



Scopus<sup>®</sup>

Quick reference guide



# Performing a document search

The screenshot displays the Scopus search interface with several key elements highlighted by orange boxes labeled A through F:

- A:** The top navigation tabs: Documents, Authors, Affiliations, and Advanced.
- B:** The search input field containing the term "coffee".
- C:** The dropdown menu for the first search term, set to "Article title, Abstract, Keywords".
- D:** The Boolean operator "AND" between the two search terms.
- E:** The "Limit" section, which includes filters for "Date range (inclusive)" (set to "All years" to "Present") and "Document type" (set to "ALL").
- F:** The "Search history" section at the bottom, showing a list of previous queries and their corresponding document counts.

Additional visible elements include a "Search tips" link, a "Reset form" button, and a "Search" button.

- 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 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 ("cro...")). The interface includes a search bar with a search button (B), a query editor with options like Edit, Save, Set alert, and Set feed (A), and a results table (E). The results table has columns for Document title, Authors, Year, Source, and Cited by. A 'Refine results' sidebar (C) is on the left, with sections for Access type, Year, Author name, and Subject area. A 'View abstract' link (F) is highlighted for the second result.

	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., Curfi, 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
4	Simplification of shade tree diversity reduces nutrient cycling resilience in coffee agroforestry	Nesper, M., Kueffer, C., Krishnan, S., Kushalappa, C.G., Ghazoul, J.	2019	Journal of Applied Ecology 56(1), pp. 119-131	0
5	2nd International Conference of ICT for Adapting Agriculture to Climate Change, AACC 2018	[No author name available]	2019	Advances in Intelligent Systems and Computing 893	0

A. The options *Edit*, *Save*, *Set alert* and *Set feed* are available for the query at the top left of its results screen.

B. 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.

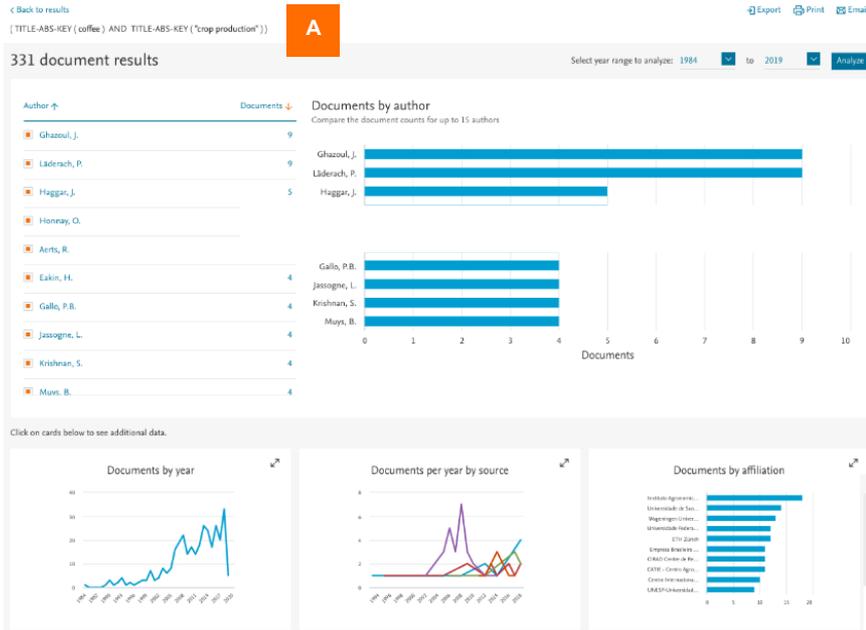
C. Click *Analyze search results* for a breakdown of results by criteria incl. year, source and author. [Learn more](#)

D. Sort results by date (default option), cited by, relevance, first author name or source title.

E. 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.

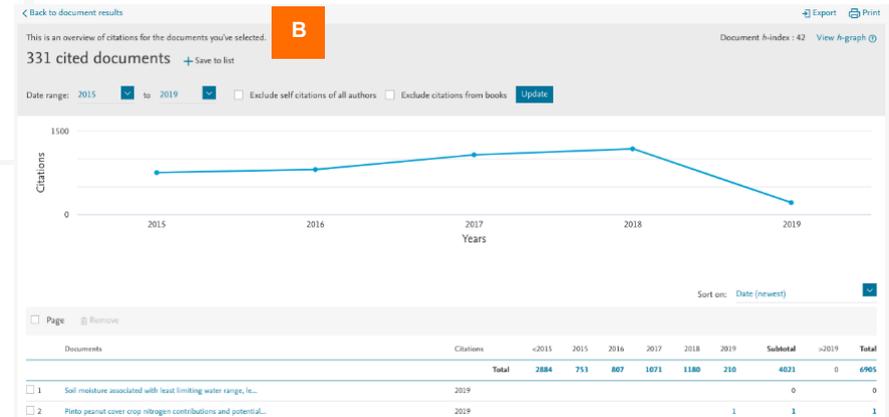
F. Click *View abstract* to display the abstract. *View at Publisher* opens the full text on the publisher website, if authorized. *Related documents* displays referenced works. Links to full text and other library services depend on how Scopus has been setup for your institution.

# Analyze Search Results & 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.





# Performing an author search

The screenshot shows the Scopus author search process. It includes search filters for last name, first name, and affiliation. It displays the author profile for Theodora Psaltopoulou, including her ORCID ID, subject areas, and a document and citation trends chart. The interface also shows options to follow the author, view potential matches, and analyze their output.

