Web of Science User Manual

Class 25, Group 1
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About WoS

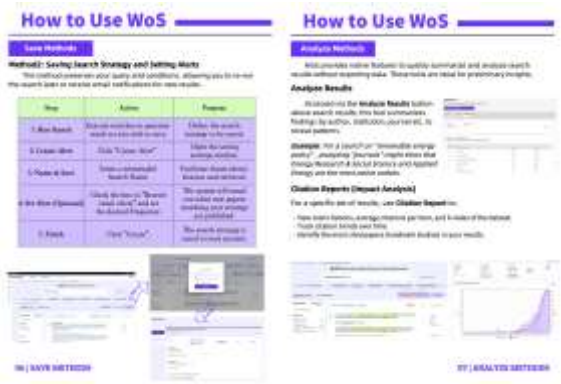
1. Web of Science (WoS) is a multidisciplinary academic database.
2. It provides access to **high-quality** journals, conference papers, and citation data.
3. Researchers use WoS to trace ideas, find influential works, and measure impact.

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

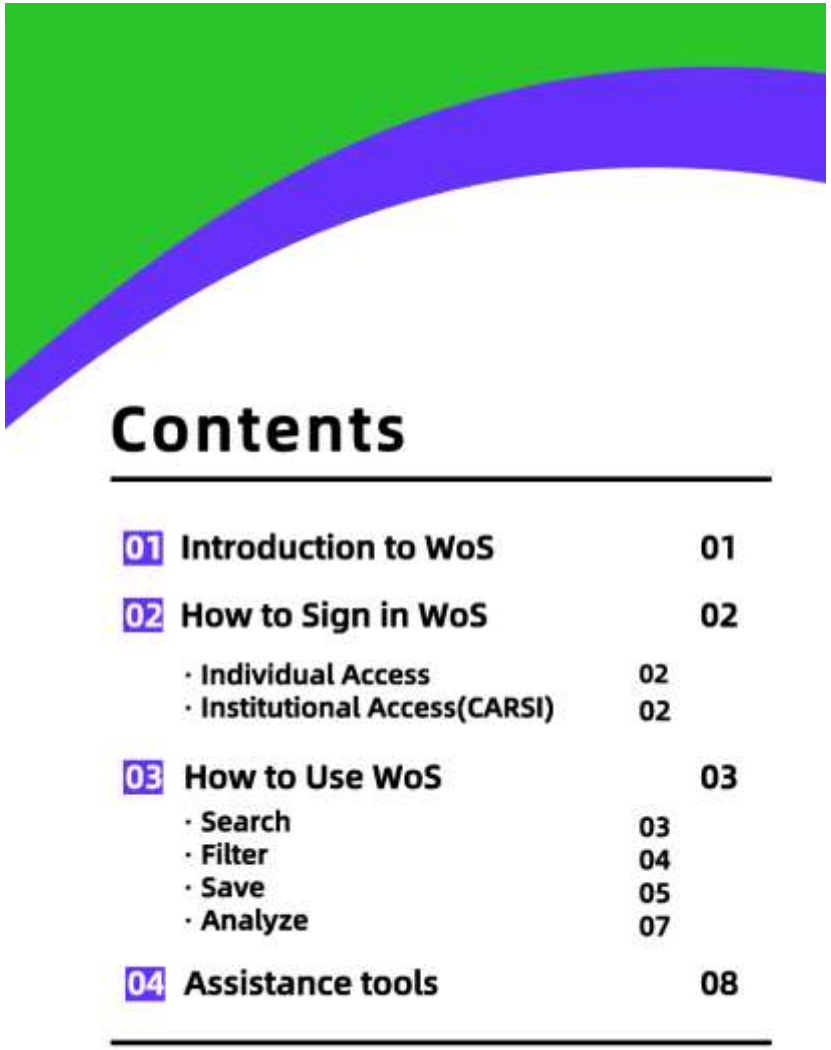
This user manual aims to help teachers and students use the database more effectively and promote learning and research.

