, to add additional keywords, truncation or wildcards or to make some words phrases by adding double quote marks, click on the orange **Search** logo at the top of the screen, return to the original search boxes, enter your changes and search again.

The screenshot shows the top navigation bar of the Web of Science Core Collection with a 'Search' button. Below the navigation bar, there is a 'Basic Search' section with a dropdown menu. The search interface consists of three rows of input fields. Each row has a text input box on the left, a 'Topic' dropdown menu in the middle, and a 'Search' button on the right. The first row contains the text 'views or opinions or perspectives or attitudes or expe' and a 'Topic' dropdown. The second row contains the text 'young people or adolescen* or youth' and a 'Topic' dropdown. The third row contains the text '"leaving care" or transition or ag?ing or' and a 'Topic' dropdown. Below the input fields, there are links for '+ Add Another Field' and 'Reset Form'. The 'Search' button is a blue rectangle with the word 'Search' in white text.

DISPLAYING RESULTS

Once you have clicked on the search button your results will display almost immediately. They are automatically sorted by most recent publication date, although you can re-sort by **Relevance**. Relevance sorting shows the results which contain your keywords more frequently or in more prominent positions, e.g. title or abstract, at the start of the list.

The total number of results is displayed to the **left** of the screen.

Click on the title of the record to get the source details plus an abstract (summary). There is also a separate Abstract link. To return to your list of results from within the full record click on **Return to search results**.

To check for available full-text, click on the blue **U Find it** button. You may be directed to an electronic journal or database where you can view the full text or directed to the Library Catalogue to check for print holdings. Click on the link to the option you wish to use.



Refining and Analyzing Results

To the left of the Results list you will see the **Refine Results** panel. From within this panel you can select one or more options to refine your search results, thus reducing the number of results displayed. You can refine your search by options such as date (if not already chosen at the beginning), language, document type etc.

MARKING AND OBTAINING RECORDS

From the Results screen you can mark any records which you think might be useful. You can later print, save, email or export these. To mark records:

1. Tick the indented box to the left of each record you find relevant.

☐ Select Page  

☐ 3. **Voices of 65 Young People Leaving Care in Sweden: "There Is So Much I Need to Know!"**
By: Hojer, Ingrid; Sjoblom, Yvonne
AUSTRALIAN SOCIAL WORK Volume: 67 Issue: 1 Special
Issue: SI Pages: 71-87 Published: JAN 2 2014
U Find it

Times Cited: 2
(from Web of Science Core Collection)
Usage Count ▾

☐ 4. **"So what am I?" - Multiple perspectives on young people's experience of leaving care**
By: Hiles, Dominic; Moss, Duncan; Thorne, Lisa; et al.
CHILDREN AND YOUTH SERVICES REVIEW Volume: 41
Pages: 1-15 Published: JUN 2014
U Find it

Times Cited: 3
(from Web of Science Core Collection)
Usage Count ▾

2. Then click on 'Add to Marked List' button, which appears at the top of the page.

PRINTING/EMAIL/SAVING/EXPORTING

Once you have reviewed the useful articles *and downloaded any available full-text*, you can decide what you want to do with the references. You can download them, save them, email them to yourself or export them to a bibliographic management package such as Refworks.

Select **Marked List** **5** from the top of the screen (the orange 5 is the number of marked records).

This will open a new window.

Step 1

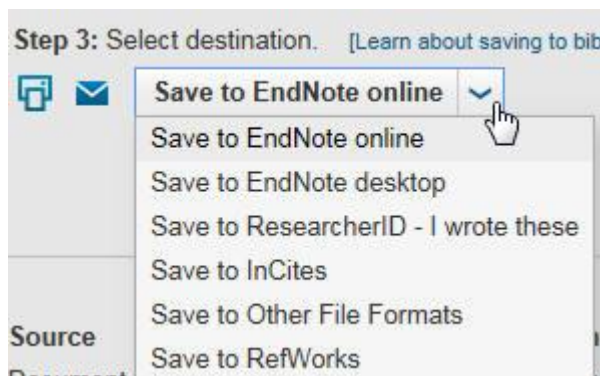
This defaults to the *specific* records you have chosen but you could also select a range of record numbers or up to 500 records at a time.

Step 2

Select the fields you want to output. By default, some fields, such as the Author, Title, Source and ISSN are already selected. You should also select the **Abstract** field.

Step 3

Select your output option. You can print or email the references using the icons below. If you wish to download the references to Refworks or save in any other file format, click on Save to EndNote Online and choose the options from the drop down menu.



Please remember that **you will not be outputting the full-text** when you use any of these options above. To save, print or email a full-text article you need to do this when you are viewing the article on the screen.

SEARCH HISTORY

If you need to demonstrate the development of your search, click on the **Search History** button, at the top of the screen, to view a list of the searches that you have carried out during the session. From this screen you can view search results, combine your search sets together, save search histories, delete search sets or open previously saved search histories.

CREATE A PROFILE

To save a search for re-use later, save search histories or create alerts, click on the **Sign In** option at the top of the screen and register for a personal account.

HELP

The Help button at the top right of the screen will give you detailed support on searching, using truncations and wildcards etc., saving and downloading your results.

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