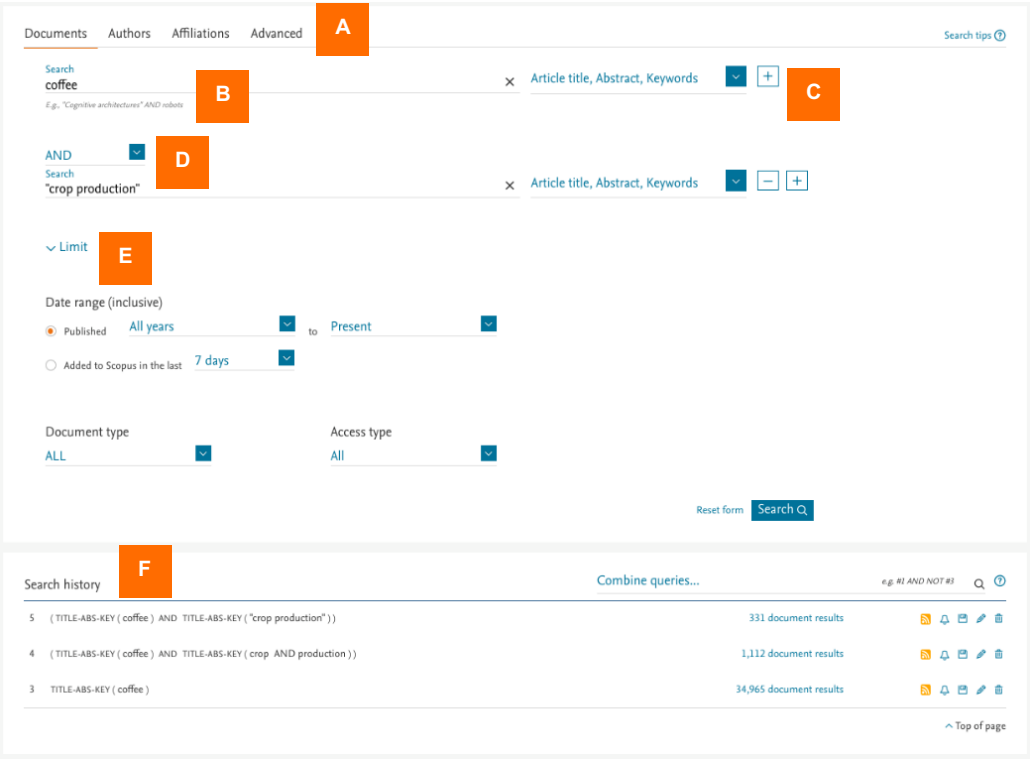
ELSEVIER

Scopus®

Quick reference guide

Performing a document search



A. The **Document search** tab is the Scopus homepage. Other tabs are **Author**, **Affiliation** and **Advanced** search.

B. Enter your search terms in this field. You can combine multiple search terms within one field. Learn more

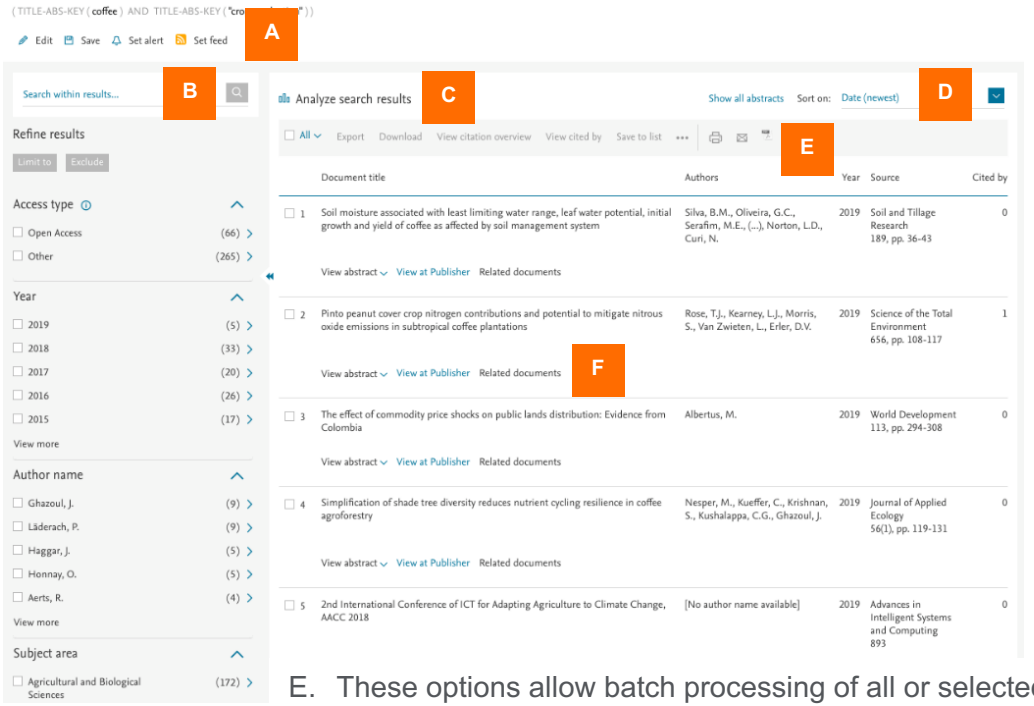
C. Select which fields you wish to search from using the dropdown menu. Add more search fields with the + option.

