How to… Create a Reference Answer Set

Find references quickly and easily

In SciFinder®, you search bibliographic content from two of the world’s largest sources of publicly available references for chemistry and related sciences: CAplus™ from CAS and MEDLINE® (PubMed) from the National Library of Medicine®. Select from various reference search options, based on the information at hand and your research needs. This guide explains how to conduct each type of reference search. When you have your answer set, refer to “How to … Work with Reference Answer Sets” for ways to evaluate the results and target the most relevant answers. For more detailed information about SciFinder, consult the online help or visit www.cas.org/training/scifinder.

Types of Reference Searches

1. On the Explore tab, under REFERENCES, you can search by any of the seven options.

2. Click Advanced Search to see criteria for narrowing a search:

   Tip
   - For most keyword searches, it is often best to start with a broad search and narrow the results later.
   - To find specific references, add Advanced Search criteria.

   These search limiters are available as part of the Refine and Analyze functions, so you can also apply them later in your search process.
Search by Research Topic

1. To begin, click Research Topic.
2. Enter your search concept(s) in the text box.
   - A search concept, or keyword, is a term or phrase relevant to your topic of interest.
   - Enter up to seven concepts, separated by prepositions, in English.
     - Recommendation: enter two or three concepts, separating each concept with a preposition. Use additional concepts to refine your answer set later.
     - Use “not” or “except” to exclude a term.
3. Click Search.

Tip
You can include up to three synonyms or acronyms for a concept. Place them in parentheses immediately following the concept and separate them with commas. E.g., cat (kitten, feline, felis catus)
### SciFinder Considers Terms to be…

<table>
<thead>
<tr>
<th>Terms</th>
<th>When the Terms Are Found…</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;As entered&quot;</td>
<td>Exactly as you have entered them</td>
</tr>
<tr>
<td>&quot;Closely associated with one another&quot;</td>
<td>Within the same sentence or title</td>
</tr>
<tr>
<td>&quot;Present anywhere within a reference&quot;</td>
<td>Anywhere (perhaps widely separated) within a record's title, abstract, or indexing</td>
</tr>
<tr>
<td>&quot;Containing the concept&quot;</td>
<td>Somewhere in the record</td>
</tr>
</tbody>
</table>

### SciFinder returns a set of **Topic Candidates**.

4. Select the answer set that you want to use.
   - Click the box to select an option.
   - A checkmark indicates it has been selected.

5. Click **Get References**.

### Tip

All concepts “present anywhere in the reference” is often a good starting point if comprehensiveness is important. If the number of references is too large or you only need a few good answers, consider selecting the narrower option in which all of the concepts are “closely associated with one another.”

### Now what?

After you click **Get References**, SciFinder will retrieve the answers which meet your query requirements. To learn about working with the answers, please see the companion document titled, “How to… Work with Reference Answer Sets.”
Search by Author Name

To begin, click Author Name.

1. Enter as much of the name as you know.
   - Only the Last name is required. Include the First and Middle names or initials to improve the search results.
   - Enter punctuation (spaces, hyphens, etc.) as if you were writing the name.
   - Replace special characters with equivalent character(s), e.g., ae replaces ä.
   - For optimal retrieval, “Look for alternative spellings of the last name” is selected by default.

2. Click Search.

SciFinder returns a list of authors. The number of references associated with each name appears on the right.

3. Click the box next to any name(s) you want to select and a checkmark appears.

4. Click Get References.

Tips
- For complicated names, try multiple searches and determine which search gives the best results.
- Under the Tools drop down, you can also combine answer sets.

Now what?
After you click Get References, SciFinder will retrieve the answers which meet your query requirements. To learn about working with the answers, please see the companion document titled, “How to... Work with Reference Answer Sets.”

Tip
Create a Keep Me Posted (KMP) automatic alert if you want to know when new records for this author become available. See “How to Create a Keep Me Posted (KMP) Alert” for more information.
Search by Company Name

Company Name Searching Guidelines

- SciFinder considers various spellings, acronyms, abbreviations, and related terms when retrieving results. It does not consider mergers and acquisitions.
- SciFinder automatically searches common synonyms and abbreviations. For example, entering “Company” or “Co.” returns the same results.

Tip
Create a Keep Me Posted (KMP) automatic alert if you want to know when new records for this author become available. See the “Create and Manage Alerts (KMPs)” guide for more information.