**A** Author last name: Psaltopoulou, Author first name: Theodora

**B** ORCID ID: 1111-2222-3333-4444

**C** Psaltopoulou, Theodora

**D** Follow this Author

**E** View h-graph

**F** Get citation alerts

Document and citation trends:

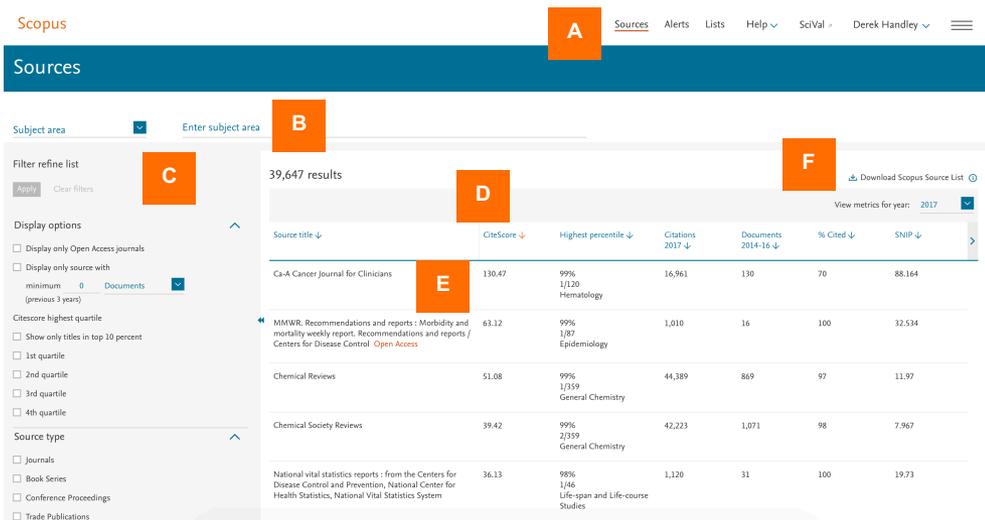
Year	Documents	Citations
2019	18	498

131 Documents Cited by 3911 documents 150 co-authors Author history

Document title	Authors	Year	Source	Cited by
Anthropometric characteristics, physical activity and risk of hematological malignancies: A systematic review and meta-analysis of cohort studies	Psaltopoulou, T., Sergentanis, T.N., Ntanasis-Stathopoulos, I., (-), Riza, E., Dimopoulos, M.A.	2019	International Journal of Cancer	0
Longer procoagulant phospholipid-dependent clotting time, lower endogenous thrombin potential and higher tissue factor pathway inhibitor concentrations are associated with increased VTE occurrence in patients with newly diagnosed multiple myeloma: results of the prospective ROADMAP-MM-CAT study	Fotiou, D., Sergentanis, T.N., Papagongiou, L., (-), Dimopoulos, M.A., Geretzifafa, G.T.	2018	Blood Cancer Journal	0

- 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 can also be added in the *Affiliation* field. Scopus will display a list of possible matches.
- You can also search using an author's ORCID ID.
- Click a name in the 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 profile.

# Browsing for sources



The screenshot shows the Scopus Sources page. The top navigation bar includes 'Sources', 'Alerts', 'Lists', 'Help', 'SciVal', and 'Derek Handley'. The main content area is titled 'Sources' and shows a search bar (B) with 'Subject area' and 'Enter subject area' options. On the left, there is a 'Filter refine list' (C) with various options for display and source type. The main table (D) displays a list of sources with columns for 'Source title', 'CiteScore', 'Highest percentile', 'Citations', 'Documents', '% Cited', and 'SNIP'. The table is sorted by CiteScore in descending order. The first row is 'Ca-A Cancer Journal for Clinicians' (E) with a CiteScore of 130.47. Other sources include 'MMWR, Recommendations and reports: Morbidity and mortality weekly report. Recommendations and reports / Centers for Disease Control', 'Chemical Reviews', 'Chemical Society Reviews', and 'National vital statistics reports: from the Centers for Disease Control and Prevention, National Center for Health Statistics, National Vital Statistics System'. A 'Download Scopus Source List' button (F) is located at the top right of the table.

Source title	CiteScore	Highest percentile	Citations	Documents	% Cited	SNIP
Ca-A Cancer Journal for Clinicians	130.47	99%	1,120	130	70	88.164
MMWR, Recommendations and reports: Morbidity and mortality weekly report. Recommendations and reports / Centers for Disease Control	63.12	99%	1,010	16	100	32.534
Chemical Reviews	51.08	99%	44,389	869	97	11.97
Chemical Society Reviews	39.42	99%	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%	1,120	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

The image displays two screenshots of the Scopus website interface, illustrating the steps to access personalized features. The top screenshot shows the user logged in as 'Derek Handley'. The navigation bar includes 'Author search', 'Sources', 'Help', 'Register', and 'Login'. An orange box labeled 'A' highlights the 'Login' button. Below the navigation bar, a search bar is visible with a dropdown menu for 'Sources' and a 'Search Q.' button. An orange box labeled 'B' highlights the user profile icon in the top right corner. The bottom screenshot shows the user profile menu open, with an orange box labeled 'C' highlighting the 'Personal profile access' option. Below this, the 'My Scopus' section is expanded, showing options like 'Dashboard', 'Saved searches', 'Alerts', 'Saved lists', and 'Grouped authors'. An orange box labeled 'D' highlights the 'My Scopus' section.

- 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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