

# Scopus

Quick Reference Guide

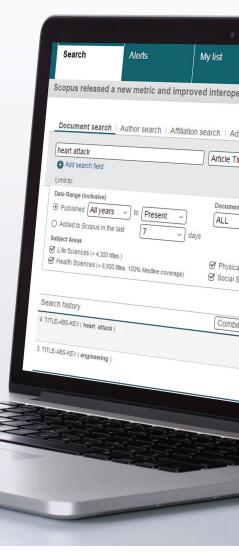


## Quick Reference Guide

### An eye on global research.

**Scopus** is the largest abstract and citation database of peer-reviewed literature, with bibliometrics tools to track, analyze and visualize research. It contains over 22,000 titles from more than 5,000 publishers around the world, covering the fields of science, technology, medicine, social sciences, and Arts & Humanities. Scopus has 55 million records dating back to 1823, 84% of these contain references dating from 1996.

www.elsevier.com/scopus



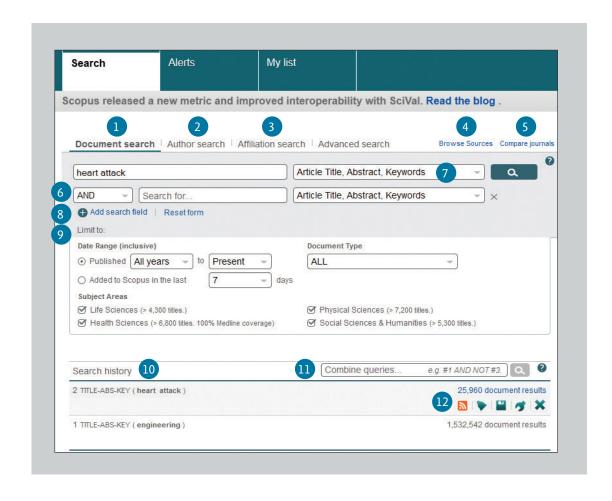
### **Document Search** / Starting a Search

- 1 Document Search
  This tab is the main search window of the homepage.
  To begin, enter the search terms in the space provided.
  (See page 13 for input rules for search terms).
- 2 Author Search Choose the Author search tab to search for a specific author by name or by ORCID (Open Research and Contributor Identifier) ID.
- 3 Affiliation Search
  Choose the Affiliation search to search for a specific affiliation.
- 4 Browse Sources

  Browse an alphabetical list of all journals, book series, trade publications, and conference proceedings available in Scopus.
- 5 Compare Journals
  Opens up Compare Journals (see details on page 9).
- 6 Boolean Operators
  Select from AND, OR, AND NOT to combine search terms.
- 7 Search Items
  Select which fields you wish to search.
- 8 Add Search Field

  To search using multiple keywords and search items, click Add search field button.
- 9 Limit to Section Control search by limiting to: published years, recently added, document type and subject areas.
- 10 Search History
  When you return to the search window after carrying out a search, your search history will be displayed at the bottom. The search history is cleared for each new session.

With Scopus, you can easily start your search from the homepage. Ensure that you quickly access the article you want by using the detailed search options offered.



11 Combine Queries

In the Combine queries bar in Search history, you can enter the list number of each search you want to combine, using the # symbol and the AND, OR, and AND NOT operators.

12 Set Alerts or RSS Feeds

Hover over a search result in *Search history* and click on the icons that appear: *Set alert* (to receive email alerts), *Set feed* (to receive RSS updates), *Save query, Edit query,* or *Delete query.* 

