Scopus®

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Quick Reference Guide

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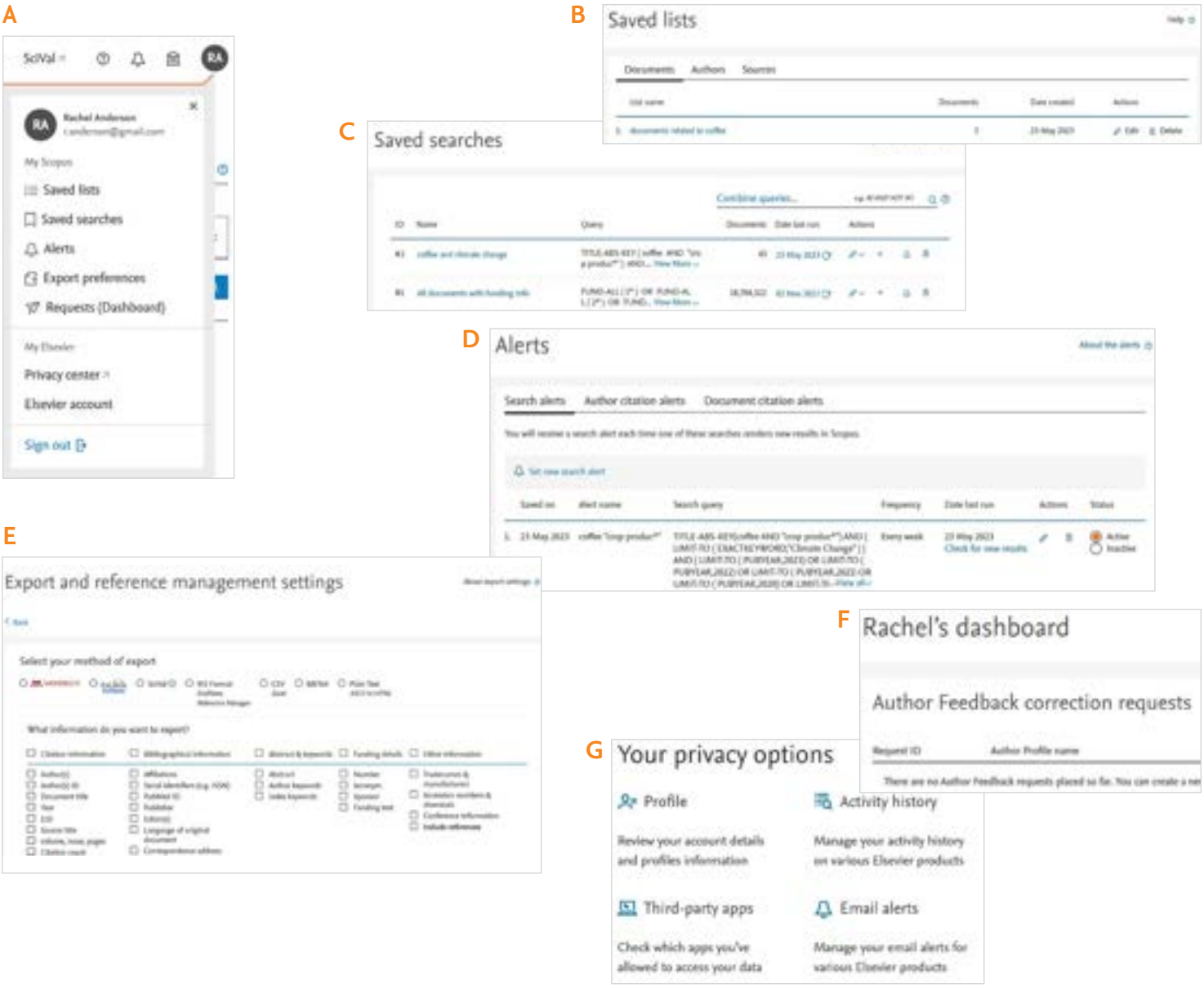
Logging into Scopus for personalized features



A. Register for and log into Scopus to take advantage of a range of personalized features.

B. 'Saved lists' allows you to rename, edit, delete, add to or export your saved lists.

C. 'Saved searches' allows you to rename, edit, delete, combine or set an alert for saved searches. You can also run a saved search to view the results since the search was last run.

D. 'Alerts' allows you to edit, delete or change the status of your alerts. You can also check for new results based upon the date that the alert was created.

E. 'Export preferences' allows you to choose a preferred file type or reference management tool when exporting documents.

F. 'Requests (Dashboard)' links to your personal dashboard, where you can view and manage your Author Feedback correction requests; your Institution Profile Wizard correction requests and your Scopus support requests.

