



Web of Science User Manual

Class 25, Group 1

Group members: 林轩正, 李文卓,
左润泉, 徐朔, 韩梓豪, 闫大卫

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03 Extension & Value

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About WoS

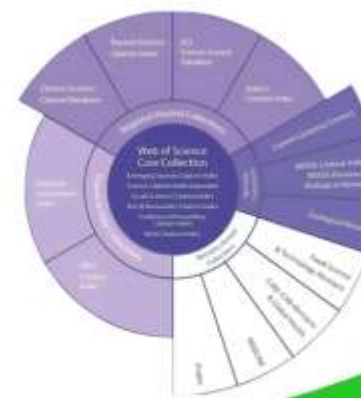
1. Web of Science (WoS) is a multidisciplinary academic database.
2. It provides access to **high-quality** journals, conference papers, and citation data.
3. Researchers use WoS to trace ideas, find influential works, and measure impact.

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.



01 | INTRODUCTION

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



Usability: action-oriented steps, screenshots



Consistency: unified layout and formatting



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(CARS)

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 CARS 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.

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.


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02 | SIGN IN METHODS



English ▾

Web of Science™

Welcome!

Sign in to continue with Web of Science

Sign in

Register





Email address*

Password*

Forgot Password?

Sign in


or sign in using


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

Register to personalize your Web of Science experience


With your institution's access, you can register for an account to unlock more Web of Science features:




Save work
 Save your searches or create customized marked lists to organize your research.



Connect to more products
 Export to your EndNote library with one click and stay signed in across Clarivate products.



Find new content faster
 View recommended content in your search results and directly on your personalized homepage.



Stay up to date
 Receive alerts for new search results, citing articles, and journal content in your research area.

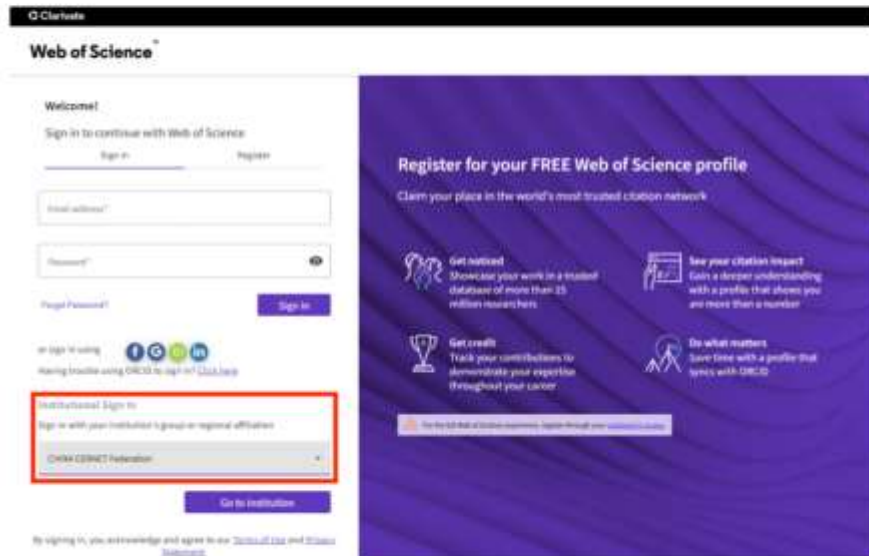
止於至善

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Institutional Access(CARSI)

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

1. 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

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


Additionally, while on campus, you can directly access the institutional account without authentication.



3. 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 Web of Science search interface. At the top, there are two tabs: "DOCUMENTS" and "RESEARCHERS". Below the tabs, there is a search bar with the text "Search in: Web of Science Core Collection" and "Editions: All". Below the search bar, there are three tabs: "DOCUMENTS", "CITED REFERENCES", and "STRUCTURE". Below the tabs, there is a search bar with the text "All Fields" and a dropdown arrow. To the right of the search bar, there is a text input field containing the example text "Example: liver disease india singh". Below the search bar, there are two buttons: "+ Add row" and "+ Add date range". To the right of these buttons, there is a link "Advanced search". At the bottom right, there are two buttons: "Clear" and "Search". A red arrow points from the "Search" button to the "Search" button in the inset image.