### **Document Search** / Sorting Options & Refining a Search

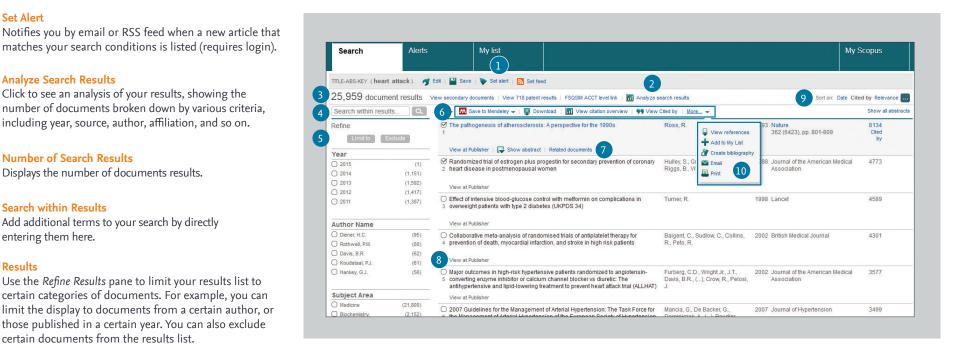
- **Set Alert** Notifies you by email or RSS feed when a new article that
- **Analyze Search Results** Click to see an analysis of your results, showing the number of documents broken down by various criteria, including year, source, author, affiliation, and so on.
- **Number of Search Results** Displays the number of documents results.
- **Search within Results** Add additional terms to your search by directly entering them here.
- Results Use the Refine Results pane to limit your results list to certain categories of documents. For example, you can limit the display to documents from a certain author, or those published in a certain year. You can also exclude certain documents from the results list.
- **Batch Processing Results Export** bibliographic information using reference managers Mendeley or RefWorks, or in file formats RIS, CSV, BibTex or Text. If you are using RefWorks, you can link seamlessly by embedding your RefWorks ID/PW in the My settings menu.

Download multiple PDF files and automatically assign them names based on specified rules. The file names can be a combination of author, publication year, article title, journal, and more. The maximum number of files you can download at one time is 50 if PDF is available. Java required.

View citation overview to analyze documents that cite the selected articles.

View cited by displays all documents that cite the selected articles.

More (see bullet 10)



**Display Document Details Page** 

Click the article title to view the document details (the abstract and referenced works) of the article. Hovering over a search result will show the following links:

- View at Publisher
- Show abstract
- Related documents.
- Link to Full Text

By clicking View at Publisher, you can link to the full text on each publisher's website if authorized.

**Sort Options** 

By default, search results are listed by date. Sort on Cited by, relevance, author name and source title (in green box) are options.

View references: Displays all documents referenced by the article.

**Add to my list:** Adds the articles to a temporary list. Later, you can check them from the My List menu or save the list under a new name.

Create bibliography: Change the output to typical reference list format.

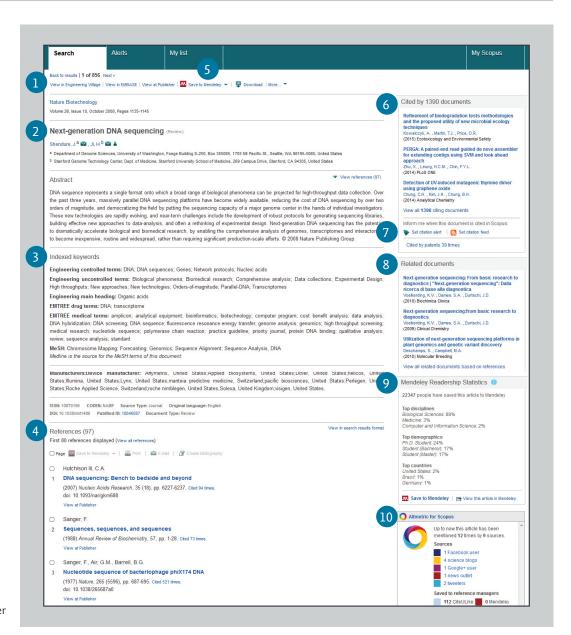
Email: Sends the articles as an email.

**Print:** Displays the articles in a format suited for printing.

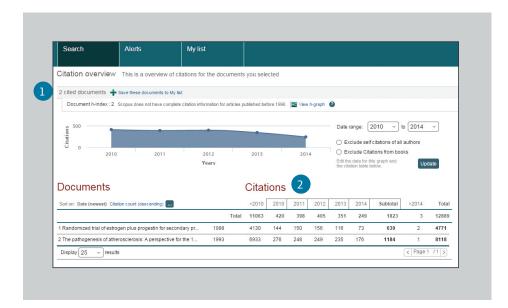
### Mendeley / Using Abstract Pages

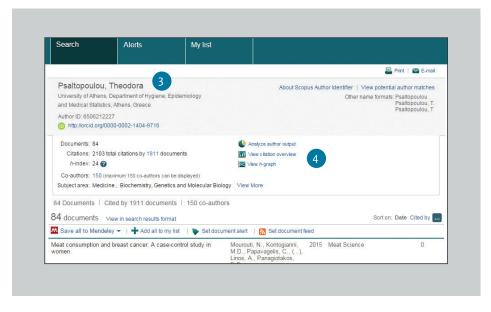
- Link to Full Text By clicking View at Publisher, you can link to the full text on each publisher's website.
- 2 Link to Author Details Page Links to author's details page.
- 3 Keywords
  Author keywords and keywords assigned from thesauri are shown in the Author keywords and Indexed keywords fields.
- 4 References
  A list of references cited by this article are displayed in the References field.
  You can use links from here to the abstract pages.
- 5 Save to Mendeley

