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Scopus

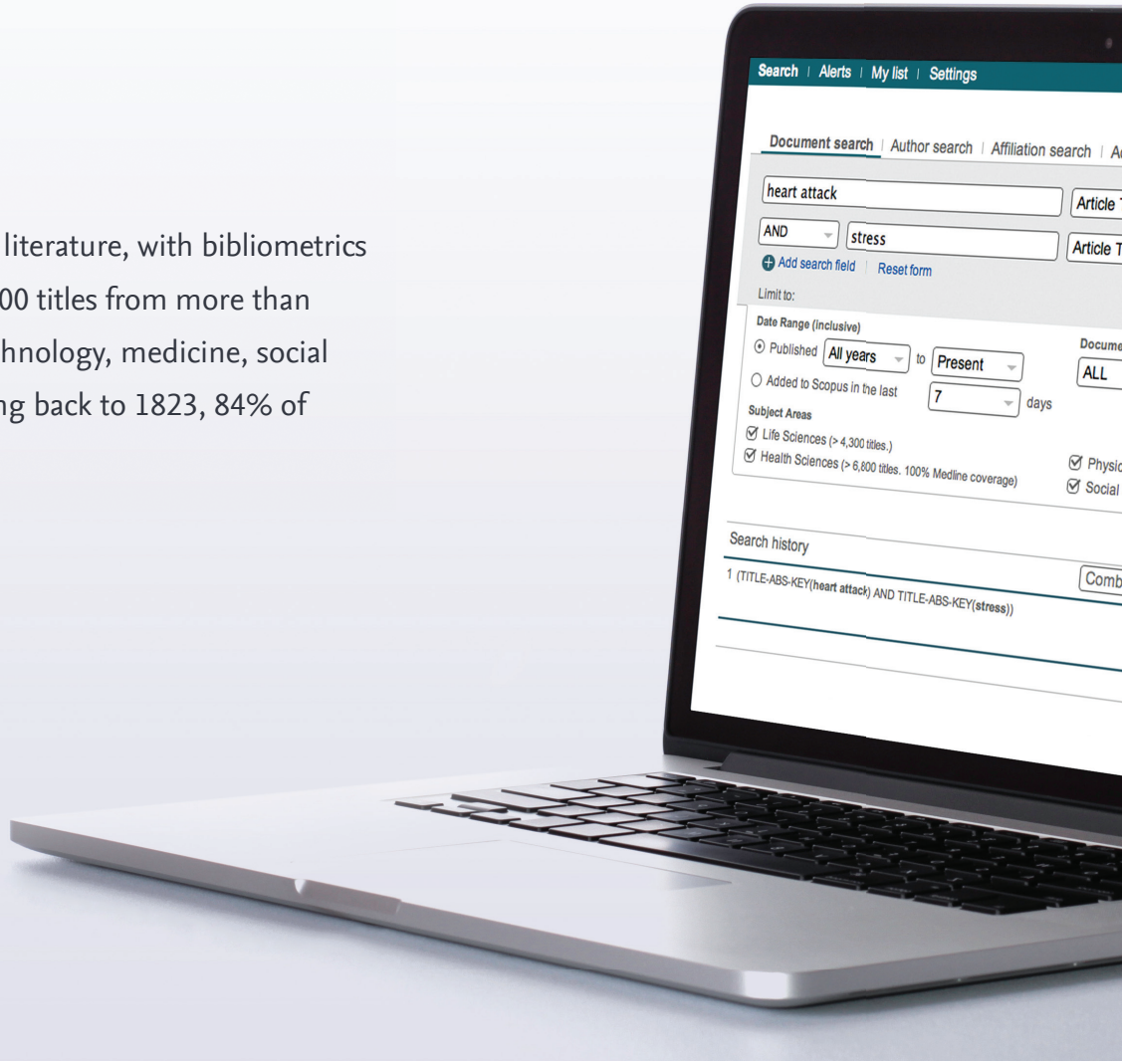
Quick Reference Guide

Empowering Knowledge

Quick Reference Guide

An eye on global research.

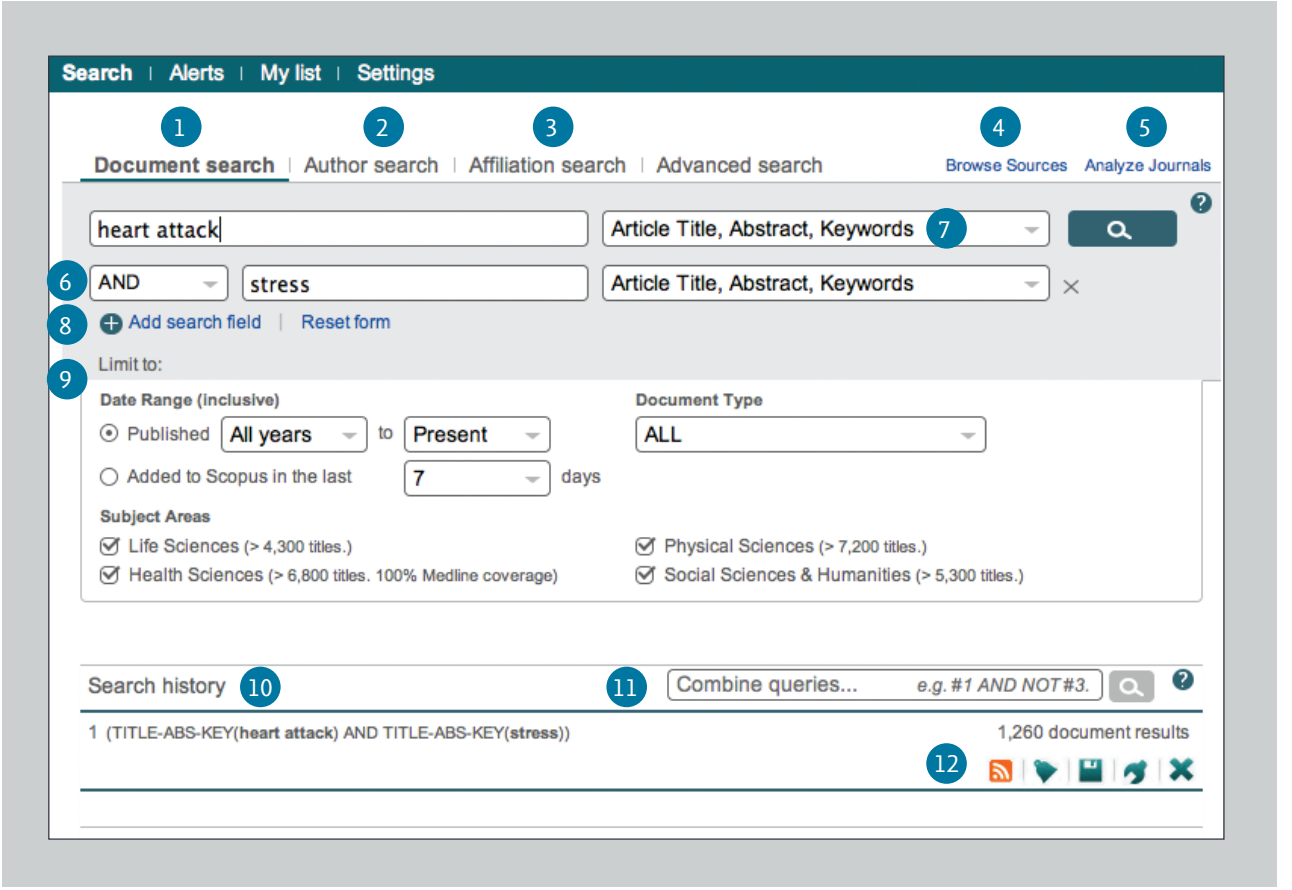
Scopus is the largest abstract and citation database of peer-reviewed literature, with bibliometrics tools to track, analyze and visualize research. It contains over over 21,900 titles from more than 5,000 publishers around the world, covering the fields of science, technology, medicine, social sciences, and Arts & Humanities. Scopus has 54 million records dating back to 1823, 84% of these containing references dating from 1996.



