



# Web of Science User Manual

Class 25, Group 1

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- 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.



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

**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.



# Consistency:

unified layout  
and formatting



# Usability: action-oriented steps, screenshots



# 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



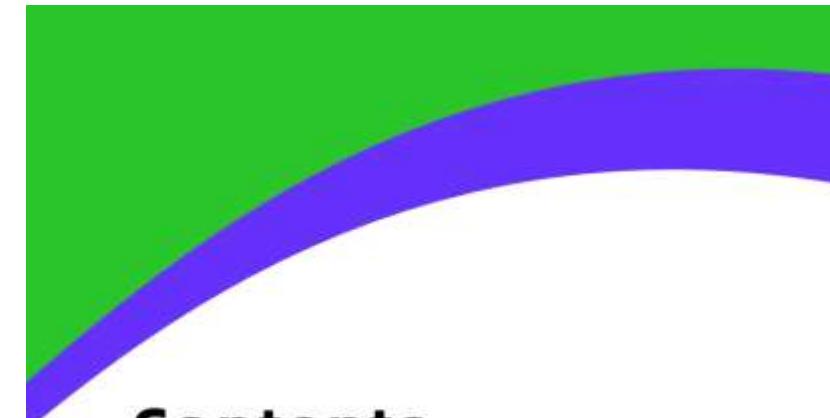
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# Manual Structure



- 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](http://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](http://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.

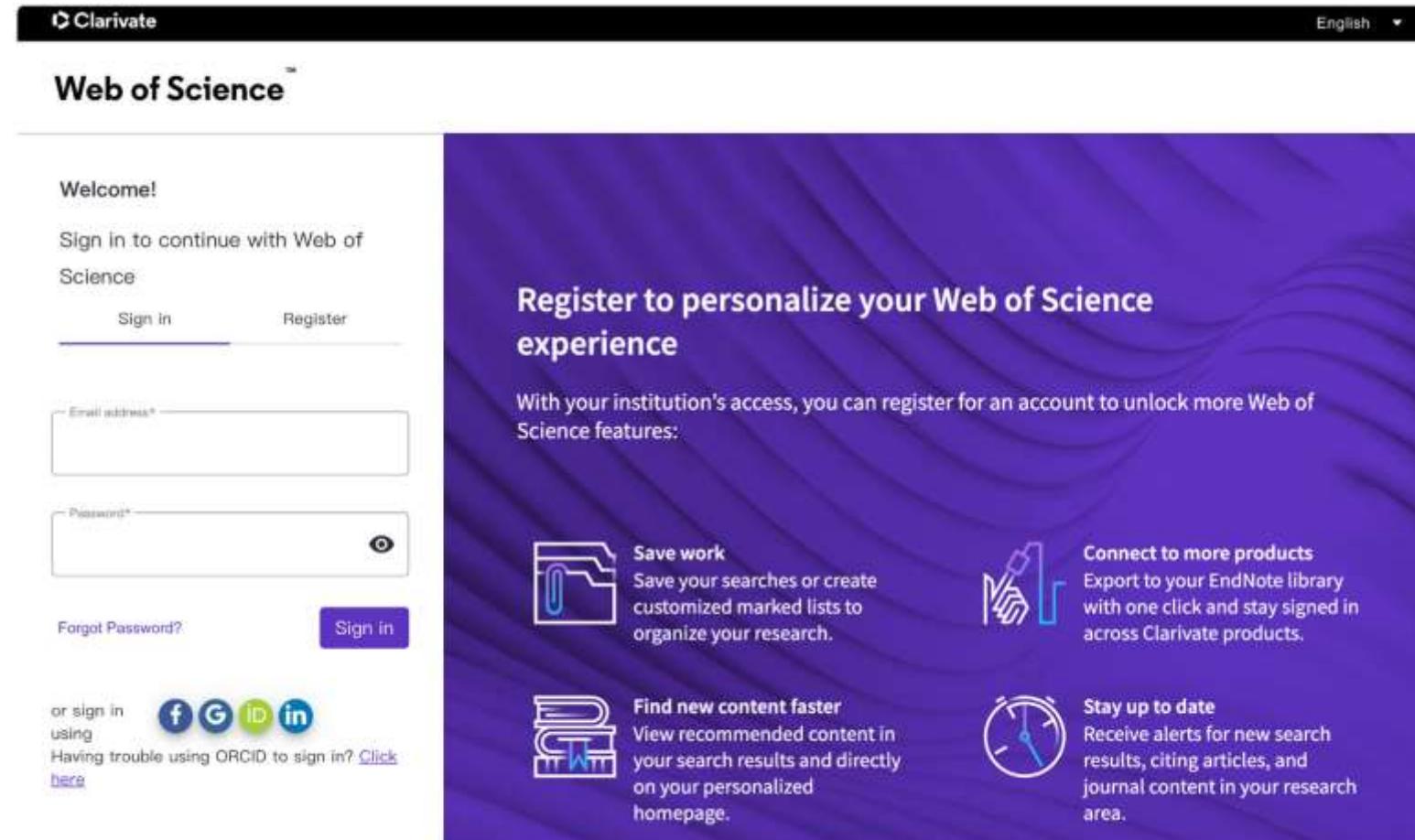
**Note:** You may also utilize the campus-wide VPN to access resources when off-campus. Additionally, while on campus, you can directly access the institutional account without authentication.