  If the user has selected Mendeley as a preferred reference management tool,
  a 'Save to Mendeley' icon will show up in the abstract page. If this button is
  selected, a new pop-up screen appears with the various reference managers.
- 6 Citing Documents
  In the Cited by since 1996 field, the most recent two works to cite this article are shown. You can also display all documents.
- 7 Document Citation Alert
  Set to alert you via email (Set alert) or RSS feed (Set feed) when this document is cited in another article (requires login).
- 8 Search for Related Articles
  Search for articles sharing the same references, authors, or keywords as this article.
- 9 Mendeley Readership Statistics Show how many times Mendeley users have downloaded a specific article to their libraries. Additionally, it shows a demographic breakdown by discipline, academic status and country of origin. These statistics appear when Mendeley users have saved the document in their collections.
- Altmetric for Scopus
  Altmetric is a 3rd party web application which allows you to see all of the social or mainstream media mentions gathered for a particular paper as well as reader counts on popular reference managers. It will only appear in the sidebar when there is data available for the article that you are currently viewing.



### **Analysis** / Citation Overview





- 1 Cited Documents
  Includes the number of times the documents were cited by publication year. You can view, print, or export a list of the cited documents.
- 2 Total Citations
  Per reference, total citatation counts by year.

- Wiew Citation Overview on Author Profile
  The same display option is available at the Scopus author profiles: Author name, Affiliation, Name, Country, Document type, and Subject area.
  - View Citation Overview
    Analyze citations by clicking View citation overview. This will display, in table format, the number of citations per year for each article. This multipurpose tool allows you to see at a glance the citation trend for any given article.

### **Analysis** / Analyze Search Results

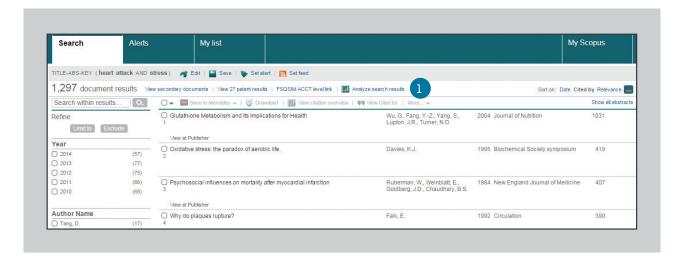
On a given search, users can click the *Analyze search* results button and a window opens with several tabs. Each tab in the Analyze search results window contains a set of graphical displays and charts that can be manipulated to better understand the search metrics. Additionally, the graphics offer contextual boxes that provide insight into specific points along the graph.

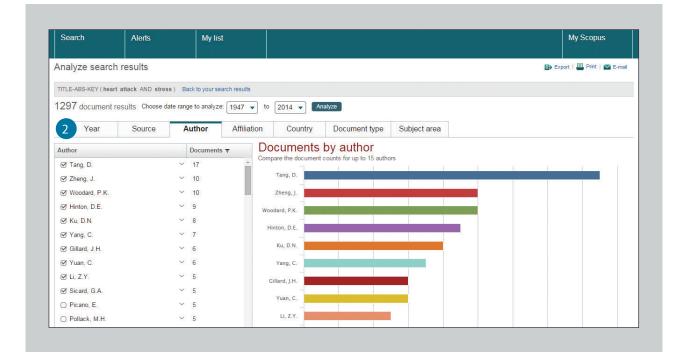
**1** Analyze Search Results

The link to *Analyze search results* can be found on the Results page.

2 Search Metrics

Search metrics are organized by the following: Year, Source, Author, Affiliation, Country, Document type and Subject area.





### **Compare Journals**

- 1 Analytics
  Click the Compare journals tab on the homepage to start.
- Search for Journals Search by entering part of the candidate journal name in the Search box.
- 3 Evaluation Indices
  Compare and evaluate the journals from various perspectives.

**SJR (SCImago Journal Rank):** Using an algorithm similar to that for Google® PageRank, this prestige metric index weighs citations by the quality of the citing journal and allows comparison between fields.