www.elsevier.com/scopus

Document Search / Starting a Search

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.



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.

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 **Analyze journals**
Opens up the Journal Analyzer **(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**
When searching using multiple keywords and search items, click *Add search field* button.

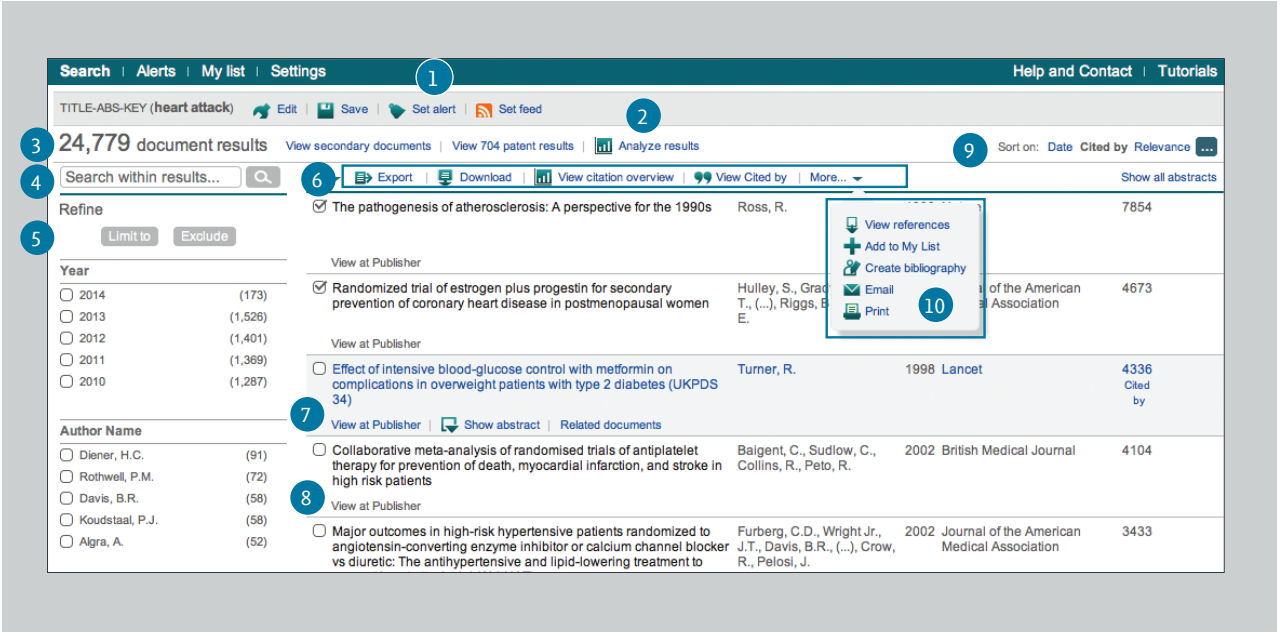
9 **Limit to Section**
Control search by limiting to: published years, recently added, document type and subject area.

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.

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

12 **Set Alerts or RSS Feeds**
Select 'Set Alert' to receive email alerts or 'Set feed' to receive RSS updates. When you hover over a result in Search history, the following options show up: Set feed, Set alert, Save, Edit or Delete.

Document Search / Sorting Options & Refining a Search



1 Set Alert

Notifies you by email or RSS feed when a new article that matches your search conditions is listed (requires login).

2 Analyze 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.

3 Number of Search Results

The number of documents is shown.

4 Search within Results

Add additional terms to your search by directly entering them here.

5 Results

Using the *Refine Results* pane, you can limit your results list to certain categories of documents. For example, you may want to limit the display to documents from a certain author, or to those published in a certain year. You can also exclude certain documents from the results list.

6 Batch Processing Results

Export: 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: Batch 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 so on. The maximum number of files you can download at one time is 50 if PDF is available. Java required.

View citation overview: Analyze documents that cite the selected articles.

View cited by: Displays all documents that cite the selected articles.

More: see under bullet 10

7 Display Document Details Page

By clicking the article title you can view the document details (the abstract and referenced works) of the article. Upon hovering over a search result, the following links become visible;

- *View at Publisher*
- *Show abstract*
- *Related documents.*

8 Link to Full Text

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

9 Sort Options

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

10 More

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.