### 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.



**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](http://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**.  
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.

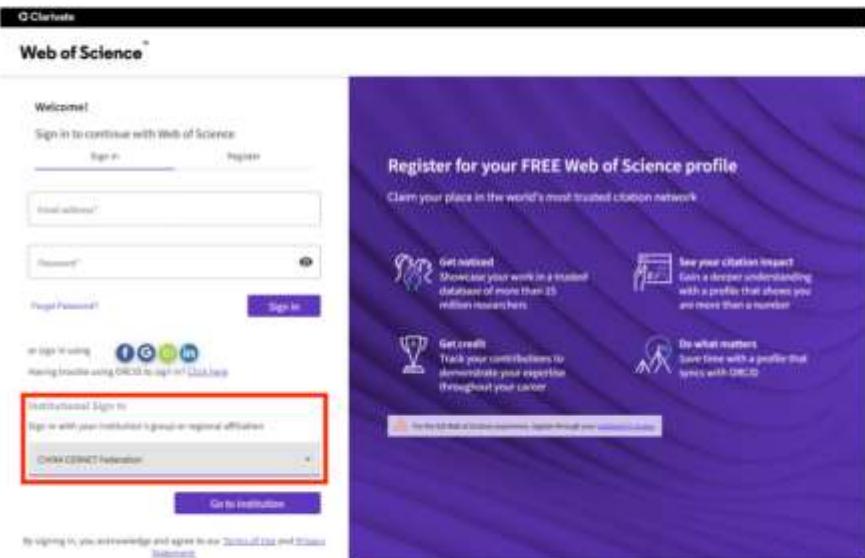
**Note:** You may also utilize the campus-wide VPN to access resources when off-campus. Additionally, while on campus, you can directly access the institutional account without authentication.

**02 | SIGN IN METHODS**

# Institutional Access(CARSI)

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](http://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 authentication. 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.

DOCUMENTS RESEARCHERS

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

**DOCUMENTS** **CITED REFERENCES** **STRUCTURE**

---

All Fields ▾ Example: liver disease india singh

**+ Add row** **+ Add date range** **Advanced search**

**X Clear** **Search** →

**Search Methods**

**Basic Search**  
 Enter keywords (e.g., topic, author, or title) in the search box. Results display all matching items across all databases.

**Advanced search**  
 The advanced search function supports precise retrieval through 12 fields, including citation of academic resources.

