SCOPUS	
Registering / Creating a personal account	Registration allows you to personalise and use a number of extra features such as: • Saving searches • Setting e-mail alerts • Creating a favourite journal or book series list. You can create a personal account by logging in with your Teesside University ICT username and password. To login, click on the "**Login**" link displayed at the top of the screen. Click on the link to **Other Institution login** and search for **Teesside University**. Enter your username and password in the boxes that appear and then Login.
Managing your searches	**Search history:** http://help.elsevier.com/app/answers/detail/a_id/2931/p/8150/kw/serach%20history/search/1) The Search *history* list shows your searches from the current research session. The list appears below the search boxes. It displays the most recent search first. From this box you can: • View your search results • Combine multiple searches together • Create an RSS feed for the search • Set up an alert • Save an alert • Save / Modify or delete a search **Saving a search:** After doing a search the results page will be displayed. Just above the results you will see the details of your search query. Click on the blue "**Save**" link along this line. You should receive a confirmation that your search has been saved in "**My Scopus > Saved searches**". You can save up to 50 searches. If you have 50 you will need to delete a search to be able to save another one. To do this you need to go to My Scopus in the top-right of the screen and go to **Saved searches**.

	Retrieving a saved search: To access a saved search again at a later date go to `[My Scopus]` in the top-right of the screen and go to **Saved searches**. You can re-run your search from the "Saved Searches" page. There is an option to "View" all the results from a search or just the new ones since the last run.

Alerts	http://help.elsevier.com/app/answers/list/p/8150/kw/citation%20tracker/search/1/c/9077
	
	 Search Alerts:
	 http://help.elsevier.com/app/answers/detail/a_id/2367/p/8150/kw/search%20alerts/search/1
	
	 Search alerts notify you by e-mail of newly loaded documents in Scopus that match the query of the alert.
	
	 There is no limit on the number of alerts you can create.
	
	 It is possible to set a Search Alert from the Search Results page, the Search History page, and the Saved searches section.
	
	 • From the Search Results page, click "Set alert". This link is just above the results, following the details of your search query.
	 • The "Save a Search Alert" page will display.
	 • Enter a name for the alert (there will be a pre-populated option already there)
	 • Enter an e-mail address that you want the alert to be sent to.
	 • Select the frequency that you want to receive the alerts.
	   ○ Note 1: if there are no alerts during the frequency that you select, then no e-mail will be sent.
	   ○ Note 2: there is an inactive option that will stop e-mails being sent without deleting the alert.
	 • Select the format for your Search Alert (HTML or Text).
	 • Click on "Set Alert".
	 • You will be sent a confirmation email.
	
	 From the "Saved Searches" section of "My Scopus" or from the "Search History" screen you can set alerts by clicking on "Set Alert" by the relevant Search query.

If you need to delete the alert or edit any information regarding the alert (including the original query) you can go back into it through the "My Scopus" option and selecting "Alerts". (There is also a direct link to Alerts along the top toolbar.)

You can edit the name, email address, frequency and search terms for a Search alert.

To edit the search terms:
Click the Edit link 🔗 twice – the original search will appear.
Edit the search then do a Test search.
At the Test Search results, click "Update Search" to save the edited alert, or click "Back" to continue editing.

Document Citation Alert:
http://help.elsevier.com/app/answers/detail/a_id/2337/p/8150/kw/document%20citation%20alert/search/1

This will notify you by e-mail of newly loaded documents that **cite** a selected document, for example an article that you have published or a key article for your research.

- From the results list, select the article you are interested in and click on title. This will go into the detailed record for that article.
- To create an alert click on "Set a citation alert" in the box on the right-hand side.
- The "Set a citation alert" box will display.
- Enter a name for the alert.
- Enter an e-mail address to which you want the results sent.
    o Select a frequency.
      Note 1: if there are no alerts during the frequency that you select, then no e-mail will be sent.
    o Note 2: there is an inactive option that will stop e-mails being sent without deleting the alert.
- Select a format.
- Click on "Set Alert".

If you need to delete the alert or edit information regarding the alert (including the original query) you can go back into it through the "My

Scopus" option and selecting "Alerts" (there is also a button from the main search page to go directly into Alerts).

Note: You can edit the name, email address and frequency but not the search terms.

Author Citation Alert:
http://help.elsevier.com/app/answers/detail/a_id/2315/p/8150/kw/author%20citation%20alert/search/1

This will notify you by email when an author (or group of matched authors) is cited on Scopus.

To create an author citation alert:
- Conduct an "Author" search (one of the tab options)
- At the "Make Author Selection" page, click on the name of the author you want to view.
- Click on "Get citation alerts" under Follow this Author
- Enter the details into the form:
    o   Enter a name for the alert.
    o   Enter an e-mail address to which you want the results sent.

    o   Select a frequency.
        o   Note 1: if there are no alerts during the frequency that you select, then no e-mail will be sent.
        o   Note 2: there is an inactive option that will stop e-mails being sent without deleting the alert.
    o   Select a format.
    o   Click on "Set Alert".

If you need to delete the alert or edit information regarding the alert (including the original query) you can go back into it through the "My Scopus" option and selecting "Alerts" (there is also a button from the main search page to go directly into Alerts).