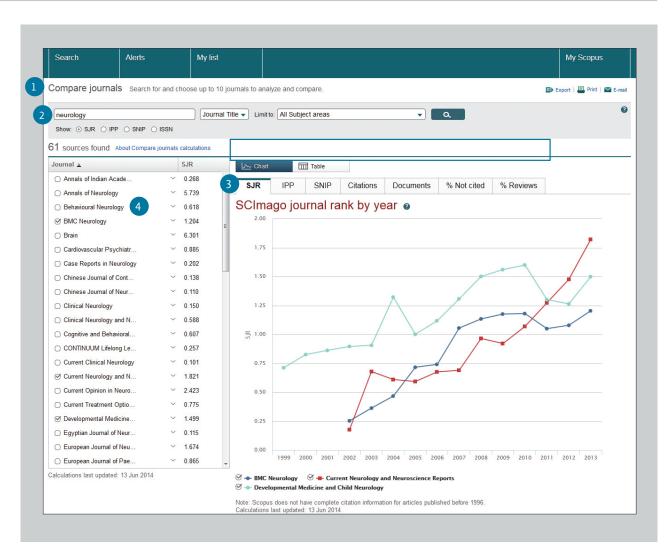
#### SNIP (Source Normalized Impact per Paper):

Taking the ease of citation by field into account, this index adjusts the citation ratio and allows comparison between journals in different fields.

**Citations:** The total number of citations a journal receives per year.

**Documents:** The total number of articles published by a journal per year.

- **% Not Cited:** The percentage of articles published each year that have not been cited previously.
- **% Reviews:** The percentage of articles in a journal that are categorized as a review type article.
- 4 Select Journal
  Click on the journal you wish to compare from the search results or drag and drop it to the right-hand frame. You can select up to 10 titles.

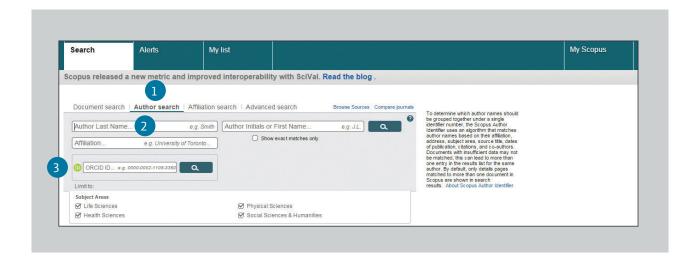


For more information visit www.journalmetrics.com

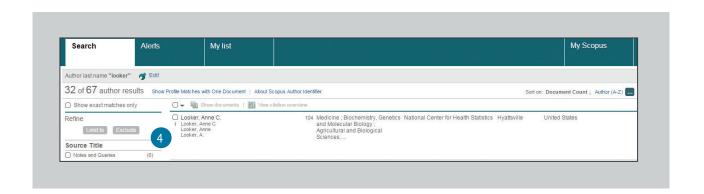
### Author Tools / Starting an Author Search & Author Profile

Scopus allows you to analyze citation metrics on authors as well as specific articles by an author. From the author ID you can display all articles by that author, documents that cite the author, h-index and more.

- 1 Author Search Select Author search tab to search by author name.
- 2 Author Name
  Enter surname and initials or given name of author in the *Author* fields and a list of authors that may match will be shown. You can also search in combination with his/her affiliation.
- 3 ORCID ID
  Search for authors using an ORCID ID.



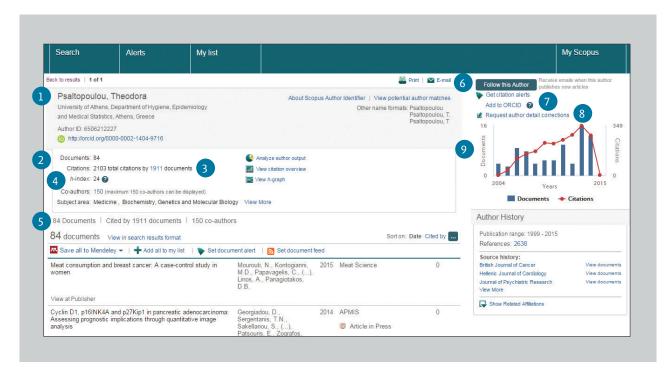
4 Display Author Profile
Click on the author's name to see the author profile.
Hover over the author's name and View last title and
Documents for this author will appear.