**Advanced search link** beneath the basic search bar to advanced search page.

**Configure search parameters:**  
 Other selection: Choose one or more search fields from the dropdown menu. The available fields and their usage are as follows:

Topic	Author	Publication/Source/Title
Title		Year published
Author		DOI
Affiliation		Language
Abstract		

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

Topic: COVID-19 AND Title: SARS-CoV-2 AND Author: Smith

**Boolean Control:** Check **Exact Match** for fields like Author, DOI, or Key words to avoid irrelevant results.

**Click Search** to display filtered results.

**Save Your Search:** To save the search strategy in My Search for future reuse.

**Preview Your Search:** You can preview your every logic search query here.

**SEARCH METHODS**

# 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

**Field selection**

(i) Year Published: 2020-2025 (ii) And (iii) Exact search

**Boolean logic**

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
- AB=Abstract
- SA=Street Address
- Date
- AU=Author
- CI=City
- LD=Index Date

**How to Use WoS**

**SEARCH METHODS**

**Basic Search**

Enter keywords (e.g., topic, author, affiliation) in the search bar and click the **Search** button. To display all matching items, click the **Search** button.

**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 basic search bar to enter the advanced search page.
2. Configure search parameters:
  - Field Selection**: Choose one or more search fields from the dropdown menu. The available fields and their usage are as follows:
 

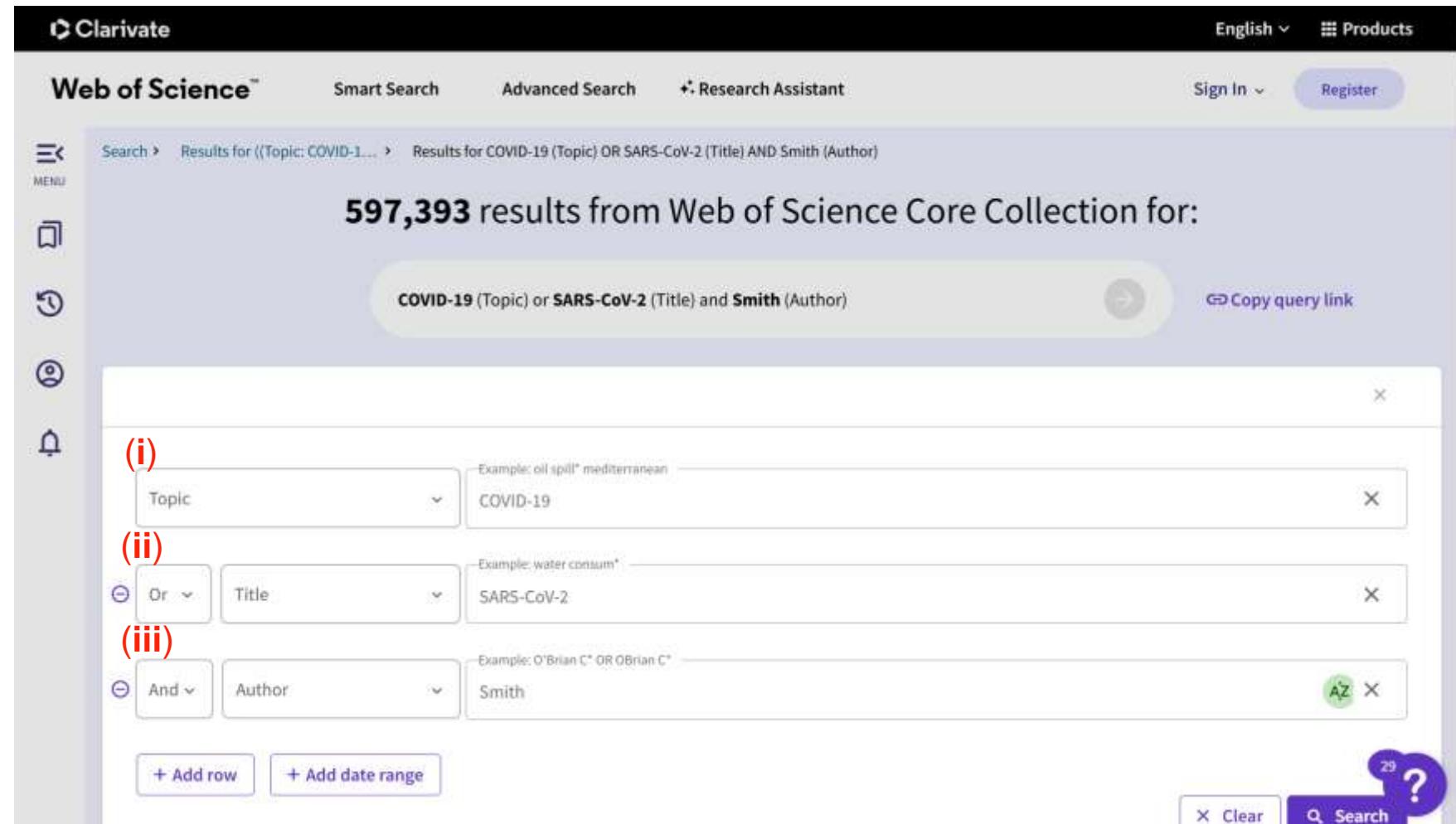
Topic	Keywords
Title	Publication/Source Title
Author	Year Published
Affiliation	DOI
Abstract	Language
  - Logical Relationship**: Combine multiple fields using boolean operators (AND, OR, NOT) and parentheses to structure your query. E.g. (Topic: COVID-19) AND (Title: SARS-CoV-2) AND (Author: Smith).
  - Precision Control**: Check **Exact Match** for terms like Author, DOI, or PMID to obtain more accurate results.
3. Click **Search** to display filtered results.

