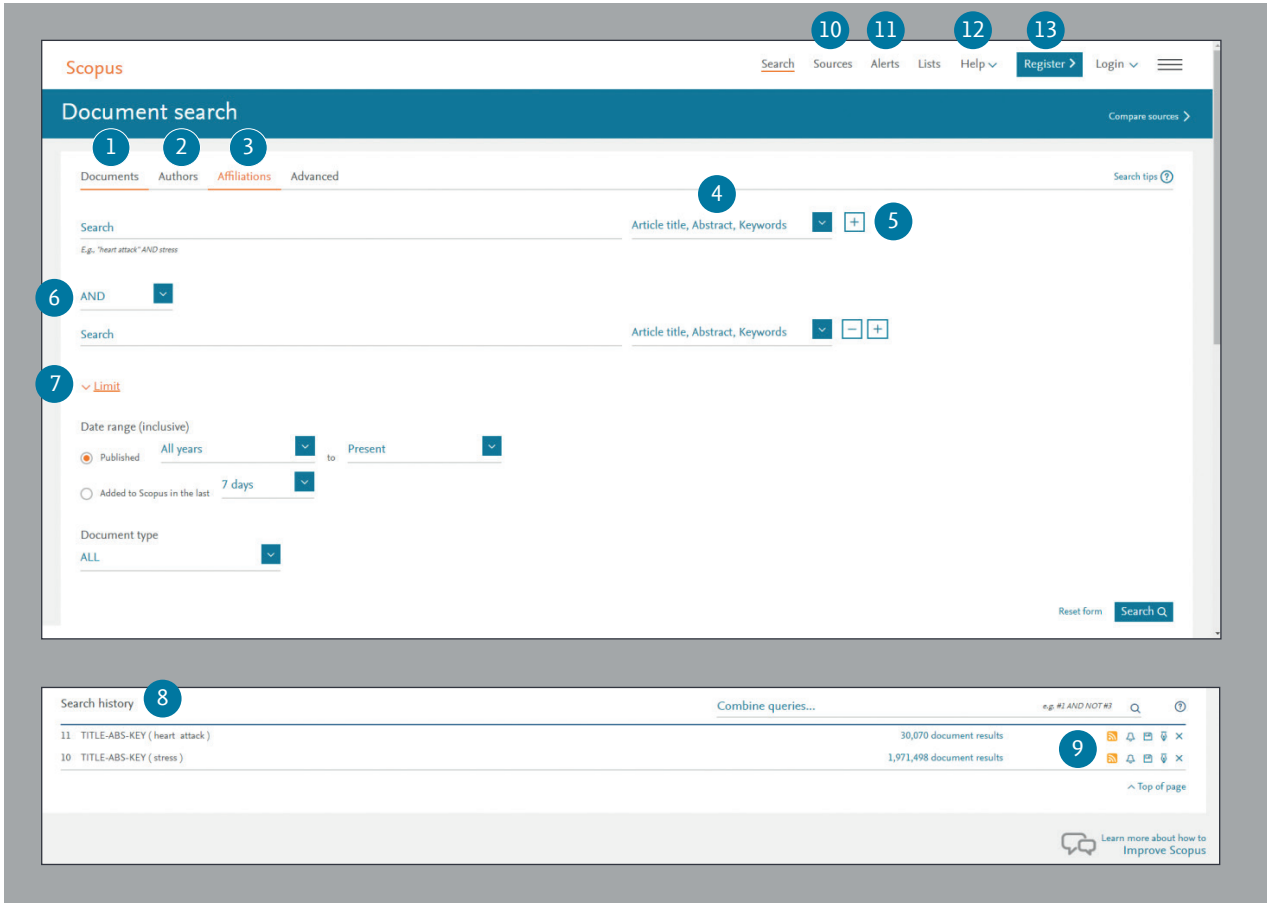
Scopus Quick Reference Guide / Search & Discovery



1 Documents
This tab is the main search window of the homepage. To begin, enter the search terms in the space provided. (see page 8 for input rules for search terms).

2 Authors
Choose the Author tab to search for a specific author by name or by ORCID (Open Research and Contributor Identifier) ID.

3 Affiliations
Choose the *Affiliation* tab to search for a specific affiliation.

4 Search Items
Select which fields you wish to search.

5 Add search field
Click on the "+" button to add a search field using multiple keywords (See bullet 6).

6 Boolean Operators
Select from AND, OR, AND NOT to combine search terms.

7 Limit to Section
Click on the "Limit" drop down link to control search by limiting to: published years, recently added, document type and subject areas.

8 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.

9 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*.

