

## USING SCIENCE CITATION INDEX/SOCIAL SCIENCE CITATION INDEX

Science Citation Index (SCI), Social Sciences Citation Index (SSCI), and Arts & Humanities Citation Index (A&HCI), which are produced by the Institute for Scientific Information (ISI), are unique among indexes. In addition to providing access to source documents like traditional indexes, they also provide access to references cited by these source documents. By searching cited references, researchers can measure the importance of their publications and can identify who is influenced by their work. SCI covers journals in clinical medicine, preclinical sciences, physics, chemistry, and other sciences. SSCI covers nursing, allied health fields, education, psychology, and other social sciences. The databases, accessed through the **Web of Science** interface, cover 1980-present and are updated every Friday.

The *Journal Citation Reports (JCR)* is a document developed from these databases and provides data such as impact factor for journals indexed by the databases. The most recent edition of the JCR (on CD-ROM) is on reserve and can be used in the Library.

### General Information

- If assistance is needed, contact a library staff member. From home or office, you can get help by contacting Mulford Reference Assistance by calling 419-383-4218, sending email to [refdesk@meduohio.edu](mailto:refdesk@meduohio.edu), or by accessing chat reference from <http://www.meduohio.edu/lib/resources.html>. Reference appointments can also be requested.
- Extensive online help is available from within the database. Click on the **Help** button.
- These databases can be accessed from the Library's web page (<http://www.meduohio.edu/lib>). Click on the **Other Databases** link, and browse alphabetically by the title of the database. They can also be accessed directly from <http://wok3.ohiolink.edu/>. Once at the ISI Web of Science page, click on the **Web of Science** icon.
- They can be accessed from on or off-campus. For off-campus access, you must be registered with the Mulford Library. (If you need to check on the status of your library registration, contact the Circulation Desk at (419) 383-4225.)

### What's new with Science/Social Science Citation Indexes

In the summer of 2005, OhioLINK upgraded the SCI/SSCI interface. Some of the new features include:

- **Search history.** In the old system, complex searches had to be entered into a single search. Components of complex searches can be searched individually and combined, creating more powerful searches.
- **Analyze results.** Rank results based on author, institution name, etc. See page – for more details.
- **Improved searching with author, group author, and source (journal) titles indexes.** Not only do these help with better searching, they also have an improved process for getting the terms into the search fields (no more copying and pasting!) For more information on using these indexes, see page \_.
- **Enter key on search screen.** Hitting the Enter key after entering the search will execute the search.

### Search Options in SCI and SSCI

Click on the **Web of Science** link. By default, all three databases are selected; click to deselect the databases that are not desired. Select the time period desired. Click on the type of search to run:

- General** Use this option to search by topic, author, group author (such as an organization), journal title, and address (author affiliation).
- Cited Ref** Use this option to search for articles that have cited a particular journal article or book.
- Advanced** Use this option to search with field labels (to limit the search to a particular field, like author or journal)
- Open Saved** To run a saved query, scroll to the bottom of the screen.
- New Session** Use this option to clear all search forms, marked list, and search history.

See the sections below for more information about the different types of searching.



## Cited Reference Searching

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Cited reference searching makes SCI and SSCI unique among databases. To identify articles that have cited a particular paper or book, follow these steps:

1. Because citations in reference lists are often incorrectly cited, it's important to search with as little information as possible, such as author name and cited work:

**Author** Enter the first author, last name first, followed by a space, the first initial, and the truncation symbol (asterisk): *gould s\**, or click on the [cited author index](#) link.

**Cited Work** For a journal title, use the list provided (click on [list of journal abbreviations](#)) to find the correct abbreviation. For a book title, browse the [cited work index](#), remembering to look for variations in the abbreviated title (include all variation in the search). When using these indexes, click on the **Add** icon beside the abbreviation to search, then click on the **OK** button at the bottom of the page to add the selections to the search page.

**Cited Year** The cited year is one of the most commonly incorrect parts of a citation. Do **not** search by cited year unless it is absolutely necessary to narrow the search.

2. Click on **Search**.

3. From the list provided, select all those that might be the citation in question. Look for variations in the cited author name, cited work, volume number, the page number, and the year. A good example of an incorrectly cited article: Search for references citing D.R. Cahoon's 1992 article in *Nature*, "Seasonal distribution of African savanna fires."

**Author** *cahoon d\**

**Cited Work** *nature*

The results:

| Hits      | Cited Author | Cited Work | Volume | Page | Year |
|-----------|--------------|------------|--------|------|------|
| <u>91</u> | cahoon dr    | nature     | 359    | 812  | 1992 |
| 6         | cahoon dr    | nature     | 359    | 813  | 1992 |
| 1         | cahoon dr    | nature     | 35     | 812  | 1992 |
| 1         | cahoon dr    | nature     | 359    | 812  | 1991 |
| 1         | cahoon dr    | nature     | 359    | 812  | 1990 |
| 1         | cahoon dr    | nature     | 245    | 812  | 1992 |

All five of these extra "variations" refer to the same article. The first citation, with 91 citing works, is the correct one. (Because it is one of the source articles contained in SCI, it is linked to that source record.)

9. To the left of each citation, there is a selection box. Click the box next to each citation that is correct or that seems to be referring to the correct citation. (If all that is needed is the number of times a given article was cited, simply add up the number of hits for all relevant variations.)
10. If desired, set limits and sort options at the bottom of the page.
11. Click on the **Finish Search** button to find the articles that cited the article in the years selected in step 4.

To find cited references for years earlier than SCI, use the print version of SCI (located in the Reference Collection), which goes back to 1955. The Mulford Library does not have back issues of SSCI in print. University of Toledo and Bowling Green State University are the closest libraries with SSCI in print.

