

SOCIAL SCIENCES CITATION INDEX

WEB OF KNOWLEDGE



INFORMATION GUIDE

The **Social Science Citation Index (“SSCI”)** is a multidisciplinary database, indexing more than 2,474 journals spanning 50 disciplines, as well as covering individually selected, relevant items from over 3,500 of the world’s leading scientific and technical journals. It provides access from 1955 to present day. There is an average of 2,900 new articles added per week.

Four search options are available:-

- **Basic Search** – offers a simplified topic, title, author, publication name, year, address (place) and document type search;
- **Author Finder** – enables you to search for articles by a particular author or authors;
- **Cited Reference Search** – search for articles that cite (refer to) an author or work;
- **Advanced Search** – A more complex search using field tags and combinations.

BASIC SEARCH

Before you start searching go to **Citation Databases** on the lower half of the search page and click on the + sign. Then, un-tick all the boxes except the one beside the **Social Science Citation Index** so that your search will only take articles from this database.

A **citation** is when you make a reference to a book, article, or other source in, for example, an essay. This means that, in many cases, the results you get may only show where a subject/piece of work has been mentioned and may not give detailed information on that subject/piece of work. In some cases, however, you may be offered access to the full text of the article.

Do you want to find information on a topic, journal, person or place?

If so, click on the down arrow to the right of the search box and carry out any of the following searches.

Topic Search – Select “Topic” and enter general words to describe your topic in the main search box.

Title Search – With this search you can look for particular journal titles, or journals that deal with a particular subject area. Select “Title” and enter your search terms in the main search box.

Author Search – This gives you the choice of searching for articles that a person (Author) or a company (Group Author) has written. Select “Author” and enter the person’s or company’s name as shown.

Publication Name – With this search you can look for particular journal titles

Year Published – Use this search in conjunction with another of the search fields. You can enter a year or a range of years e.g. 1977, 2010 OR 2011, 2006-2011. When entering a range of years it is best to restrict your search to 5 years or less to speed up processing.

Address Search – With this search you can find articles written by authors from a specific institution (e.g. a university), or an actual place (e.g. England, New York etc.)

You can limit your search to a particular **language** or **document type**. Just click the down arrow on the right hand side of the search box to see the full list.

You can also add fields to your search by clicking the **Add Another Field** link on the left hand side of the page.

The screenshot shows the Web of Science search interface. At the top, there's a navigation bar with 'WEB OF KNOWLEDGE' and 'THOMSON REUTERS'. Below that, a search box contains the text 'social policy' with a dropdown menu set to 'Topic'. To the right of the search box is a dropdown menu with options: Topic, Author, Publication Name, Title, ResearcherID, Group Author, Editor, DOI, Year Published, Address, Language, Document Type, Funding Agency, and Grant Number. Below the search box are buttons for 'Search' and 'Clear', and a link for 'Add Another Field >>'. The 'Current Limits' section includes 'Timespan' (set to 'All Years'), 'Citation Databases' (with 'Social Sciences Citation Index (SSCI)' checked), and 'Adjust your search settings' (with 'Lemmatization' set to 'On'). The 'Adjust your results settings' section shows 'Records per page' set to 10 and 'Sort by' set to 'Publication Date -- newest to oldest'. Annotations with arrows point to various elements: 'Click here to search.' points to the search box; 'Select your search field here from the drop down list.' points to the dropdown menu; 'Search for alternative spellings by selecting "On" here.' points to the 'Lemmatization On' checkbox; 'Choose how you would like the results displayed here' points to the 'Sort by' dropdown; and 'Select the Social Science Citation database.' points to the 'Social Sciences Citation Index (SSCI)' checkbox. A 'Maintenance Alert' box is visible on the right side of the page.

Figure 1.1 The Social Science Citation Index Basic Search Page with other Search Options

In **Figure 1.1** above you can see the options available in a basic **Search**. As mentioned above you limit your search by choosing the field from the drop down menu to the right of the search box.

