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Scopus is the largest abstract and citation database of peer-reviewed literature and quality Web sources. It has smart tools to track, analyze and visualize research and integrates seamlessly into researchers' workflow.

This general user guide helps you to:

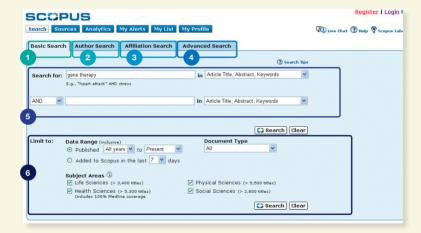
- Get a quick overview of a new subject field refine your search to find relevant results
- Track citations and view the h-index find out what's hot in a research area by finding the most highly cited articles and authors
- Identify authors and find author-related information find the right person by distinguishing between authors with the same name or similar names
- Stay up-to-date set up search and citation alerts and RSS feeds
- Evaluate research performance analyze the research output at an institutional or journal level and use the results to help you make clear decisions

Scopus also provides Research Performance Measurement (RPM) tools that help with the evaluation of authors, research trends and journals. For detailed information on how to use these tools, please visit www.info.scopus.com for the RPM User Guide.

Scopus enriches your experience

Perform a Basic Search

You can perform a broad search with one or two keywords to get an overview of a field. However, you can also directly restrict your search to a particular date range, document type or subject area.



- 1. Basic Search
- 2. Author Search
- 3. Affiliation Search
- 4. Advanced Search
- 5. Search Fields
- 6. Limit to

For a search across more than two fields or to search specialized indexing, use the *Advanced Search* option in Scopus.

Review Results

Scopus gives you results from five source types:

- Scopus results from peer-reviewed journals
- More results from Reference lists
- Web results from the Web via Scirus, the science-specific search engine (www.info.scirus.com)
- Patents results from key patent offices via Scirus
- Selected Sources customized results from Scirus' institutional repositories and special subject collections. Please note that the Selected Sources tab will only show if your librarian has set it up.

Your search results are displayed in a tabular view, which allows you easily to view or sort through them based on *Year, Document Relevance, Author(s), Source Title* and the *Cited by* count.

For each result, you can:

- Link to the abstract, references and citations of a specific document by clicking on Abstract + Refs
- · Go to the publisher's homepage by clicking on View at Publisher
- View the full text, if available in your library's resources, by clicking on Full Text¹
- View an abstract instantly in the results page by clicking on Show Abstract



- 1. Scopus tab
- 2. More tab
- 3. Web tab
- 4. Patents tab
- 5. Selected Sources tab
- 6. Sorting your results
- 7. Abstracts + Refs
- 8. View at Publisher
- 9. Show Abstract
- 10. Full Text link

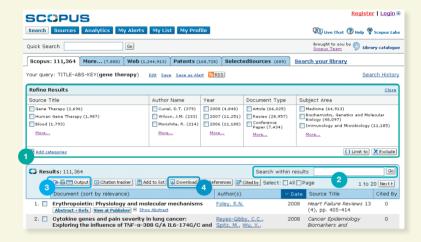
¹ Entitlements need to be set up by your library.

Refine Your Search

With Scopus you can start with a broad search and easily narrow it down to a set of results that you can work with. The *Refine Results* box allows you to get a quick overview of your search results. From here you can refine your search by clicking on *Limit to* or *Exclude* for selected results across the following categories:

- Source Title
- Author Name
- Year
- Document Type
- Subject Area

The Search within results function allows you to add more terms to your search query to help refine your original search.



- 1. Refine Results
- 2. Search within results
- 3. Output
- 4. Document Download Manager

For further analysis or reference you can use the *Output* button to:

- Export the information to a citation management program in RIS or ASCII format
- Print a selection of documents
- · E-mail results to yourself or a colleague
- · Create a bibliography for the selected documents

The Scopus *Download Manager* allows you to download up to 50 articles at once in PDF format. In addition, you can create your own naming convention and download the article abstracts without a journal subscription.

You can also add selected documents to your personal list using the *Add to list* button.

