



ELSEVIER

Scopus[®]

Quick reference guide



Performing a document search

The screenshot shows the Scopus search interface with several annotations:

- A:** Points to the 'Documents' tab, which is the Scopus homepage.
- B:** Points to the search input field containing the term 'coffee'.
- C:** Points to the dropdown menu showing search fields: 'Article title, Abstract, Keywords'.
- D:** Points to the Boolean operator dropdown menu, currently set to 'AND'.
- E:** Points to the 'Limit' section, which includes options for 'Date range (inclusive)' (Published, All years, Added to Scopus in the last 7 days) and 'Document type' (ALL).
- F:** Points to the 'Search history' section, which lists previous searches and their results.

Search history table:

Search history	Combine queries...	e.g. #1 AND NOT #1	Results	Actions
5 (TITLE-ABS-KEY (coffee) AND TITLE-ABS-KEY ("crop production"))			331 document results	🔔 📄 🗑️
4 (TITLE-ABS-KEY (coffee) AND TITLE-ABS-KEY (crop AND production))			1,112 document results	🔔 📄 🗑️
3 TITLE-ABS-KEY (coffee)			34,965 document results	🔔 📄 🗑️

- The **Document search** tab is the Scopus homepage. Other tabs are **Author**, **Affiliation** and **Advanced** search.
- Enter your search terms in this field. You can combine multiple search terms within one field. [> Learn more](#)
- Select which fields you wish to search from using the dropdown menu. Add more search fields with the + option.
- Select Boolean operators (AND, OR, NOT) to combine search terms.
- Use the *Limits* to focus on particular publication periods, document types or access type
- 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

(TITLE-ABS-KEY ("coffee") AND TITLE-ABS-KEY ("crop production"))

[Edit](#) [Save](#) [Set alert](#) [Set feed](#) **A**

Search within results... **B** [Analyze search results](#) **C** [Show all abstracts](#) [Sort on: Date \(newest\)](#) **D**

E [All](#) [Export](#) [Download](#) [View citation overview](#) [View cited by](#) [Save to list](#) [Print](#) [Email](#)

Document title	Authors	Year	Source	Cited by
<input type="checkbox"/> 1 Soil moisture associated with least limiting water range, leaf water potential, initial growth and yield of coffee as affected by soil management system	Silva, B.M., Oliveira, G.C., Serafim, M.E., (-), Norton, L.D., Curi, N.	2019	Soil and Tillage Research 189, pp. 36-43	0
View abstract View at Publisher Related documents				
<input type="checkbox"/> 2 Pinto peanut cover crop nitrogen contributions and potential to mitigate nitrous oxide emissions in subtropical coffee plantations	Rose, T.J., Kearney, L.J., Morris, S., Van Zwieten, L., Erler, D.V.	2019	Science of the Total Environment 656, pp. 108-117	1
View abstract View at Publisher Related documents				
<input type="checkbox"/> 3 The effect of commodity price shocks on public lands distribution: Evidence from Colombia	Albertus, M.	2019	World Development 113, pp. 294-308	0
View abstract View at Publisher Related documents				

F

Refine results
[Limit to](#) [Exclude](#)

Access type [Open Access](#) (66) [Other](#) (265)

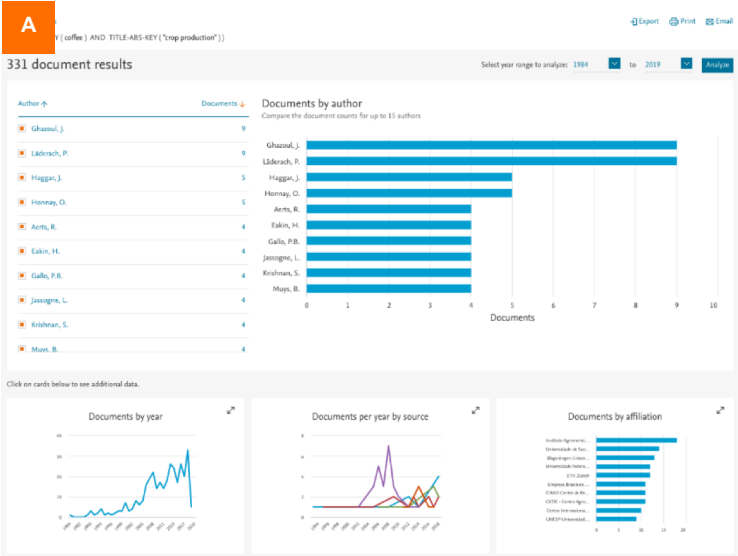
Year
 2019 (5) 2018 (33) 2017 (20) 2016 (26) 2015 (17) [View more](#)

Author name
 Ghazouli, J. (9) Läderach, P. (9) Hagggar, J. (5) Honnay, O. (5) Aerts, R. (4) [View more](#)

Subject area
 Agricultural and Biological Sciences (172) [View more](#)

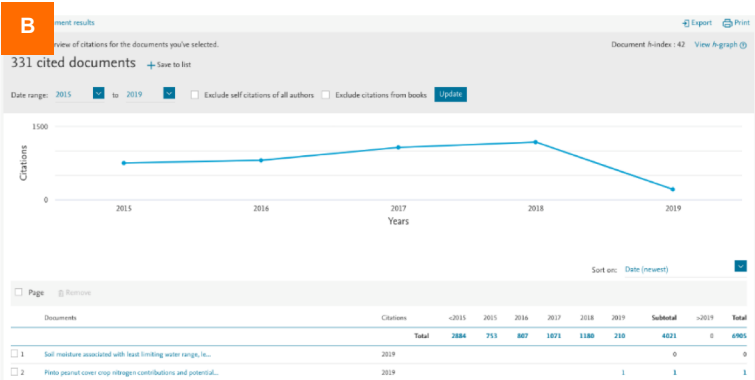
- The options *Edit*, *Save*, *Set alert* and *Set feed* are available for the query on its results screen.
- Use the *Search within results* field to add additional terms to your search. They will be applied to this result set. Use the *Refine* options to filter the results by access type, year, author, subject area, funding sponsor, etc.
- Click *Analyze search results* for a breakdown of results by criteria incl. year, source and author. [> Learn more](#)
- Sort results by date (default option), cited by, relevance, first author name or source title.
- 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.
- 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 and 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