You can also limit your search in the **Current Limits** section by choosing **Timespan** and then **Adjust your Search Settings** to “**Lemmatization On**” so that the search will look for alternative forms of the same term e.g. tooth and teeth. You can also **Adjust your Results Settings** to set the number of results you would like to see per page, and the way you would like your results displayed e.g. **Publication Date – Newest to Oldest**.

Hit the **Search** button in the middle of the page when you have entered your terms.

The screenshot shows the 'Web of Knowledge' search results page. The page header includes 'WEB OF KNOWLEDGE SM', 'DISCOVERY STARTS HERE', and 'THOMSON REUTERS'. The search results are displayed in a list format. A 'Refine Results' sidebar is visible on the left, and a 'Sort by' dropdown is at the top right. Several blue callout boxes with arrows point to specific features: 'You can refine your search further here' points to the 'Refine Results' sidebar; 'Tick the box beside the result and then this icon to mark a result for future reference' points to the checkbox and 'Save to EndNote Web' button; 'You can sort your search in a variety of ways by date relevance etc.' points to the 'Sort by' dropdown; 'Click on highlighted text to see full record.' points to the highlighted title of the first result; 'Click on the Article Linker to check for the article in the DIT catalogue.' points to the 'ARTICLE LINKER' button; and 'Click here for access to full text.' points to the 'Full Text' button.

WEB OF KNOWLEDGESM DISCOVERY STARTS HERE THOMSON REUTERS

Sign In | Market | My ResearcherID | My Citation Alerts | My Saved Searches | Log Out | Help

Web of Science Additional Results

Search Author Finder Cited Reference Search History

Web of Science Categories Refine

ECONOMICS (4,358)

PUBLIC ENVIRONMENTAL OCCUPATIONAL HEALTH (3,778)

SOCIOLOGY (3,885)

SOCIAL WORK (3,820)

POLITICAL SCIENCE (3,289)

more options / values...

Results: 1,011 Page 1 of 4,002 Go Sort by: Publication Date -- newest to oldest

Save to: EndNote Web EndNote

ResearcherID more options

1. Title: PRACTICING POLICY, PURSUING CHANGE POLICY INSTRUCTIONAL APPROACH
Author(s): Heidemann Gretchen; Fertig Ralph; Janssen Bruce
Source: JOURNAL OF SOCIAL WORK EDUCATION Volume: 47 Issue: 1 Pages: 37-52 DOI: 10.5175/JSWE.2010.2010.200800118 Published: WIN 2011 Times Cited: 0 (from Web of Science)
ARTICLE LINKER [Full Text] [View abstract]

2. Title: POLITICAL CONTENT IN SOCIAL WORK EDUCATION AS REPORTED BY ELECTED SOCIAL WORKERS

8. Title: Identifying mobility service needs for disabled air passengers
Author(s): Chang Yu-Chun; Chen Ching-Fu
Source: TOURISM MANAGEMENT Volume: 32 Issue: 6 Pages: 1214-1217 DOI: 10.1016/j.tourman.2010.11.001 Published: OCT 2011 Times Cited: 0 (from Web of Science)
ARTICLE LINKER [Full Text] [View abstract]

Click on the Article Linker to check for the article in the DIT catalogue.

Click here for access to full text.

Figure 1.2 Some Results of a Basic Topic Search on “social policy”.

You can mark records to print, e-mail or save. Just tick the box next to the record and click the print or e-mail icon or the **Save to Endnote Web** button at the top of the page. You can refine your search results by using the headings in the box to the left of the page. Click on the highlighted title to see a full record. (See Figure 1.3).


The screenshot shows a full record page on the Web of Science platform. The page includes a header with navigation links like 'Sign In', 'Marked List (0)', 'My References', 'My Citation Alerts', 'My Saved Searches', 'Log Out', and 'Help'. Below the header, there are search and navigation options. The main content area displays the article title 'Identifying mobility service needs for disabled air passengers', author information, source details, and citation statistics. A right-hand sidebar contains sections for 'Times Cited: 0', 'Related Records', and 'Additional information'. At the bottom, there is an 'Output Record' section with options for saving and viewing the record in different languages. Five blue callout boxes with arrows point to specific features: 'Click here to view Marked List' points to the 'Marked List (0)' link; 'Options to mark, print, email, etc. results.' points to the toolbar icons; 'Click on number of references to see other articles cited in this article.' points to the 'Cited References: 9' link; 'Option to view related records.' points to the 'Cited Times: 9' link; and 'Click here to view Marked List' also points to the 'Marked List (0)' link.