10 Sources
Search and browse sources (journals, book series, conference proceedings and trade publications) and access CiteScore, SJR and SNIP metrics for free.

11 Alerts
Login with your credentials to receive email alerts to stay up to date with the latest developments.

12 Help, tutorials and help desk
On the help page you can find pages explaining all the features in Scopus and watch tutorials. Use the live chat to ask the helpdesk for assistance.

13 Register
Personalize your Scopus experience.

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 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.

3 Number of Search Results
Displays the number of documents results.

4 Search within Results
Add additional terms to your search by directly entering them here.

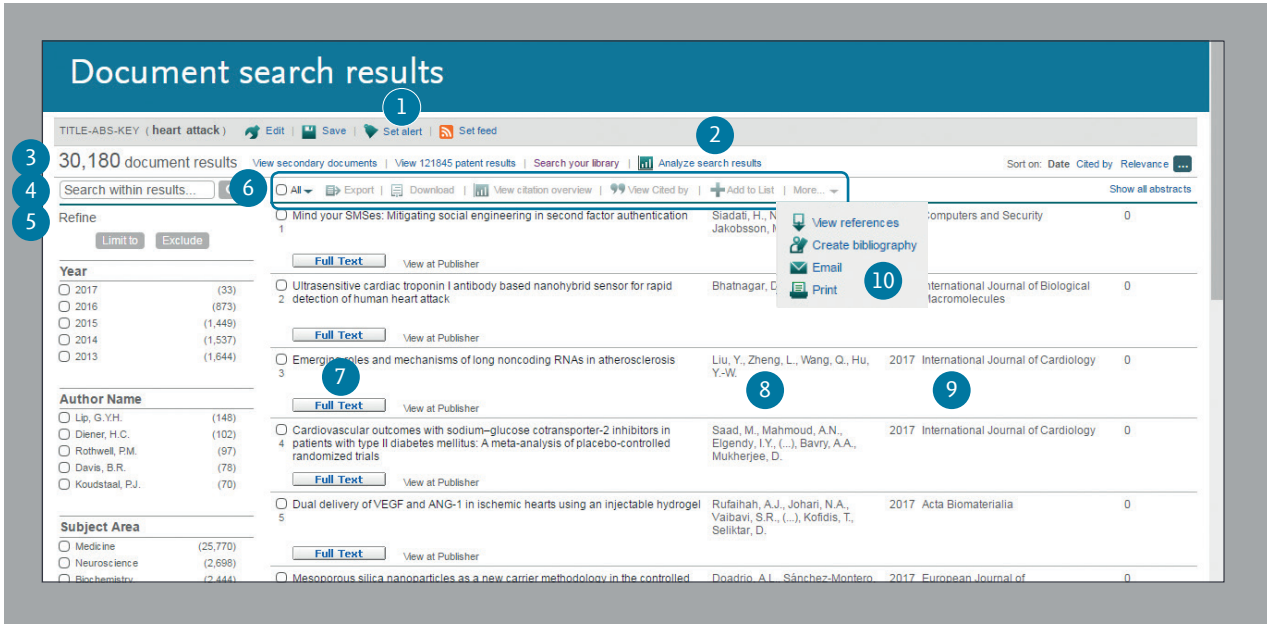
5 Refine Results
Use the *Refine Results* pane to limit your results list to certain categories of documents. For example, you can limit the display to documents from a certain author, or those published in a certain year. You can also exclude certain documents from the results list.

6 Batch Processing Results
Export bibliographic information using reference managers Mendeley or RefWorks, or in file formats RIS, CSV, BibTex or Text. If you use RefWorks, you can add your RefWorks ID/PW to seamlessly link Scopus and RefWorks. Click on the ☰ in the navigation bar and go to *Export and reference management settings* found under the *Personal profile access 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. Firebox or IE 9, 10, 11 required.

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

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



Add to List adds the articles to a temporary list. Later, you can find them from the *Lists* menu or save the list under a new name.

More (see bullet 10)

7 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:
- *Full text on each publisher's website if authorized*
- *Show abstract*
- *Related documents*

8 Author details
Click on an author's name to see the author profile and a list of his/ her documents.

9 Source details
Click on a document's source title to view the source details, including Scopus journal metrics.

10 More
View references displays all documents referenced by the article(s).

Create bibliography change the output to the typical reference list format.