G. The 'My Elsevier' section allows you to manage your Elsevier account details and your privacy settings.

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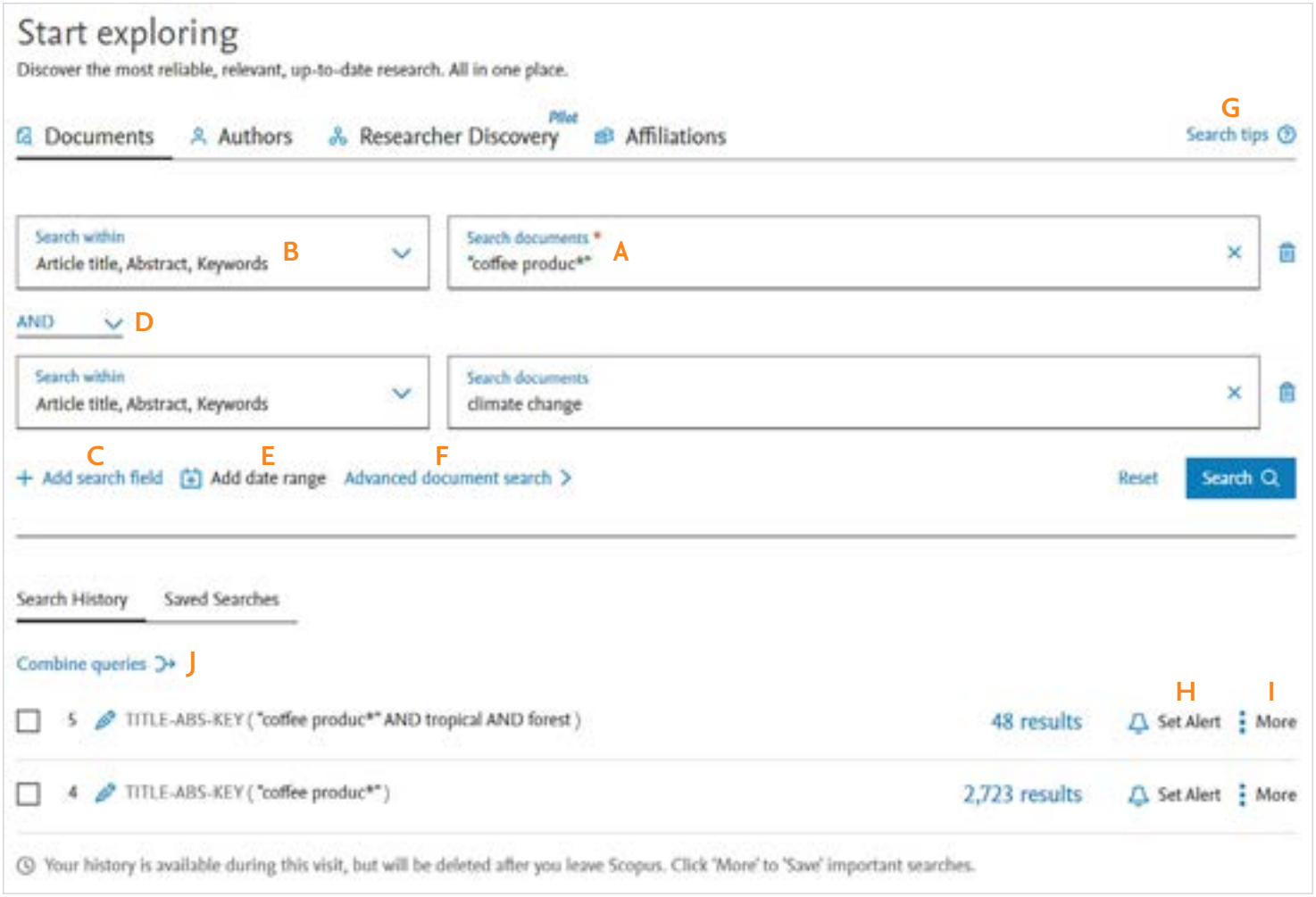
Searching for documents



A. Enter your search term(s) into the search box.

B. By default, Scopus will search in the Article title, Abstract and Keywords of documents. You can specify in which fields to search using the drop-down menu.