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

Contents

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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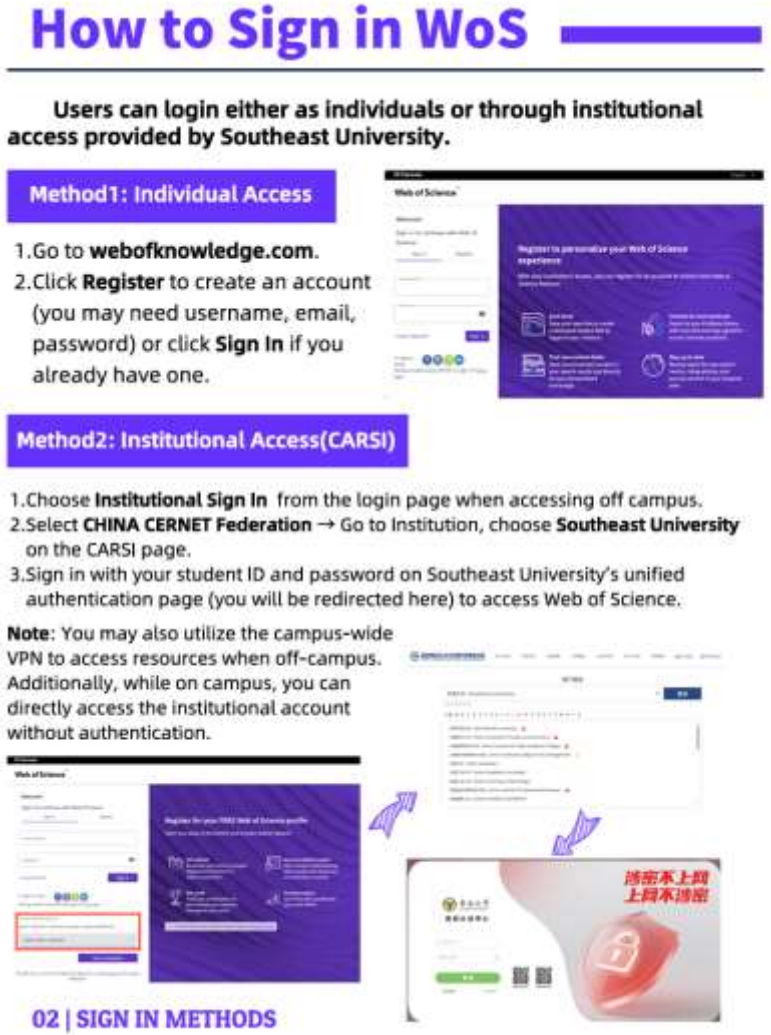
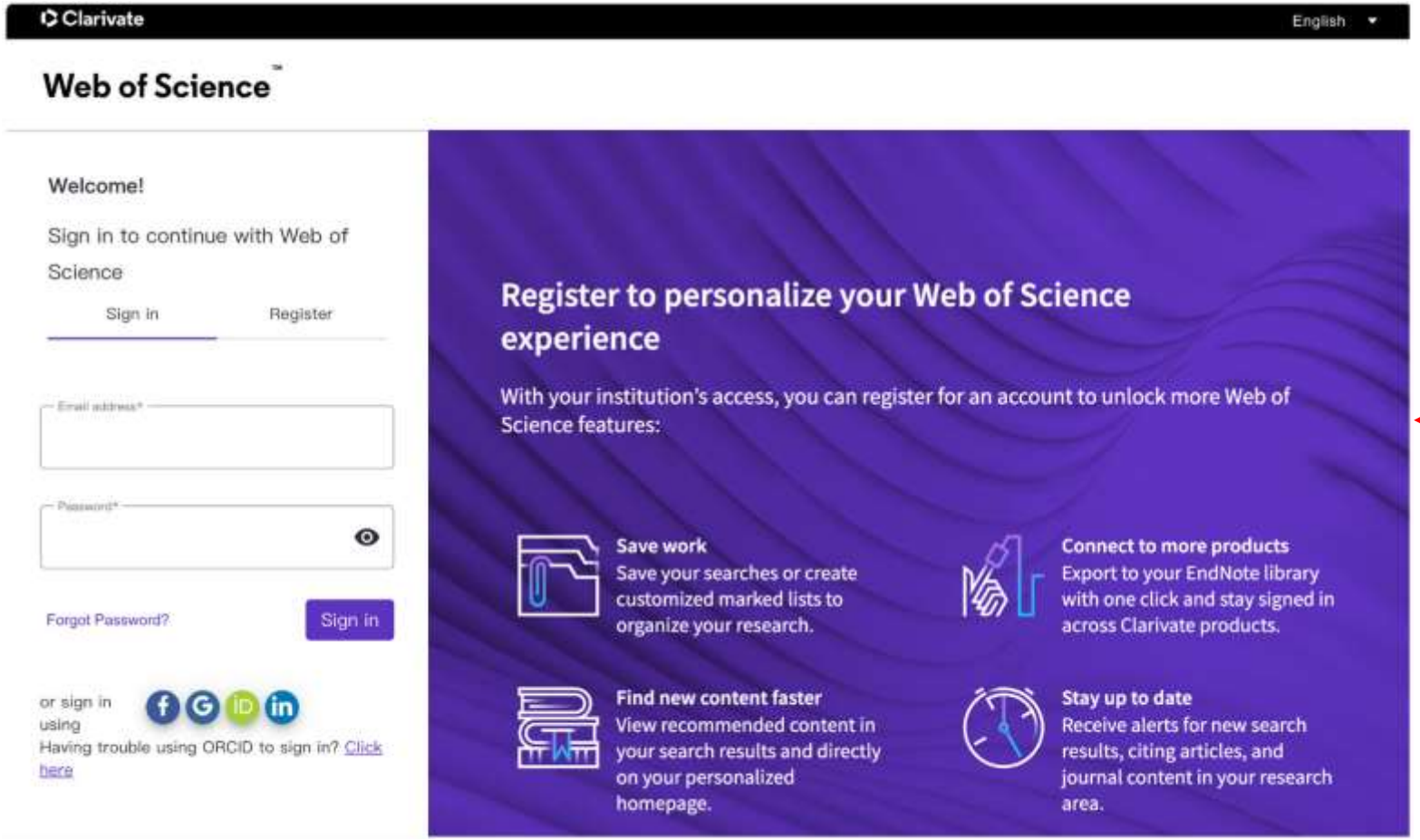
How to Sign In to WoS

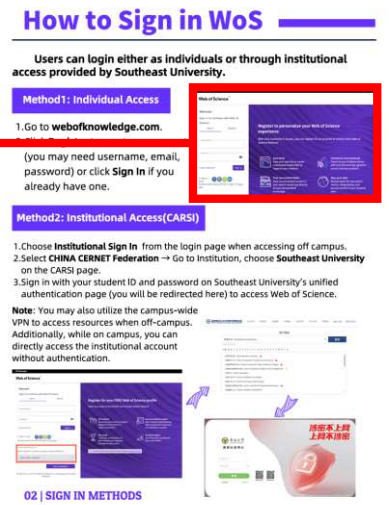
1. Users can log in either as **individuals** or through **institutional** access provided by Southeast University. We start by visiting **webofscience.com**.



Individual Access

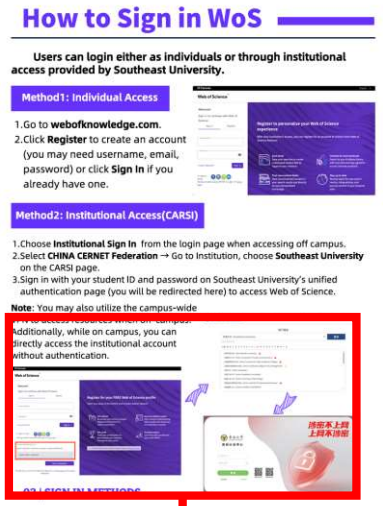
Click **Register** to create an account (email, password, name, verification), or click **Sign In** if you already have one.