View Your Results in Detail

You can view your search results in more detail by clicking on Abstracts + Refs in the search results page. This page contains the abstract and references of the article as well as more information such as Cited By, Web Cites, Patent Cites, Library links and Find related documents.

The author name is hyperlinked enabling you to perform a search directly for all articles published by this author. To get detailed information about the authors simply click on the *Author Details* icon (a) next to the author's name.

The article's references² are listed with direct links to the *Abstract* + *Refs* page and to the full text if available. The citation count for each reference is also given to allow quick scanning for relevance.

The two most recent citations from other authors citing this article are displayed on the right-hand side of the page with a link to the complete list of citations. Citations from carefully selected Web and patent sources that cite this article are also available in *Cited By – Web Sources and Cited By – Patents*.

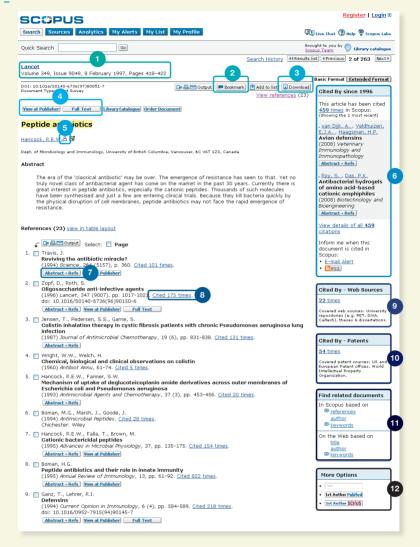
To search for related articles you can click through to documents and Web results that share one or more references, authors and keywords with the document you are viewing.

You can find bibliographic information about the article such as the *Source Title, Volume, Issue* and *Year of Publication* at the top of the page. You can also link to *View at Publisher, Full Text* and access other library sources for supplementary information on your topic of interest.

Additionally, Scopus offers customizable links to other pre-defined sources such as Web and federated search engines, library catalogues, institutional repositories and document delivery, which can be viewed in the *More Options* section.

Please note that customizable links must be set up by your library.

² For abstracts from 1996 onwards.



- 1. Bibliographic information
- 2. Bookmark
- 3. Document Download Manager
- 4. View at Publisher and Full Text
- 5. Author Details

- 6. Cited By
- 7. Abstract + Refs
- 8. Citation counts in references
- 9. Web Cites
- 10. Patent Cites
- 11. Find related documents
- 12. More Options

Find Authors

The *Author Search* in Scopus allows you to locate a particular author easily. Simply enter the author's last name and an initial or first name and then click on *Search*,

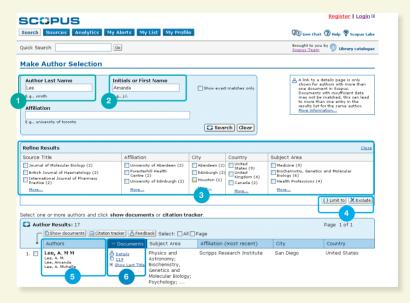
You will be presented with the preferred author name along with the variants of the name that have been grouped into an author profile. All results include the number of documents that an author has published along with a link to *Show Last Title*. You can choose to display the results alphabetically or by document count.

From the Author Results list you can click on Details (a) to access the Author Details page.

To refine your search further and find the author you are looking for, you can narrow your search results in the *Refine Results* section by searching across:

- Source Title
- Affiliation
- City
- Country
- Subject Area

Please note, some documents in Scopus do not have sufficient information for Scopus to match them together accurately, even though they may be written by the same author. To ensure that your selection is complete, it is advisable to review the results list and, if necessary, add single unmatched authors to your selection by placing a tick in the checkbox next to the name.



