Welcome!

In this video I will show you how you can sort your results and use filters to further refine them.

We will start with the results list that we retrieved after running our example search in Video 2 Running a Search in Web of Science. We can see that we are starting with 53 results.

If you look towards the left hand side of the toolbar above the results list you can see the words Sort by followed by several options. These options allow you to determine how your results are being ordered and displayed to you. By default, Web of Science sorts your results by date, with the newest listed first. This could be particularly helpful if you are looking for the newest developments related to your topic. Additionally, you can change it to Times Cited, which will place the results that have been cited by others’ works the most, at the top of the list. This may be helpful if you are looking for high impact papers. Or you can sort by Relevance, which will place the results that mention your search terms the most often or in key areas such as in the title, at the top of the list. This may be helpful if you need a couple of articles highly related to your topic. For this example we will leave it on the default setting.

If you look down the left hand side of the screen, Web of Science offers many filters that you can add to refine your results. While there are many filters available, I will highlight a couple that may be particularly useful. The first is Publication Years and can be found second on the list. Depending on your specific research context, you may want to limit your search results to a specific date range. Often researchers will choose to limit their results to within the last 15 years. The other one that I will highlight is Document Types, found about halfway down the list. Your professor may request that you use specific types of documents (such as articles) and you can limit your results to only include those. For our example today, we will limit our search to articles published within the last five years. To do this, we will simply select the checkbox to the left of each of our preferences, and once we have selected them all we will select Refine, found in the bottom right hand corner of each individual filter box. Now we can see that we have gone from 53 to 25 results.

Continue to the next video to learn how to read an article record in Web of Science.

Thanks for watching and happy searching!