Quick Reference Guide

www.scopus.com

Open to accelerate science

SciVerse Scopus is the largest abstract and citation database of peer-reviewed literature with biblimetric tools to track, analyze and visualize research. It contains over 18,500 journal titles from more than 5,000 publishers around the world, covering the fields of science, technology, medicine, social sciences as well as the arts and humanities. Scopus has 43 million records, 70% of these containing abstracts dating from 1996 and a wide selection of quality web sources and patent information.

1. Search by Topic

With SciVerse Scopus, easily start your search from the homepage. Ensure you quickly access the article you want by using the detailed search options offered.

Starting a search

❶ Document Search
The **Document search** tab is the main search window of the SciVerse Scopus homepage. To begin your search, enter the topic you wish to search for in the space provided. See the box on p.7 for input rules for search terms.

❷ Search items
Select by which item you wish to search.

❸ Add Search Field
When searching using multiple keywords and search items, click the **Add search field** button to add another search field.

❹ Search History
When you return to the search window after carrying out a search, your search history will be displayed on the bottom of the window. The search history is cleared for each new session.
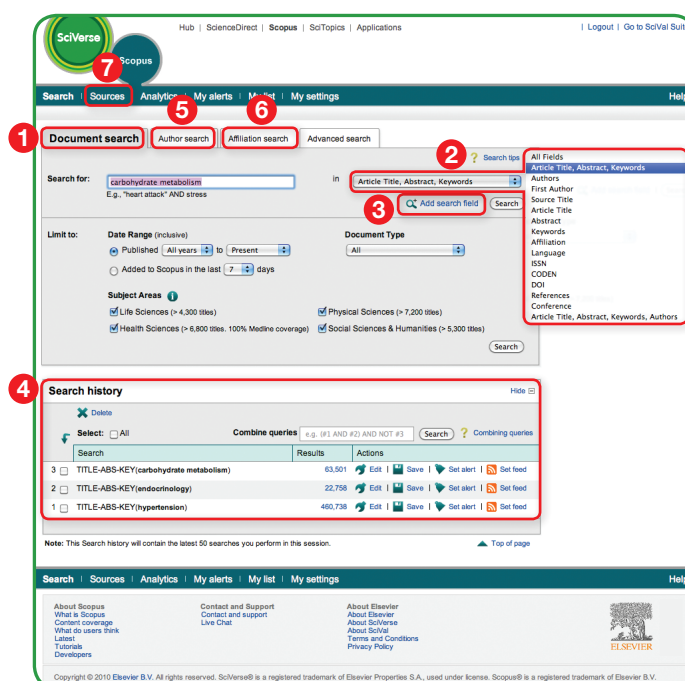
❺ Author Search
Search by author with the **Author Search** tab. See p.4 for details.

❻ Affiliation Search
Search by affiliation name with the **Affiliation search** tab.

❼ Check Source Types
Browse the list of document source types stored in Scopus from the **Sources** tab.

Sorting Options and Refining Search Results

❶ Number of Search Results

The number of search results is shown on the Scopus tab.

❷ Search Alert

Set to alert you via e-mail **(Set alert)** or RSS feed
(Set feed) when a new article that matches your search conditions
is listed. (Requires login).

❸ Refine

In the **Refine results** field either limit **(Limit to)** or exclude **(Exclude)**
specific journals or authors and so on. With **Add categories**, you can
add additional keywords, original language or other items. Display up to
160 results by using the **Display** drop down button.

❹ Sort Options

By default, search results are listed by publication year. By clicking the
topic headings, you can also list them in order of relevance, author,
journal, or citations.

❺ Display Abstract Page

By clicking the article title you can show the details (the abstract
and referenced works) of the article.

❻ Link to Full Text

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

Batch Processing of Search Results

❶ Batch Processing of Selected Articles

You are able to carry out a number of different operations for multiple
articles selected in the check boxes.

🖶 **Print -** Displays the articles in a format suited for printing.

✉ **E-mail -** Sends the articles as an e-mail.

➕ **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.

📊 **View citation overview -** Analyze documents that cite the selected
articles. See p.3

❞❞ **View citations -** Displays all documents that cite the selected articles.

🖵 **View references -** Displays all reference works that cite the
selected articles.

Detailed Overview using Abstract Pages

❶ Link to Full Text
By clicking **View at Publisher**, you can link to the full text on each publisher's website.

❷ Customize Link
Links customized for each customer, such as OPAC or document delivery, may be shown.

❸ Citations in Other Documents
In the **Cited by since 1996** field, the last two works to cite this article are shown. You can also display all documents.

❹ Document Citation Alert
Set to alert you via e-mail **(Set alert)** or RSS feed
(Set feed) when this document is cited in another article.
(Requires login)

❺ Compound Structure Formulae / Reaction Formulae
Clicking **View Compounds** or **View Reactions**, will display the chemical compound structure formulae, reaction formulae, or physical property values. You can perform another search from the structure formulae or reaction formulae.

❻ Keywords
Author keywords and keywords assigned from a thesaurus are shown in the **Author keywords** and **Index keywords** fields.

❼ 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 and to the full text of each reference.