- 1. Last Name
- 2. First Name
- 3. Refine Results
- 4. Limit to and Exclude
- 5. Author name variants
- 6. Author Details

View Author Details

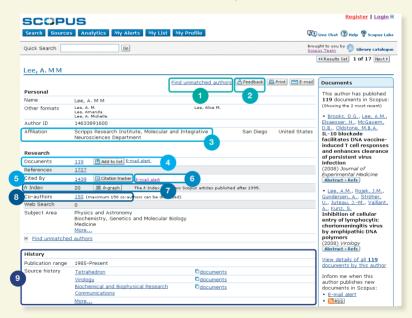
The *Author Details* page gives you contextual information about an author so you can verify this is the person you are interested in. You can view the following:

- Most recently published affiliation
- · Number of documents in Scopus
- Number of references in Scopus
- Number of documents that have cited this author
- h-index
- Number of co-authors
- Number of Web results from Scirus
- Subject areas in which the author has published

In the *History* section you can also view the *Publication range*, *Source history* and *Affiliation history*, to help you evaluate and identify the author.

Find unmatched authors or documents that should be added to this author's details page by clicking on *Find unmatched authors* and selecting the results that you would like to group with this author. The *Author Details* page will be updated so you can compare the original profile of the author and the new grouped profile. The grouped profile can be saved to *My Profile* and easily retrieved for future searches or amended by clicking on the *Feedback* button.

The author's documents can be added to a list that can be saved or viewed at a later date. For further in-depth analysis and to generate a citation overview for the author's articles, click on *Citation Tracker*.



- 1. Find unmatched authors
- 2. Feedback
- 3. Affiliation
- 4. Documents
- **5. Citation Tracker**

- 6. Author Citation Alert
- 7. h-index
- 8. Co-authors
- 9. History

Scopus also provides Research Performance Measurement (RPM) tools that help with the evaluation of authors, research trends and journals. For detailed information on how to use these tools, please see www.info.scopus.com for the RPM User Guide.

Track Citations

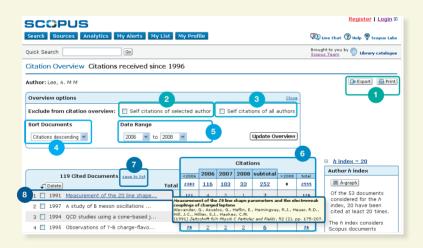
The *Citation Tracker* generates a *Citation Overview* of the articles and the numbers of times they have been cited year by year since 1996. Citation information is calculated in real-time, using the most up-to-date information in Scopus.³

You can sort the citation overview by years or number of citations in descending or ascending order but you can also change the date range. By default, you will see an overview for the last two years. To evaluate an author, you can also exclude the author's self-citations by ticking *Exclude from citation overview*.

Mouse over a particular result to view the full reference or click on the article title to go to the record. By clicking on the citation count, an overview of all citations for the selected record in the selected time period is displayed.

Once you have created a *Citation Overview*, you can export this information to a CSV file and save the document for later. You can also choose a printer-friendly format, which includes both the *Citation Overview* and the full reference for each of the documents included in your overview (up to 200 documents can be displayed and printed at a time).

Save the list of documents in *My Profile* and return to it to generate an updated *Citation Overview* for a previously saved list of documents. Any citations received since the last visit will be included in the new overview.

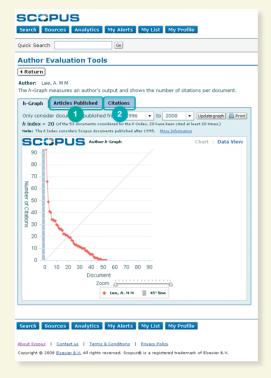


- 1. Export and Print
- 2. Exclude self-citations of selected author
- 3. Exclude self-citations of all authors
- 4. Sort Documents
- 5. Date Range
- 6. Citations
- 7. Save to list
- 8. View article reference

 $^{^{3}}$ It can also process up to 2,000 documents simultaneously and send up to 5,000 documents via e-mail as a CSV file.

Evaluate an Author

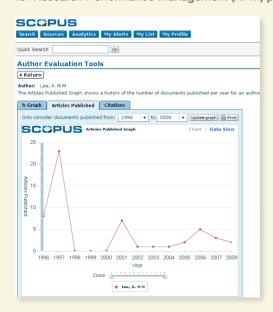
The *h-index* provides a means of evaluating an author's output from 1996 to the present, thereby providing an overview of an author's citations and publications over time. The *h*-graph visualizes the author's *h-index* at the point that the *h*-line and the curve representing the number of citations for each article intersect.