C. Use the '+Add' search field option to add additional fields.

D. Each new search field is combined using the Boolean operators AND, OR and NOT.

E. Select 'Add date range' to either select a publication date range or to specify an 'added to Scopus' date range.

F. To see a complete list of field codes, select 'Advanced document search.'

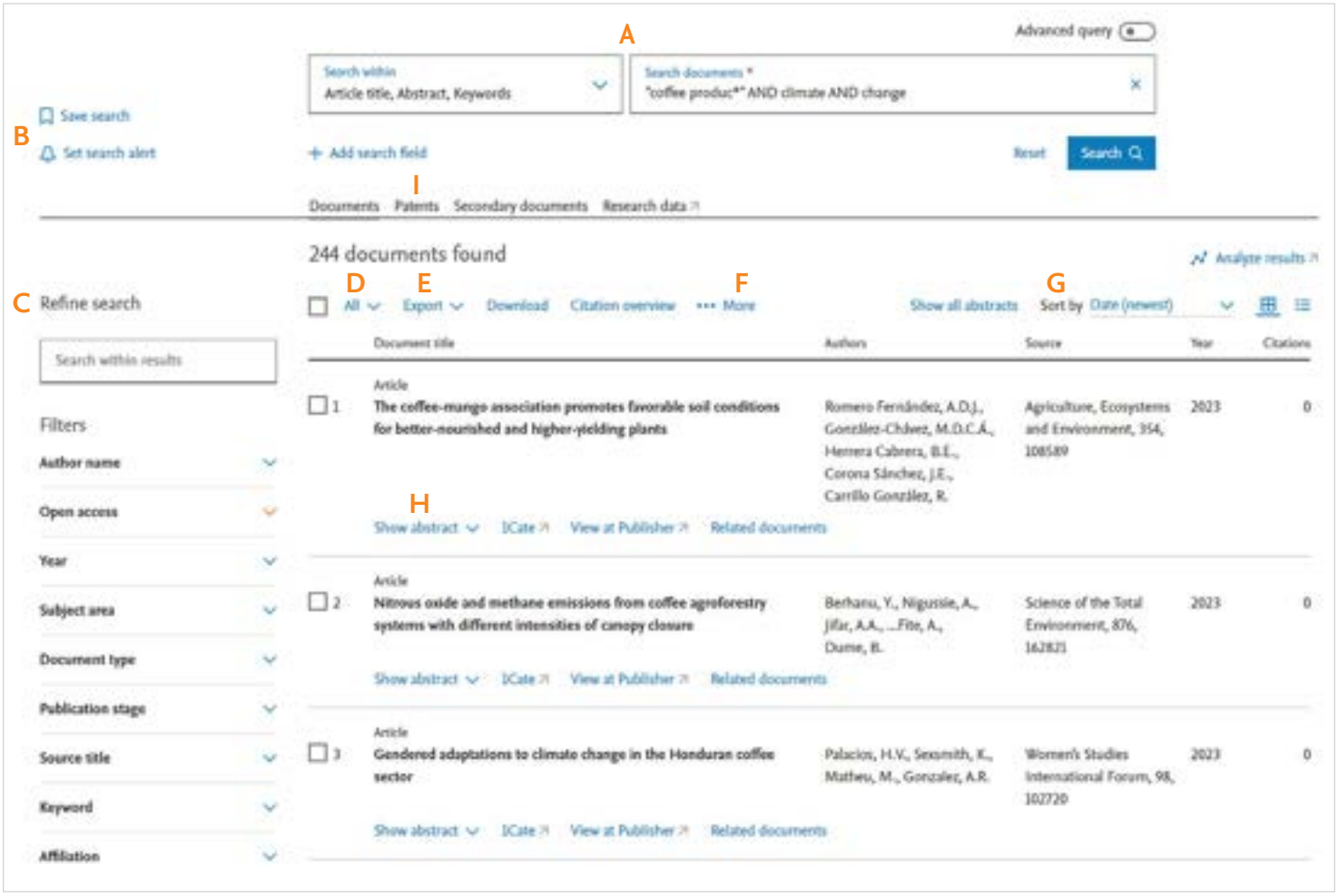
G. For more information on setting up a search query in Scopus, you can select 'Search tips.'

H. Your 'Search History' is displayed with the option to 'Set Alert' to notify you by email of new search results in Scopus that match that search.

I. Select 'More' to save an important query or to delete a query.

J. To combine queries from your history, choose two or more searches and select 'Combine queries.'

Working with document search results



A. Quickly review or edit your search from the top of the page.

B. Registered users can sign in to save searches or to set a search alert to be notified when new documents are added to Scopus that match this search.

C. You can refine your results using the menu on the left. You can search within your results or use filters. For each of the filters, you can select the corresponding arrow to see what is included. Then, tick the checkboxes for your desired filters and select 'Limit to' or 'Exclude.'

D. To select single or multiple search results items, select the corresponding checkbox next to a results list item. To select all search results items on a page, tick the 'All' checkbox.

E. Once search results have been selected, 'Export' selected items to a file or to a reference management tool such as Mendeley; 'Download' documents using the Scopus Document Download Manager; or use the 'Citation overview' to track how often articles have been cited.

F. Selecting 'More' gives you the following options: 'Save to list;' 'View Cited by;' or 'View references.'

G. By default, the search results are sorted by date. Use the 'Sort by' drop-down menu to sort in a different order.

H. Click 'Show abstract' to display the abstract. 'View at Publisher' opens the full text on the publisher website, if authorized. 'Related documents' displays related documents based on shared references. Links to full text and other library services depend on how Scopus has been setup for your institution.

I. View related 'Patents;' 'Secondary documents' (documents that have been extracted from a Scopus document reference list but are not available directly in the Scopus database); and 'Research data.'