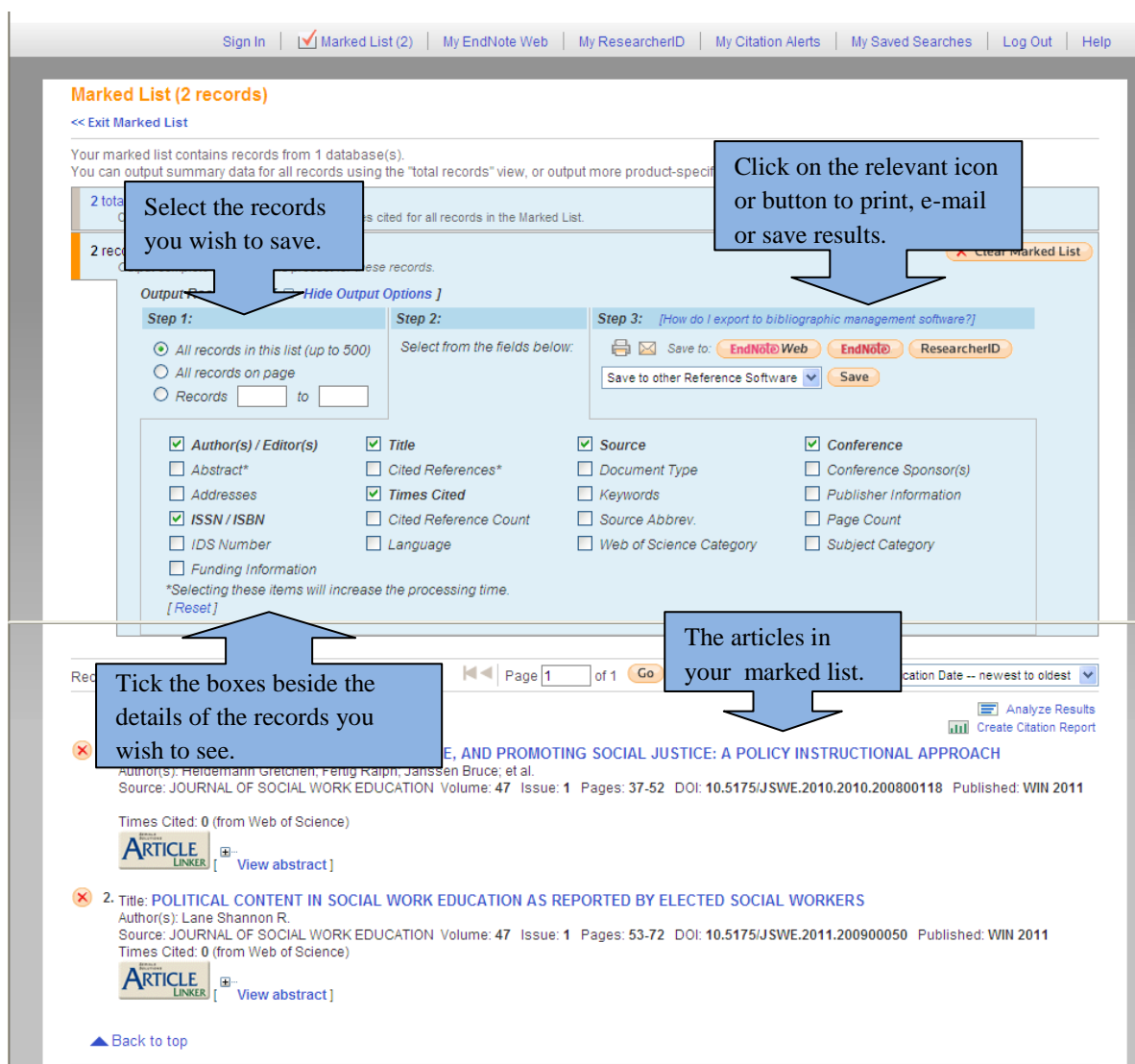
Figure 1.3 Full Record of one the search results

“**Times cited**” refers to how many times this article is cited in other articles in the database. “**Cited References**” refers to the amount of references cited in this particular article. Some of these references may be searchable on the database.