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)

Year Published

Example: 2001 or 1997-1998

2020-2025

×

(ii)

And

+

Add to query

Field selection

Boolean logic

Less options

(iii) Exact search ☐

Precision options

Query Preview

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

+ Add date range

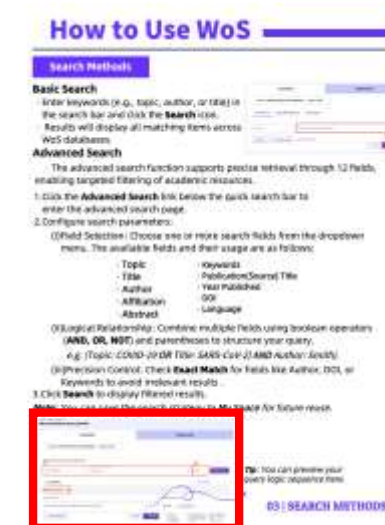
× Clear

▼ Search

Booleans : AND, OR, NOT

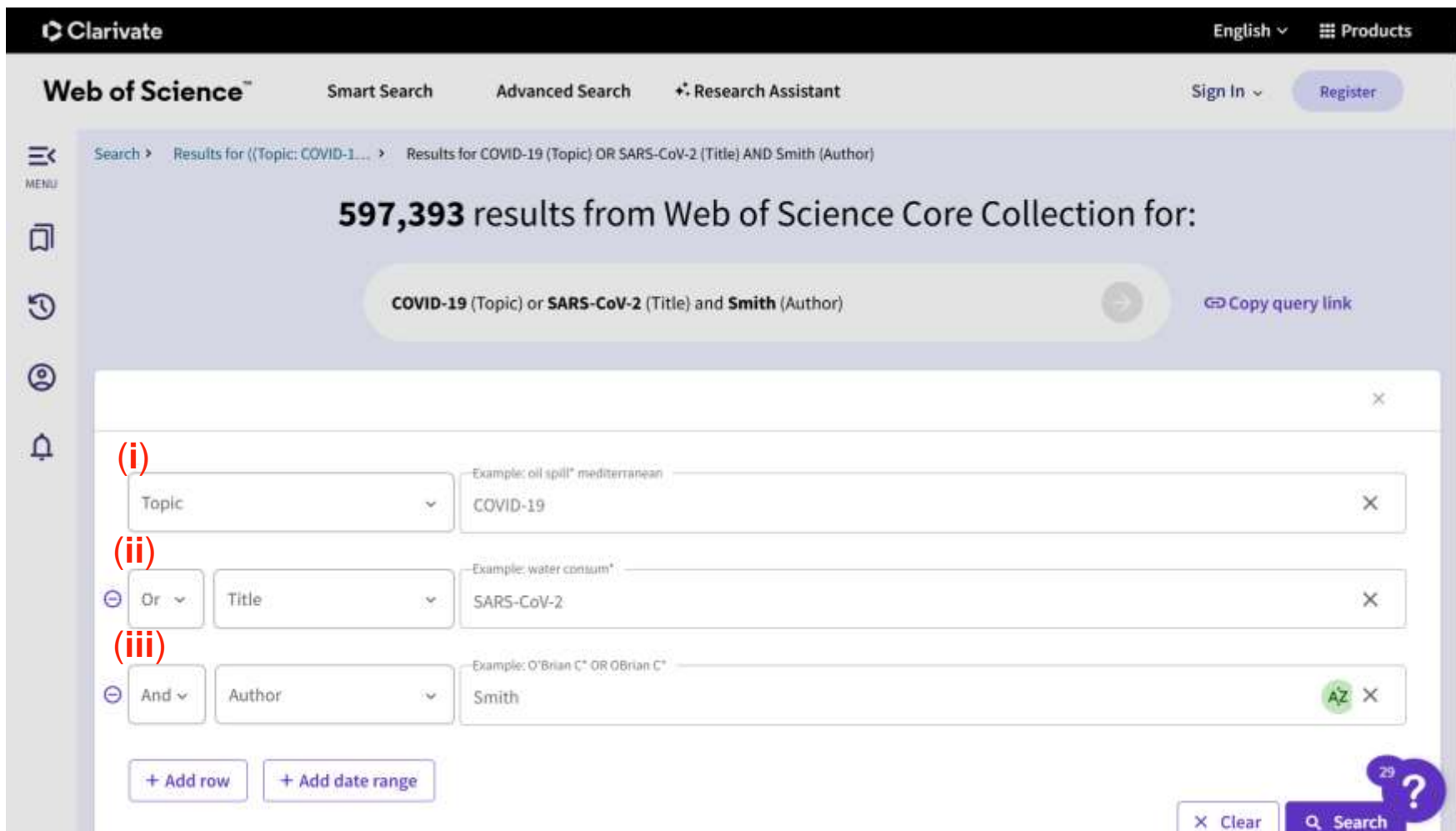
Field Tags : Sort by Default

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



Advanced Search: An example