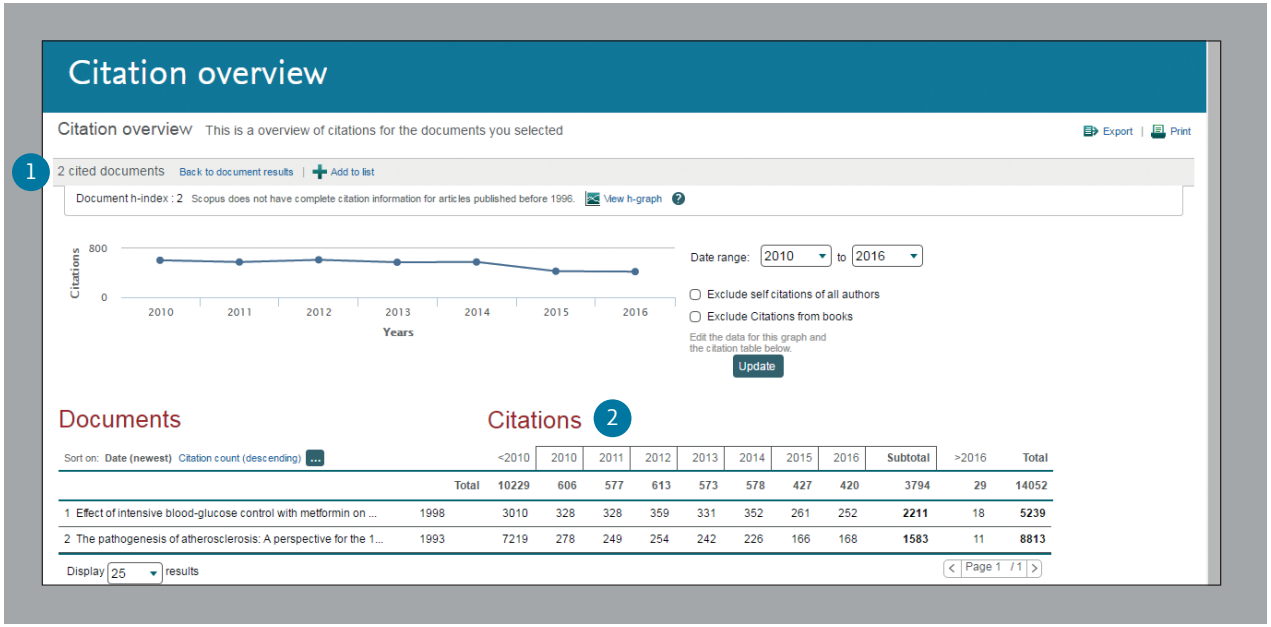
Email allows you to send articles as an email.

Print displays articles in a format suited for printing.

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.

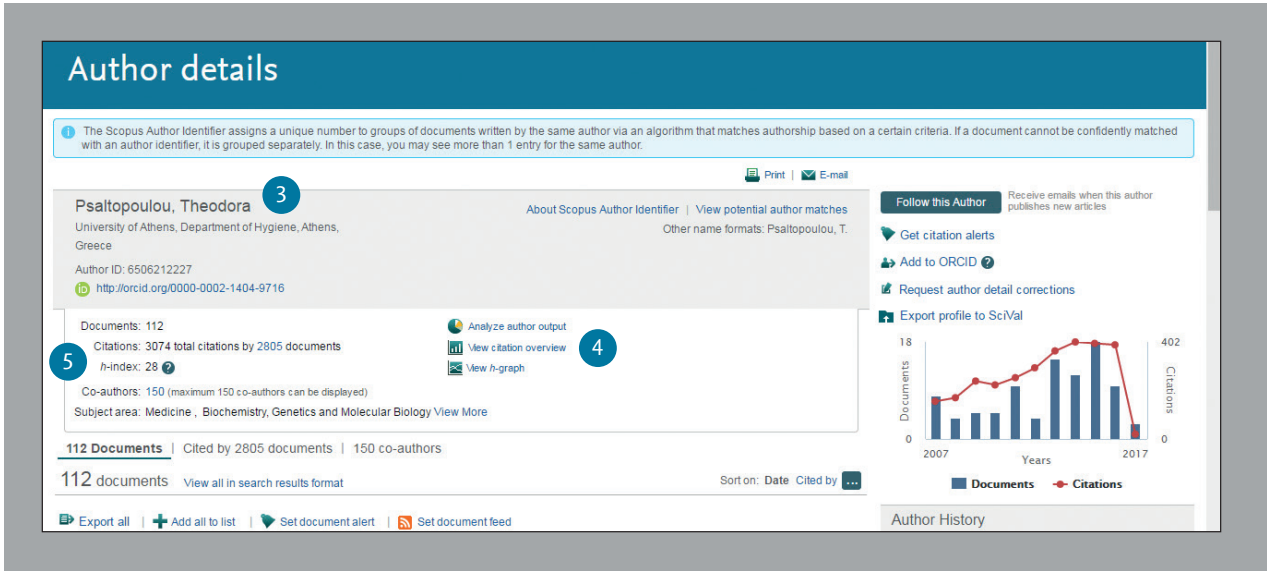
2 Total Citations
Per reference, total citation counts by year.