**Notes**: You can also use Boolean operators in the **Message for Search** field.

**SEARCH METHODS**

# 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. The search query is displayed as:

**COVID-19 (Topic) or SARS-CoV-2 (Title) and Smith (Author)**

The query is broken down into three rows, each with a red label (i), (ii), or (iii) indicating the search type:

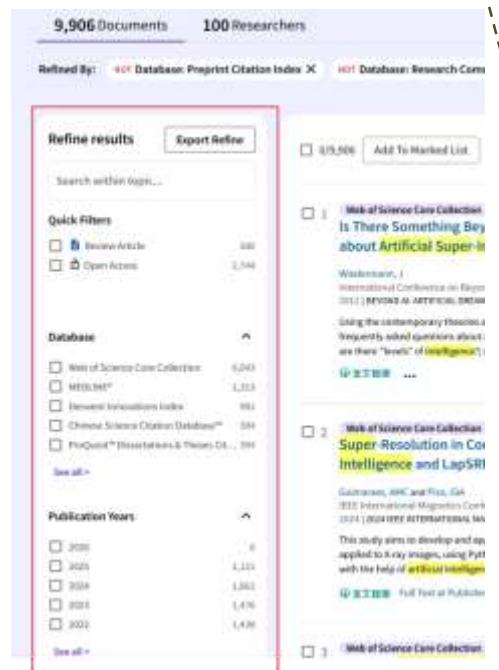
- (i) Topic: COVID-19
- (ii) Title: SARS-CoV-2
- (iii) Author: Smith

Below the search bar, there are buttons for "+ Add row" and "+ Add date range". At the bottom right, there are buttons for "Clear" (with a count of 29), "Search", and a help icon with a question mark and the number 29.