D. Select Boolean operators (AND, OR, NOT) to combine search terms.

E. Use the *Limits* to focus on publication periods, document types or access type.

F. Your search history is shown here with the options to create RSS feeds and alerts, and save, edit or delete queries. Combine queries from your history by entering the listed search number with Boolean operators.

Working with document search results



A. The options *Edit*, *Save*, *Set alert* and *Set feed* are available for the query at the top left of its results screen.

B. Use the *Search within results* field to add additional terms to your search. They will be applied to this result set.

   Use the *Refine* options to filter the results by access type, year, author, subject area, funding sponsor, etc.

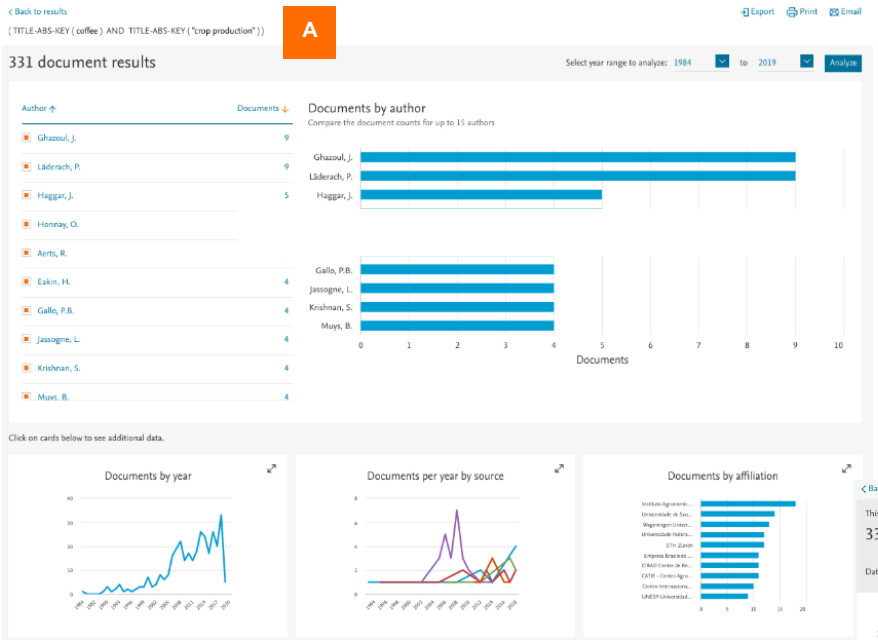
C. Click *Analyze search results* for a breakdown of results by criteria incl. year, source and author. Learn more

D. Sort results by date (default option), cited by, relevance, first author name or source title.

E. These options allow batch processing of all or selected results: export; download as PDF; view citation overview > Learn more; view citing documents; save to temporary list; view references; bibliography; print; or send results as an email.