Marking your Records

You can mark your results for future reference by ticking the box next to them and hitting the

 icon before leaving the page to add the result(s) to a marked list. When you have saved items to the marked list, click “**Marked List**” at the top of the screen to get to the screen below. You will then see the list of records you have marked. In Step 1, decide what records you want to save and select the relevant button. Then go to Step 2 and select the details you want to appear when you have saved the records. You can choose to print, e-mail or save the results to reference software or to disk. Just select the appropriate icon or button located towards the top right of the page.



The screenshot shows the 'Marked List (2 records)' interface. At the top, there is a navigation bar with links like 'Sign In', 'Marked List (2)', 'My EndNote Web', etc. The main content area is titled 'Marked List (2 records)' and includes a '<< Exit Marked List' link. Below this, there is a summary of the marked list and a table of records. The table has two columns: 'Record' and 'Details'. The first record is 'E, AND PROMOTING SOCIAL JUSTICE: A POLICY INSTRUCTIONAL APPROACH' and the second is 'POLITICAL CONTENT IN SOCIAL WORK EDUCATION AS REPORTED BY ELECTED SOCIAL WORKERS'. Both records have a 'Marked List' icon (a box with a checkmark) in the 'Record' column. The 'Details' column contains the full citation information for each record, including author(s), source, volume, issue, pages, DOI, and publication date. Below the table, there are two 'ARTICLE LINKER' icons with 'View abstract' links. At the bottom left, there is a 'Back to top' link. The interface is divided into three steps: Step 1 (Output), Step 2 (Fields to include), and Step 3 (Export options). Step 1 has radio buttons for 'All records in this list (up to 500)', 'All records on page', and 'Records [] to []'. Step 2 has a grid of checkboxes for fields like 'Author(s) / Editor(s)', 'Title', 'Source', 'Conference', etc. Step 3 has buttons for 'Save to: EndNote Web', 'EndNote', 'ResearcherID', and 'Save to other Reference Software'. There are also buttons for 'Print', 'Email', and 'Save'. A 'Clear marked List' button is in the top right. The page is paginated as 'Page 1 of 1'.

Callouts:

- Select the records you wish to save.
- Click on the relevant icon or button to print, e-mail or save results.
- Tick the boxes beside the details of the records you wish to see.
- The articles in your marked list.

Figure 1.4 The Marked List Page

AUTHOR FINDER

To search for publications by a specific author, click on the **Author Finder** link at the top of the screen to the right of the Basic Search link. On the **Author Finder** screen enter the author's last name/family name in the first search box and the first initial of the author's name in the box to the right of the search box. Then click **Search by name**. You will then be brought to the **Distinct Author Sets** page. To view the results of your search, click on the number link in the **Records** column. Alternatively tick the box beside the records you wish to view and then click the **View Records** button.