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



The screenshot shows the Clarivate Web of Science Advanced Search interface. The search query is displayed as: **COVID-19 (Topic) or SARS-CoV-2 (Title) and Smith (Author)**. The results show 597,393 results from the Web of Science Core Collection. The search criteria are detailed in the table below:

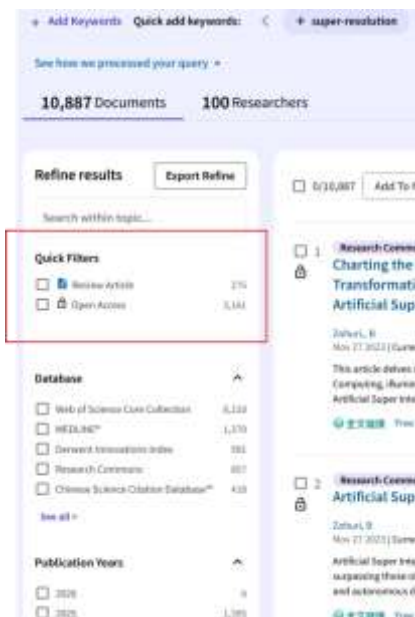
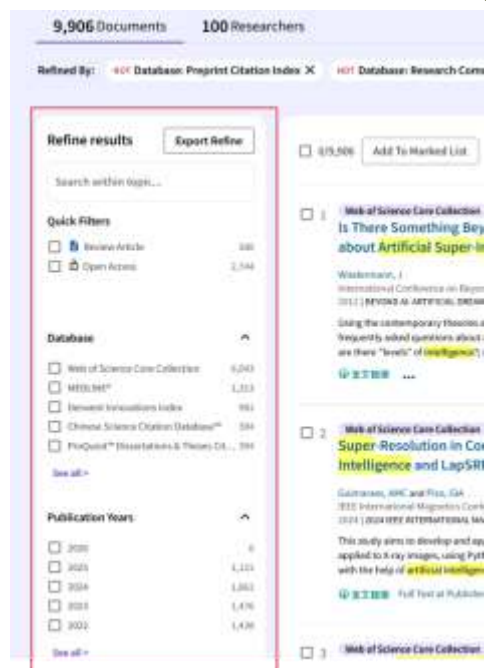
Operator	Field	Value
(i)	Topic	COVID-19
	(ii) Or	Title
(iii) And		Author

Buttons at the bottom include: + Add row, + Add date range, X Clear, and Q Search.