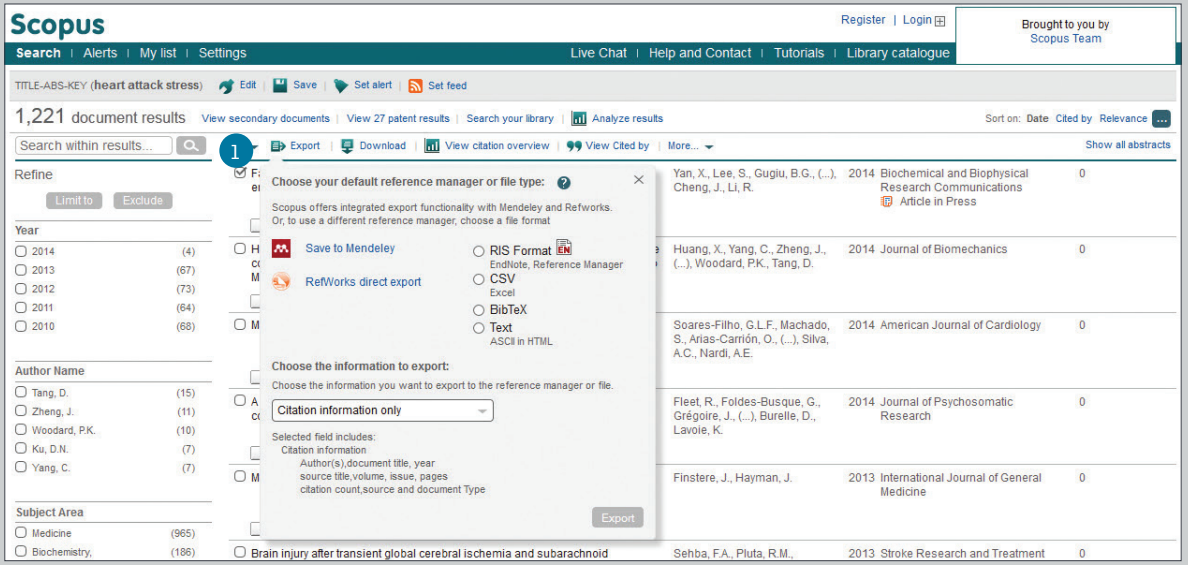
Email: Sends the articles as an email.

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

Mendeley

1 Export

After selecting one or more result items the *Export* button will be become clickable. After clicking export a new pop-up screen will be displayed with various export options.



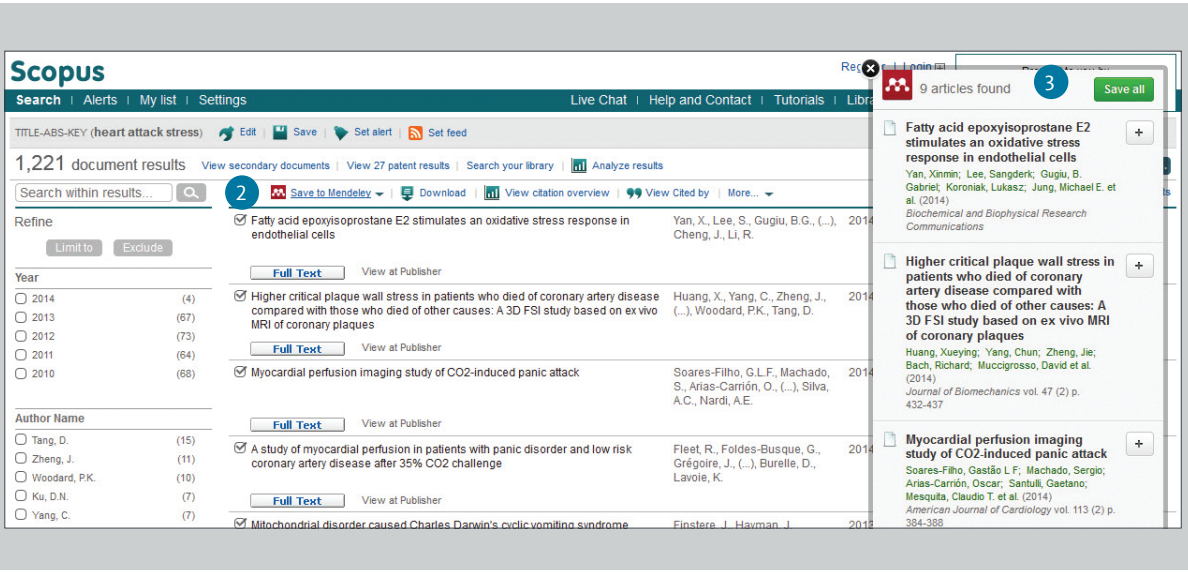
2 One-click option for Mendeley

If the '*Save to Mendeley*' option is selected, a '*Save to Mendeley*' icon will then show up in the results page as a preferred export option. Once this icon has been selected, the Mendeley web importer is actived. Mendeley users, who are logged in, can automatically download the references to Mendeley.

After selecting the "*Save to Mendeley*" option in the pop-up menu the "*Export*" button will be replaced with a "*Save to Mendeley*" button. This will become the default export format for future exports until you change this in the pop-up menu.

3 Mendeley Web Importer

Clicking the "*Save to Mendeley*" button will activate the Mendeley Web Importer and all signed in Mendeley users can export their references into Mendeley.



Mendeley / Using Abstract Pages

1 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.