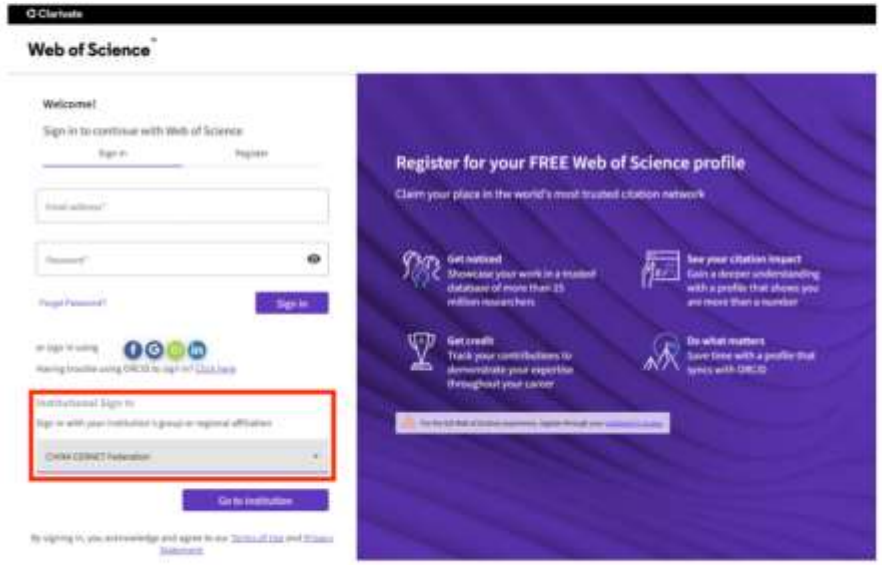


Institutional Access(CARSI)

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



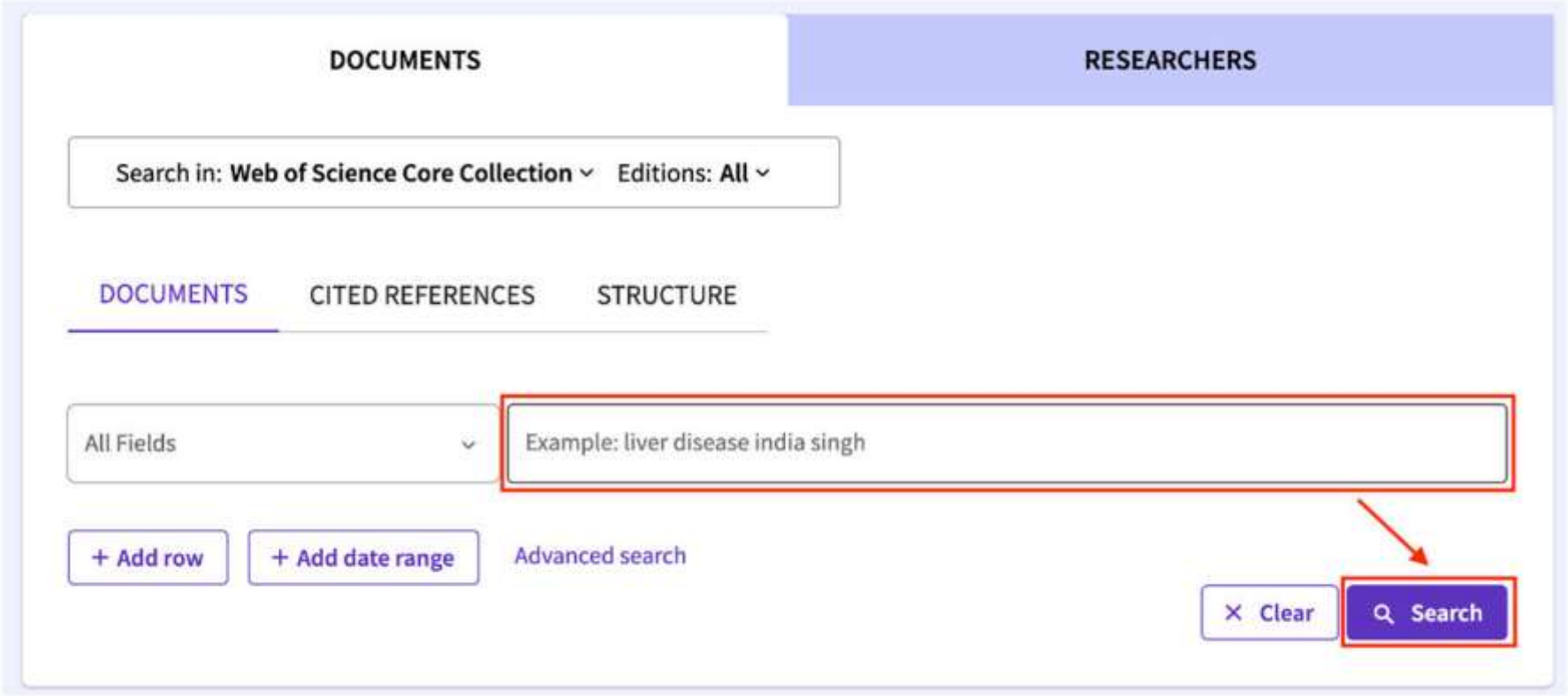
1. Choose **Institutional Sign In** on the login page.



