



Scopus[®]

Quick reference guide



Performing a document search

The screenshot shows the Scopus search interface. At the top, there are tabs for Documents, Authors, Affiliations, and Advanced. The Documents tab is selected. Below the tabs is a search bar with the text 'coffee'. To the right of the search bar is a dropdown menu with 'Article title, Abstract, Keywords' selected. Below the search bar is a section for Boolean operators, with 'AND' selected. Below that is a section for Limits, with 'Date range (inclusive)' set to 'All years' to 'Present', 'Document type' set to 'ALL', and 'Access type' set to 'All'. At the bottom is a search history table.

Search history	Combine queries...	e.g. #1 AND NOT #1
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

The screenshot shows the Scopus search results page for the query: (TITLE-ABS-KEY ("coffee") AND TITLE-ABS-KEY ("crop production")). The interface includes a search bar, a left sidebar for refining results, and a main results table.

Annotations:

- A:** Points to the top navigation bar containing links for Edit, Save, Set alert, and Set feed.
- B:** Points to the "Search within results..." field in the left sidebar.
- C:** Points to the "Analyze search results" button in the top navigation bar.
- D:** Points to the "Sort on: Date (newest)" dropdown menu in the top navigation bar.
- E:** Points to the top navigation bar containing links for All, Export, Download, View citation overview, View cited by, Save to list, and a menu icon.
- F:** Points to the "View abstract" link for the first search result.

Refine results sidebar:

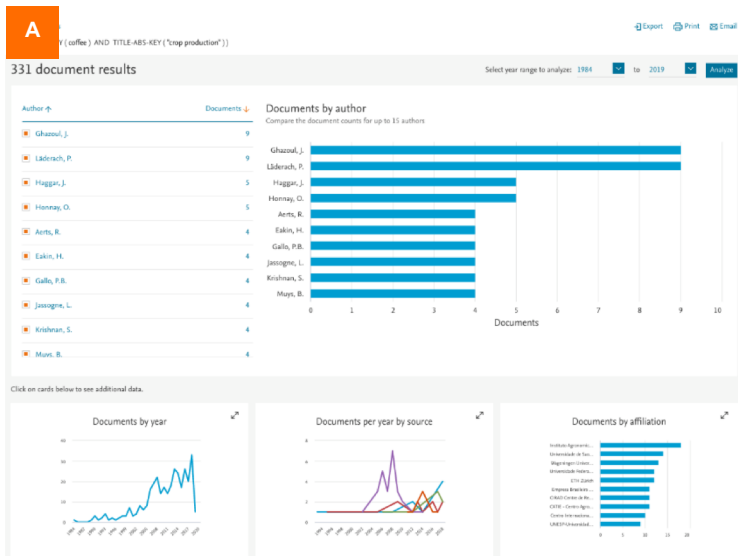
- Access type:** Open Access (66), Other (265).
- Year:** 2019 (5), 2018 (33), 2017 (20), 2016 (26), 2015 (17).
- Author name:** Ghazoul, J. (9), Läderach, P. (9), Haggard, J. (5), Honnay, O. (5), Aerts, R. (4).
- Subject area:** Agricultural and Biological Sciences (172).

Search results table:

Document title	Authors	Year	Source	Cited by
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
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
3 The effect of commodity price shocks on public lands distribution: Evidence from Colombia	Albertus, M.	2019	World Development 113, pp. 294-308	0

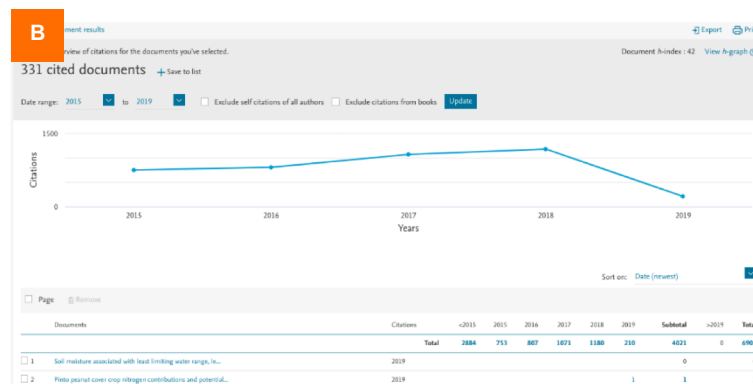
- The options *Edit*, *Save*, *Set alert* and *Set feed* are available for the query on its results screen.
- Use the *Search within results* field to add additional terms to your search. They will be applied to this result set. Use the *Refine* options to filter the results by access type, year, author, 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.