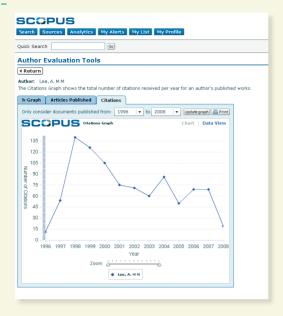


1. Articles Published

2. Citations

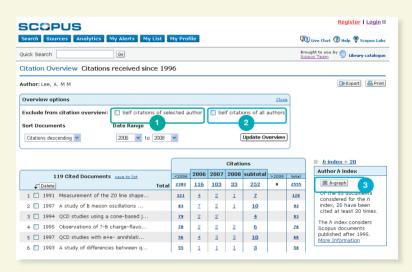
In the remaining two graphs – *Articles Published and Citations* – Scopus offers an overview of the author's publication history and level of citation activity over time. This can provide further insight for Research Performance Management (RPM) purposes.





Please note: By default, Scopus calculates the h-index based on an author's papers from 1996 to the present. This publication window can be adjusted from the standard ≥1996 to a date range of your choice.

For more detailed information on RPM and the benefits of the *h-index* please refer to the RPM User Guide at www.info.scopus.com.



- 1. Exclude self-citations of selected author
- 2. Exclude self-citations of all authors
- 3. h-graph

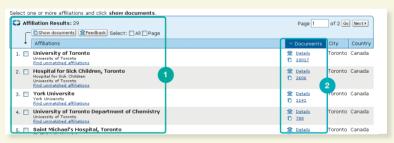
Scopus Affiliation Identifier

The Scopus Affiliation Identifier automatically identifies and matches an organization with all of its research output. This organizational matching functionality works across the entire database of over 15,000 peer-reviewed journals from more than 4,000 publishers.

From the Affiliation Search tab, you can search for affiliations using the Scopus Affiliation Identifier. Simply enter the name of the institute and name variants will be automatically disambiguated.

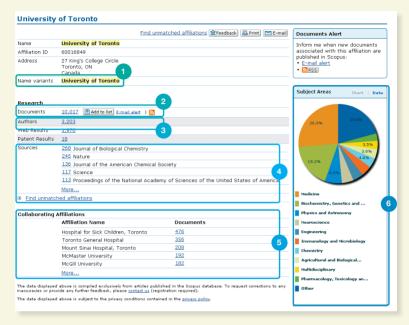


You will be presented with a list of all the affiliated institutes from which you can select the one in which you are interested. The results include the number of documents that an institute has published and the *Details* icon (**). You can choose to display the results by document count, city or country.



- 1. Total number of affiliations
- 2. Total number of documents

Access the Affiliation Details page by clicking on the Details icon (n) next to the affiliation name. This page will help you to find not only all documents belonging to your organization but also who collaborates with you, how many authors are affiliated to your organization and which subject areas have the highest output.

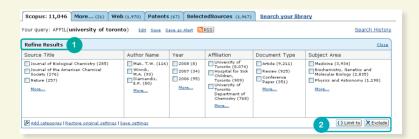


An example of the *Affiliation Details* page can be seen above. In one overview it provides you with:

- 1. Name variants
- 5. Collaborating Affiliations
- 2. Documents published
- 6. Most active subject areas
- 3. Affiliated authors
- 4. Sources in which the organization has published

To gain further insights into your organization, you can narrow your results in the *Refine Results* section by limiting your search or excluding categories from the following:

- Source Title
- Affiliation
- Author Name
- Year
- Document Type
- Subject Area
- Source Type

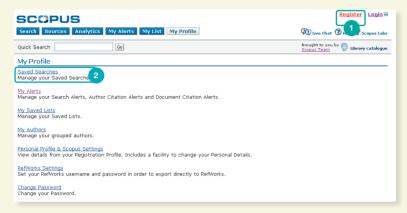


- 1. Refine results
- 2. Limit to or Exclude search results

Stay Up-to-date

Scopus offers a number of personalization options enabling you to stay up-to-date: register for a user name and password, set up a search alert to receive results directly in your inbox or via your RSS feed and save your search history.