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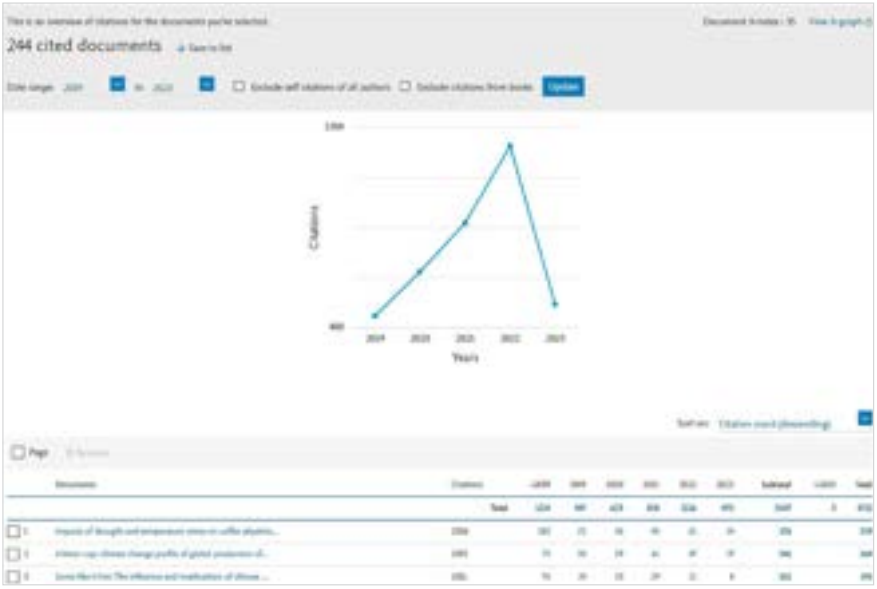
*Note: this is the redesigned Scopus Search Results page, which users can access by performing a Scopus search and clicking on the "Try the test version" banner at the top of the page.

Citation overview and Analyze results

A



B

A. Clicking 'Citation overview' on a search results page shows how often articles have been cited by other documents per year. Customize your overview by deleting a citing document; changing the sort order or date range; or excluding self citations and book citations.

B. Clicking 'Analyze results' on a search results page provides an analysis of your search results and shows you the number of documents in your search results broken down (on separate tabs) by year, source, author, affiliation, country, document type, subject area and funding sponsor. Click on individual cards to expand and view additional data.

Working with a document

A. Click an author name to go to the details page for that author.

B. 'View PDF' lets users who are entitled to the full-text of an article (either via open access or through their institutional subscription) reach it with one click.

C. 'Full text options' can include 'View repository version' which links to the repository version of the articles that have Green open access status; 'View at Publisher' which links directly to the article on the publisher's website; and/or 'Order Document' which lets users request the document from their library (if the account has the Document Delivery Service enabled).

D. View the three most recent documents to cite this article here. You can also choose to display all citing works or to set an alert to keep informed about new citations.

E. View 'Related documents' (with shared references, authors or keywords).

F. 'Indexed keywords' are derived from thesauri that Elsevier owns or licenses and are added to improve search recall. This also contains 'Author keywords' and additional matched terms which can include Chemicals and CAS Registry Numbers, Tradenames and Manufacturers.

G. 'Sustainable Development Goals' (SDGs) are specific research areas that are helping to solve real-world problems. Sustainable Development Goals are mapped to a document by matching terms from a Scopus record against search queries, plus a predictive machine learning element, for each SDG.

H. A 'SciVal Topic' is a collection of documents with a common intellectual interest and can be large or small, new or old, growing or declining in momentum.

I. 'Metrics' are article level metrics which allow you to evaluate both citation impact and levels of community engagement around an article.

J. 'Funding details' include grant number and the name and acronym of the funding sponsor.

K. View the 'References' cited in this document. The titles link to the abstract pages for those articles.

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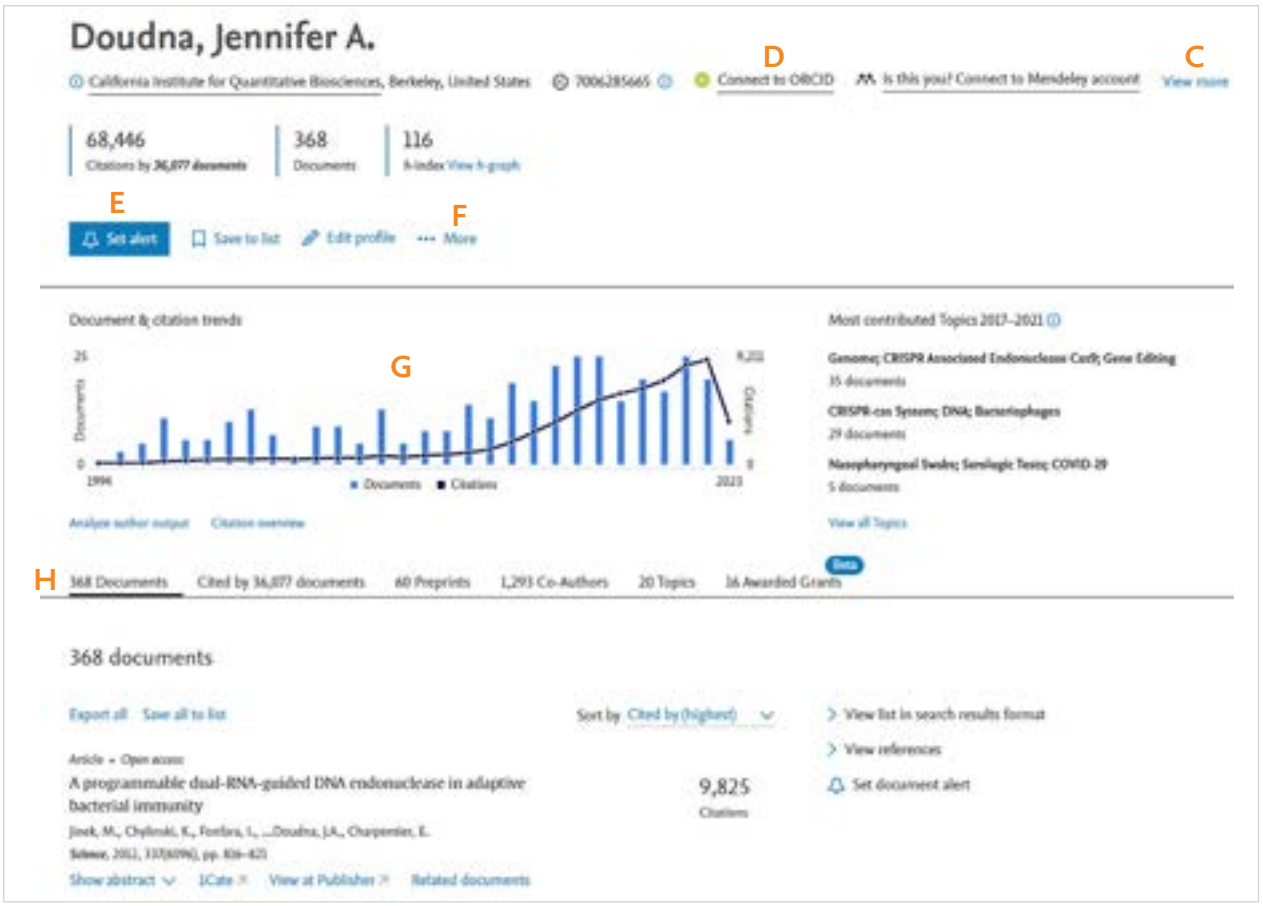
Working with author information