Filtering & Sorting



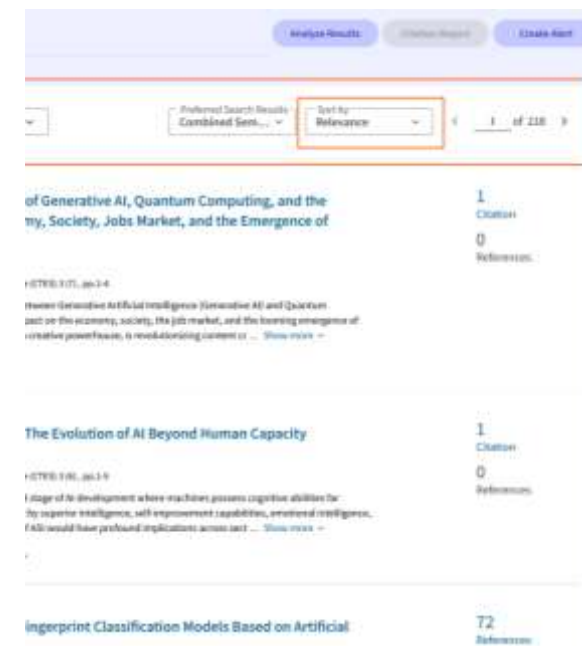
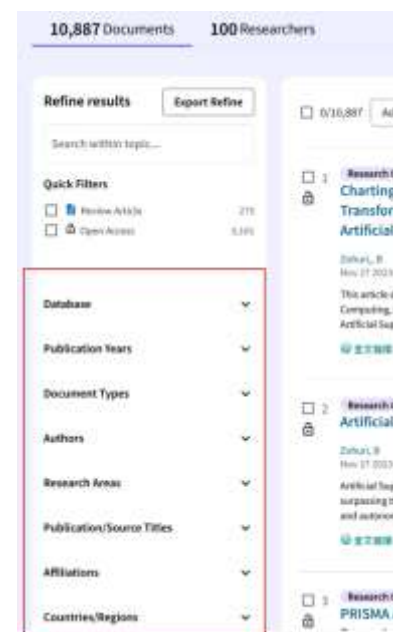
1. Locate the Filter Panel