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.

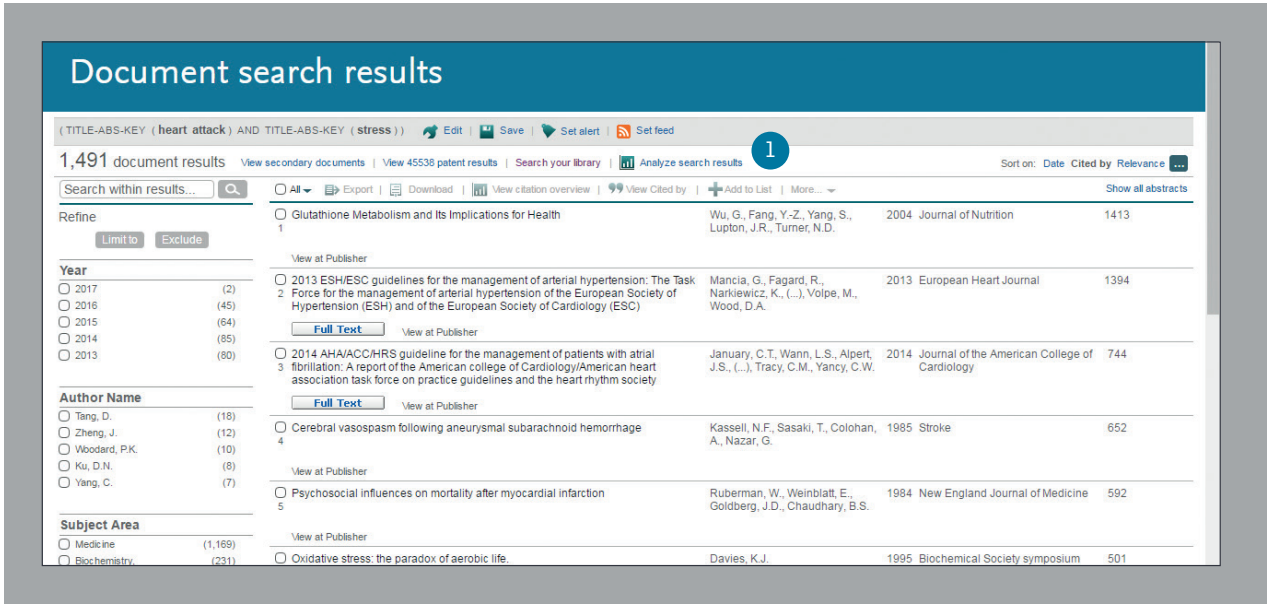
4 View Citation Overview
Analyze citations by clicking View citation overview. This will display, in table format, the number of citations per year for each article. This multipurpose tool allows you to see at a glance the citation trend for any given article.

5 *h*-index
This metric calculates the number of articles in an author's collection (*h*) that have received at least (*h*) citations over their publication history. For example, an *h*-index of 28 means that 28 of the author's articles have each received at least 28 citations.