- A. Click *View at Publisher* to open the full text on the publisher's website, if authorized.
- B. Click an author name to go to the details page for that author.
- C. 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*.
- D. View the references cited in this document. The titles link to the abstract pages for those articles.
- E. View citation article level metrics, including PlumX Metrics, to evaluate both citation impact and levels of community engagement around an article.
- F. 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.
- G. 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 interface. Annotations A through F highlight key features:

- A:** The **Advanced** search tab is selected.
- B:** The **ORCID** icon is visible in the top left.
- C:** The search results for **Psaltpoulou, Theodora** are displayed, including her affiliation (University of Athens) and ORCID ID.
- D:** The **Follow this author** button is highlighted.
- E:** The **View h-graph** button is highlighted.
- F:** The **Get citation alerts** button is highlighted.

The interface also shows a bar chart of document and citation trends, a list of documents cited by the author, and a list of documents the author has cited.

- 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.

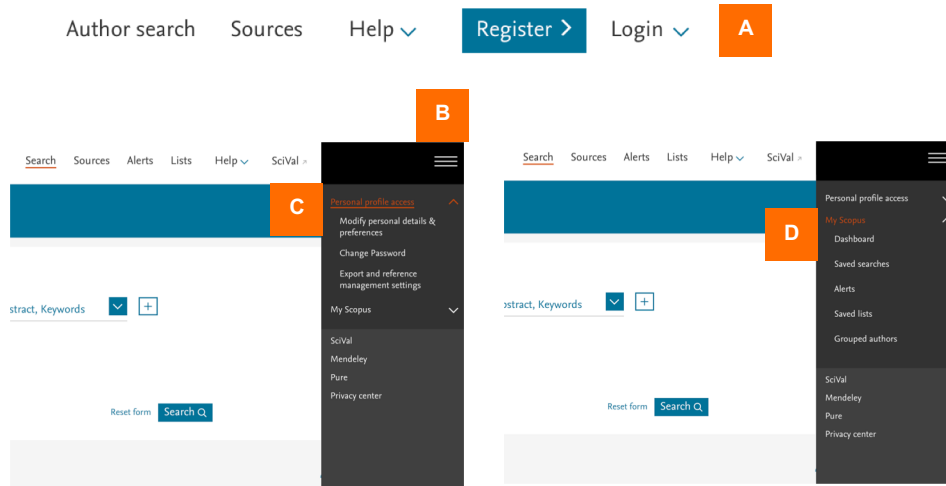
Browsing for sources

The screenshot shows the Scopus Sources page. At the top, the 'Sources' tab is selected (A). Below the navigation bar, there is a search area for 'Subject area' (B). On the left, the 'Filter refine list' section contains 'Display options' (C) and 'Source type' filters. The main results area shows 39,647 results (D). The table lists various sources with columns for Source title (E), CiteScore, Highest percentile, Citations, Documents, % Cited, and SNIP (F). The table is sorted by CiteScore in descending order.

Source title	CiteScore	Highest percentile	Citations 2017	Documents 2014-16	% Cited	SNIP
Ca-A Cancer Journal for Clinicians	130.47	99% 1/120 Hematology	16,961	130	70	88.164
MMWR. Recommendations and reports : Morbidity and mortality weekly report. Recommendations and reports / Centers for Disease Control	63.12	99% 1/87 Epidemiology	1,010	16	100	32.534
Chemical Reviews	51.08	99% 1/159 General Chemistry	44,389	869	97	11.97
Chemical Society Reviews	39.42	99% 2/159 General Chemistry	42,223	1,071	98	7.967
National vital statistics reports : from the Centers for Disease Control and Prevention, National Center for Health Statistics, National Vital Statistics System	36.13	98% 1/46 Life-span and Life-course Studies	1,120	31	100	19.73

- 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



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