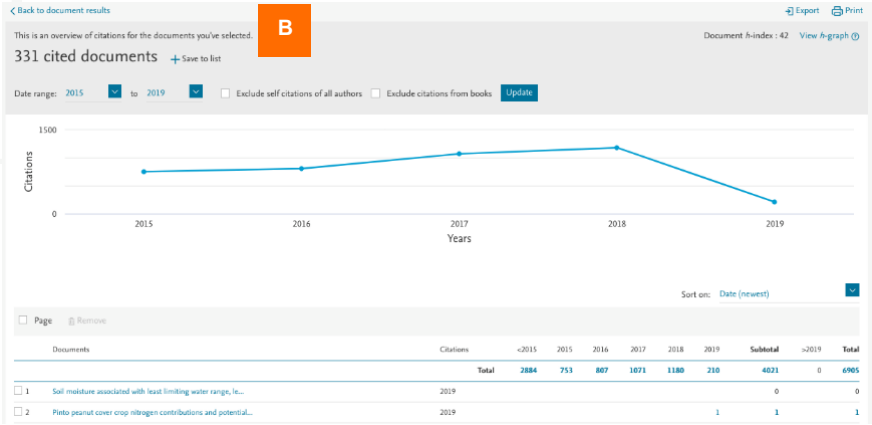
F. Click *View abstract* to display the abstract. *View at Publisher* opens the full text on the publisher website, if authorized. *Related documents* displays referenced works. Links to full text and other library services depend on how Scopus has been setup for your institution.

Analyze Search Results & View Citation Overview

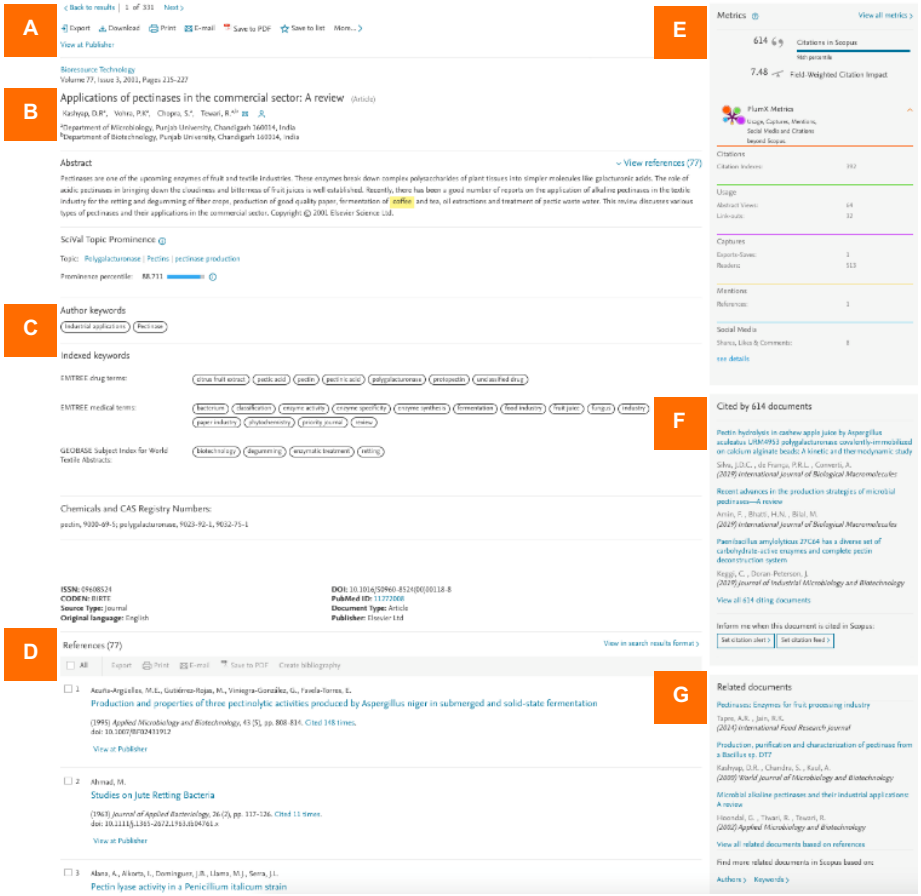


A. Clicking *Analyze search results* on a search results page shows the number of documents in your search results broken down by year, source, author, affiliation, country, document type and subject area. Click on individual cards to expand and view additional data.

B. Clicking *View citation overview* on a search results page shows how often articles have been cited by other documents per year. You can change the date range and exclude self citations and book citations. You can also save, print or export a list of the cited documents.



Working with a document details page



A. Click *View at Publisher* to open the full text on the publisher's website, if authorized.

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

C. View the keywords assigned from thesauri under *Author keywords* and *Indexed keywords*. Additional matched terms can include *Chemicals and CAS Registry Numbers*, *Tradenames* and *Manufacturers*.