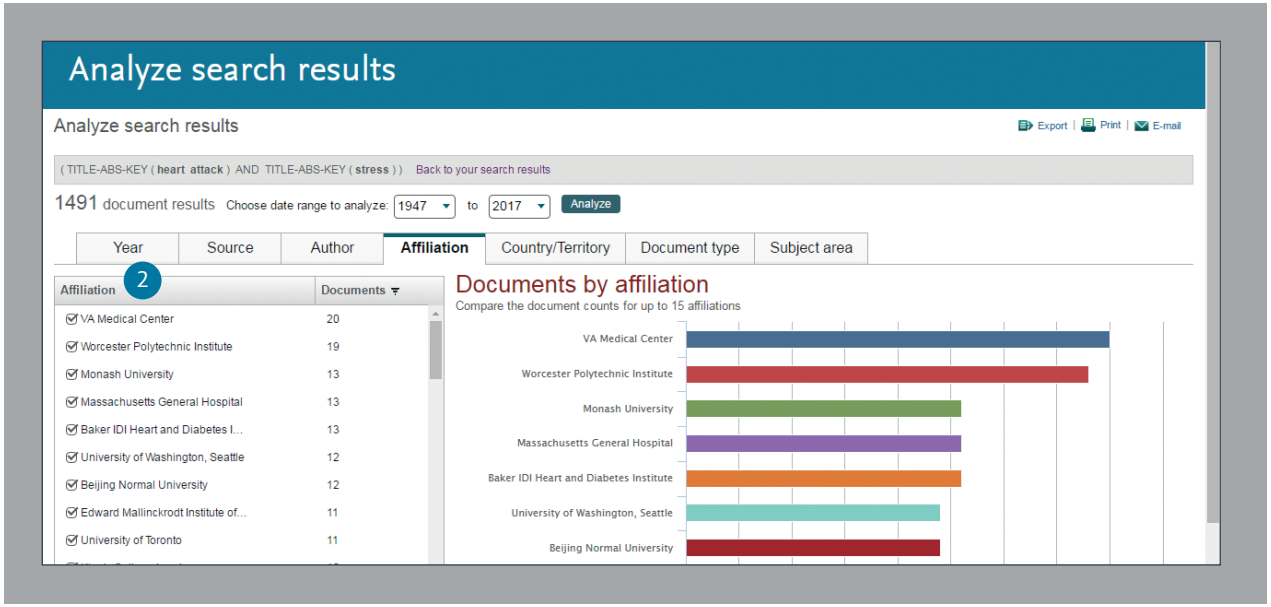
Analysis / Gain competitive insights

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

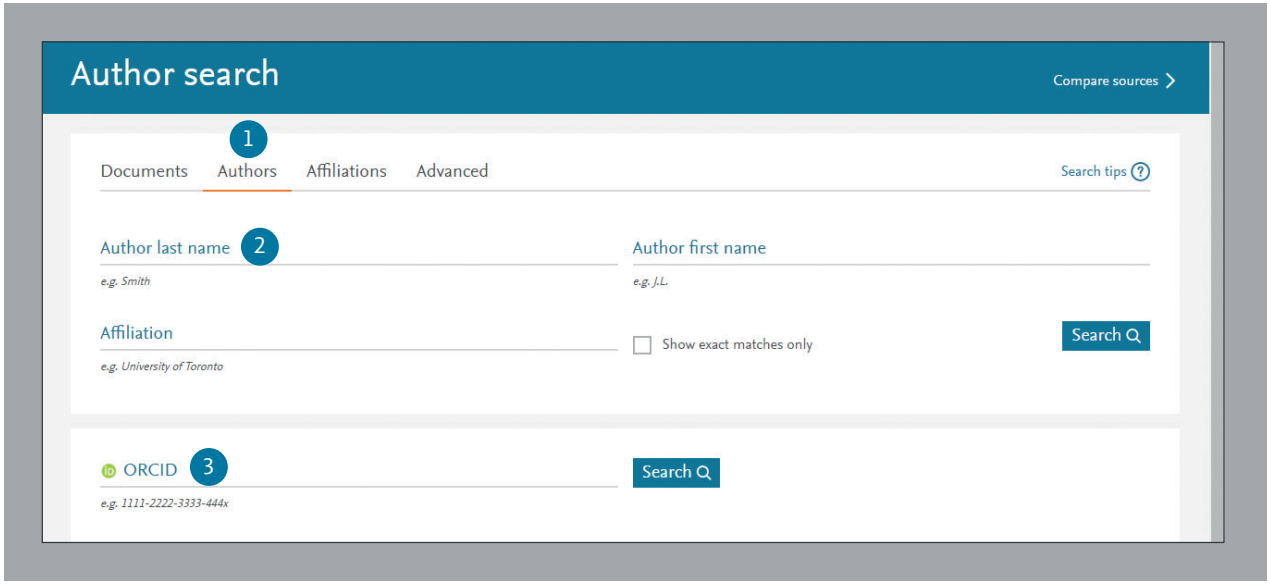
Search metrics are organized by the following: Year, Source, Author, Affiliation, Country, Document type and Subject area.

