Scopus is the largest abstract and citation database of peer-reviewed literature and quality web sources with smart tools to track, analyze and visualize research and it incorporates into researchers’ workflow seamlessly.

Scopus offers you tools to:
1. Refine your research
2. Track citations for research performance measurement (RPM)

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

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.
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 restrict your search to a particular date range, document type or subject area.

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 four source types:

- **Scopus** – results from peer-reviewed journals
- **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 to view or easily 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 Text**
- View an abstract instantly in the results page by clicking on **Show Abstract**

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

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.

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
- Email results to yourself or a colleague
- Create a bibliography for the selected documents

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 result 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, WebCites, PatentCites, 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 next to the author’s name.

The references of the article² are listed with direct links to the Abstract + Refs page and to full text if available. For each reference, the citation count is mentioned 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. Also, citations from carefully selected web and patent sources that cite this article are 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 on the top of the page. You can also link to View at Publisher, view the 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.
Finding Authors

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

On running an author search you are 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 to access the author details page.

To further refine your search 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 accurately match them together, 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 and First name
2. Author name variants
3. Author Details
4. Refine Results
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 documents that have cited this author
- h-index
- Number of co-authors
- Number of web results from Scirus
- Subject areas in which the author 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.

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 number of times they have been cited year by year since 1996. Citation information is calculated real-time, using the most up-to-date information in Scopus.

You can sort the citation overview by years or number of citations in descending or ascending order and also change the date range. By default, you will see an overview for the last two years. To evaluate an author, you can 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 get 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 get 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 your profile and return to it to generate an updated Citation Overview for a previously saved list of documents. Any new citations received since the last visit will be included in the new overview.

3 The Citation Tracker can process up to 2,000 documents simultaneously and you can receive up to 5,000 documents via e-mail as a CSV-file.
Evaluate an Author

The *h-index* provides a means to evaluate an author’s output from 1996 to present. It helps to get an overview of an author’s citations and publications over time. The *h*-graph visualizes the author’s *h-index* at the incision point of the *h*-line and the curve representing the number of citations for each article.

1. *h-index*
2. Articles Published
3. 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 that can be used for further insight for research performance evaluation.
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 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.
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. My Profile
2. Register
3. Saved Searches

In order to take advantage of the personalized features on Scopus, you need to register for a username and password by setting up a personal profile in Scopus. 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.

In your profile you can manage your:

- Saved searches
- Search alerts and document 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 daily, weekly or monthly of new results. These 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 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. Search Alerts
2. Document Citation Alerts
3. My List
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.

Sources

1. Search
2. Sources
3. Title
4. Title details
5. Scopus Coverage Years

When searching for a particular journal, you can start your search via Sources on 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 latest issues covered by Scopus.
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
• 24/7 live support for all your questions via LiveChat

Contact us

Scopus helpdesks are available to answer all your questions and provide the support you require.

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

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