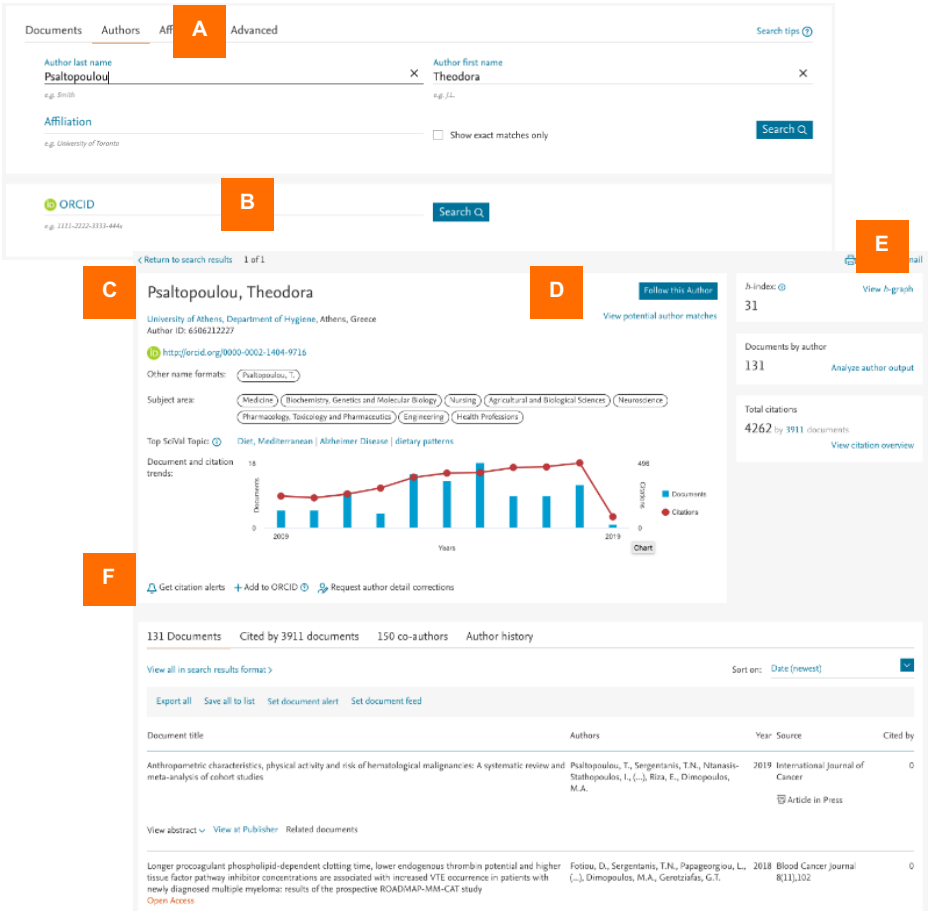
D. View the references cited in this document. The titles link to the abstract pages for those articles.

E. View citation article level metrics, including PlumX Metrics, to evaluate both citation impact and levels of community engagement around an article.

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

G. View related documents (i.e., with shared references, authors or keywords).

Performing an author search



A. The **Author search** tab is beside the **Document search** tab. Enter the last (family) name and initials or first name of the author in the two author fields. Affiliation can also be added in the *Affiliation* field. Scopus will display a list of possible matches.

B. You can also search using an author's ORCID ID.

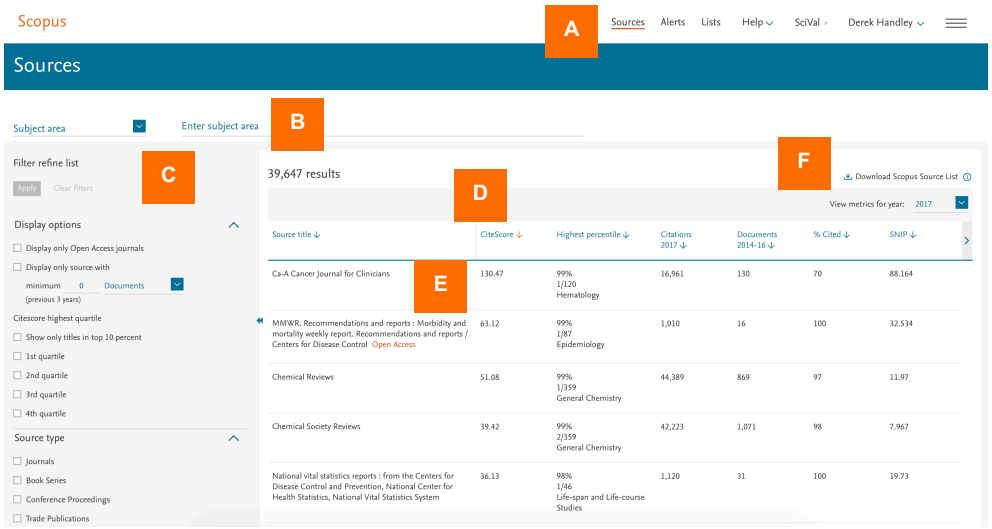
C. Click a name in the list to open the **Author profile**.

