



Elsevier Research Intelligence

SciVal

Quick Reference Guide

Version 2.0 | June 2015



Empowering Knowledge

Elsevier's new generation of SciVal offers quick, easy access to the research performance of 5,500 research institutions and 220 countries worldwide. A ready-to-use solution with unparalleled power and flexibility, SciVal enables you to navigate the world of research and devise an optimal plan to drive and analyze your performance.

Data source

SciVal is based on output and usage data from Scopus, the world's largest abstract and citation database for peer-reviewed publications.

The Scopus database covers over 30 million publications from 1996 until the present:

- 21,000 serials from 5,000 publishers. These include:
- 20,000 peer-reviewed journals
- 390 trade publications
- 370 book series
- 5.5 million conference papers

Additionally SciVal includes usage data from ScienceDirect, the largest scientific full text database with more than 2,500 journals and 26,000 books.

Metrics

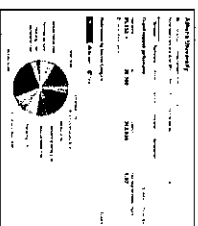
SciVal offers a broad spectrum of industry-accepted and easy-to-interpret metrics including Snowball Metrics[®] which is a global standard metrics defined and agreed by higher education institutions for institutional strategic decision making through benchmarking.

Metrics in SciVal help the institutions to measure an institution's or a country's productivity, citation impact, collaboration, subject disciplinary and more.

Build your views on the world's research

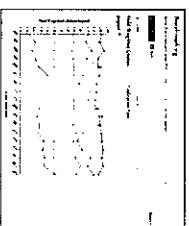
Visualize research performance

- Access comprehensive research performance summaries of any desired research entities, identify their unique research strengths and multidisciplinary research areas.
- Retrieve at-a-glance, standardized reports instantly
- Access competency maps for all institutions and countries



Benchmark your progress

- Compare the performance of any institutions, countries, and pre-defined groups, or create your own research areas and monitor progress over time.
- Perform in-depth analyses to meet your specific objectives by selecting any combination of subject areas and metrics from a comprehensive set
- Identify your relative strengths and weaknesses to optimize your strategy



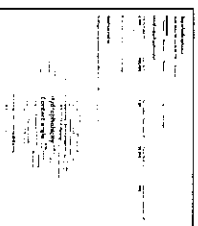
Develop collaborative partnerships

- Identify and analyze existing and potential collaboration opportunities based on publication output and citation impact.
- Explore your institution's current and prospective partnerships on Google maps
- Identify your top collaborative institutions and co-authorship by drilling into specific subject areas and self-defined research topics



Analyze research trends

- Analyze the research trends of any Research Area with citation and usage data, to discover the top performers, rising stars and current developments in the field.
- View the overall performance of a Research Area, then dig deeper into the activity and impact of the institutions, countries, authors and journals involved and adjust your research strategy accordingly
- Usage information complements citation data to give a more complete picture of research performance



Visualize research performance

Comprehensive summaries of any desired research entities such as institutions, countries, research groups and topics.

- Overview tab provides you with at-a-glance research performance overviews of any selected institutions, countries, research topics and more.

- Select entity panel allows you to select any research entities from:

- Institutions and Groups
- Researchers and Groups
- Countries and Groups
- Research Areas and Groups

Add an institution or a country by typing the name in the search box, and SciVal will provide you with a list of pre-defined institutions, countries and groups to select from.

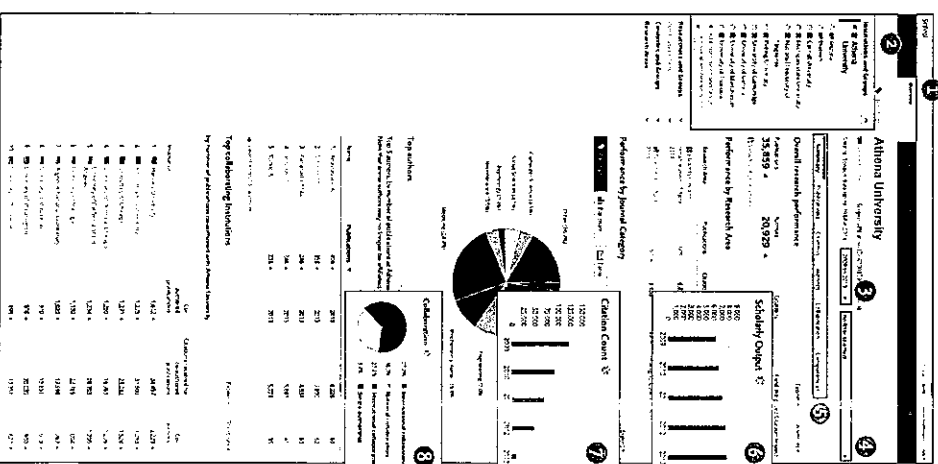
- Select year range from:

- 3 years
- 3 years + current year
- 3 years + current year + beyond current year
- 5 years
- 5 years + current year
- 5 years + current year + beyond current year

- Filter subject area using 27 top level and 334 lower level subject areas based on Scopus All Subject Journal Classification (ASJC).