A. To search for an author, select the 'Authors' tab. From the 'Search using' dropdown, select 'Author name' or 'ORCID.'

B. When searching by author name, the last name of the author is required. You can also enter a first name or initials. An affiliation name can be added to further narrow your results.

C. The author profile provides the author's name, affiliations and Scopus Author ID. To view other name formats, affiliation history and subject areas, select 'View more.'

D. Select 'Connect to ORCID' to add your author profile details to ORCID (Open Researcher and Contributor Identifier).

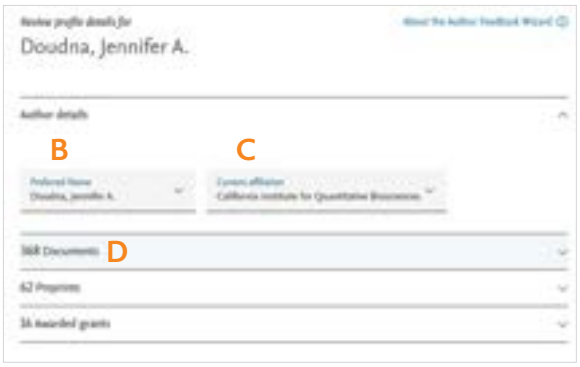
E. 'Set alert' allows you to create either a document alert or a citation alert for this author. 'Save to list' will save the author details to a saved author list.

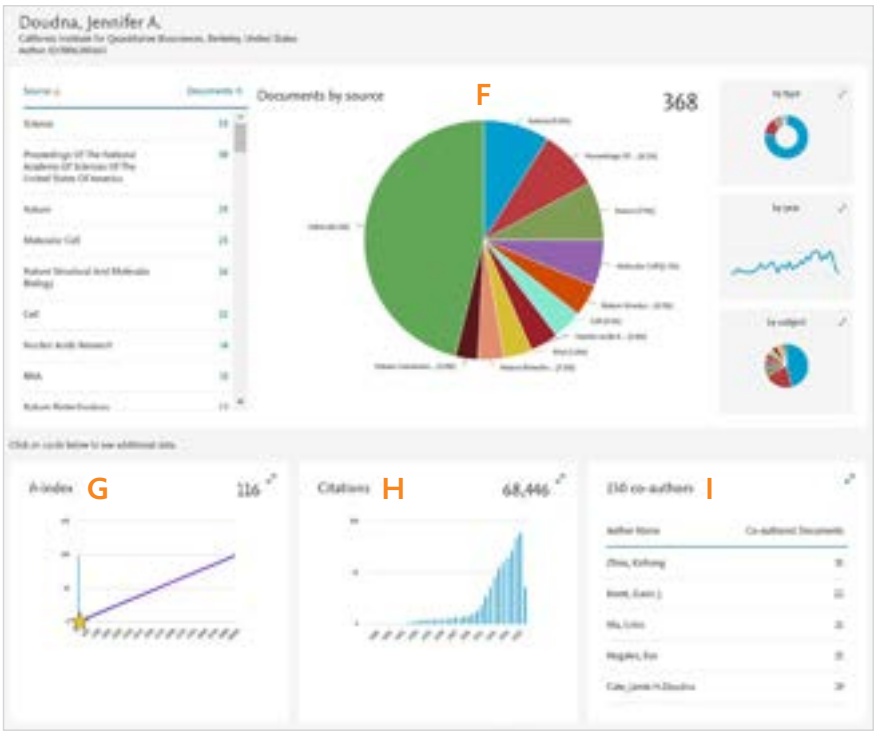
F. Selecting 'More' allows you to either 'View potential author matches' or 'Export profile to SciVal.' 'View potential author matches' helps you to verify that you have the correct author and will show similar profiles. 'Export profile to SciVal' exports information from the author details page to SciVal.

