Using the Web of Knowledge databases
Information Skills Practical Workshop

This worksheet will give you a taster of the information available to you via Web of Knowledge/Science. Literature searching from the website of any database is more powerful than searching via the Primo tool or with Google Scholar.

Please ask for help at any time if you need it

1: Plan your search

Use the **Search Strategy** planning grid included in your pack to help you to decide on the keyword search approach you will use in this database. Remember to apply the search rules for Web of Knowledge (WoK).

Search rules for Web of Knowledge:

- Main Boolean operators: **and, or, not**
- Exact phrase in quotation marks e.g. **"passive smoking"**
- Truncation symbol * e.g. **smok*** will find smoke, smoker, smokers, smoking
- Can use * in an exact phrase search

2: Carry out your initial search in Web of Science

1. Go to **http://wok.mimas.ac.uk** (Note there is no www section in the URL)

2. Click on the button **click here to access Web of Knowledge**

3. If an **Authentication Preference Selection** window opens, select **Institutional (Shibboleth) Authentication** and login using your university computer username and password

4. Click on the **Web of Science** tab and scroll down to select the **Citation Databases** you wish to search

5. Let's try a "quick and dirty" search using only one of your words/phrases for each of your ideas. Don't use any truncation symbols at this point – you will use them later to see if they make a difference!

   Change the search field box to **Topic** for all three search boxes
   Type one keyword or phrase for your first concept (idea) in the first search box
   Type one keyword or phrase for your second concept (idea) in the second search box

6. Click on **Search**

7. Look at the **Web of Science** results. How many records have been found?

8. Now improve your search – go back and look at the search terms you thought about on your planning sheet/matrix. Use more of your alternative words/phrases for each idea and make sure that you apply the truncation symbol at appropriate points.
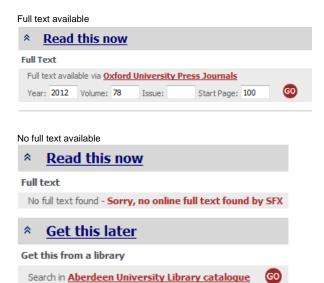
9. Click on **Search**

10. Look at the **Web of Science** results. How many records have been found?

You will use a combination of the options presented in Section 3 (View and evaluate your results) and Section 4 (Refine your search) to improve the records that you find.

3: View and evaluate your results

You never get the perfect search first time and you will modify and refine your search as you go along. This involves looking at what you have found and modifying, refining and improving your search strategy.

1. **Viewing your results**: there are a number of options available to you

   a) Click on **View Abstract**

   b) Click on the blue title link for any of the papers. Skim down the information given in this display. Are there any other keywords that you could use to improve your search? If there are note them down as you may want to use them at a later stage of your search.

c) Click on the **Link** button for any of the papers that interest you. In the **SFX** pop-up window if there is a link under **Read this now** to the electronic article click on **GO** for one of the given suppliers to link through to the full electronic content of the paper. Look for the PDF option once you are on the web page for the article.

Full text available

d) If there is no link to an electronic version of the article under Read this now, look for the **Get this later** header. Click on the **GO** link next to the Aberdeen University library catalogue entry to move through to the catalogue to check our holdings for the journal in which this paper was published. It may be that we have the paper version of a journal. Do we have the reference that you were interested in?

No full text available

NOTE: for a number of recent technical reasons there are a few occasions when there is no entry given under Read this now, but we do actually have access to the full text. We'd always recommend checking the Get this later link for any item in which you are interested – you may find that we have it in electronic or paper format.
ADDITIONAL NOTE: For oil/gas/petroleum engineers and geologists – SPE, OTC and related papers are available in full text through the OnePetro database. However, OnePetro does not allow SFX access to their data. If you find SPE and related papers in databases such as Web of Knowledge there will be no indication of full text but you will be able to access the material within OnePetro. We have been waiting over 12 months for OnePetro to make technical improvements to their system and do not yet know when they will be put in place.