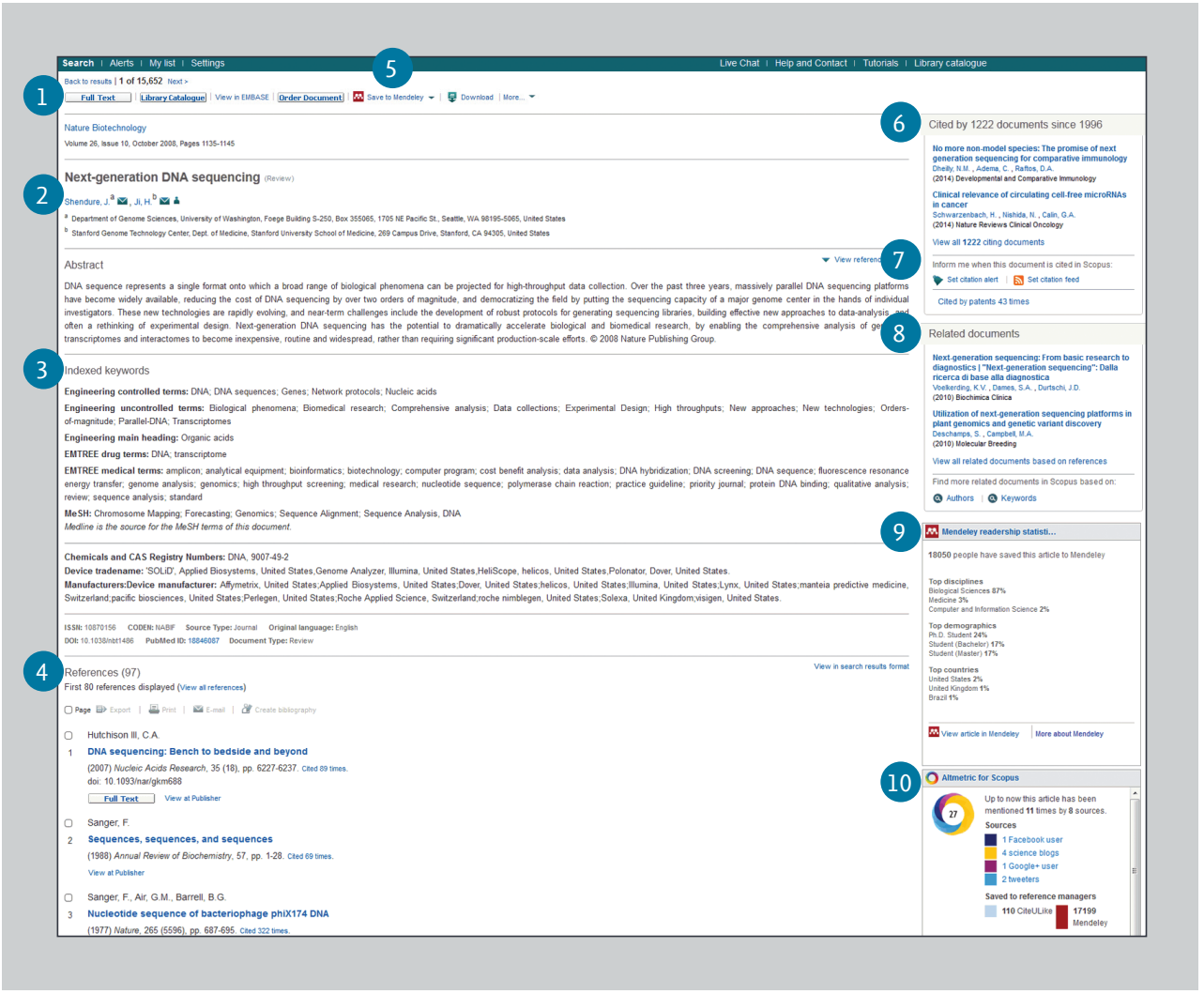
4 References
A list of references cited by this article are displayed in the *References* field. You can use links from here to the abstract pages.

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 screen pop-ups showing 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).

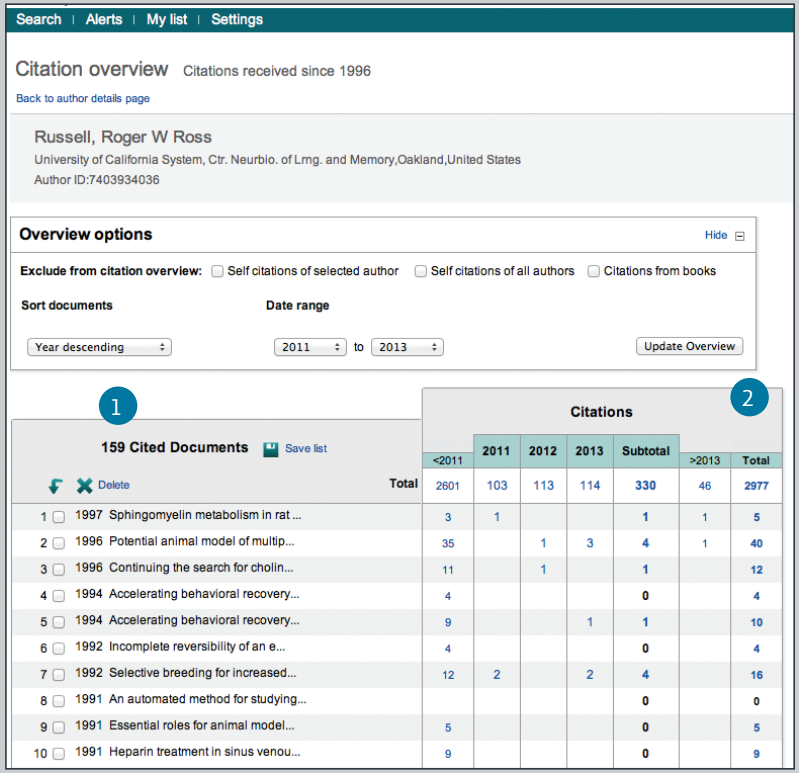
8 Search for Related Articles
Search for articles sharing the same references, authors, or keywords as this article.

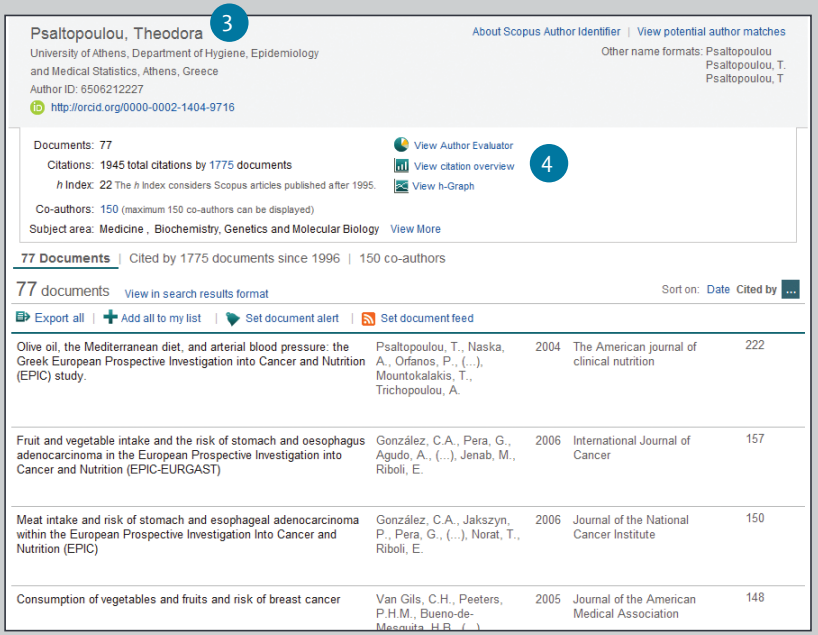


9 Mendeley Readership Statistics
Show how many times Mendeley users have downloaded a specific article to their libraries. Additionally, it also shows a demographic breakdown by discipline, academic status and country of origin. These statistics appear when Mendeley users have saved the document in their collections.