G. 'Document & citations trends' is a summary graph displaying an author's publications and total annual citations. 'Analyze author output' provides graphs of the author's output. 'Citation overview' displays the documents for an author and includes the number of times the documents were cited per year.

H. The author profile lists all the author's documents and is the default tab. There are additional tabs to view 'Cited by Documents', 'Preprints', 'Co-Authors', 'Topics' and 'Awarded Grants.'

Author Profile Wizard and Analyze author output





A. Select 'Edit profile' to access the Author Feedback Wizard to request changes or updates to the information on a Scopus Author Profile.

B. Set a preferred name for an author.

C. Update the affiliation of an author.

D. Add and remove documents published by an author; preprints published by an author; or grants awarded to an author.

E. Select 'Analyze author output' to view and share an author's output in terms of their publications, h-index, citations and co-authors.

F. The 'Documents' tab displays the total number of documents published by an author, including by source type, document type, year and subject area.

G. The '*h*-index' tab displays the h-index in either graph or table form.

H. The 'Citations' tab displays the number of citations the author has received for their publications.

I. The 'co-authors' tab lists the number of documents written with an author's most frequent co-authors.

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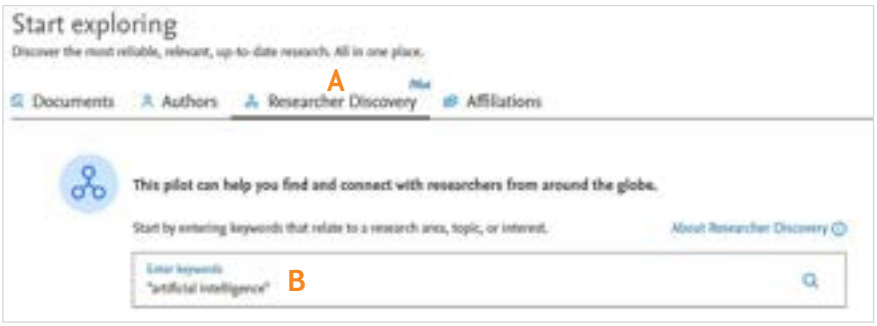
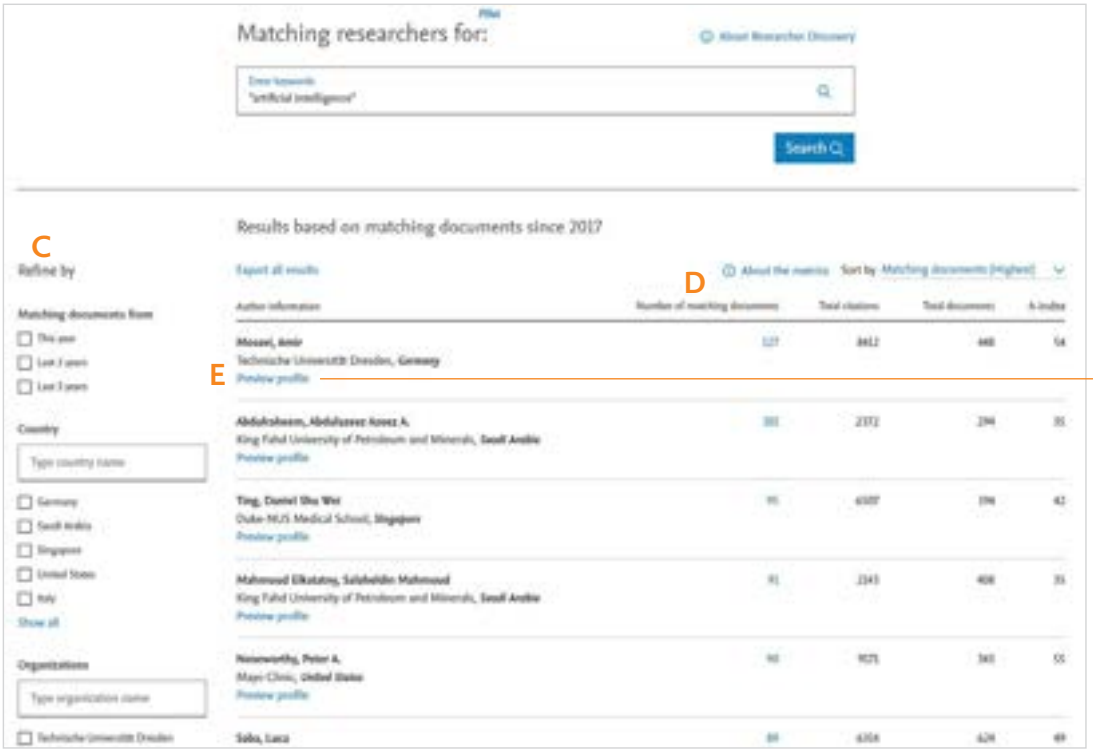
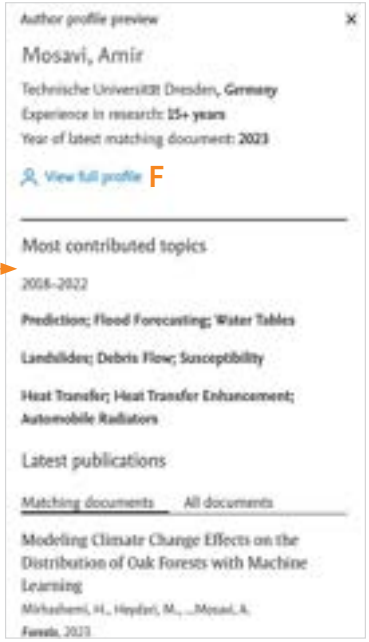
Researcher Discovery