## General Search

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The general search options allow searching of source documents (articles from source journals). Search options include searching by:

**Topic** Keyword search of the article title, keywords, or abstract. Because SCI has no subject headings, remember to search for all possible synonyms and spellings.

**Author** Author search; use the format *lastname i*, where *i* is the initial of the author's first name. If the middle name is known, include that initial as well. For a comprehensive search, consider using an asterisk to

truncate the name: *lastname i\**. This will retrieve all articles by I. Lastname, no matter what the middle name is. Also consider using the **author index** to select name variations.

**Group** Use this option to search for corporate authors: organizations, task forces, committees, etc.

**Author**

**Source Title** Words from the journal title, or select from the **full source titles list**.

**Address** Author affiliation. There are many common abbreviations in this field; check the abbreviations list.

Below the search fields, there are options for limiting (language and document type). The database supports the following search syntax to allow for more powerful searching:

**Truncation** Use an asterisk (\*) for zero- and multiple-character truncation (both internal and right-hand truncation). Use a question mark (?) for single character truncation (internal and right-hand). These symbols can be used together, if necessary, and in any search field.

**Operators** Common operators are available in SCI/SSCI:

AND to narrow a set

OR to combine synonyms

SAME terms must be in the same sentence, in any order

( ) operators can be nested using parentheses

Terms that are entered without operators are searched with implied adjacency. That is, a search such as *myocardial infarction* will be searched as those two words, side by side.

## SCI/SSCI = Current Contents Search

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*Current Contents* is a resource that is used to identify recently published articles. Both Science and Social Science Citation Indexes are at least as current, if not more current than *Current Contents*. Search the databases by author, title, or topic to find recently published articles.

## Using the Indexes

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The citation indexes have indexes to assist with some types of searching: author, group author, cited author, cited work, and source title. When you click on the link to get to the index, there are two options for browsing: clicking on the appropriate letter, or typing the first few letters of the name/title to jump to that location in the list. Click on the **Add** button next to each name/title that you'd like to include in the search. The selected terms are added to the field at the bottom of the page. Click on OK button at the bottom of the page to enter the search into the search form and continue constructing the search.

## Combining Simple Searches to Create Complex Searches

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One of the new features of the database is the search history, with which you can combine simple searches into more complex searches. To view the search history, click on the **Search History** button at the top of the page. Click next to the searches to combine, then select AND or OR (see descriptions on page \_ of this help sheet). Then click on the **Combine** button. To view the results of the combined search, click on the link in the results column next to the combined search. On the search history page, sets can also be deleted and search histories saved to be run again at a later date.

After completing one search, there is an option at the top of the results page to run for another topic within the results. Using this option does not run a separate search for the second topic that can be separately combined later.

## Analyzing Search Results

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One of the newest features of SCI/SSCI is the ability to analyze search results. Analyze allows you to select a field, then run a report that ranks the results according to the selected field. For example, you may search for articles on the use of statins in patients with cardiovascular disease. You can then analyze the results by author to find which

authors have published the most on the topic. To analyze search results, click on the **Analyze** button on the right side of the page. Select the desired options:

|                    |   |
|--------------------|---|
| <b>Field</b>       | Fields available for analysis: AUTHOR, COUNTRY/TERRITORY, DOCUMENT TYPE, INSTITUTION NAME, LANGUAGE, PUBLICATION YEAR, SOURCE TITLE (journal title), SUBJECT CATEGORY |
| <b># records</b>   | How many records to analyze: 500 or all (up to 2000 records)  |
| <b>Display</b>     | Top # of values to be displayed. Minimum record count is the minimum times a value must appear for it to be displayed in the report.                                  |
| <b>Sort option</b> | Record count ranks the results from high to low if the values in the selected field. Selected field sorts the list in ascending alphabetical/numeric order.           |

## Limiting a Search

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To limit a search by language or document type, select the desired limits at the bottom of the search page. There is no option to do a post-search limit without running the search again.

## Saving Search Histories to Run Later (Manually or Automatically)

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To save a search history to run at a later time, you need to create a free account with Web of Science. Both general and cited reference searches can be saved for later use. The databases are updated every week, and there is a time period option to search the last week's updates.

Search histories can be saved on the server (to have the search re-run automatically as an alert, the history needs to be saved on the server) or on the local workstation (on the hard drive or other storage device).

To manually run a saved search, click on the Open Saved Search button on the main Web of Science page. Click on Open next to the search to run, then click on Run. On the list of saved searches, you can delete a search or modify the settings before running it.

## Determining Availability of Articles

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To determine if an article is available at the Mulford Library (online or in print), click on the **Find It!** button.

## Printing, Downloading, and Exporting Records

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First, indicate to the database which records to work with by storing (marking) them:

1. From the summary of search results page, one or more records can be selected by clicking in the box(es) to the left of the article title(s), then clicking the **Submit** button on the right hand side of the screen before viewing the next page.
2. When viewing the full record of a citation, click on the **Mark** button on the right hand side of the screen.

To view, print, download, export, or email the list of stored records, click on the **Marked List** button. Select the fields to include, then select desired action and options:

**Print** Select desired option and click on **Format for Print**.

**Save** Select desired option and click on **Save to File**.

**Export** This format is used to export records so they can be imported into a bibliographic citation management software packages such as ProCite, EndNote, or Reference Manager. Click on **Export to Reference Software**. For more information, see consult the manual or online help for your bibliographic citation manager software.

**Email** Enter an Internet email address and notes (if desired). Select email format and click on **Email**.