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

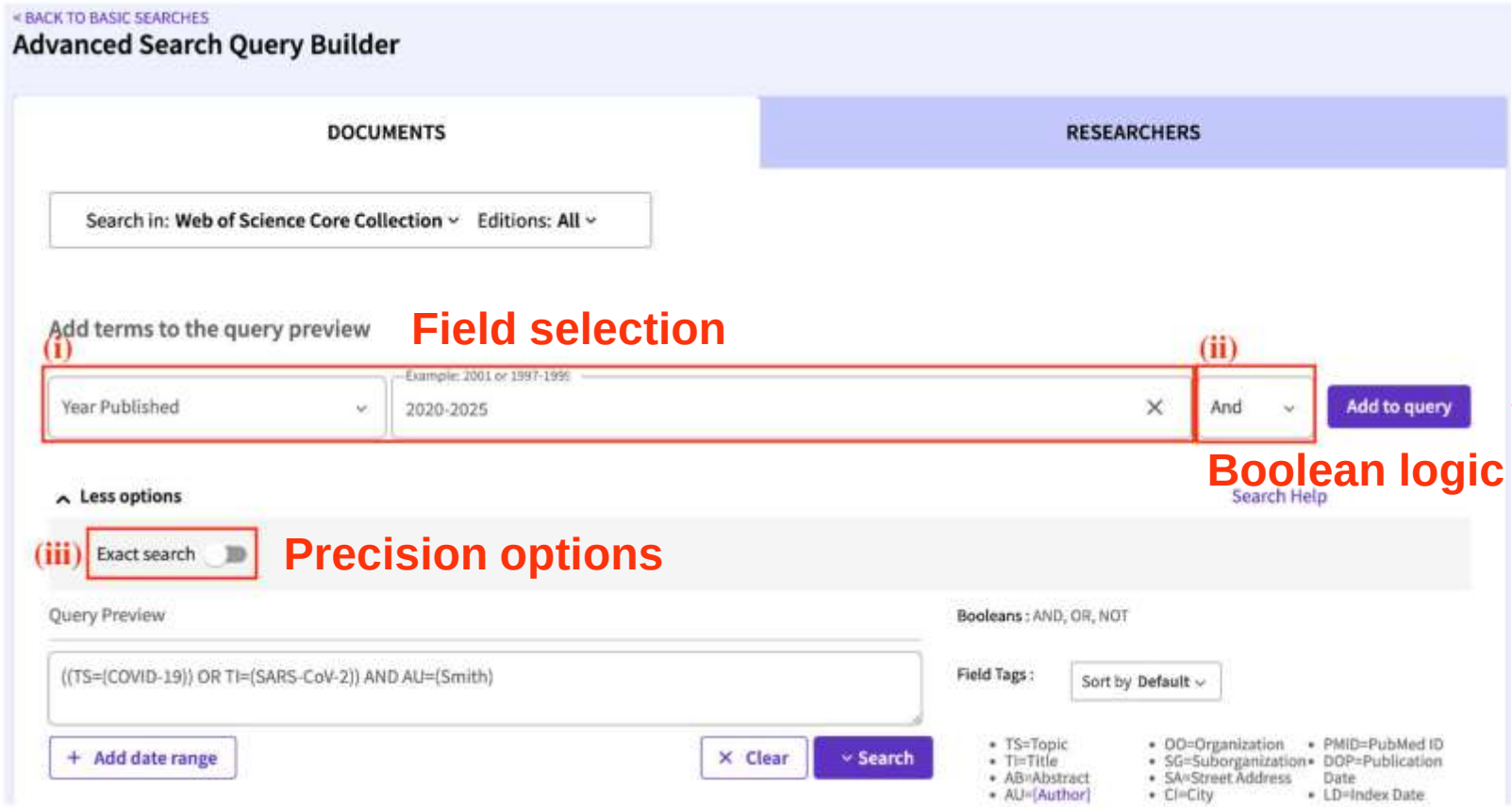
Basic Search

1. 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.