My Profile



1. Register

2. Saved Searches

In order to take advantage of the personalized features in Scopus, you need to register for a username and password by setting up a personal profile. You can set up your profile by clicking on *Register* in the top right-hand corner of any page in Scopus. If you would like to be able to access Scopus remotely please request a remote login username from your librarian instead.

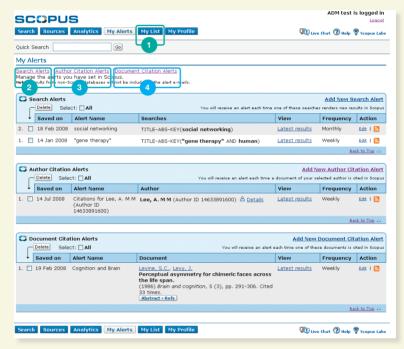
My Profile allows you to manage your:

- Saved searches
- Search alerts, document citation alerts
- Author citation alerts
- Saved list
- Grouped authors
- · Personal profile and Scopus settings
- RefWorks settings (if applicable)
- Password

Alerts and Feeds

You can save your search or set up a search alert to be notified of new results daily, weekly or monthly. These results will be delivered to your inbox. You can also add a search to your RSS reader so that it retrieves the latest articles that match your search.

You can set up an *Author Citation Alert* on the *Author Details* page to notify you of all new incoming citations for your published documents. Alternatively, you can also set up a *Document Citation Alert* for an article from the results overview or the record page. You will receive an overview of the latest citations daily, weekly or monthly in your inbox. You can also select specific results and save them to *My List* for future use.



- 1. My List
- 2. Search Alerts
- 3. Author Citation Alerts
- 4. Document Citation Alerts

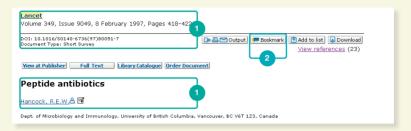
Search History

Following one or more searches, click on *Search* to see your session-based search history at the bottom of the page. From here, you can combine searches and also edit, save or set up an alert for a particular search. You can also save searches from each session in *My Profile* for future use.

To find the latest results related to your topic, limit your search to results which have been added to Scopus in the last 7, 14 or 30 days.

Bookmarks

The *Bookmark* button on the article abstract page allows you to store a reference to an article you've found in Scopus quickly by adding a bookmark in 2collab.



1. References

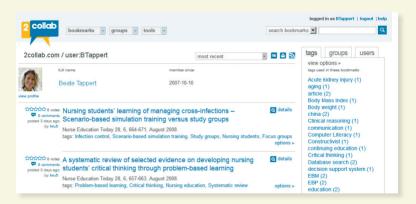
2. Bookmark

What is 2collab?

2collab is a free online platform that facilitates the organization, sharing and discovery of information related to your research interests. You can use 2collab yourself as a convenient online reference manager, with your research groups or colleagues to manage collaboration on projects and administer knowledge-sharing.

2collab provides you with three types of tools, all integrated in one website:

- Online bookmarking and reference management
- Group collaboration
- Networking



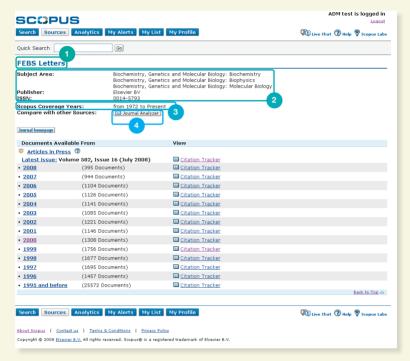
You only need to register your username and e-mail address at www.2collab.com to start using this tool immediately.