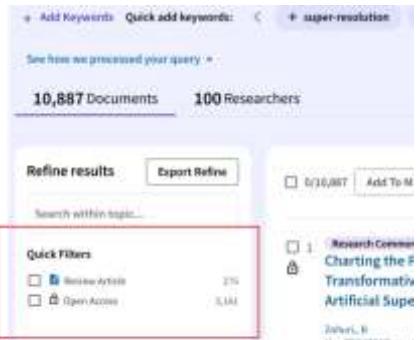
# Filtering & Sorting



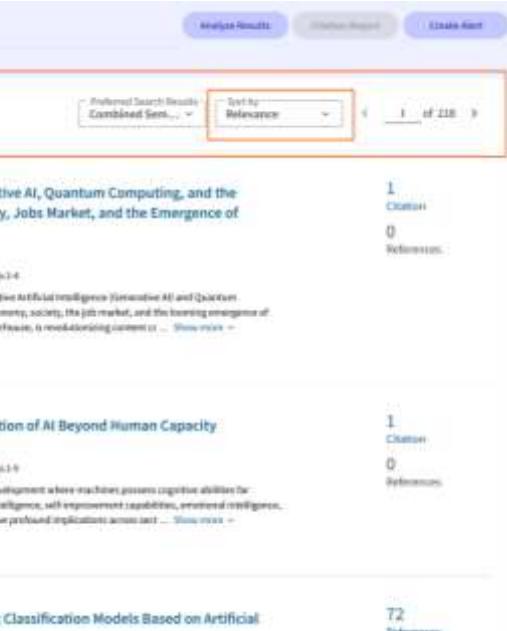
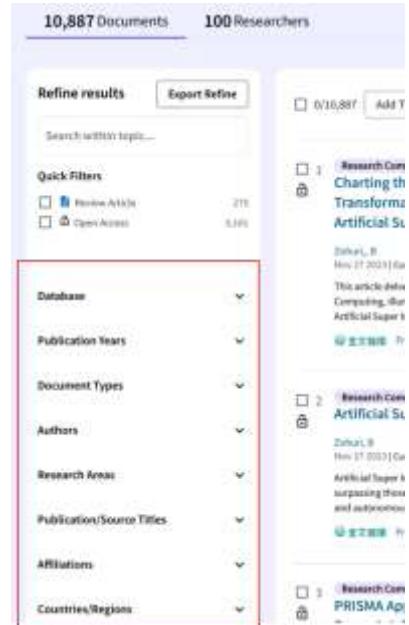
## 1. Locate the Filter Panel