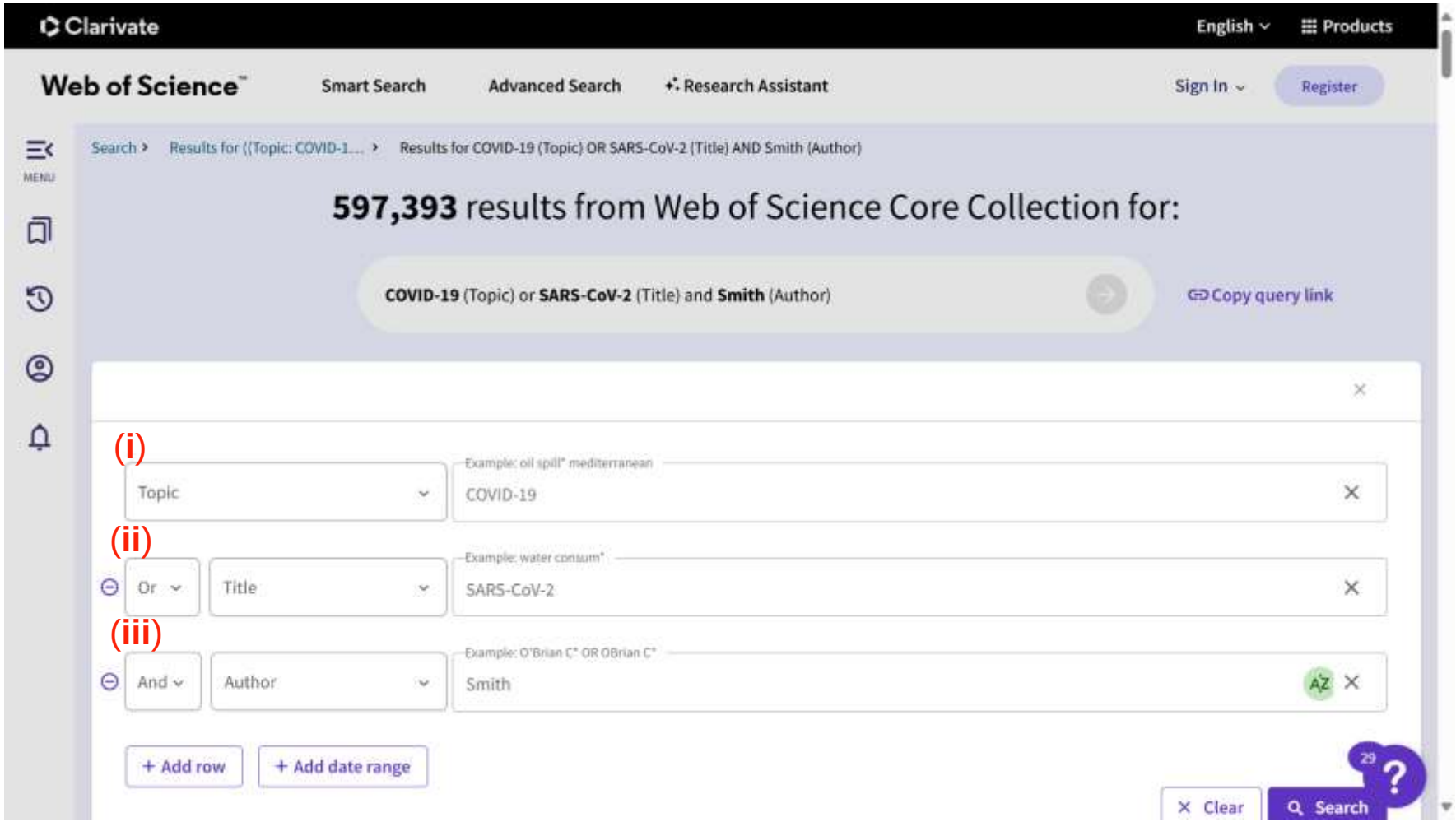
Advanced Search: Principles

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



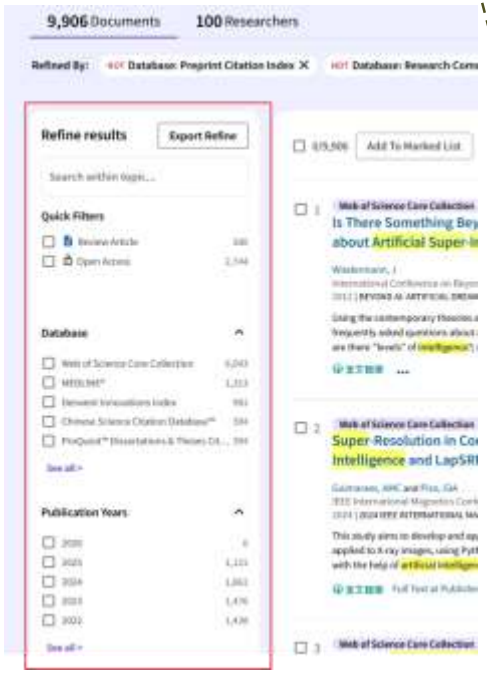
Advanced Search: An example

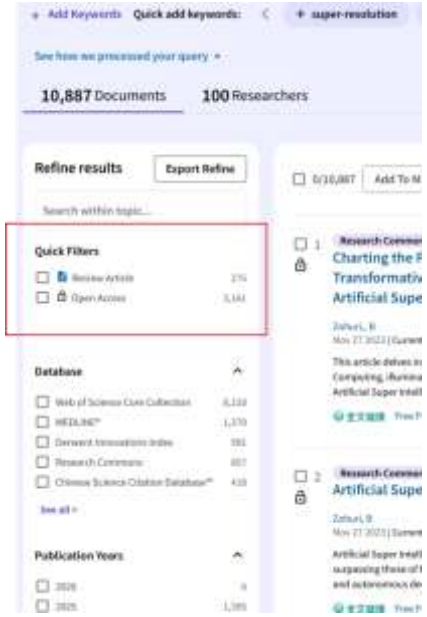
Example: ((Topic: COVID-19 OR Title: SARS-CoV-2) AND Author: Smith).