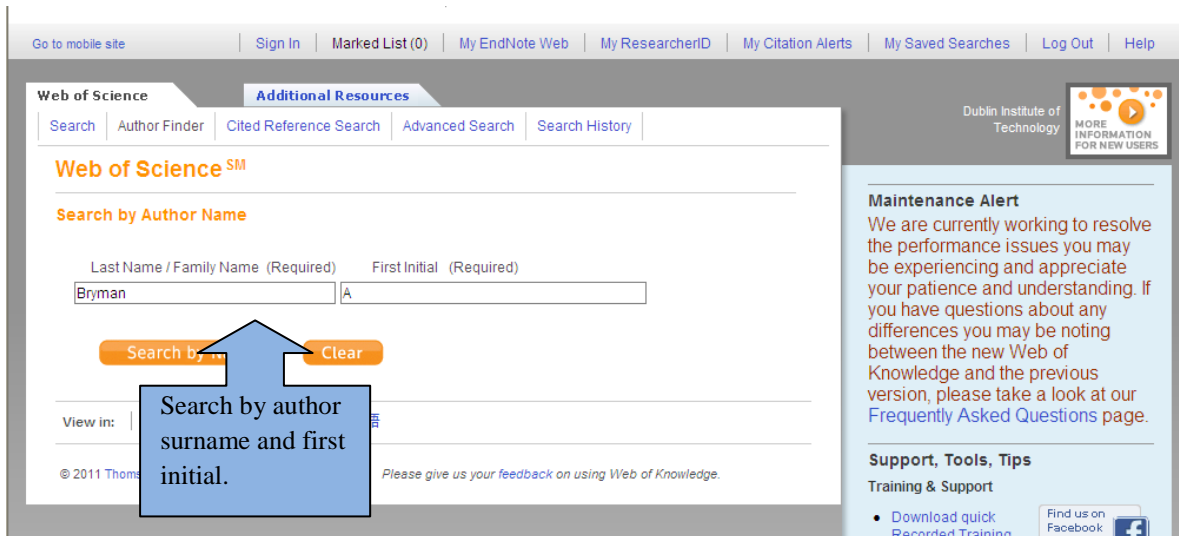


Figure 1.5 Author Finder Search on the author, Alan Bryman

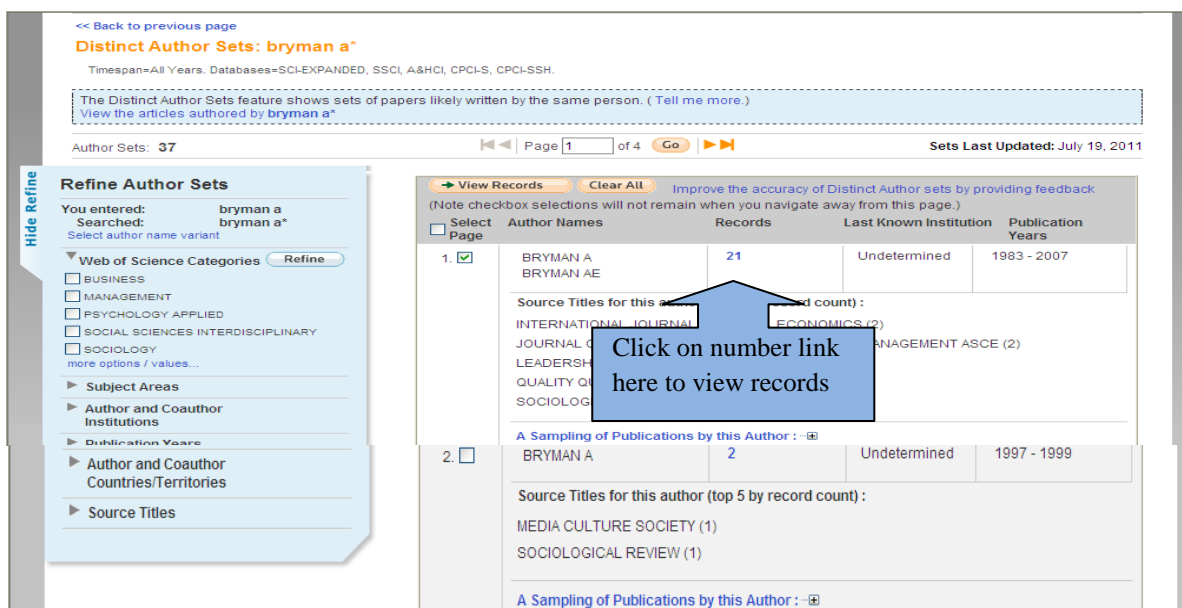


Figure 1.6 The Distinct Author Sets page showing sets of papers written by Alan Bryman.