❽ Cites by Web References
The number of cites in web sources such as institution repositories and graduate theses is shown in the **Cited by – Web sources** field.

❾ Cites by Patents
The number of cites in patents is shown in the **Cited by – Patents** field.

❿ Search for Related Articles
Search for articles sharing the same references, authors, or keywords as this article in the **Find related documents** field.

Analyze Citations (Citation overview)

Analyze citations by clicking **View citation overview**. This will display in a 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.

❶ Sorting Options
Filter the list by publication year or by number of citations.

❷ Display Articles
Clicking the article title will display the article's abstract page.

❸ Number of Citations
Clicking the number of citations in the table will display a list of the documents citing that article.

2. Search for an Author's Name

With Scopus, identify specific individuals from author attribute information and search for articles that the author has published. With the author profiles, you can display all articles by that author, documents that cite the author, h-index, etc. all at once.

Searching by Author Name

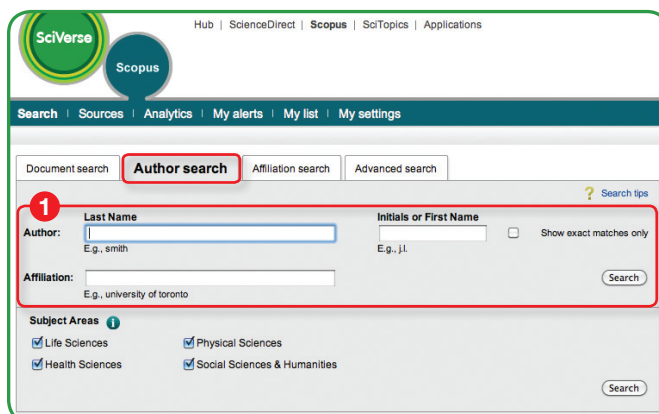Select the **Author Search** tab to search by author name.

❶ **Author Search**
Enter the surname and initials or given name of the author in the **Author** box and a list of authors that may match will be shown. You can also search in combination with the affiliation.

❷ **Refine Search Results**
Use the **Affiliation** or other boxes in the **Refine results** field to limit the search results.
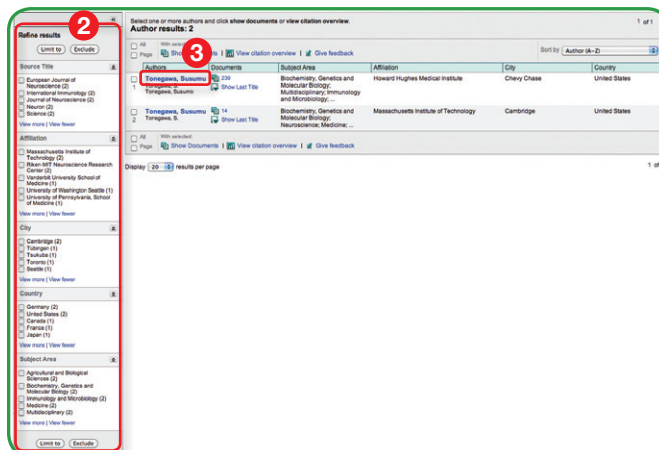
❸ **Display Author Profile**
Clicking on the author's name will show author details.

Author Profile

Author Profile displays the author's articles, documents that cite the author, h-index, etc. and can analyze the citations.

❶ **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.

Search to Alert - Set to alert you via e-mail **(Set alert)** or RSS feed **(Set feed)** when this author publishes another article. (Requires login).

❷ **Citations in Other Documents**
In the **Citations** field, check which documents cite this author's articles. You can analyze the citations of all this author's articles from **View citation overview**. See the bottom of the page.

Author Citation Alert - Set to alert you via e-mail **(Set alert)** when this author's articles are cited in another article. (Requires login).

❸ **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. This can be displayed as a graph from View *h*-Graph.
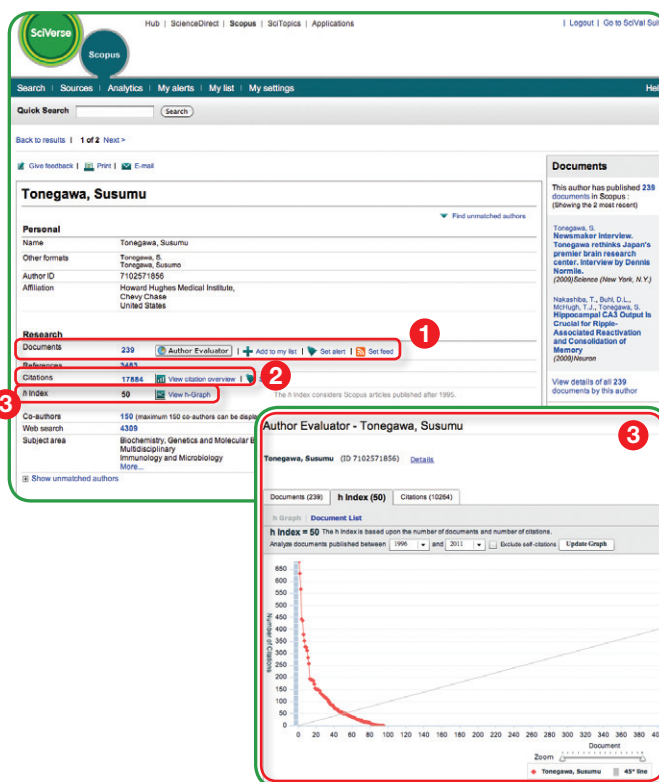
3. Using Personal Functions

By registering as a user, you are able to use useful personal functions such as e-mail alerts. Your username and password are the same as for SciVerse ScienceDirect, and you only need a single sign-on.