Filtering & Sorting

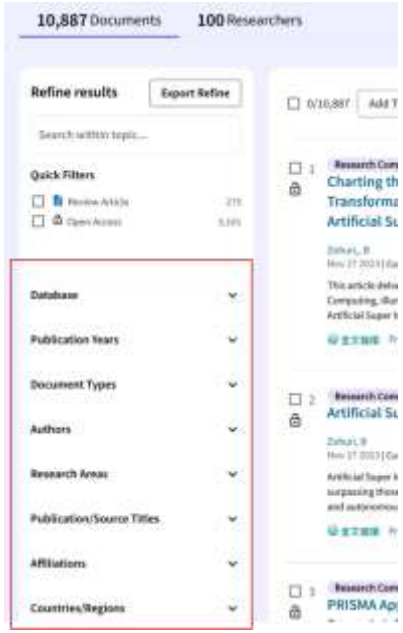
1. Locate the Filter Panel

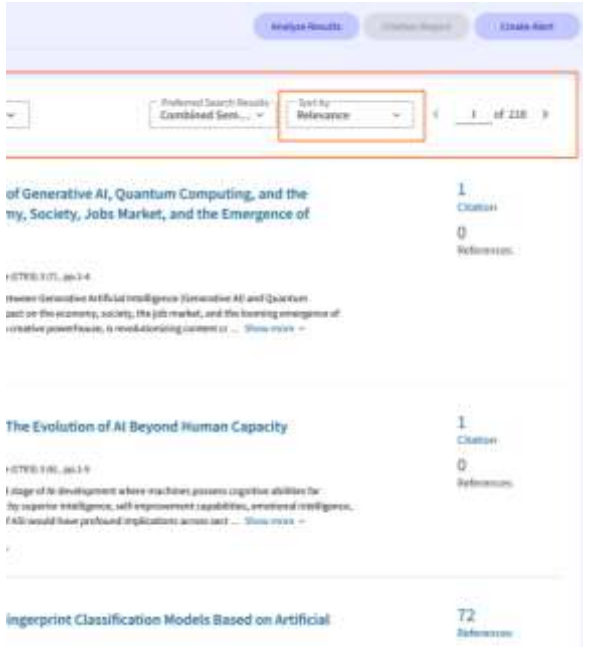




2. Utilize Quick Filters

3. Refine by Specific Attributes



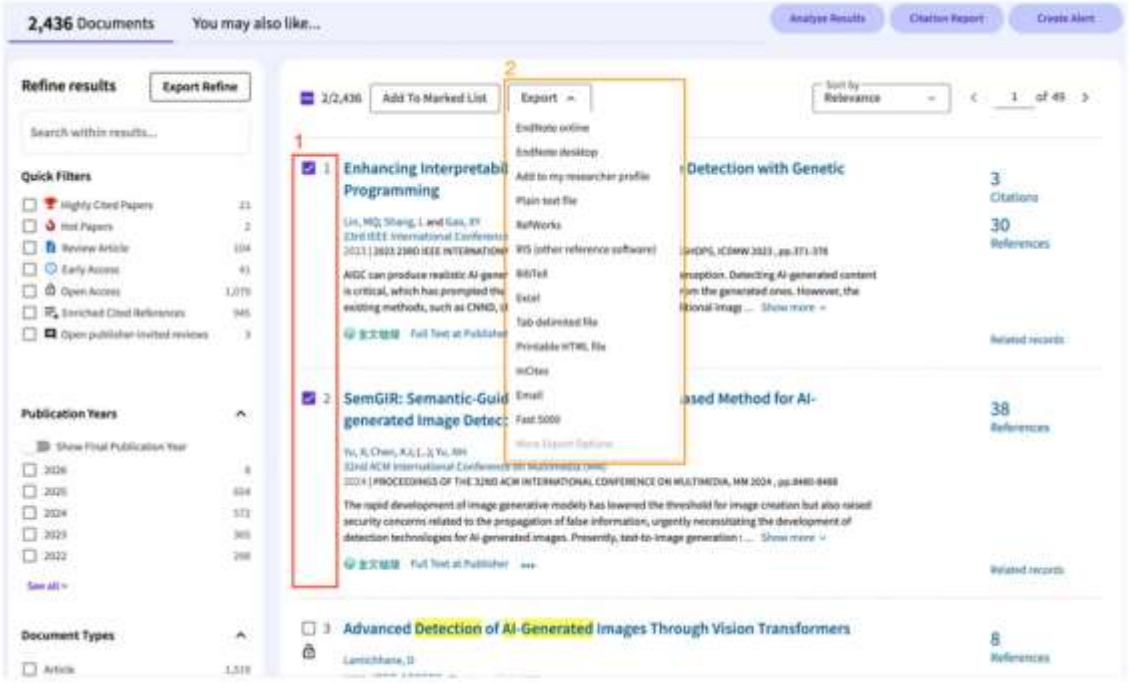


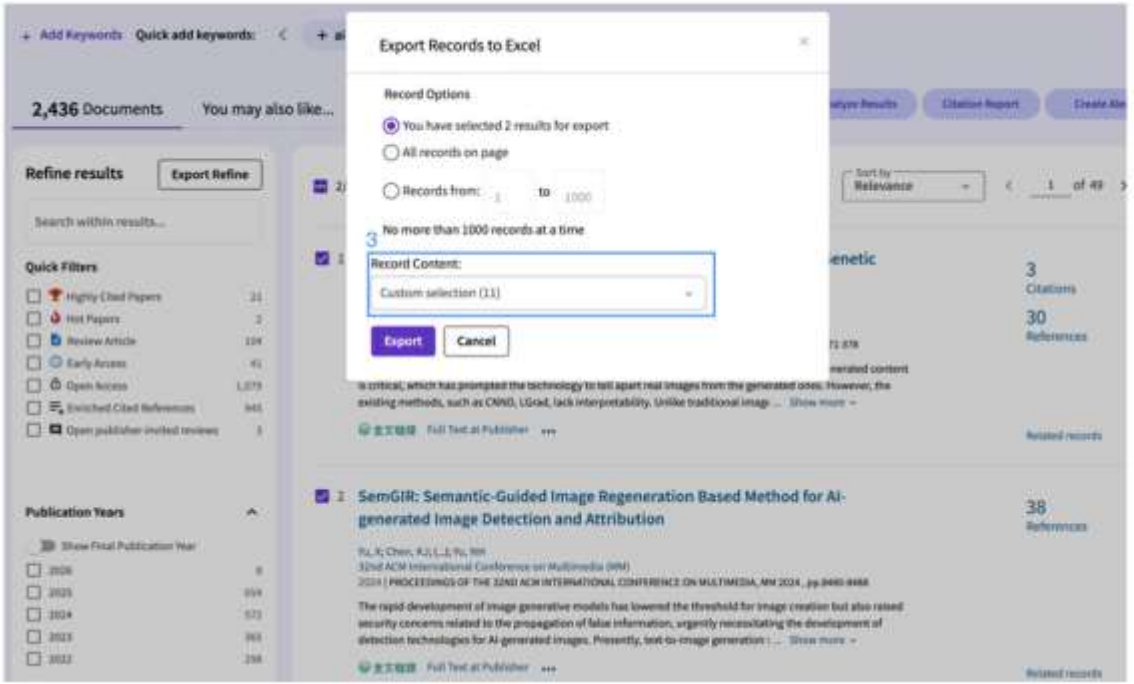
4. Sorting Results

Saving Selected Records

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

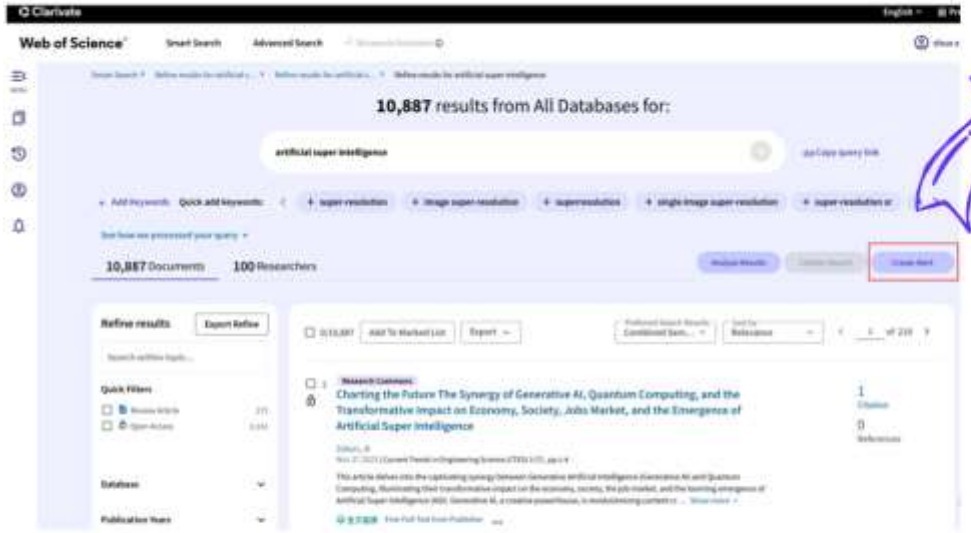
1. Mark Records.
2. Choose Destination.
3. Define Content.
4. Confirm Export.