THE CITED REFERENCE SEARCH

Click on the link beside the **Author Finder** link at the top of the search page to search the **Cited Reference** database. In the **Current Limits** section you can limit the **Timespan** of your search to anything from 1945 to the current week; **Adjust Your Search Settings** and **Adjust Your Results Settings** in the same way as you have done with a **Basic Search**. Just tick the boxes beside your choice and then click on **Search**.

Cited Author Search – Search for articles that “cite” (refer to) a specific person

Cited Work Search – If you know the journal etc. that the work appeared in, enter it here.

Cited Year(s) Search – Use this if you know when the work was published

Cited Volume, Issue, Pages, Searches – Use these if you know the specific details of the volume, issue or page of the work which you wish to find citations for.

N.B. Only use this search if you are looking for information about where a piece of work was referred to or cited. It will not help you find the actual piece of work.

The screenshot shows the 'Cited Reference Search' interface on the Web of Science website. At the top, there is a navigation bar with links like 'Go to mobile site', 'Sign In', 'Marked List (2)', 'My EndNote Web', 'My ResearcherID', 'My Citation Alerts', 'My Saved Searches', 'Log Out', and 'Help'. Below this is the 'Web of Science' header with 'Additional Resources' and a menu containing 'Search', 'Author Finder', 'Cited Reference Search', 'Advanced Search', and 'Search History'. The main heading is 'Web of Science SM' followed by 'Cited Reference Search (Find the articles that cite a person's work)'. A 'View our Cited Reference Search tutorial.' link is on the right. The 'Step 1' instruction says: 'Enter information about the cited work. Fields are combined with the Boolean AND operator.' A note below states: '* Note: Entering the volume, issue, or page in combination with other fields may reduce the number of cited reference variants found.' The search form has three input fields: 'Giddens' in the 'Cited Author' field (with example 'O'Brian C* OR OBrian C*'), an empty 'Cited Work' field (with example 'J Comp* Appl* Math* (journal abbreviation list)'), and '2000' in the 'Cited Year(s)' field (with example '1943 or 1943-1945'). There are 'Add Another Field >>' and 'Search' (orange) and 'Clear' buttons. Below the form is the 'Current Limits' section with options for 'Timespan' (Year to Date, From 1945 to 2011), 'Citation Databases' (Science Citation Index Expanded, Social Sciences Citation Index (checked), Arts & Humanities Citation Index), and links to 'Adjust your search settings' and 'Adjust your results settings'. At the bottom, there is a 'View in:' section with language options: '简体中文', 'English', and '日本語'. Three blue callout boxes with arrows point to the 'Cited Author' field, the 'Cited Year(s)' field, and the 'Search' button, containing the following text: 'A search for cited articles by the author, Giddens, published in year, 2000.', 'Click on Search to start your search.', and 'Click on Search to start your search.' (Note: the original image has two identical callouts for the Search button).

Figure 1.7 The Cited Reference Search Page

Sign In | Marked List (2) | My EndNote Web | My ResearcherID | My Citation Alerts | My Saved Searches | Log Out | Help

Web of Science **Additional Resources**

Search | Author Finder | Cited Reference Search | Advanced Search | Search History

Web of ScienceSM

<< Back to previous page

Cited Reference Search (Find the articles that cite a person's work) [View our Cited Reference Search tutorial.](#)

Step 2: Select cited references and click "Finish Search."
 Hint: Look for [cited reference variants](#) (sometimes different pages of the same article are cited or papers are cited incorrectly).

CITED REFERENCE INDEX
 References: 1 - 10 of 10

◀ Page 1 of 1 Go ▶

Select References	Cited Author	Cited Work [SHOW EXPANDED TITLES]	Year	Volume	Page	Article ID	Citing Articles **	View Record
<input type="checkbox"/>	GIDDENS A	GLOBAL CAPITALISM	2000				4	
<input type="checkbox"/>	GIDDENS A	MUNDO DESB					7	
<input type="checkbox"/>	GIDDENS A						28	
<input type="checkbox"/>	GIDDENS A						106	
<input type="checkbox"/>	GIDDENS A	TRZECIA DRO					1	
<input type="checkbox"/>	GIDDENS A	UNIKAJICI SVET JAK G	2000				5	
<input type="checkbox"/>	GIDDENS A	3 WAY ITS CRITICS	2000				229	
<input type="checkbox"/>	GIDDENS S	COPING GRIEVING LOSS	2000					
<input type="checkbox"/>	Title, LM...Giddens, K	J AM COLL CARDIOL	2000	36	2185	10.1016/S07		View Record
<input type="checkbox"/>	Title, LM...Giddens, K	J AM COLL CARDIOL	2000	36	758	10.1016/S07		View Record