2. **Displaying/sorting your results**: the default setting in the **Sort by** box (above your results list to the right hand side) is the most recent item is at the top of your results list with the oldest item at the bottom

(**Publication Date – newest to oldest**). You can change this sort order to assist your evaluation of what you have found.

    a) Change the **Sort by** option to **Relevance**: this sorts the results list based on where your search terms appear within the reference.

    b) Change the **Sort by** option to **Times Cited: highest to lowest**. This sorts the list so that the paper with the highest number of citations appears at the top. This is likely to be an older paper, but not necessarily the oldest paper.

3. **Evaluating your results**: this depends on your own knowledge of the topic. Skim read the results and abstracts as appropriate. Look for: relevant words in the title and in the abstract; recognised/known authors or institutions. Consider the references used and the number of times a paper has been cited since publication (does not apply if it is a recent paper!). Think about whether the journal in which the paper was published is an important one in this subject area.

4: Refine your search

You never get the perfect search first time. You have to modify and refine as you go along. There are different ways in which you can do this. The following options are available and you will use a combination of these as you evaluate your results and develop your search strategy to identify relevant papers.

1. Refining by **keyword**: To the left of your document results you can add another set of keywords to the **Search within results for** box – e.g. a third idea/concept.
   In the **Search within results for** box add another keyword(s) if necessary. Click on **Search**. How many records are found?

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You can continue to use this option to add more and more ideas. It carries out an automatic **and** search against the previous set of results.

2. Refining by **Subject Area**: To the left of your results list in a table entitled **Refine Results,** the database presents additional options for refining and limiting your search.

   Skim down the options presented to you under the **Subject Areas** column. **Select** one or more of the topics (click on the check box to the left hand side of the subject), then click on the **Refine** button beside the **Subject Areas** heading.

3. Refining by **Document Type**: To the left of your results list in a table entitled **Refine results** the database presents additional options for refining and limiting your search.

   Skim down the sections looking for **Document Type** and open this if it is not yet open. If you have the option to limit by Review use this (can be extremely useful in the early part of a literature review). Put a tick against **Review** under Document Types and click on **Refine.** How many records are found?

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4. Refining by other means: in the default setting of the **Refine Results** listing WoK allows you to refine/limit your results by a variety of means including **Source Title** (name of the journal in which papers were published), **Author**, **Publication Year**.

   Do any of these options provide you with useful results?

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5: Output your results

Almost all databases allow you to mark and output results in a variety of ways.

1. **Selecting/marking results**:

    a) you can select small numbers of individual records by clicking in the check box to the left of each record

    b) to select a greater number of references go to the use the **Output Records** section at the bottom of the page and use the **All records on page** or **Records __ to __** radio buttons

2. Once records have been selected click on any of the options provided in the **Output Records** section: Print, Email, Save to…., Add to your Marked List

6: Advanced features

Many databases allow you to set up time saving features such as personal profiles (or accounts), saved search strategies or results lists and alerting features

To create a personal account in Web of Knowledge:

1. Go to **http://wok.mimas.ac.uk** (Note there is no www section in the URL).

2. Click on the button **click here to access Web of Knowledge.**

3. If an **Authentication Preference Selection** window opens, select **Institutional (Shibboleth) Authentication** and login using your university computer username and password.

4. Click on **Sign In** on the top bar of the WoK screen.

5. Click on **Register** and complete the required steps.

6. You've now set up your own personal account in WoK, and can save search strategies, set up alerts and manage your settings.

7: Off campus access

If you do not have the proxy set on your own computer (instructions on how to set the proxy at **www.abdn.ac.uk/proxy**), log in to Web of Knowledge following the steps given in Section 2 of this worksheet.

8: Help and advice

If you have any problems with accessing Web of Knowledge or using any of the features, please contact Susan, Elaine or Janet below, or the Service Desk. Information Consultants can also help with any difficulties you encounter with subject specific topics.

IT Service Desk	Information Consultants:
servicedesk@abdn.ac.uk tel. 01224–273636 (also *Out of Hours Service* number)	http://www.abdn.ac.uk/library/support/contacts/ic/