Note: You can edit the name, email address and frequency, but cannot change the author for this alert.

| **RSS feeds** | You can use an RSS feed to quickly review the latest published articles in Scopus that match your search criteria.

http://help.elsevier.com/app/answers/detail/a_id/2924/p/8150/kw/RSS%20feeds/search/1 (more about RSS feeds) |

	http://help.elsevier.com/app/answers/detail/a_id/2925/p/8150/kw/rss/search/1 (setting a RSS feed) • Click on the RSS icon (the orange square) • Edit suggested name • Continue • An RSS url will be generated • Copy and paste the URL into your RSS reader (e.g. Bloglines, RefWorks RSS feed etc.)
Personalis-ation	**Settings:** From the [My Scopus] page you can review or change your profile information, for instance: o Manage your saved searches o Add / Remove Alerts o Manage saved lists o Manage a list of grouped authors o Modify Personal Details and Preferences o Manage settings to reference management settings (e.g. RefWorks) Note: you **shouldn't** set up your RefWorks account details on this page.
Other features	**Lists:** http://help.elsevier.com/app/answers/detail/a_id/2356/p/8150/incidents.c$portal_account_name/12058 Lists allows you to collect documents from within a set of Search results and place them within a **temporary** separate list. The list is available during your Scopus session so, if you do additional searches you can pick and choose which documents you want to add to your list. The documents that you place within Lists can be refined in a similar fashion to refining a set of Search Results. Note: When you log off from Scopus the documents that are in Lists will be deleted. To prevent this from happening, save your list. Adding items to My List: • Choose which documents you wish to add to your list. You can: o Select individual items with the check box to the left of the article.

- o Select All to add everything (from the check box above the results list).
- o Select the documents on the page you are currently viewing (from the option above the results list).
- Click on "**More**" then "**Save to List**" which is one of the buttons appearing just above the results list.

From an individual record you also have the option to add the document to your temporary list by clicking on the "**Save to List**" button on that screen.

To Save the List:
Saving a list will store the list and is available from the "Saved Lists" section in Settings.

- Click on the "**Lists**" link at the top of the page.
- Select the items you want to save.
- Click on "Save" which is just above the Results box.
- You can select whether you would like to save the documents in a New List (choose a name and then click on Save) or add them to a List that already has been saved (Select the list from the pull-down menu and click on Add).

You can view and manage your saved lists from the link with "**My Scopus**".

Author searching:
http://help.elsevier.com/app/answers/detail/a_id/2327/p/8150/kw/author%20search/search/1

This is designed to help you find documents written by a specific person by grouping together documents written by the same author, even if they have been cited differently, for instance, Smith, D. J. or Smith, David J.

From the main Search screen, select the "**Author Search**" tab.
Search for the author you are interested in – enter their last name (surname) and initial and if known the institution they are affiliated with.

You can choose whether you want to search exact matches only. This will search for authors that exactly match the terms you entered in the

Last name box and to authors that start with the terms entered in the Initial or First Name box.

You can also restrict your search down to specific subject areas.
Then click on Search.

Note: documents with insufficient data may not be matched, this can lead to more than one entry in the results list for the same author. You can group together a set of authors.

Note: To find multiple authors, or search using their unique identifier number or to combine your author search with another search field, you will need to use the Advanced search form.

On the "Make Author Selection" page, select the author(s) you want to search for.

You can then:
View the author's details by clicking on the link to their name.
View the documents associated with that author(s) by clicking on Show documents or click on the number in the Documents column.
View the most recent document for an author, by clicking on Show Last Title.
Track citations for the author(s), by clicking on View citation overview.

Grouping authors:
Scopus uses a unique author identifier to match authors based on the information in the document, but sometimes there is not sufficient information to accurately match them up. To ensure that you are viewing a complete list of documents for an author, you can click on "Find potential author matches" on an Author Details page. You can then associate (or group) information for the unmatched authors with the Author Details page.

When you have grouped authors, you can view the number of documents, track citations, create an h-index, view co-authors and print or e-mail details for both the author on that Author Details page and for all the grouped authors.

Citation Overview:
http://help.elsevier.com/app/answers/detail/a_id/2333/p/8150/incide
nts.c$portal_account_name/12058
This allows you to track how often articles have been cited. It is
accessible from the results list, the author details page, and source
information page (this pages shows information about the journal).
Select the records you are interested in and click on "**View citation
overview**". This will generate an overview of the citations, detailing
how many times they were cited during a specified time. You can also
link through to a list of these citing documents and also print or export
these.

Metrics:
http://help.elsevier.com/app/answers/detail/a_id/5416/p/8150/kw/m
etrics/search/1
Scopus aims to deliver a comprehensive group of article *metrics*.

The h-graph:
http://help.elsevier.com/app/answers/detail/a_id/2349/p/8150/c/0

The h-graph displays the h index for selected authors. The h index
attempts to quantify both the actual scientific productivity and the
apparent scientific impact of a scientist. It is based on the highest
number of papers written by the authors that have had at least the
same number of citations.
(Example 1: an author has had 2 articles published, one has been cited
4 times, the other 2 times, the h-index would be 2. Two out of two
documents have each been cited at least two times.
Example 2: an author has had 4 articles published, two have been cited
twice, the other two have not been cited, the h index would be 2. Two
out of the four documents have each been cited at least two times.)