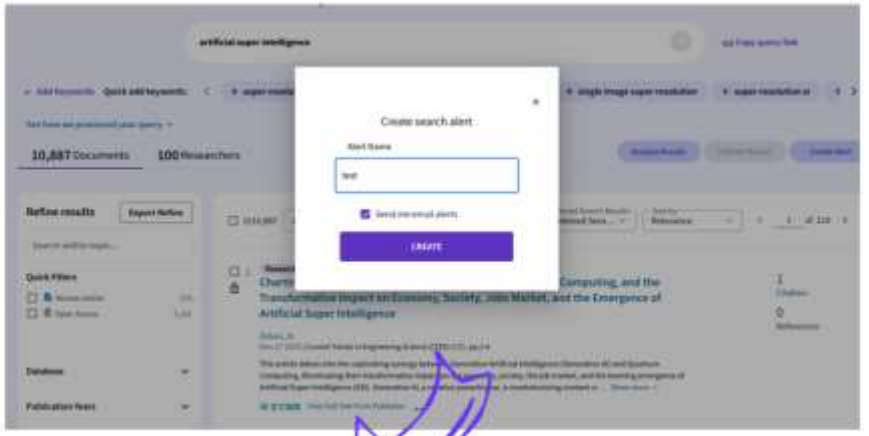


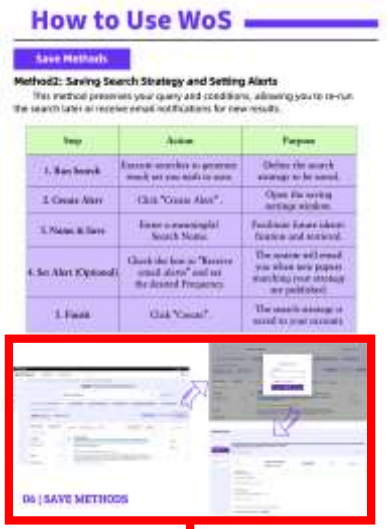


Saving Search Strategies

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



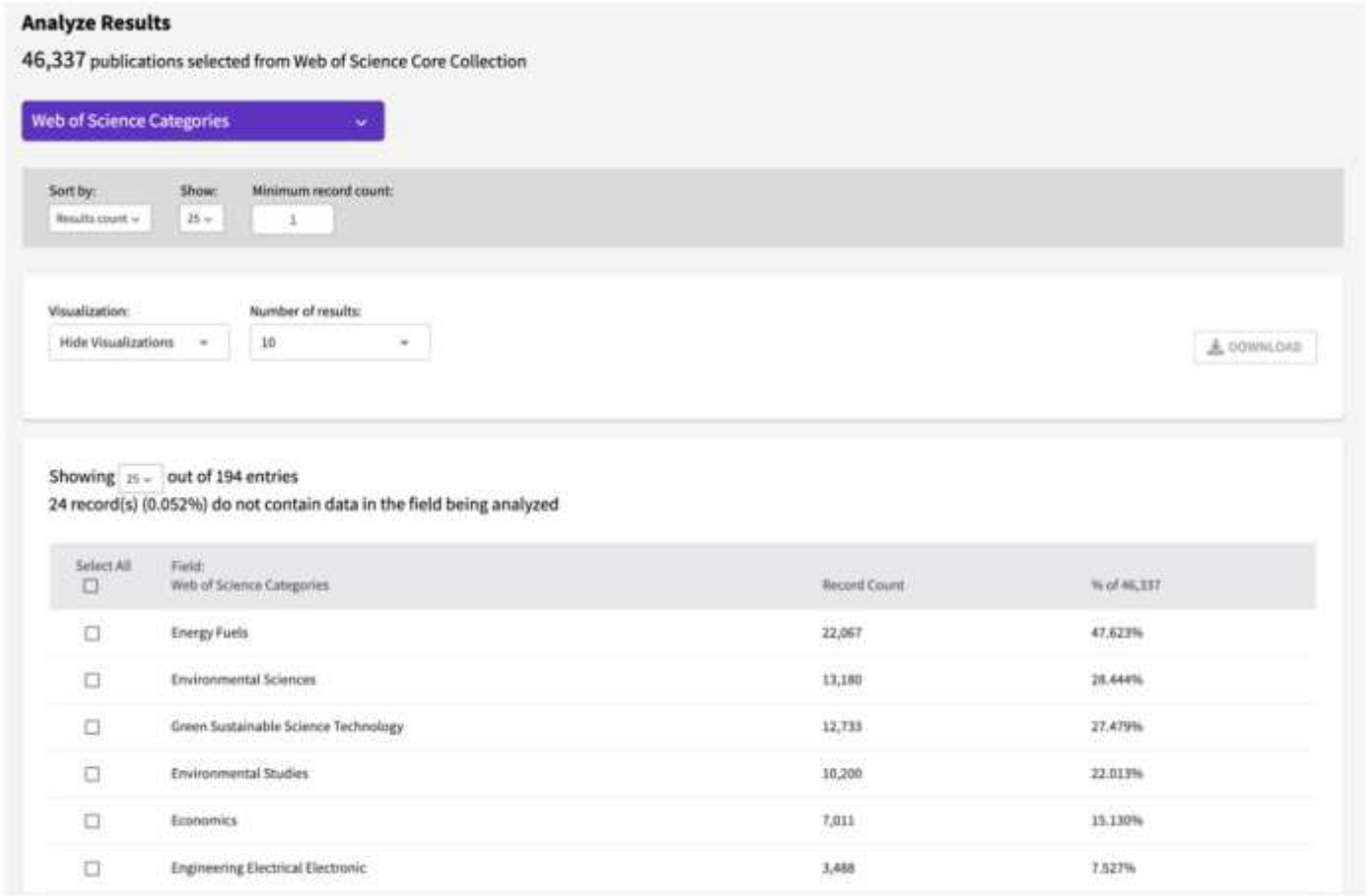




1. Click **Create Alert** after searching.
2. Name the search.
3. Check the box to receive email alerts and set the **desired frequency**.

Built-in Analysis Tools

