Scopus indexes only selected journals, conference proceedings, etc. In the basic level workshop, we are limiting the results to documents indexed by Scopus. Scopus indexes over 50,000 journals/conference proceedings, etc. The search is done only on these over 50,000 sources. We search using the Author Search tab.

The author we are working on is Professor Brenda Yeoh S.A (Saw Ai), Dean, FASS, Professor of Geography.

**Scopus - Basic Citation Searching of Indexed Journals Using Author Search Tab**

1. Under the **Author search** tab, enter **Yeoh** in Last Name and **b s a** for the Initials or First Name. Click the **Show exact matches only** checkbox to limit the search to the exact name entered. Leave the Subject Areas as default.

2. Click the magnifier button to search.
3. Scopus uses an algorithm that matches author names based on their affiliation, address, subject area, source title, dates of publication, citations, and co-authors. By default, only author records matched to more than one document are shown in search results.

4. Click **Show Profile Matches with One Document**.

![Show Profile Matches with One Document](image)

5. Select both entries and click on **Show documents** to view the author’s publications.

![Show documents](image)

6. Click on the back button of your browser to return to the Author results display. Click on **View citation overview**.
7. After clicking **View citation overview**, the resulting screen is an overview of the author’s documents and the number of times they have been cited each year. The total number of times the author’s documents have been cited (Times cited) is 3,136. These citations are from documents that have cited one or more of Prof Yeoh’s documents. They are authored by others or by Prof Yeoh herself.

8. The h-index (an author impact metric) for documents tracked by Scopus will be displayed at the top of the screen. **The h-index for Prof Yeoh is 33. This means that 33 documents (published after 1991) written by Prof Yeoh have been cited 33 times or more.**

9. Click on the number (e.g. 3,136) in the **Total** column to view the 2,116 citing documents. There are 2,116 rather than 3,136 documents because some of the 2,116 documents cite more than one of her 160 works.

10. Click on **Back to Citation Overview** to return to the Citation Overview display.

**Citation Overview results**

This line tells you the 160 documents are cited 3,136 times by 2,116 documents
Scopus – Eliminating Self-Citations of Selected Author

11. Check the box **Exclude self-citations of selected author** to exclude self-citations. Click **Update**.

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12. The total number of citations (Times cited) is reduced from 3,136 to 2,784 and the h-index from 33 to 31.
```

This line tells you what the screen is for. In this case, this is the Citation Overview when self-citations of **SELECTED AUTHORS** (i.e. Brenda Yeoh) are excluded.
Scopus – Eliminating Self-Citations of ALL Authors (Selected Author and Co-Authors)

13. Click to uncheck **Exclude self citations of selected author**.

14. Check the box **Exclude self-citations of all authors** and clicking on **Update**. This eliminates self-citations from Prof Yeoh and all her co-authors.
15. The total number of citations (Times cited) is reduced from 2,784 to 2,731, but the h-index remains at 31.

This line tells you what the screen is for. In this case, this is the Citation Overview when self-citations of ALL authors (i.e. Brenda Yeoh and all her co-authors) are excluded.
Scopus – Getting Example of Author with Many Name Variants

16. Click **Search** to get back to search screen.

17. Sometimes multiple entries are retrieved for the same author. In the example for Prof Andrew Wee, there are five.

18. Under the **Author search** tab, enter **wee** in Last Name and **a t s** for the Initials or First Name to search for all possible author name variants. Uncheck all **Subject Areas** except for **Physical Sciences** as this is relevant to Physics. Click on the magnifier button to search.

19. At the results display, click **Show Profile Matches with One Document**. This is to bring up all the name variants found in Scopus. By default, results that are matched to more than one document are displayed. If the hits occupy more than one page, scroll down to increase the number of results displayed per page or click the **Next** button.
20. Review all the hits and select the names that best match the author’s research area. If necessary, click on the numbers next to subjects (in this example, 1 the only one with subject engineering) to ensure the documents are authored by the author.

21. Select all available author entries and click View citation overview at the top of the screen.

22. Note that it is still possible that not all the documents shown are written by Prof Andrew Wee. Review the list of articles. Mouse over the article title to see more details if necessary.

23. If the record is not authored by Prof Andrew Wee, hover over it and click on the X to remove from list. Once all incorrect records are removed, the h-index and Total Citation count will be automatically generated for the remaining documents. However this method of removing records is not permanent. To make it permanent, please see steps 27 to 37.
Submitting Feedback to Scopus to Correct Your Profile: by Merging Authors

24. Click the back button of your browser to return to the Author search Results screen.

25. Select the hits which belong to the same author, then click on Request to merge authors.

26. Click on Start at the following screen and carry out the next 3 steps to submit changes.
Submitting Feedback to Scopus Correct Your Profile: by Removing Wrong Documents

27. Carry out Steps 18 to 19. Then mouse over the record and click on the number next to subjects to get a list of the 562 documents.

28. At the document results view, select the document that is not authored by Wee, Andrew, click on More and select Request to remove documents from author. We assume the first document is not authored by him.

29. Key in his name and click on Start.

30. Choose the correct entry, click Next.
31. Click **Next**.

32. Click on the cross next to the document to be removed.

33. Scroll down and click **Next**.

34. Scroll down to the end of this screen
35. You will notice there are only 561, not 562 documents left. Click **Next**.

36. Fill in the email address and click **Submit**.

37. After submission, you will receive an email acknowledgement and follow up from the Scopus Author Feedback team.