The screenshot shows a Scopus document details page for the article "Applications of pectinases in the commercial sector: A review". The page is annotated with letters A through G:

- A:** Points to the "View at Publisher" link at the top left.
- B:** Points to the article title "Applications of pectinases in the commercial sector: A review".
- C:** Points to the "Author keywords" section, which includes "Pectinase" and "Pectinase production".
- D:** Points to the "References" section, which lists several related articles.
- E:** Points to the "Metrics" section on the right side of the page.
- F:** Points to the "Cited by 444 documents" section on the right side of the page.
- G:** Points to the "Related documents" section on the right side of the page.

- Click *View at Publisher* to open the full text on the publisher's website, if authorized.
- Click an author name to go to the details page for that author.
- 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*.
- View the references cited in this document. The titles link to the abstract pages for those articles.
- View citation article level metrics, including PlumX Metrics, to evaluate both citation impact and levels of community engagement around an article.
- 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.
- View related documents (i.e., with shared references, authors or keywords).

Performing an author search and working with results

The screenshot shows the Scopus author search and profile page for Theodora Psaltopoulou. Annotations A-F highlight key features:

- A:** The search form with fields for Author last name (Psaltopoulou), Author first name (Theodora), and Affiliation (University of Athens).
- B:** The ORCID profile link.
- C:** The author's name and affiliation: Psaltopoulou, Theodora, University of Athens, Department of Hygiene, Athens, Greece.
- D:** The 'Follow this Author' button and 'View potential author matches' link.
- E:** The 'View h-Graph' button.
- F:** The 'Get citation alerts' and 'Add to ORCID' options.

The author profile displays 31 articles, 131 documents by author, and 4262 total citations. It includes a bar chart of document and citation trends from 2009 to 2019, showing a peak in 2018. A table of documents is shown below, including a 2019 article in the International Journal of Cancer and a 2018 article in Blood Cancer Journal.

- 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 information can also be added in the *Affiliation* field. Scopus will display a list of possible matches.
- You can also search for authors using their ORCID ID.
- Click a name in the result list to open the **Author profile**.
- Use *Follow this author* to receive alerts about new publications. Click *View potential author matches* to view and group together authors with similar profiles.
- 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.
- 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 author profile.

Browsing for sources

The screenshot shows the Scopus Sources page. The navigation bar at the top includes 'Sources', 'Alerts', 'Lists', 'Help', and 'SciVal'. The main header is 'Sources'. Below it is a search bar for 'Subject area'. On the left is a 'Filter refine list' sidebar with options for 'Display options' (Open Access, top 10 percent, quartiles) and 'Source type' (Journals, Book Series, Conference Proceedings, Trade Publications). The main content area shows a table of 39,647 results. The table has columns for 'Source title', 'CiteScore', 'Highest percentile', 'Citations 2017', 'Documents 2014-16', '% Cited', and 'SNIP'. The first row is 'Ca-A Cancer Journal for Clinicians' with a CiteScore of 130.47. The second row is 'MMWR, Recommendations and reports : Morbidity and mortality weekly report. Recommendations and reports / Centers for Disease Control' with a CiteScore of 63.12. The third row is 'Chemical Reviews' with a CiteScore of 51.08. The fourth row is 'Chemical Society Reviews' with a CiteScore of 39.42. The fifth row is 'National vital statistics reports : from the Centers for Disease Control and Prevention, National Center for Health Statistics, National Vital Statistics System' with a CiteScore of 36.13. Annotations A-F point to various elements: A (Sources link), B (Sources header), C (Filter refine list), D (Results count), E (Source title), F (Download Scopus Source List link).

- Use the Sources page to browse the list of all journals, book series, trade publications and conference proceedings available on Scopus.
- Search by title, subject area, publisher or ISSN.
- Use the *Refine* options to filter the results by display options, CiteScore quartile or source type.
- Sort the listed sources by title, CiteScore, number of citations or other parameters (see column titles).
- Click a source title to open the *Source details* page, which lists basic information and journal metrics.
- Download the entire Scopus source list as a Microsoft® Excel® spreadsheet.

Accessing personalized features

The image shows two screenshots of the Scopus user interface. The top navigation bar includes 'Author search', 'Sources', 'Help', 'Register', and 'Login'. An orange box labeled 'A' highlights the 'Register' button. The first screenshot shows a user logged in, with a menu icon (three horizontal lines) highlighted by an orange box labeled 'B'. The menu is open, showing options like 'Personal profile access', 'My Scopus', 'SciVal', 'Mendeley', 'Pure', and 'Privacy center'. An orange box labeled 'C' highlights the 'Personal profile access' option. The second screenshot shows the 'Personal profile access' menu open, with an orange box labeled 'D' highlighting the 'My Scopus' option. The 'My Scopus' sub-menu is expanded, showing 'Dashboard', 'Saved searches', 'Alerts', 'Saved lists', and 'Grouped authors'.

- Register for and log into Scopus to take advantage of a whole range of personalized features.
- After login, click on the menu icon to access your account.
- Click *Personal profile access* to modify your personal details and preferences, change your password, and manage your export and reference management settings.
- 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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