10 Altmetric for Scopus
Is a 3rd party web application. You can 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 **Number of Cited Documents**

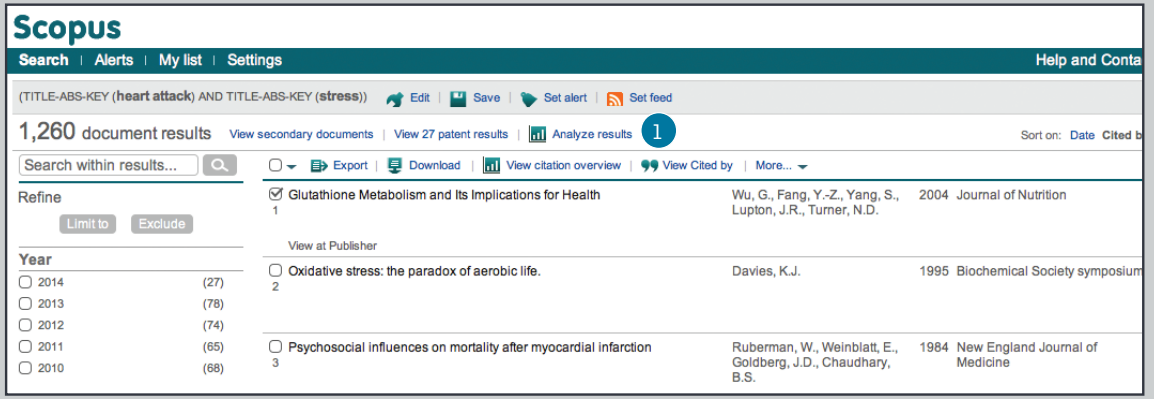
2 **Total Citations**
Per reference, total citatation counts by year.

3 **View 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.

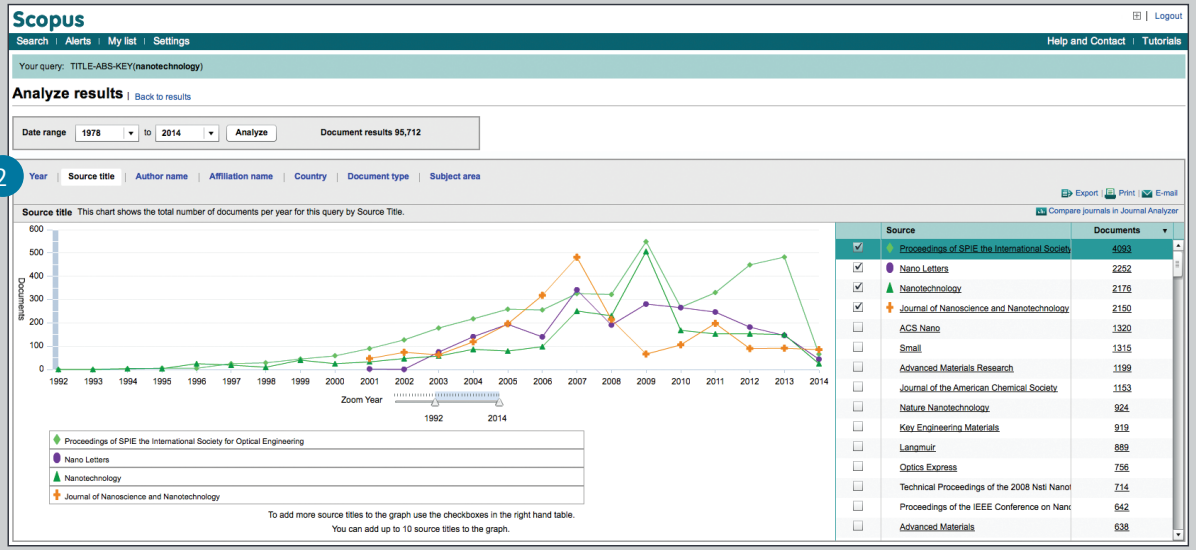
4 **View Citation Overview**
Analyze citations by clicking *View citation overview*. This will display, in table format, the number of citations per year for each article. This multipurpose tool allows you to see at a glance the citation trend for any given article.

Analysis / Analyze Results

On a given search, users can click the Analyze results button and a window opens with several tabs. Each tab in the Analyze 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 give insight on specific points along the graph.



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



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

Journal Analyzer

1 **Analytics**
Click the Analytics tab to start.

2 **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 weights 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.