D. Use *Follow this author* to receive alerts about new publications. Click *View potential author matches* to view and group together authors with similar profiles.

E. Click *View h-Graph* to display the *h*-index as a graph. Click *Analyze author output* to visualize their output as graphs. *View citation overview* analyzes citations of their articles by publication year.

F. Stay informed about citations of this author with *Get citation alerts*. *Add to ORCID* adds documents to or creates your ORCID profile. *Request author detail corrections* allows you to request edits to the profile.

Browsing for sources



A. Use the Sources page to browse the list of all journals, book series, trade publications and conference proceedings available on Scopus.

B. Search by title, subject area, publisher or ISSN.

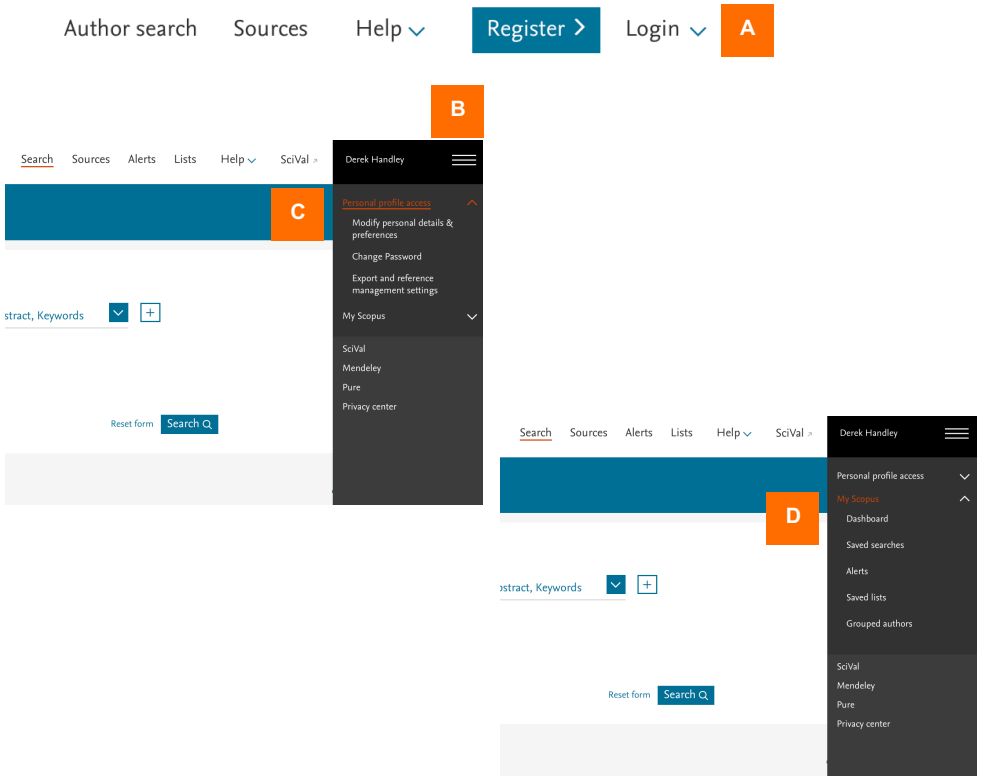
C. Use the *refine* options to filter the results by display options, CiteScore quartile or source type.

D. Sort the listed sources by title, CiteScore, number of citations or other parameters (see column titles).

E. Click a source title to open the *Source details* page, which lists basic information and journal metrics.

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

Accessing personalized features



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

B. After login, click on the menu icon to access your account.

C. Click *Personal profile access* to modify your personal details and preferences, change your password, and manage your export and reference management settings.

D. Click *My Scopus* to view your *Dashboard* (where you can see the status of any author feedback correction requests) and to manage your saved searches, alerts, saved lists and grouped authors.

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