Author Tools / Starting an Author Search & Author Profile

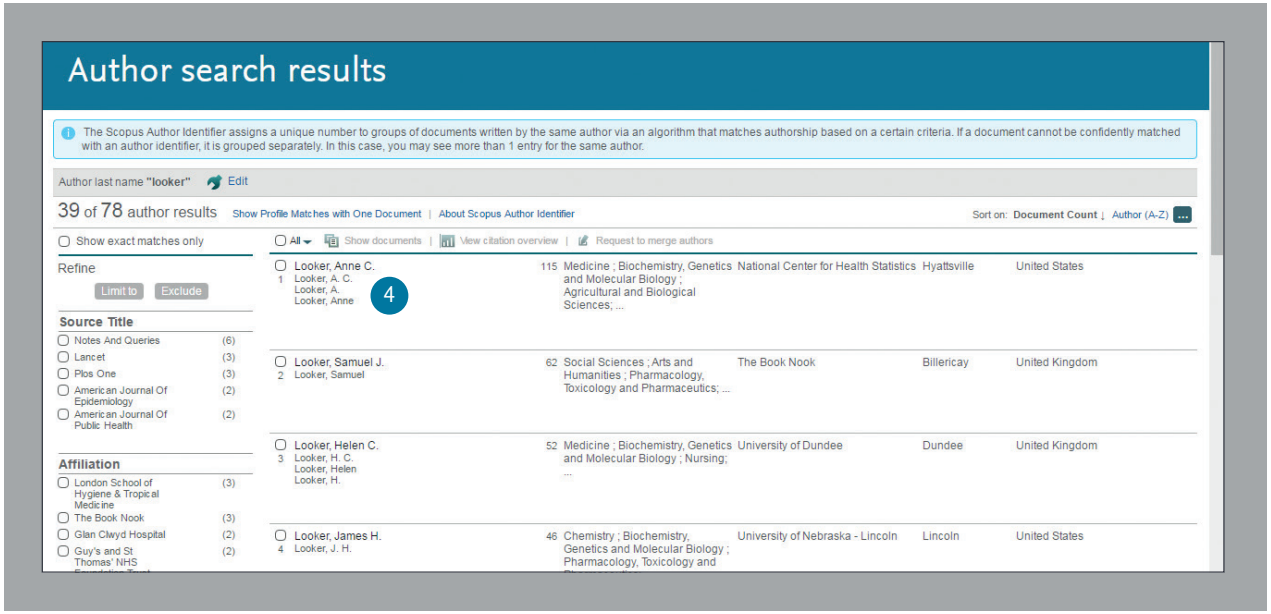
1 **Authors**
Select *Authors* tab to search by author name.

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.

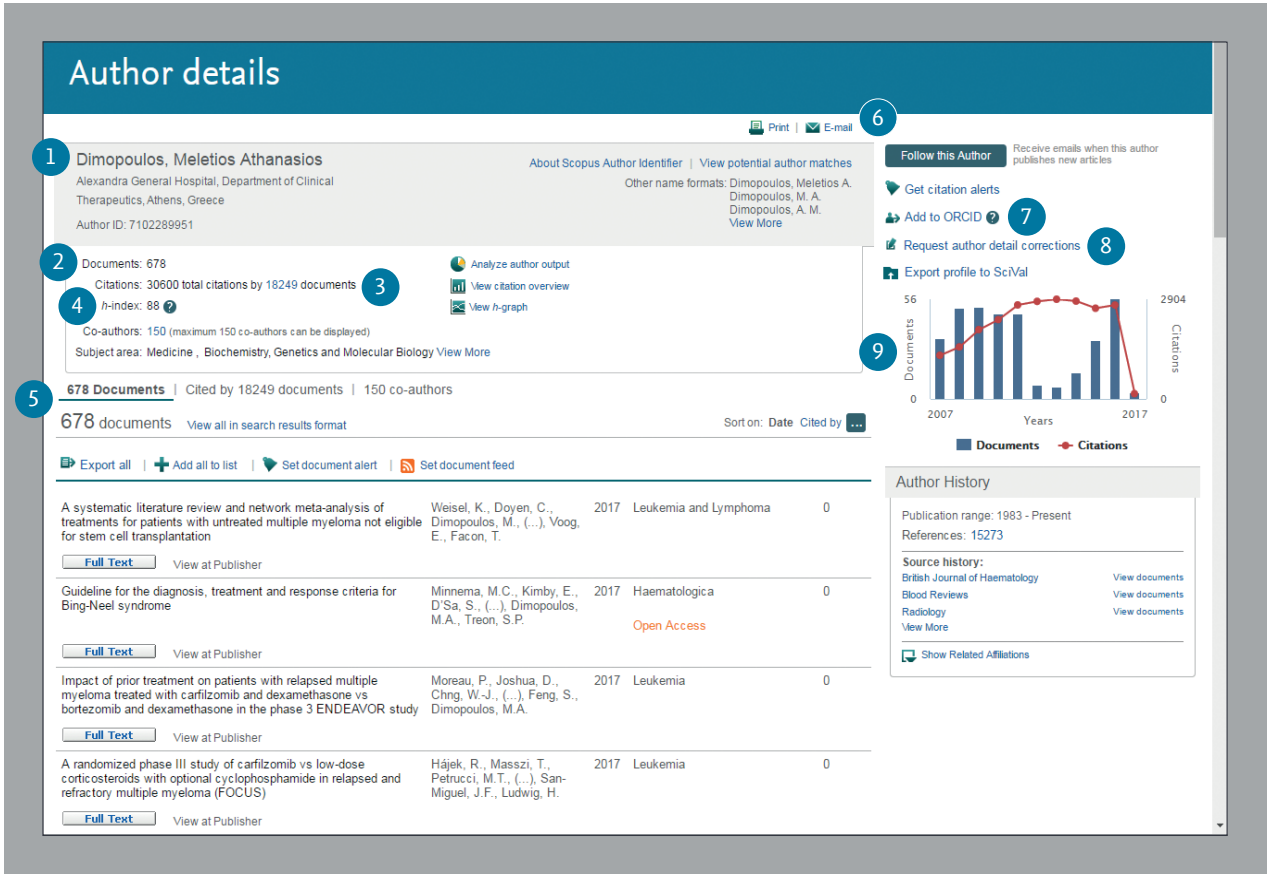
3 **ORCID ID**
Search for authors using an ORCID ID.