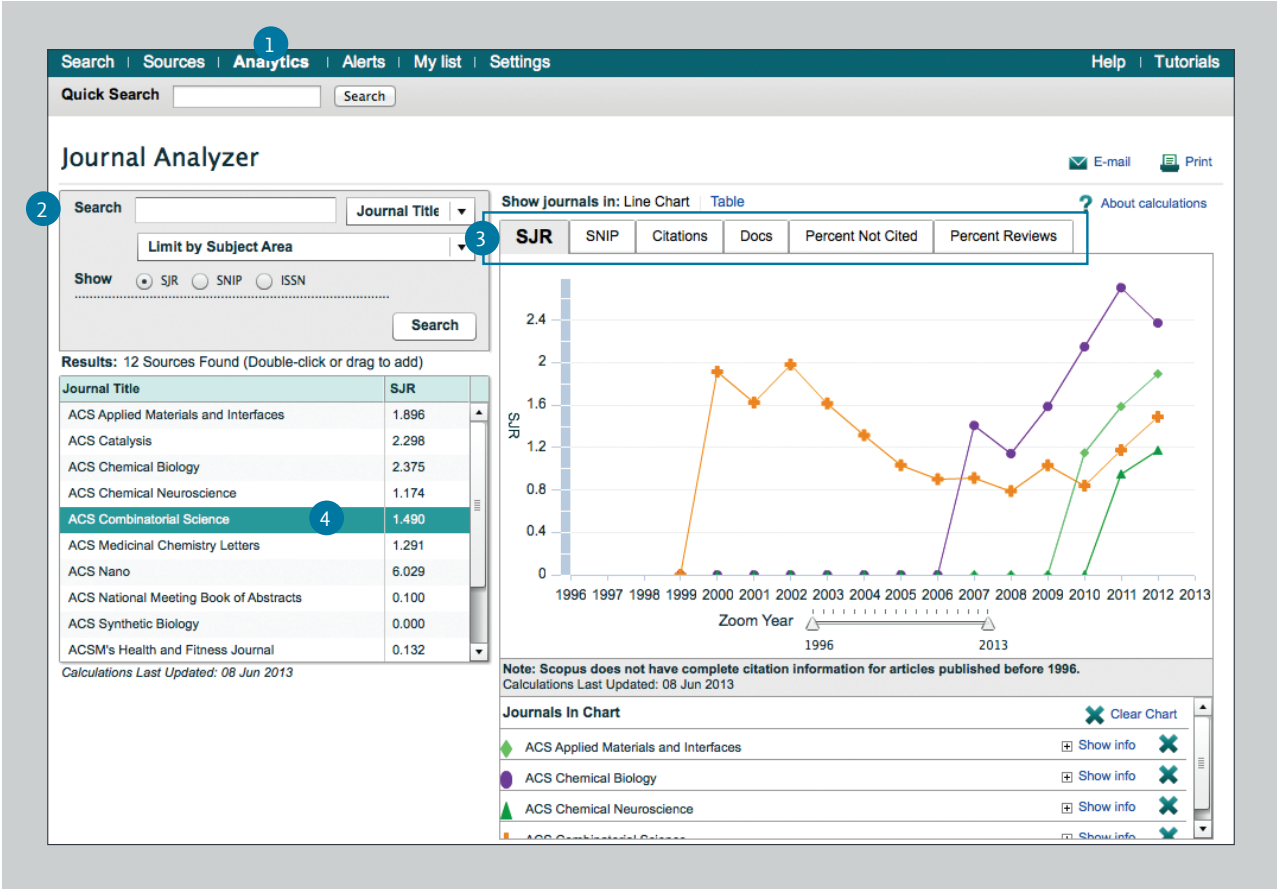
Citations: The total number of citations a journal receives per year.

Docs (Documents): The total number of articles published by a journal per year.

Percent Not Cited: The percentage of articles published each year that have not been cited previously.

Percent Reviews: The percentage of articles in a journal that are categorized as a review type article.

4 **Select Journal**
Double-click the journal you wish from the search results or drag and drop it to the right-hand frame. You can select up to 10 titles.



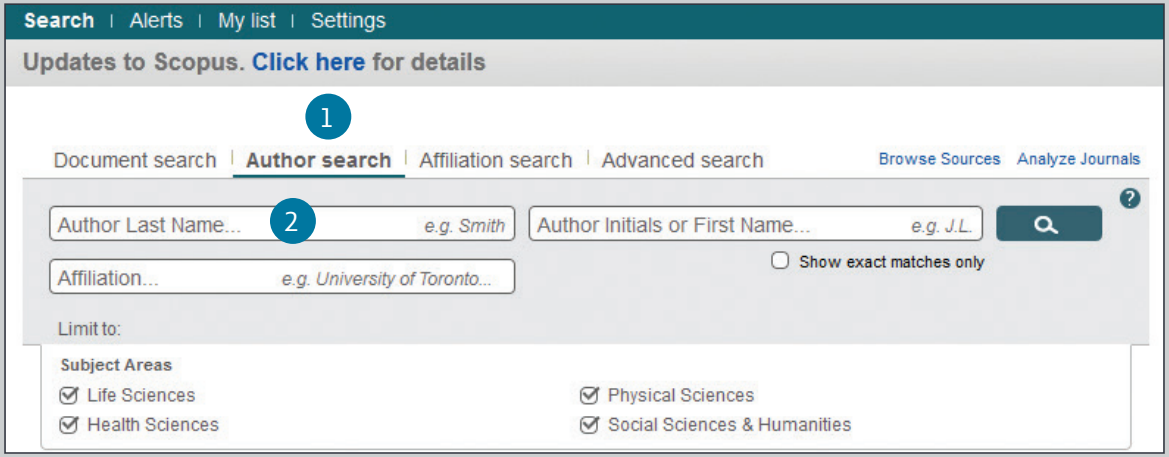
For more information visit www.journalmetrics.com

Author Tools / Starting an Author Search & Author Profile

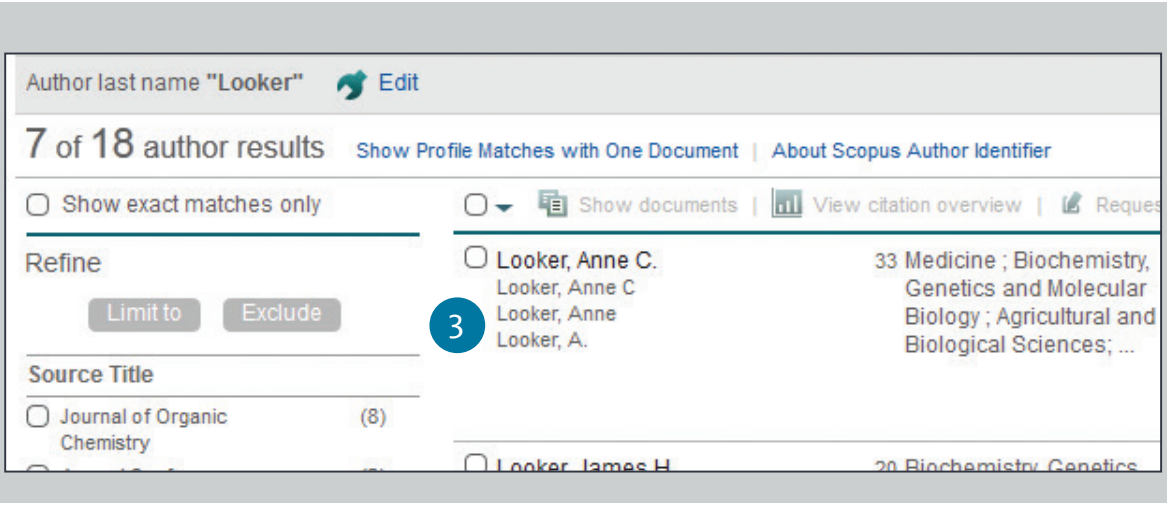
Scopus allows you to analyze citation metrics on authors as well as specific articles by an author. From the author ID you can display all articles by that author, documents that cite the author, h-index and more.