### **Author Tools** / Author Details

- 1 Author Profile
  Displays the author's articles, affiliation, ORCID ID, documents that cite the author, h-index, and can analyze the citations.
- 2 **Documents**In the *Documents* field, check all articles by this author.
  Click on the *Analyze author output* link to view the author's research results (such as documents and *h*-index) as graphs.
- 3 Citations in Other Documents
  In the Citations field, check which documents cite this author's articles. Analyze the citations of all this author's articles from View citation overview.
- 4 **h-index**This is an index that evaluates the author from the number of published works and number of citations in other documents, and is shown as h for articles that have been cited more than h times since 1996. This can be displayed as a graph by clicking on View h-Graph.
- The three tabs show Documents, Cited By documents and 150 co-authors.
- 6 Follow this author
  Login to set an alert to receive new documents published
  by this author. Login to set an Author Citation Alert email
  when author's articles are cited.
- 7 ORCID

  Add documents to your ORCID profile and/or create your ORCID profile.



8 Request author detail correction

You can request for a correction of the author profile e.g. to update the affiliation you are based on.

9 Graph

The graph shows the number of documents published by the author and the number of citations received in the 10 most recent years. Clicking on a data point on the graph shows a list of documents and citations.

### **Registration** / Using Personal Functions

By registering as a user, you are able to set up useful personal functions such as email alerts. Your username and password are the same as for ScienceDirect and Engineering Village. You only need a single sign-on.

#### Login

If you already have a username and password then click *Login* and enter them in the *Login* box. If you check *Remember me*, your login information will be stored in your computer and you will be permanently logged in.

#### **User Registration**

To register as a new user, click *Register*. Enter the required information, such as your name and email address, in the registration window.

#### **Alerts**

You can create and manage email alerts to stay up to date in your field.

- Search Alert
- Author Citation Alert
- Document Citation Alert

#### **Check My List**

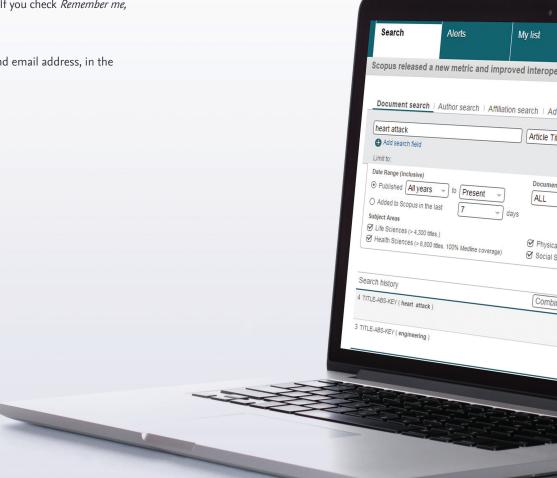
You can check your articles in the temporary list or the list you saved.

#### Change Individual Settings/Password

You can change your email address, RefWorks username/password, and more in the *My Settings* menu (by clicking *My Scopus*).

#### Customize

Registered users can customize the look and functionality of their Scopus search experience.



### **Search Term Rules**

#### **General Rules**

Not case sensitive

Entering singular nouns will also search for plural nouns and possessives (with some exceptions) Entering either variation of Greek letters ( $\alpha$  OR alpha,  $\beta$  OR beta) will search for both variations Entering either British or American spellings (colour, color, or tyre, tire) will search for both variations

#### **Phrase Search**

Multiple words set off by spaces will be processed with the AND operator.

To search as a phrase, enclose it in double quote marks or curly brackets.

- Double quotes "" will search for fuzzy phrases.

  It will also search for both singular and plurals (with some exceptions). Symbols are ignored. Wildcards can be used. "heart-attack" will search for heart-attack, heart attacks, and so on
- Curly brackets {} will search for a specific phrase.

  It limits the search to only the specified character string, and symbols can be used. {heart-attack} will only search for heart-attack

#### Wildcards

\* replaces any number of characters, toxi\* will search for toxin, toxic, toxicity, toxicology, and so on? replaces only one character sawt??th will search for sawtooth and sawteeth

#### Logical operators and proximity operators

And searches for articles containing both words food and poison

Or searches for articles containing either or both words weather or climate

And Not searches for articles that do not contain the following words tumor and not malignant

W/n restricts to n words between the two words, the word order is not set Pain W/5 morphine

Pre/n restricts to n words between the two words, the word order is as set newborn PRE/3 screening

Operator priority order (it is possible to change the priority order by using parentheses)

1. OR 2. W/n or PRE/n 3. AND 4. AND NOT

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