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 / Assess Key Opinion Leaders and Collaborators



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*.

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 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 / Staying up to date

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

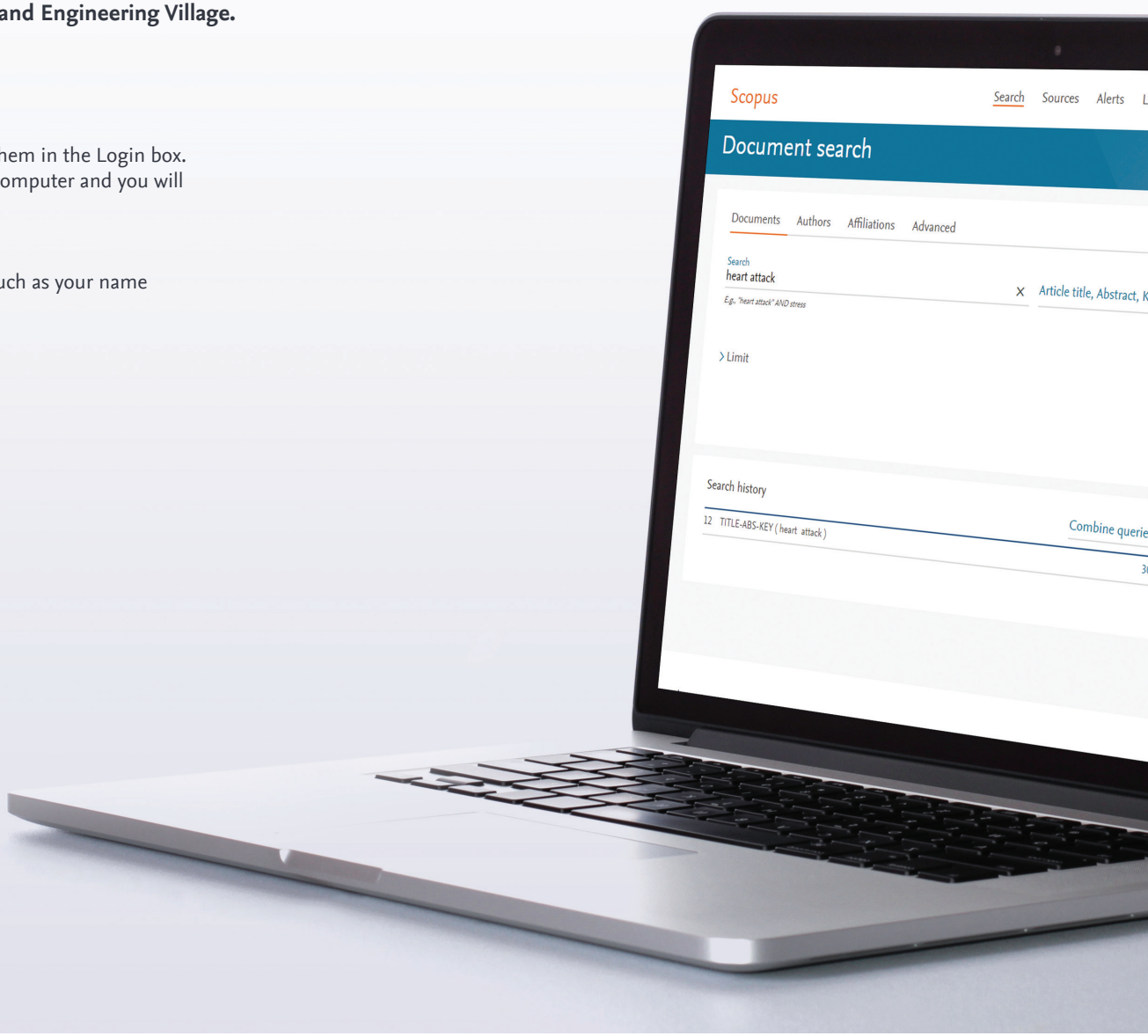
You can check your articles in the temporary list or the list you saved.