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 *Author* box and a list of authors that may match will be shown.
You can also search in combination with his/her affiliation.



3 **Display Author Profile**
Clicking on the author's name will show the author profile. With hover over, 'view last title" and 'documents' for this author 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 Article Information
In the *Documents* field, check all articles by this author. Using *Author evaluator*, show the author's research results as graphs from a number of different aspects. Login to set a search alert via email or RSS feed when this author publishes another article.

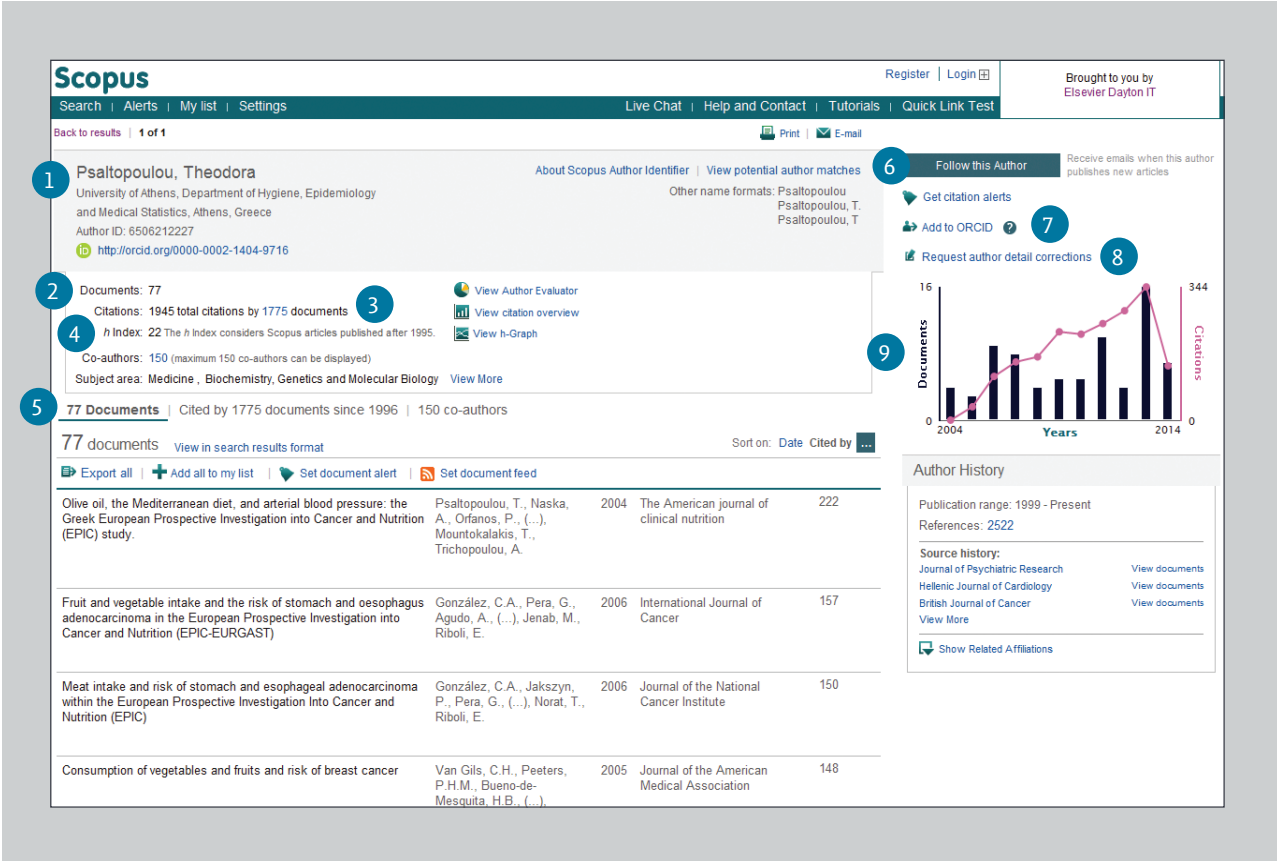
3 Citations in Other Documents
In the *Citations* field, check which documents cite this author's articles. Analyze the citations of all this author's articles from *View citation overview*.

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 from View *h-graph*.

5 Tabs
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 (Open Research and Contributor Identifier) 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.