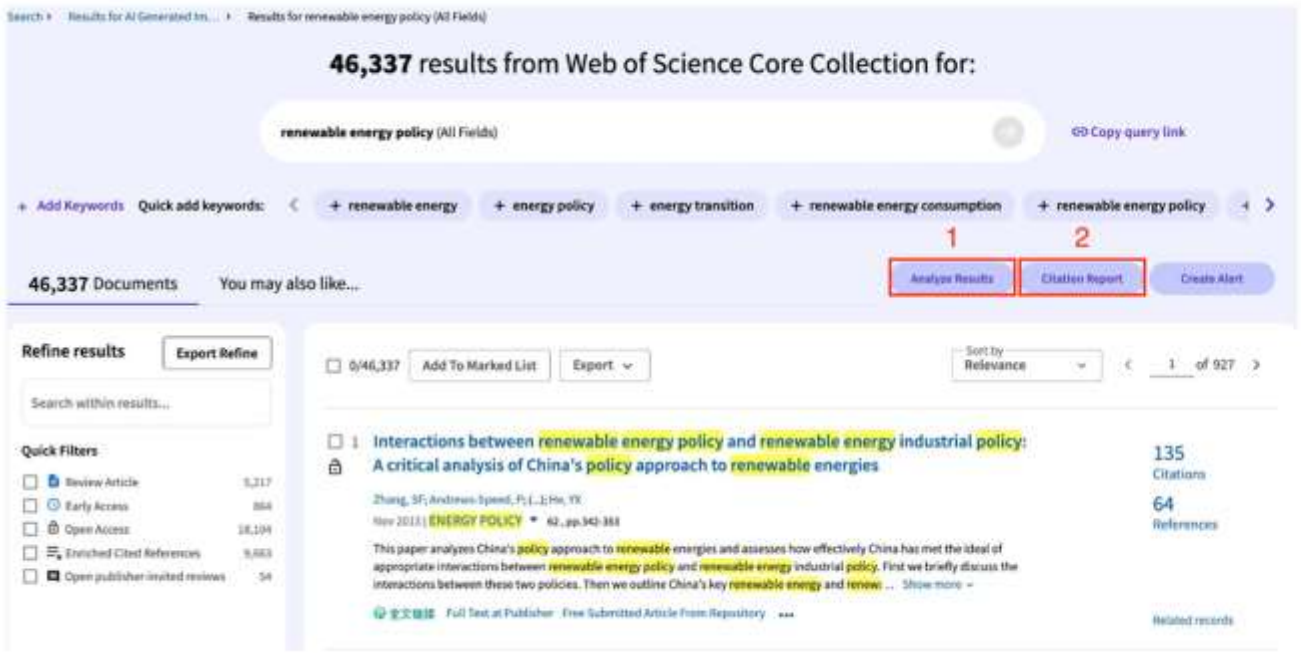
WoS provides native features to quickly summarize and analyze search results without exporting data. These features are ideal for preliminary insights and trend overviews.

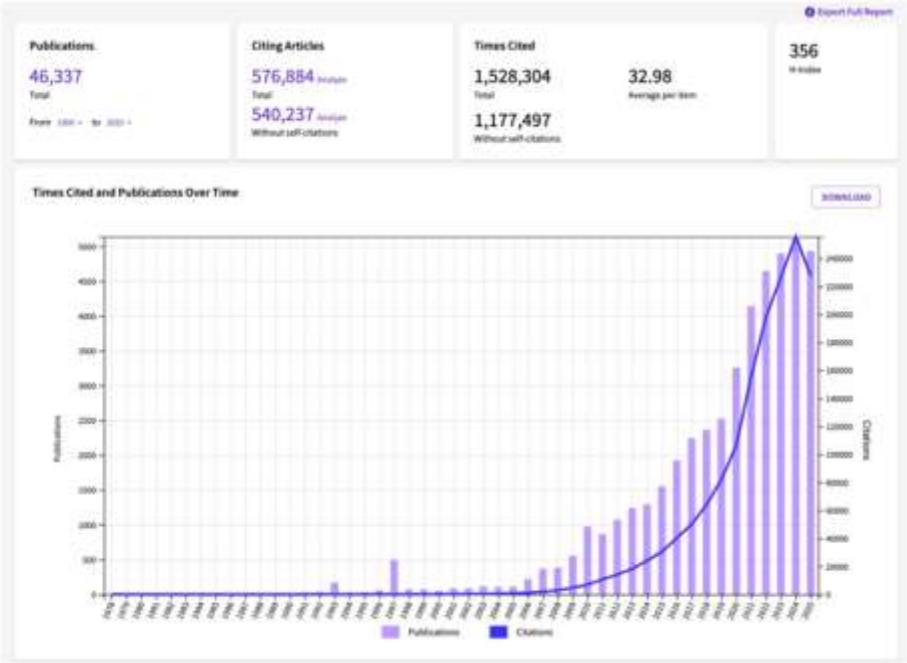


Citation Reports

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

Thanks for your listening!