## 2. Utilize Quick Filters



### 3. Refine by Specific Attributes

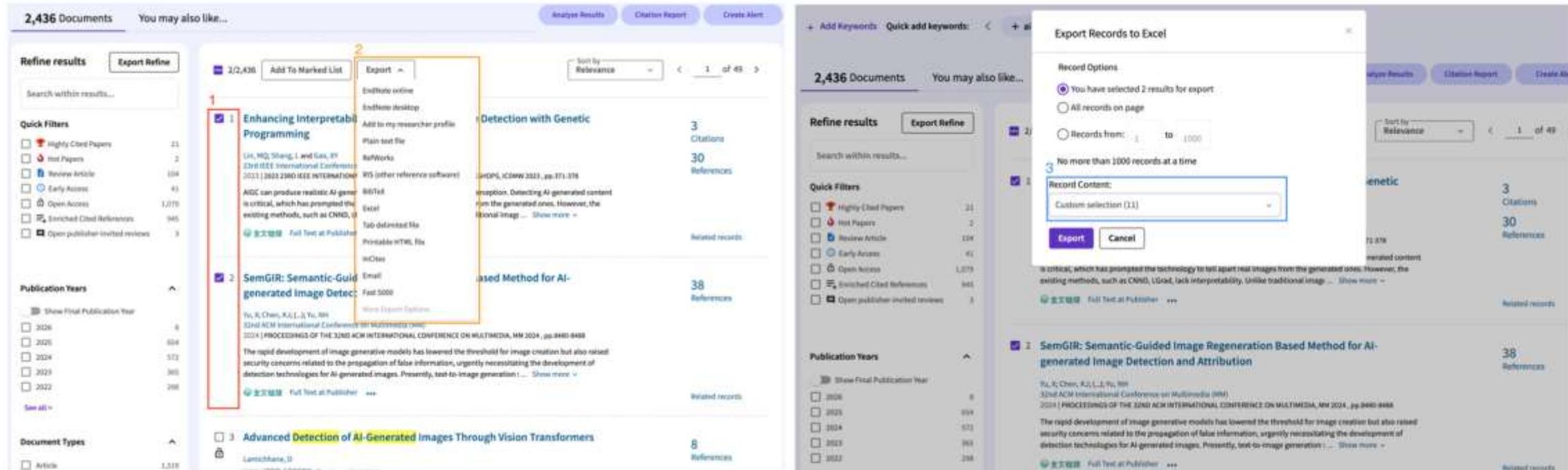


## 4. Sorting Results

# Saving Selected Records

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

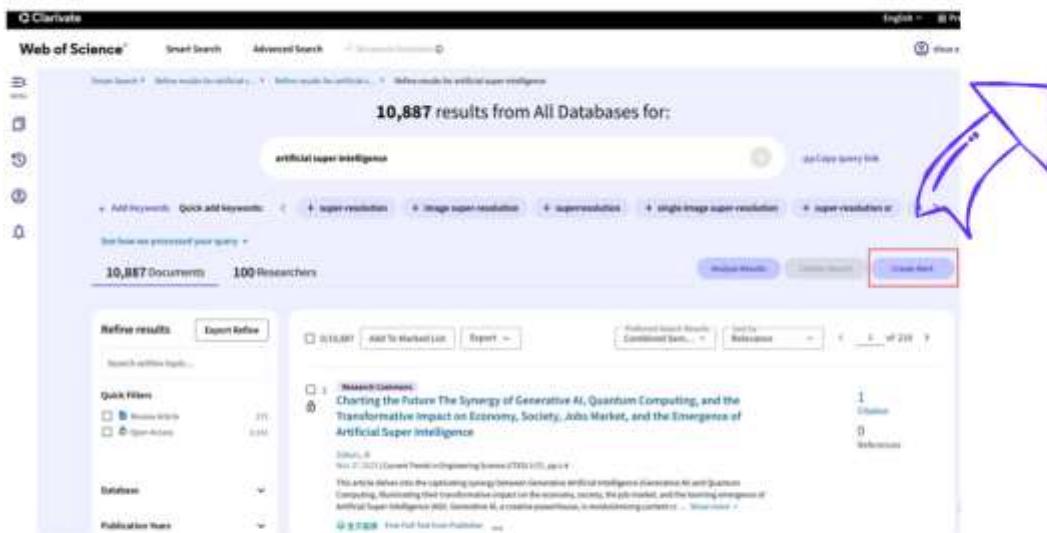
1. **Mark Records.**
2. **Choose Destination.**
3. **Define Content.**
4. **Confirm Export.**



The image shows a screenshot of the Web of Science (WoS) search results page. On the left, a list of search results is displayed, with the first result, 'Enhancing Interpretability Programming', selected. A yellow box highlights the 'Export' menu, which includes options like 'EndNote online', 'EndNote desktop', 'Add to my researcher profile', 'Plain text file', 'RefWorks', 'WoS (other reference software)', 'BibTeX', 'Excel', 'tab-delimited file', 'Printable HTML', 'RIS', and 'Other'. A red box highlights the 'Other' option. The right side of the image shows the 'Export Records to Excel' dialog box, which is overlaid on the search results. The dialog box has a title 'Export Records to Excel', a section for 'Record Options' (radio buttons for 'You have selected 2 results for export' and 'All records on page'), a section for 'Record Content' (a dropdown menu showing 'Custom selection (11)'), and 'Export' and 'Cancel' buttons. A red arrow points from the 'Other' option in the export menu on the left to the 'Export' button in the dialog box on the right.

# Saving Search Strategies

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



10,887 results from All Databases for: **artificial super intelligence**

10,887 Documents 100 Researchers

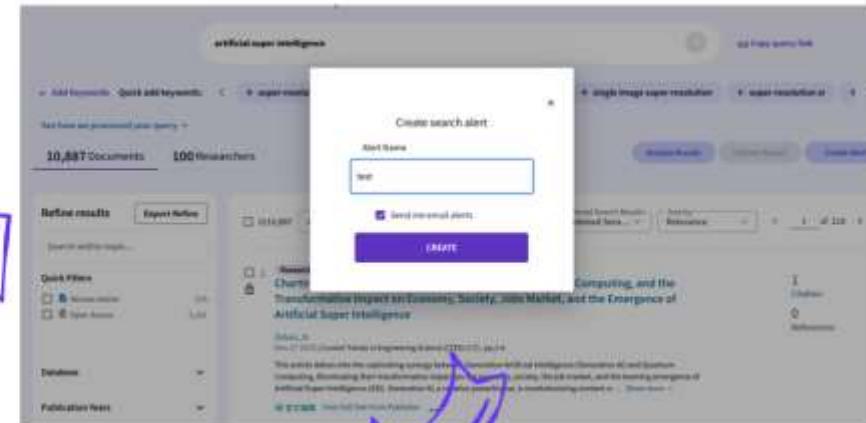
Refine results:  10,887 Add To MyAlerts Report  Followed Search Alerts  Send for Reference  **Create Alert**