2. Utilize Quick Filters



3. Refine by Specific Attributes

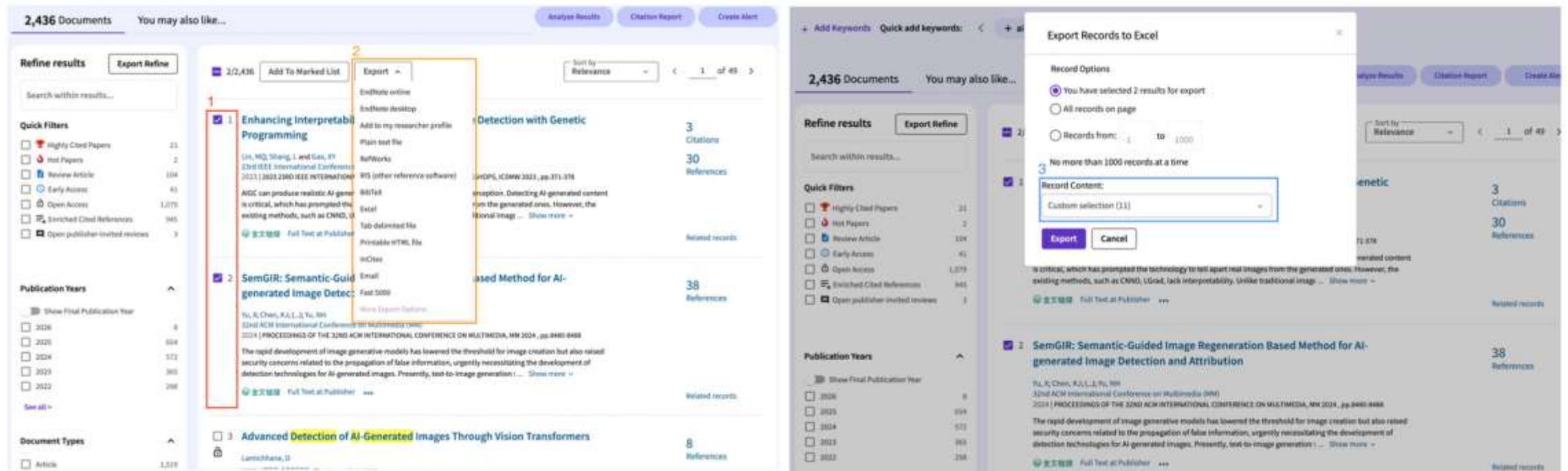


4. Sorting Results

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.

2,436 Documents You may also like...

Refine results Export Refine

Search within results...

Quick Filters

- Highly Cited Papers 21
- Hot Papers 2
- Review Article 104
- Early Access 41
- Open Access 1,079
- Enriched Cited References 945
- Open publisher-invited reviews 3

Publication Years

Show First Publication Year

- 2026 8
- 2025 594
- 2024 573
- 2023 363
- 2022 298

Document Types

- Article 1,518

