The Web of Science Core Collections brings together 5 major ‘citation indexes’ including:

- Science Citation Index
- Social Science Citation Index
- Arts & Humanities Citation Indexes
- Conference Proceedings Indexes
- Book Citation Indexes
- Emerging Sources Citation Index

Between them they bring together thousands of journal articles. In addition, Web of Science tracks citations to articles. You can therefore find out which articles and authors have been most heavily cited, and for an individual article you see how often it has been cited, which papers have cited it and which papers it cites.

**Connecting and choosing citation indexes**

1. Connect to SOLO ([http://solo.bodleian.ox.ac.uk](http://solo.bodleian.ox.ac.uk)), search for *Web of Science Core Collections* and click **Online access**. Alternatively, use Databases A-Z ([https://libguides.bodleian.ox.ac.uk/az.php](https://libguides.bodleian.ox.ac.uk/az.php)), and find *Web of Science Core Collections* under W.

2. You will be prompted to choose between “Online access (for access from a device on the University network)” and “Online access (for access from a device outside the University network or via eduroam)”. If you are off campus it is important to choose “Online access (for access from a device outside the University network or via eduroam)”, you will then be able to log in using your Oxford Single sign on (SSO). If you are on campus, it doesn’t matter which option you choose.

3. Click **More settings** (towards the bottom of the screen). This lists the various databases that you can search from Web of Science (e.g. Science Citation Index, Social Science Citation Index, Arts & Humanities Citation Index etc). You can search across them all, but unless your topic is very interdisciplinary if it often a good idea to limit your search to just one or two databases. By default all the databases are ticked, so untick any that you don’t want to include.

4. Look at the search terms that you came up with in the “Building a search” exercise earlier and work out how to use the terms you identified in Web of Science. Here is an example on the topic of the human rights of child asylum seekers. See the tips below for more information.

- **What key concepts did you identify in the “Building a search exercise”?** In Web of Science it is easiest to put each distinct concept on a separate line in the search form. e.g. in the example above the key concepts are asylum seekers, children and human rights so each term is entered...
on a separate line. Note, if there is only one line in the search form, click to add more rows.

- If you identified synonyms or alternatives words for your search terms enter these on the same line in the search form and add OR in between them, e.g. asylum seekers OR refugees.
- To find alternative word endings use * e.g. child* finds child, children, childhood, child’s etc.
- To search for an exact phrase use “quotation marks”. This is suitable for words which have a particular meaning when they are used together e.g. “asylum seekers”, “Human Rights”.
- To replace a single letter or number use ? e.g. wom?n finds women and woman.
- Make sure all of the drop down menus are set to Topic and click Search.

**Working with your results**

5. Take a look through your results and try out some of the following actions:

- Use the options on the left to refine your results list (e.g. by subject).
- Use the Sort by menu at the top of the screen to sort your results by Times cited (this will bring the articles which have been most heavily cited to the top of the list).
- Choose some results by ticking the check boxes to the left and email them to yourself (or use the Save to drop down menu to export them to RefWorks or Endnote).

6. Click on one of items in your list to see:

- An abstract.
- Times cited: a list of later items which have cited the article.
- Cited References (the article’s bibliography with links to full text).
- Related records (articles with at least one citation in common).
7. When viewing the article abstract, it is also worth looking at the keywords section. This may help you to identify more search terms to use next time.
Connecting to the full text

8. To find the full text of an article click **Find it® Oxford**. Note, if you are looking at the abstract you will need to click on **Full text options** in order to see the **Find it® Oxford** button. You will see a pop up window (illustrated below) listing:

- **Full text available via** provides links to database which have the full text of the article.
- **Check SOLO** allows you to search for a printed copy of the article in Oxford Libraries.

Finding more databases for your subject

Find the recommendations for your subject on Databases A-Z. To do this go to https://libguides.bodleian.ox.ac.uk/az.php and choose your subject area from the subject drop down menu.

Once you have chosen a subject, you will then see a full list of databases in your chosen subject.