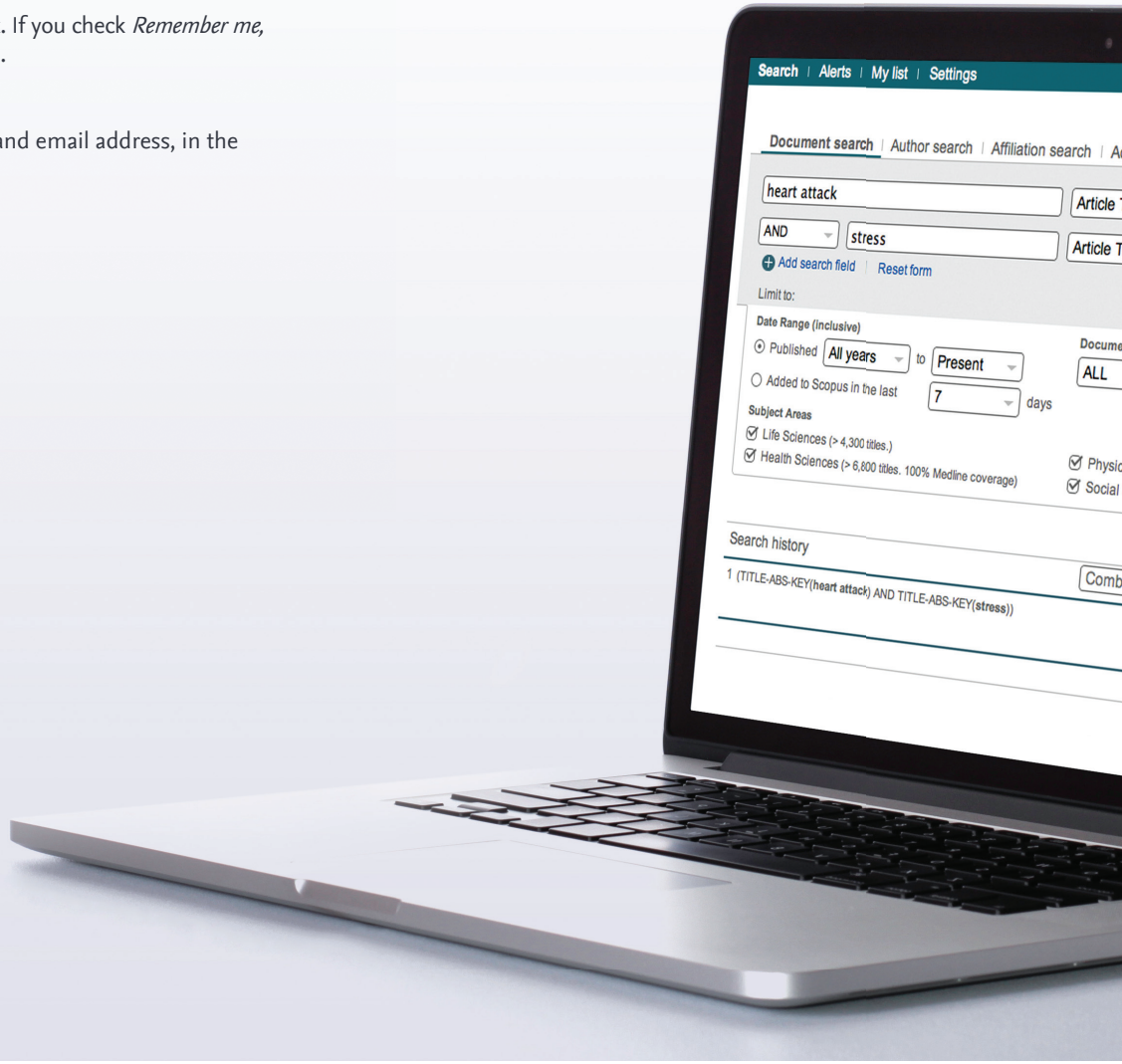
Alerts
You can create and manage email alerts to stay up to date in your field.

- *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, password, RefWorks username/password, and so on from the *Settings* menu.

Customize
Registered users can customize the look and behavior 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 (α OR alpha, β 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 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*

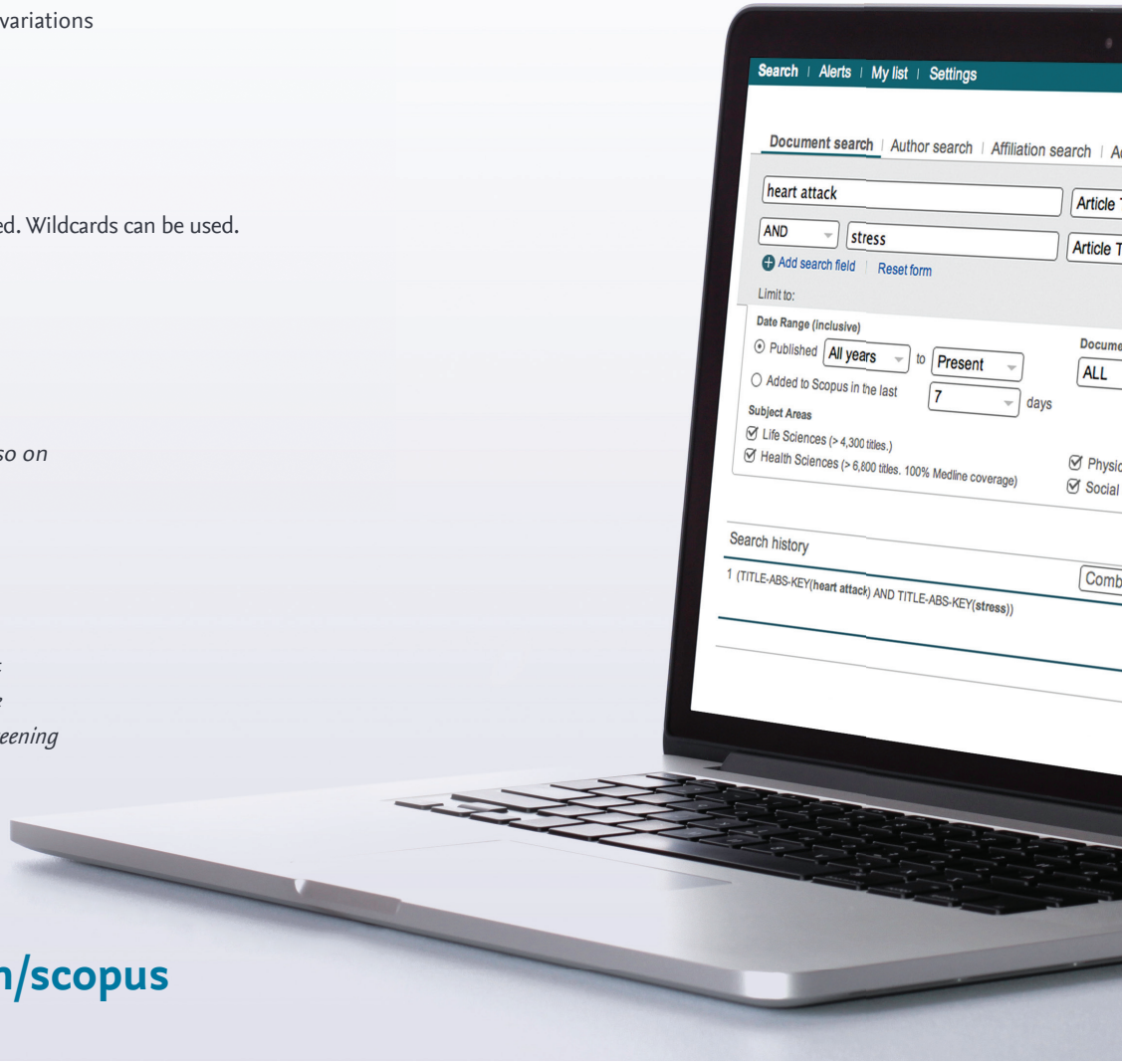
Or searches for articles containing either or both words *weather or climate*

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



For more information on searching, see the in-product help files or **visit www.elsevier.com/scopus**

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