1/2,436 Add To Marked List Export

1 Enhancing Interpretability of AI-generated Images Through Vision Transformers

2 SemGIR: Semantic-Guided Image Regeneration Based Method for AI-generated Image Detection and Attribution

3 Advanced Detection of AI-Generated Images Through Vision Transformers

Export Records to Excel

Record Options

- ☒ You have selected 2 results for export
- ☐ All records on page
- ☐ Records from: 1 to 1000

3 No more than 1000 records at a time

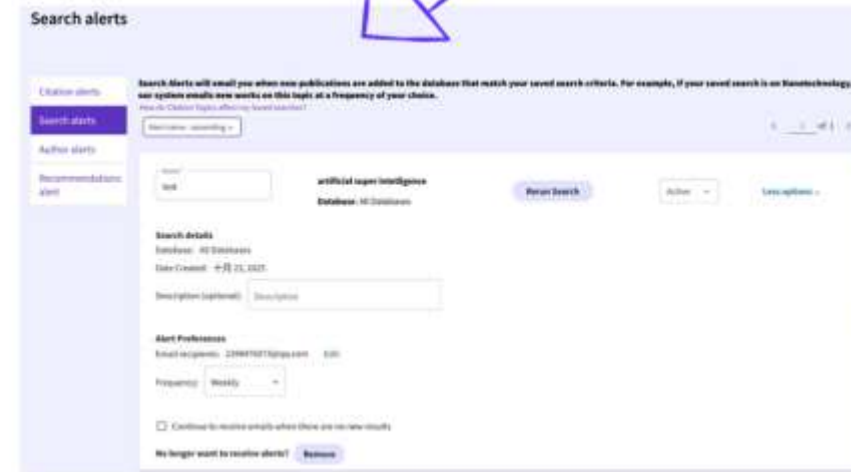
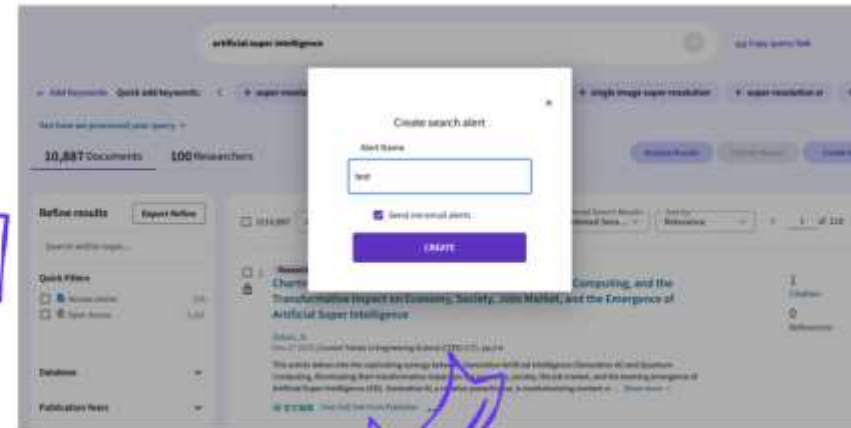
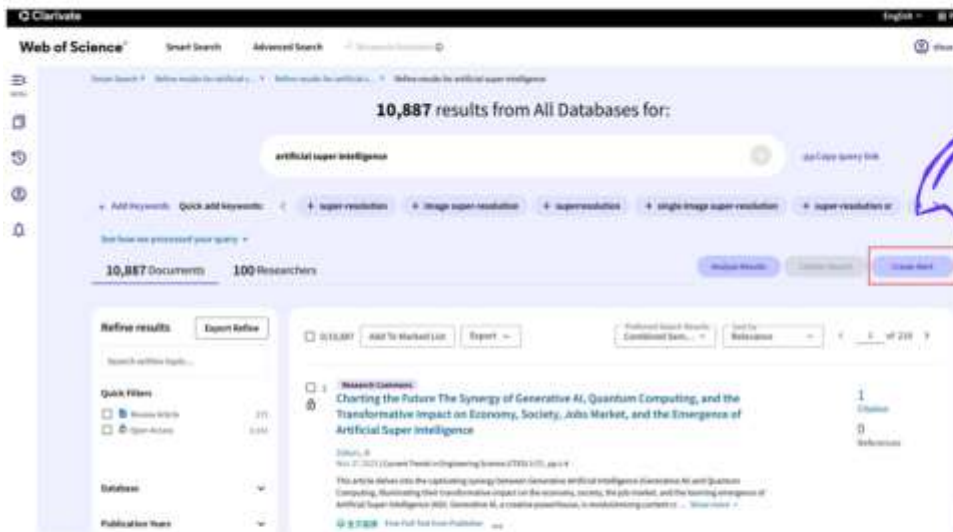
Record Content:

Custom selection (11)

Export Cancel

Saving Search Strategies

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



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	Enter search terms to generate results 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.



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.

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:

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



97 | ANALYZE METHODS

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: Hide Visualizations | Number of results: 10 | DOWNLOAD

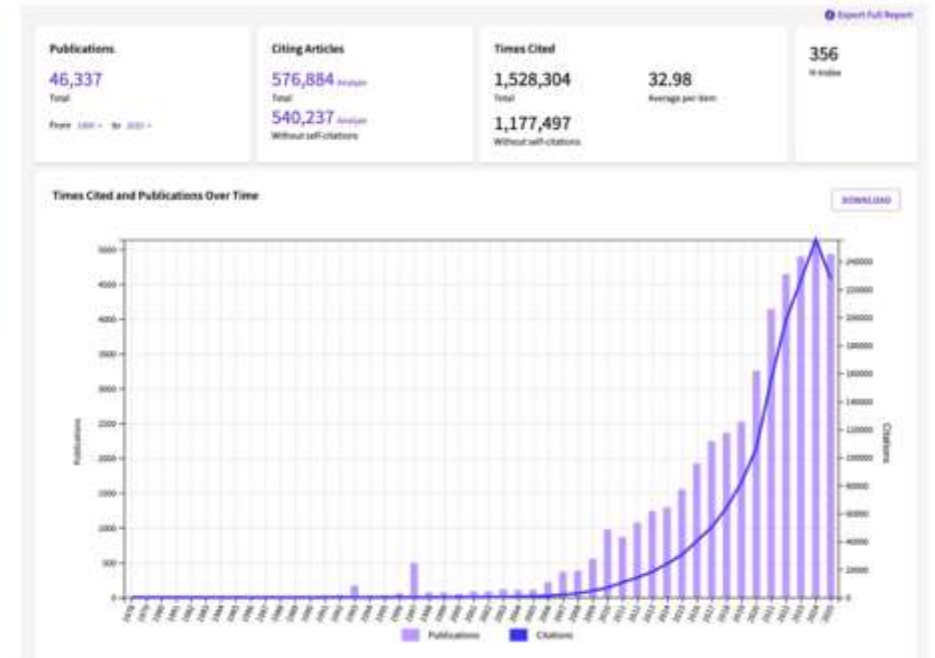
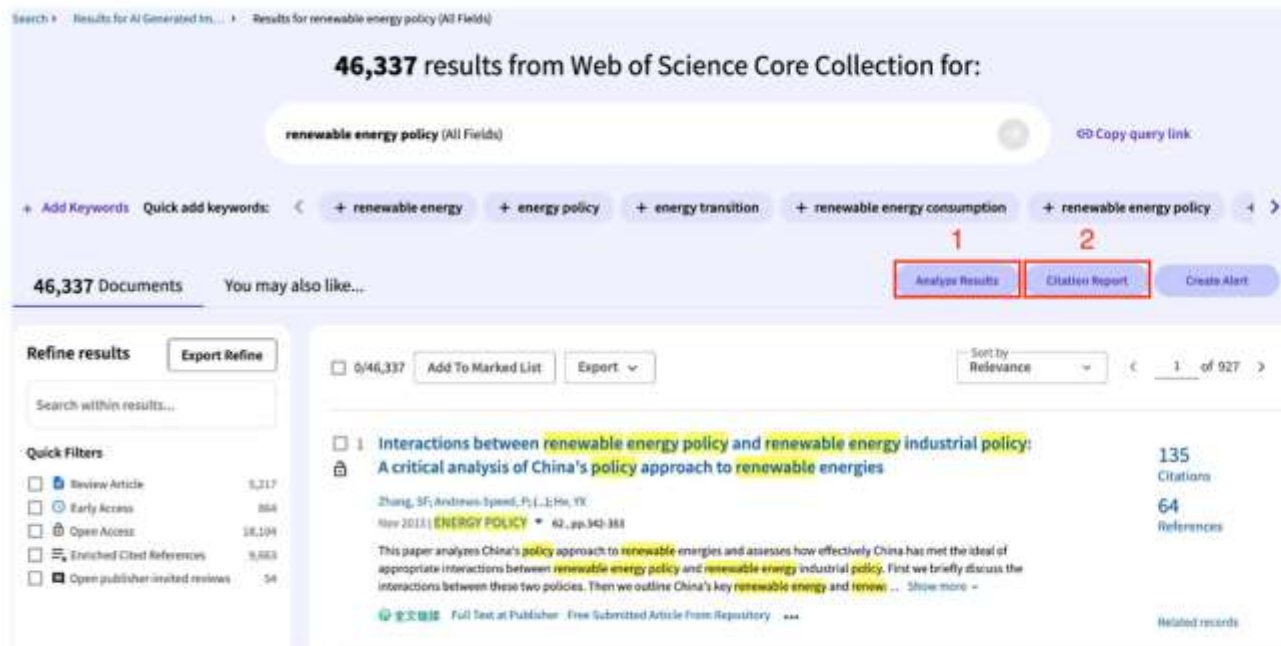
Showing 25 out of 194 entries
24 record(s) (0.052%) do not contain data in the field being analyzed

Select All	Field: Web of Science Categories	Record Count	% of 46,337
<input type="checkbox"/>	Energy Fuels	22,067	47.623%
<input type="checkbox"/>	Environmental Sciences	13,180	28.444%
<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%

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.



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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.



08 | ASSISTANCE TOOLS

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**

The background features three large, solid olive green triangles. One triangle is on the left, pointing towards the bottom right. Another is at the top center, pointing downwards. The third is at the bottom right, pointing upwards.

Thanks for your listening!