User Registration, Login

❶ 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.

❷ User Registration
To register as a new user, click **Register**. Enter the required information, such as your name and e-mail address, in the registration window.

To have access to subscribed content outside of your institution, you can easily set up a self remote access account. Select the remote access option here.

❸ Username
Your username will be displayed when registration is complete. If someone with the same full name has already registered, your username will have a number added to it, as in taroyamada5.

❹ Check Registered Alerts
You can check the list of registered e-mail alerts from the **My alerts** menu.
- Search Alert
- Author Citation Alert
- Document Citation Alert

❺ Check My List
You can check the articles in the temporary list or the list you saved.

❻ Change Individual Settings / Password
You can change your e-mail address, password, RefWorks ID/PW, and so on from the **My settings** menu.

4. Analyzing Journals (Journal Analyzer)

❶ Search for Journals
Search by entering part of the candidate journal name in the **Search** box.

❷ Sorting Option
Sort the search results in order of SJR or SNIP values, from highest to lowest.

❸ 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 ten titles.

❹ Evaluation Indices
Compare and evaluate the journals from various perspectives.

SJR (SCImago Journal Rank) Using an algorithm similar to that for Google PageRank, this 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 gets per year.

Documents The total number of articles published by a journal per year.

Percentage Not Cited The percentage of articles published each year that have not been cited even once previously.

Percentage Reviews The percentage of articles in a journal that are categorized as a review type article.
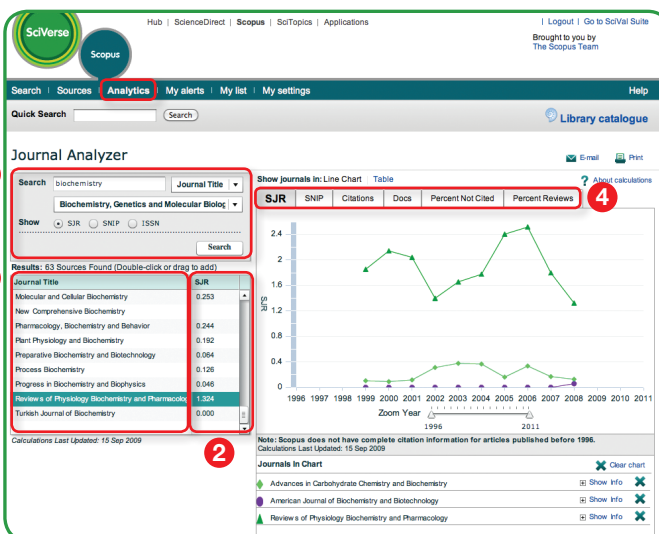
Download PDF

Batch Download and Automatic Naming

Download multiple PDF files and 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. Java required.

Export

Export bibliographic information

Export as RefWorks, RIS format (for document management programs such as EndNote), text format, BibTeX format, and Excel format.

If you are using RefWorks, you can link seamlessly by embedding your RefWorks ID/PW in the My settings menu.

Create bibliography

Reference list format for submission

Change the output to a typical reference list format to use when submitting a journal.

Rules for Entering Search Terms

❶ General Rules

- Not case sensitive

- Entering singular nouns will also search for plural nouns and possessives (with some exceptions)

- Search for Greek alphabet letters using α OR alpha, β OR beta.

❷ 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.

❸ Wildcards

- * replaces any number of characters.
toxi* will search for toxin, toxic, toxicity, toxicology, etc.

- ? replaces only one character.
sawt??th will search for sawtooth and sawteeth.

❹ 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 word. 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

SciVerse Scopus information page: **http://www.info.sciverse.com/scopus/**

For more information about SciVerse Scopus, please contact your nearest Elsevier Regional Sales Office.

05.2011

Asia and Australia
Tel: +65 6349 0222
Fax: +65 6733 1050
Email: sginfo@elsevier.com

Europe, Middle East and Africa
Tel: +31 20 485 3767
Fax: +31 20 485 3739
Email: nlinfo@elsevier.com

Japan
Tel: +81 3 5561 5034
Fax: +81 3 5561 5047
Email: jpinfo@elsevier.com

Korea
Tel: +82 2 6714 3000
Fax: +82 2 732 8689
Email: krinfo@elsevier.com

North, Central America and Canada
Tel: +1 888 615 4500
Fax: +1 212 462 1974
Email: usinfo@elsevier.com

South America
Tel: +55 21 3970 9300
Fax: +55 21 2507 1991
Email: brinfo@elsevier.com

For more information please visit: www.info.sciverse.com/scopus

ELSEVIER