A. Selecting the 'Researcher Discovery' tab allows you to conduct a keyword search to find relevant researcher matches and quickly build a view of the individuals contributing to a particular field.

B. Enter your search term(s) into the search box.

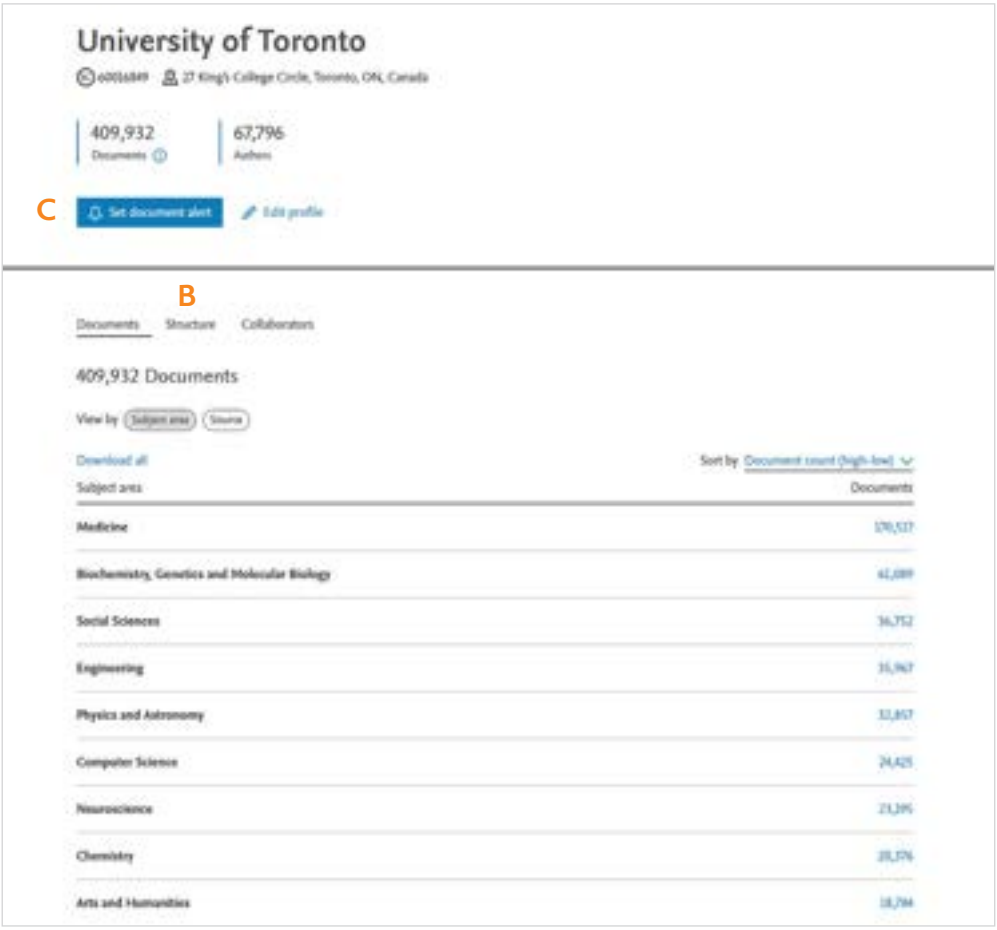
C. Filter by year of publication, country or organization.

D. Review a researcher's matching documents.

E. Click on 'Preview profile' for a synopsis of the author's information (including latest affiliation, years of experience and year of latest matching document), most contributed topics, latest publication and e-mail address.

F. Click on 'View full profile' to explore an author's full Scopus Author Profile.

Working with organization information



A. To search for an organization, select the 'Affiliations' tab. The search will begin to auto-populate once you begin to type in the affiliation's name. You can select a name from the auto-populated list, or you can hit the search button. If you select the search button, a list of affiliations will be returned.

B. From an Organization profile page, users can view document output by subject area or by source; view the organization structure; and view collaborating affiliations.