Now what?
After you click Get References, SciFinder will retrieve the answers which meet your query requirements. To learn about working with the answers, please see the companion document titled, “How to… Work with Reference Answer Sets.”
Search by Document Identifier

To begin, click **Document Identifier**.

Enter up to 25 identifiers, one per line, in the query entry text box.

Click **Search**.

**Tip**

SciFinder ignores punctuation and accepts both two-digit and four-digit formats for years. Therefore, the search term 1983:4296 will retrieve both the PubMed ID 834296 and the CAplus Accession Number 1983:4296. Select the document of interest when you review the answers.

Now what?

After you click **Get References**, SciFinder will retrieve the answers which meet your query requirements. To learn about working with the answers, please see the companion document titled, “How to… Work with Reference Answer Sets.”

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Searchable Document Identifiers

<table>
<thead>
<tr>
<th>Type of Identifier</th>
<th>Example</th>
</tr>
</thead>
</table>
| Accession number: A unique number applied to a record when it is created. It begins with the year followed by sequential numbering. | CAplus: 2012:1527010  
MEDLINE: 1998010009 |
| Digital object identifier (DOI): an alphanumeric character string that uniquely identifies an electronic document over the course of its lifetime. | 10.1021/jp204843r |
Search by Journal

To begin, click **Journal**.

1. Enter a **Journal Name** (required).
2. Enter data in additional fields to retrieve more specific answers.
3. Click **Search**.

**Tip**
Create a broad search and then narrow search results by using refine and analyze options.

Now what?
After you click **Get References**, SciFinder will retrieve the answers which meet your query requirements. To learn about working with the answers, please see the companion document titled, “How to… Work with Reference Answer Sets.”

### Field | Data Accepted
--- | ---
Journal Name | Full name, abbreviation, or acronym  
| | Abbreviations or acronyms must not contain spaces or punctuation  
| | Maximum of 30 characters  
Volume | Number (38) or alphanumeric string (45a)  
| | A Journal Name must be specified before a Volume, Issue, or Starting Page can be recognized  
Issue | Number (16) or month (June)  
Starting Page | Number (46), letters (iii), or alphanumeric string (m287)  
Title Word(s) | Key words, a partial title or a full title
Search by Patent

To begin, click **Patent**.

Enter a **Patent Number**.
- Acceptable patent numbers include any number that identifies a patent, such as patent application numbers, priority application numbers, and patent numbers.

<table>
<thead>
<tr>
<th>Type of Identifier</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Application Number</td>
<td>US 1996-15450P</td>
</tr>
<tr>
<td>Patent Number</td>
<td>JP 2001519650</td>
</tr>
</tbody>
</table>

Alternatively, you can enter an **Assignee Name** or **Inventor Name**.
- Enter data in several fields to create a narrower search.

Click **Search**.

**Tip**
One number can retrieve both a granted patent and an unrelated patent application. You can easily select the record of interest while reviewing the search results.

**Now what?**
After you click **Get References**, SciFinder will retrieve the answers which meet your query requirements. To learn about working with the answers, please see the companion document titled, “How to… Work with Reference Answer Sets.”
Search by Tags

A tag is a user-defined keyword that you can apply to references in one or more answer sets. When you save an answer set, the tag is saved with the associated reference. Search a tag to retrieve any references to which the tag was applied.

1 To begin, click **Tags**.

2 From the displayed list, select the tag that you want to search.

SciFinder retrieves all of the records to which that tag has been applied. This feature allows you to pull references from several different answer sets and place them all into a new answer set.

**Now what?**
After you click **Get References**, SciFinder will retrieve the answers which meet your query requirements. To learn about working with the answers, please see the companion document titled, “How to… Work with Reference Answer Sets.”

**Tip**
When reviewing your search, you can apply tags to records by selecting **Add Tag** from the Tools menu. In the dialog box, enter the key word(s) that you want to apply as a tag. After they are created, tags become searchable.
Manage Your Search

1. Start a new References, Substances or Reactions search.

2. Access Saved Answer Sets, Keep Me Posted automated alert results, and your search History.

3. Open the SciPlanner interactive workspace where you can organize your reference, substance and reaction search results.


5. Click Save, Print or Export to open a dialog window and initiate these procedures. See “How to… Save, Print and Export Answers” for more information.

Tip: Other Ways to Create a Reference Answer Set
You can also create a reference answer set by starting with a reaction or substance search. After you get a reaction or substance answer set, just click the “Get References” icon at the top of the page.

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