Restrict results by any or all of the options below:

* "Select All" adds the first 500 matches to your cited reference search, not all matches.
 ** Citing Article counts are for all databases and all years, not just for your current database and year limits.

CITED REFERENCE INDEX
 References: 1 - 10 of 10

◀ Page 1 of 1 Go ▶

10 records matched your query of the 2,049,630 in the data limits you selected.

Figure 1.8 Results of Cited Reference Search on “Giddens”.

“Citing Articles” refers to other articles in the database where the article on your list is cited. Tick the references you wish to select and click on **Finish Search** to see more details of these references. When you have viewed the details of your selected references you can always return to the longer list of results to extract more records from it. Just click on “**Back to previous page**” in the top left hand corner of the screen.

ADVANCED SEARCH

Click on the **Advanced Search** link to the right of the **Cited Reference Search** link at the top of the screen to get to the **Advanced Search** screen. Before entering your terms in the search box you must preface them with a field tag e.g. **AU** for Author. Choose the Field Tags from the table on the right hand side of the page. Search terms must be joined by Boolean Operators (i.e. AND, OR, NOT, SAME).

If you wish to search within a particular time period go to “Timespan” on the lower half of the screen. Then, select the time period from the drop down lists in the boxes just below it. You can limit your search to the weekly update, to the last 2 weeks, to the last month, year or 5 years. You can search a specific year from 1945 to the present, or you can choose to search through all those years. You can **Adjust your Search Settings**, and/or **Adjust your Results Settings** by clicking on the + sign beside each of these facilities; clicking on the drop down arrow beside the relevant box and making your selection. Then click on **Search**.

This is a complex search option but can be useful if you are an experienced database searcher and are looking for a specific result.

The screenshot shows the Web of Science Advanced Search page. At the top, there are navigation links: Sign In, Marked List (0), My EndNote Web, My ResearcherID, My Citation Alerts, My Saved Searches, Log Out, and Help. Below this is the 'Web of Science' header with 'Additional Resources' and a search bar. The search bar contains the query: `TS=child development AND SO=child welfare`. A callout box points to this search bar with the text: "Enter field tags and search terms to search the database." Another callout box points to the 'Search' button with the text: "A search for the topic 'child development' in the journal 'Child Welfare'". To the right, there is a 'Field Tags' list. A callout box points to this list with the text: "Select field tag from list." Below the search bar, there are options for 'Timespan' (Latest 5 years, From 1945 to 2011) and 'Citation Databases' (Science Citation Index Expanded, Social Sciences Citation Index, Arts & Humanities Citation Index). A callout box points to the 'Social Sciences Citation Index' checkbox with the text: "Select Social Sciences Citation Index." At the bottom, there are options for 'Adjust your search settings' (Lemmatization: On) and 'Adjust your results settings' (Records per page: 10, Sort by: Publication Date -- newest to oldest). A callout box points to the 'Timespan' section with the text: "Limit your results by timespan."

Figure 1.9 Advanced Search on the topic “Child Development” and the journal “Child Welfare”

The number of results found as a result of the **Advanced Search** will appear on the lower half of the search screen beside the details of the search you have just carried out. Click the number link to see the results.

You can print, e-mail or tick the results you want to save and add them to the marked list. Just click on the appropriate button at the top of the list. You can use the **Article Linker** button to do a search in the DIT catalogue for the particular article.

Remember any of the articles can be requested via Mountjoy Square Library's Inter Library Loan service if we do not have them in DIT. There is a charge for this service. Further information is available from any of the library staff.