Use 2collab to:

- Store, index (via tags, which are keywords that you add to each bookmark) and search your bookmarks/references easily
- Profile yourself and your research you can create an online profile and use the Scopus Author ID to import all your published works and citations automatically

Sources and Analytics

When searching for a particular journal, you can start your search via *Sources* at the top of the page. Start browsing the list of journals by title, subject area, source type or subscription status (if applicable). The *Sources* page displays active versus inactive titles, title history such as title changes and the latest issues covered by Scopus.



- 1. Title
- 2. Title details
- 3. Scopus Coverage Years
- 4. Journal Analyzer

Scopus Journal Analyzer

The Scopus Journal Analyzer enables you to compare the performance of up to 10 journals simultaneously, back to 1996. The results are updated every two months using citations from over 15,000 peer-reviewed journals from 4,000 publishers.

Access the Scopus Journal Analyzer via Sources or use the Analytics tab to select the journals you would like to compare. Refine your search by using the Journal Title, ISSN or Publisher options and select a subject area.



1. Analytics

2. Search Journals

Add the journal from the search result to the chart by:

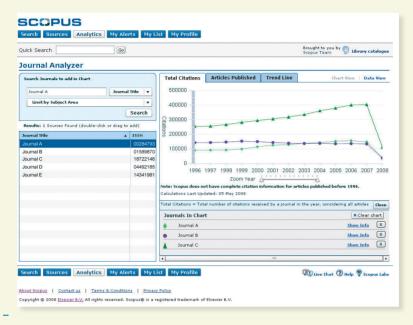
- Double clicking it
- · Selecting it and hitting enter
- · Or by dragging and dropping to the right

Select up to 10 journals for the overview.

The functionality provides you with three graphical representations of the journals.

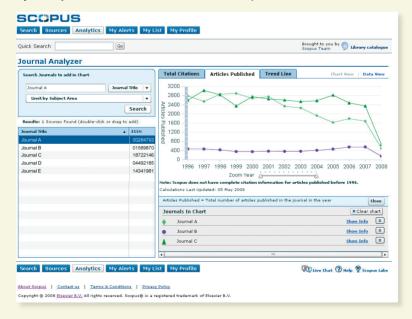
Total Citations

The *Total Citations* graph displays the total number of citations received over the course of each year. The points in the graph represent the total number of citations received in that year, regardless of the date when the cited document was published.



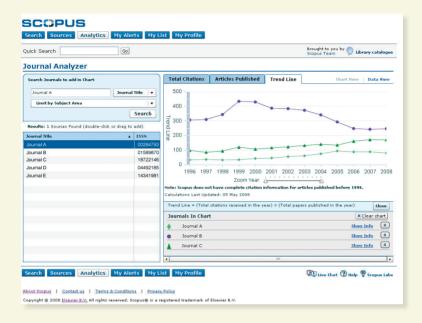
Articles Published

The *Articles Published* graph shows how many articles were published by each journal over time as a basis for comparison.



Trend Line

The *Trend Line* graph illustrates the total number of citations each journal received (regardless of the publication date of the cited document) in a given year, divided by the total number of documents published in that year (all citations to all documents, as indicated in *Sources*, are included).



Help and Tutorials

The Info site at www.info.scopus.com and the help files on www.scopus.com are your 24/7 support for:

- Online context-sensitive help
- Online tutorials
- Product updates
- Scopus fact sheets
- User guides in multiple languages
- Product information such as coverage, news and FAQs
- Answers to your questions via LiveChat

Contact Us

Scopus helpdesks are on hand to answer your questions and provide comprehensive support.

Please also contact them with any feedback you have. The helpdesks operate in local languages in each major region of the world.

North or Central America:

Tel: +1 888 615 4500 (+1 212 462 1978, if calling from outside the USA and Canada) usinfo@scopus.com

South America:

Tel: +55 21 3970 9300 brinfo@scopus.com

Europe, the Middle East or Africa:

Tel: +31 20 485 3767 nlinfo@scopus.com

Japan:

Tel: +81 3 5561 5034 jpinfo@scopus.com

Asia Pacific or Australia:

Tel: +65 6 349 0222 sginfo@scopus.com