Change Individual Settings/Password

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

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 (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*

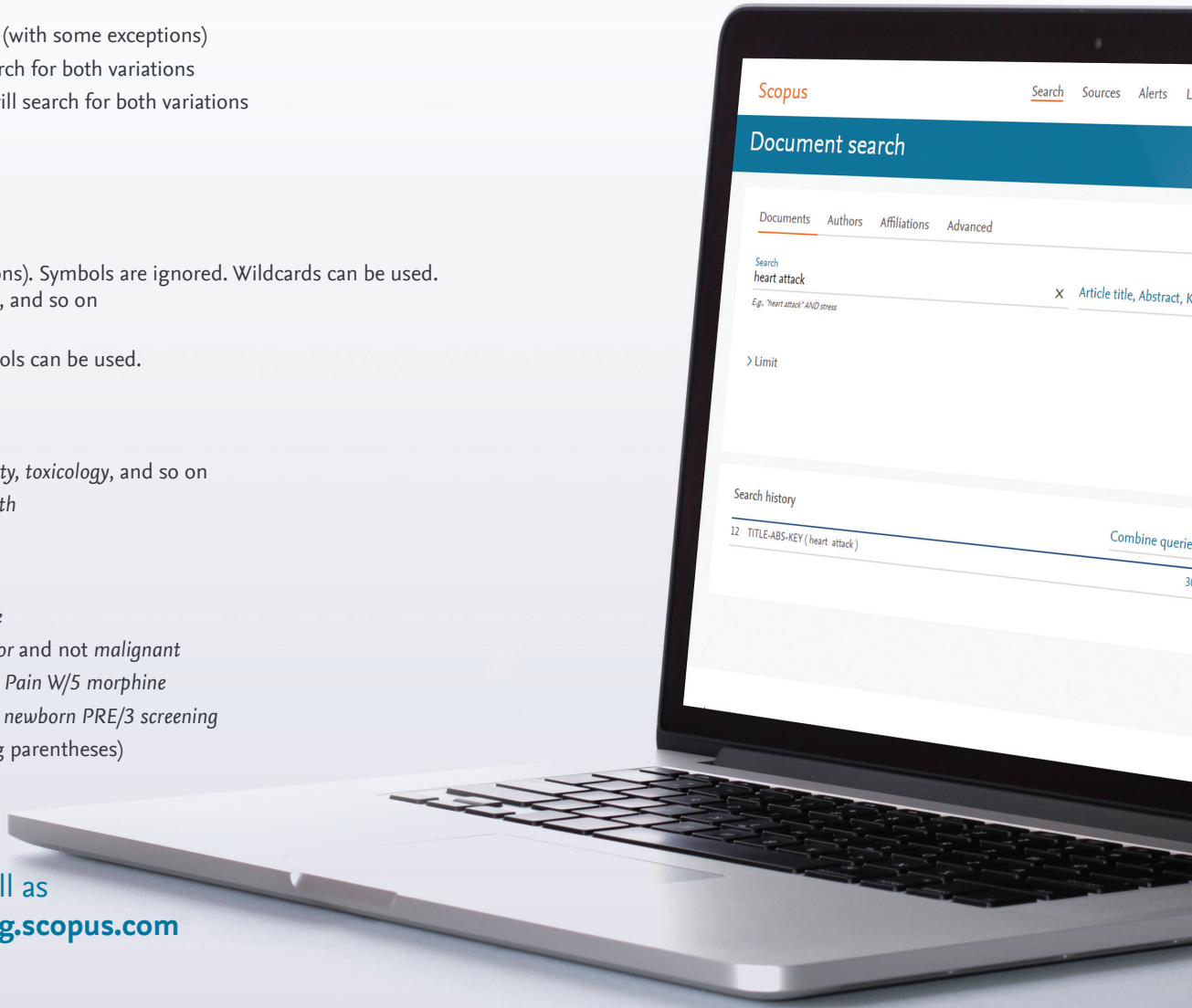
And Not searches for articles that do not contain the following words *tumor* and not *malignant*

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



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