C. 'Set document alert' to be notified when new documents are added.

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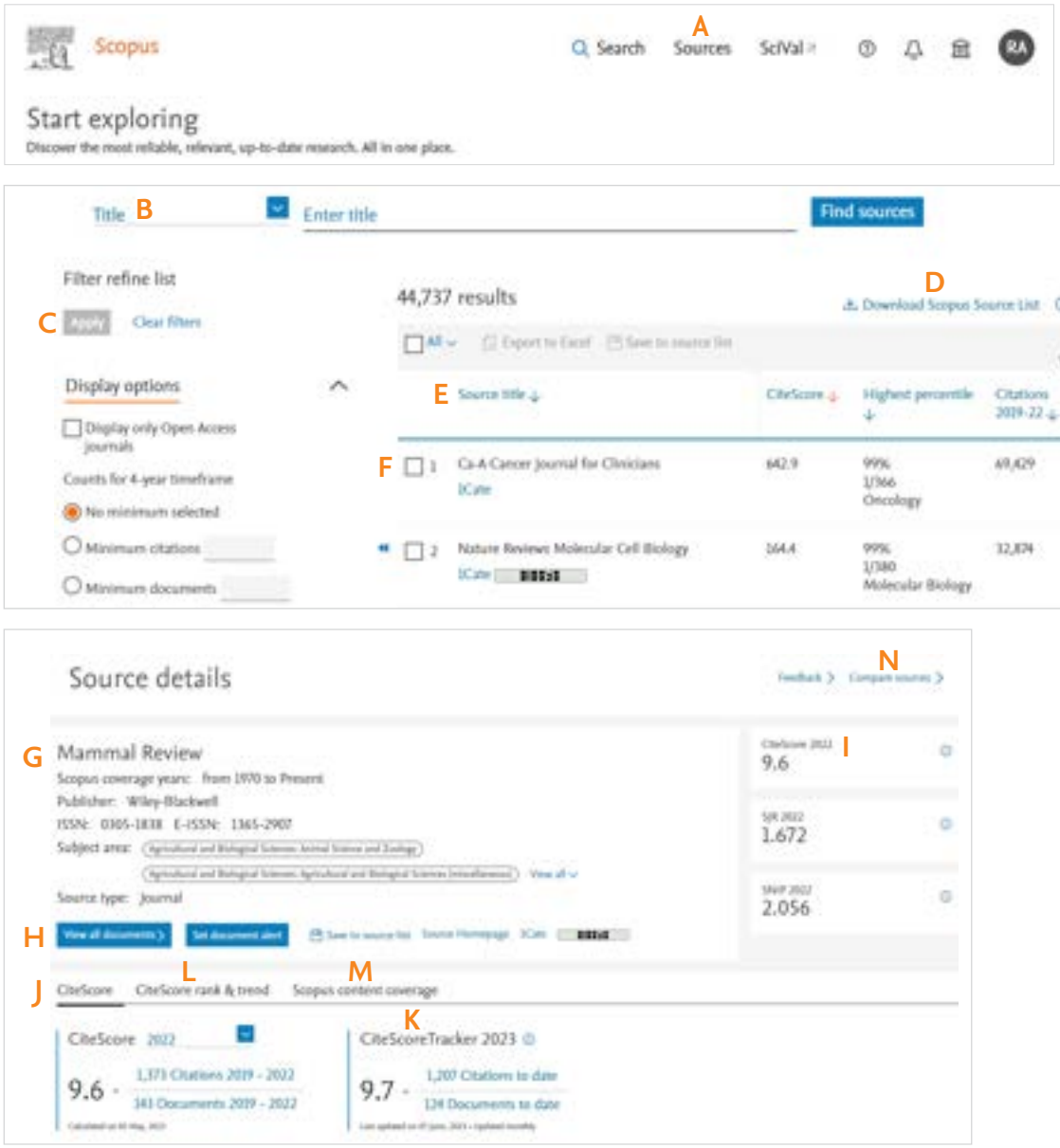
*Note: this is the redesigned Scopus Organization profile page, which users can access by clicking on the "Try the test version" banner at the top of an Affiliation details page.

Working with journal/source information



A. To browse a list of all journals, book series, trade publications and conference proceedings available on Scopus, select 'Sources' from the Scopus homepage.

B. You can search for sources by subject area, title, publisher or ISSN, which you can select from the search drop-down menu.

C. Select your filtering options, and then select 'Apply.'

D. Download the entire Scopus source list as a Microsoft® Excel® spreadsheet.

E. You can sort listed sources according to the column features, such as listing source titles based on alphabetical order, or by using one of the other list indicators.

F. Select the title of a source to open the Source details page.

G. Title, subscription and publishing information appears at the top of every source information page.

H. View all documents for the source, set up a document alert, save the source to a list or access the source's home page.

I. Scopus includes source metrics to allow you to directly compare sources:

- CiteScore measures average citations received per document published in the serial.
- SCImago Journal Rank (SJR) measures weighted citations received by the serial. Citation weighting depends on subject field and prestige of the citing serial.
- Source Normalized Impact per Paper (SNIP) measures actual citations received relative to citations expected for the serial's subject field.

J. The 'CiteScore' tab details a source's impact on serial publications.

K. 'CiteScore Tracker' is calculated in the same way as CiteScore, but for the current year rather than previous, complete years. The CiteScore Tracker calculation is updated every month.

L. The 'CiteScore rank & trend' tab provides a view of the source's rank and percentile for each subject category that it belongs to.

M. 'Scopus content coverage' displays how many documents Scopus has indexed for this source each year.

N. The 'Compare sources' tool allows you to search for then select sources for comparison within either a chart or table view. You can compare up to 10 sources with a variety of parameters.

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