Quick Filter:  My Alerts  Open Access

Database: Publication Year:  2020-2021

Search details: **artificial super intelligence** Database: All Databases Date Created: 10/21/2021

Alert Preferences: Email recipient: 239871073@qq.com Frequency: Weekly  Continue to receive alerts when there are no new results My longer want to receive alerts?

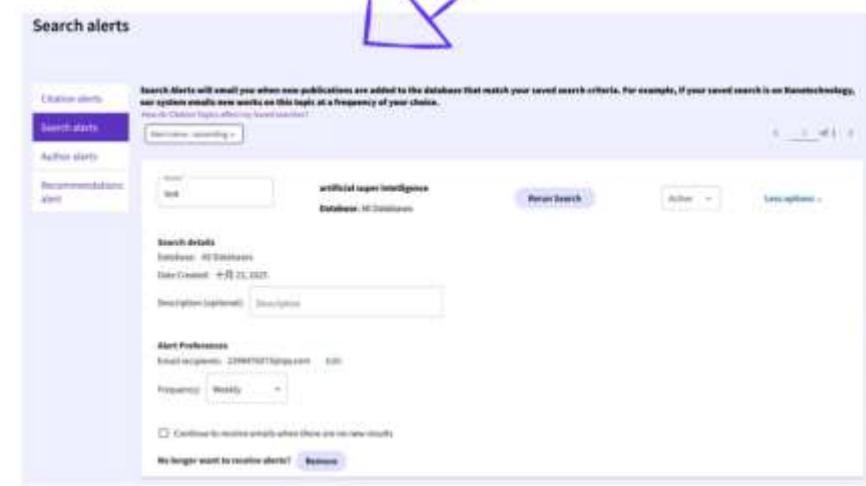


Create search alert

Alert Name:   Send email alerts

Search details: **artificial super intelligence** Database: All Databases Date Created: 10/21/2021

Alert Preferences: Email recipient: 239871073@qq.com Frequency: Weekly  Continue to receive alerts when there are no new results My longer want to receive alerts?



Search alerts

Search Alerts will email you when new publications are added to the database that match your saved search criteria. For example, if your saved search is on Nanotechnology, our system emails new works on this topic at a frequency of your choice.

Alert details: **artificial super intelligence** Database: All Databases Date Created: 10/21/2021

Alert Preferences: Email recipient: 239871073@qq.com Frequency: Weekly  Continue to receive alerts when there are no new results My longer want to receive alerts?

**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 search set and results to reuse.	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 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 "Create".	The search strategy is saved to your account.

**D6 | SAVE METHODS**



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: 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	28.644%
<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 & Social Science and Applied Energy are the most active areas.

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

0/46,337 Add To Marked List Export Sort by Relevance 1 of 927 >

Quick Filters: Review Article (5,317), Early Access (864), Open Access (16,194), 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

Zhang, SF; Andrews-Spend, P; ...; He, YX; *Renew 2013; ENERGY POLICY* • 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

Related records

How to Use WoS

Analysis Methods

Analyze Methods

Analyze Results

Citation Reports (Impact Analysis)

ANALYZE METHODS

Publications: 46,337 Total: From 1980 - to 2020+ Copy query link

Citing Articles: 576,884 Total: 540,237 Without self-citations

Times Cited: 1,528,304 Total: 1,177,497 Without self-citations

Average per item: 32.98

356 H-index

Times Cited and Publications Over Time

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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!**