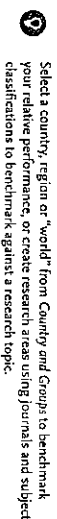
- Metric themes' tabs provide comprehensive understanding of the selected research entity based on:

- Summary
- Publications
- Citations
- Authors (for institutions and research areas)
- Collaboration
- Competencies (circle map, matrix map)
- Institutions (for countries)

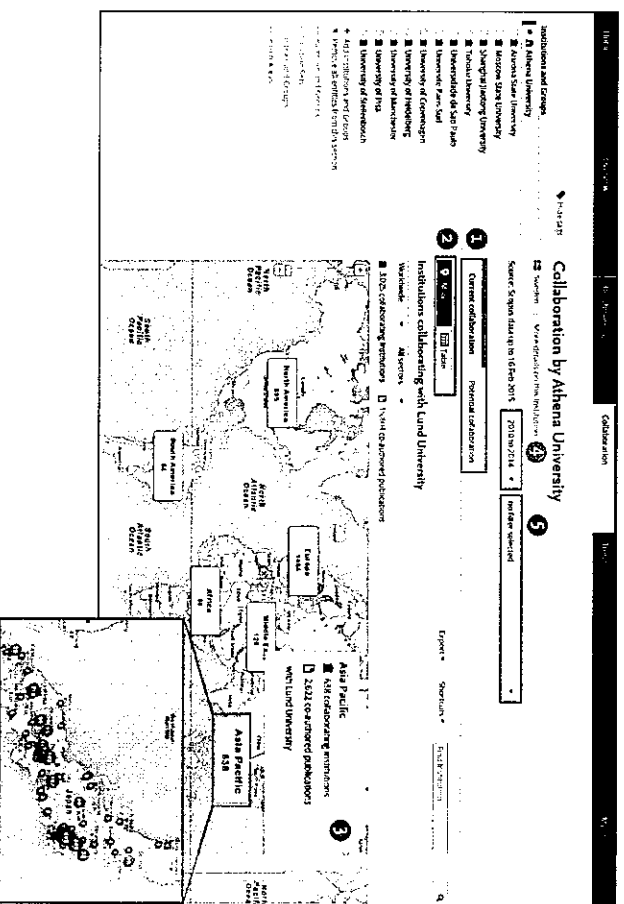


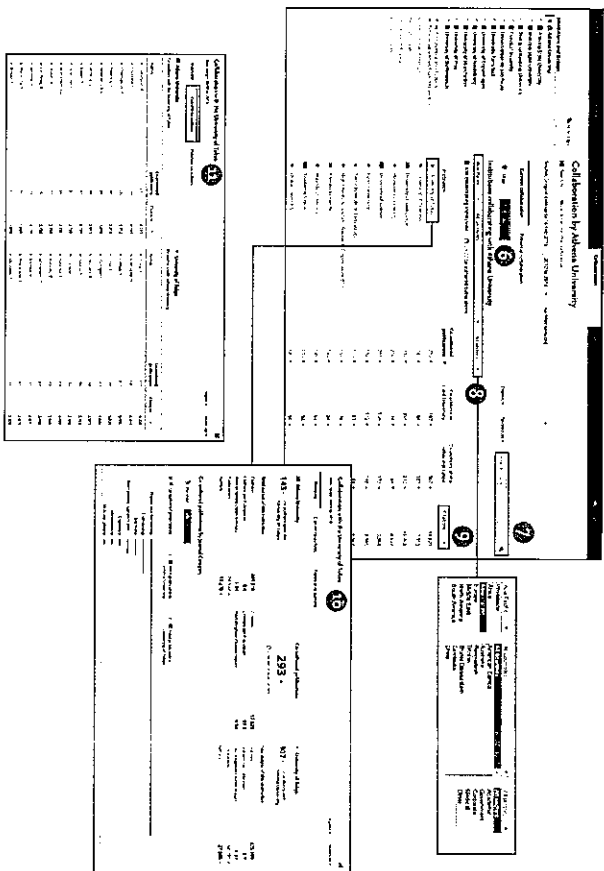
Identify and evaluate existing and potential collaboration partners

Get access to a list of institutions that you collaborate or have the potential to collaborate with. Start with a worldwide view of your institution's collaboration landscape, and then zoom in to individual collaborating institutions and researchers anywhere in the world.



- 120 Current collaboration tab helps you to explore existing collaboration opportunities providing ranking of institutes and authors based on output and impact related metrics.
- 4 Select year range: from:
 - 3 years
 - 3 years + current year
 - 3 years + current year + beyond current year
 - 5 years
 - 5 years + current year
 - 5 years + current year + beyond current year
- 5 Filter subject area using ZJ top level and 334 lower level subject areas based on Scopus ASJC or your self-defined Research Areas.
- 221 Select map view to understand an institution's existing collaboration landscape on Google maps.
- 231 Click on each region to zoom in and understand collaboration country wise or state wise.





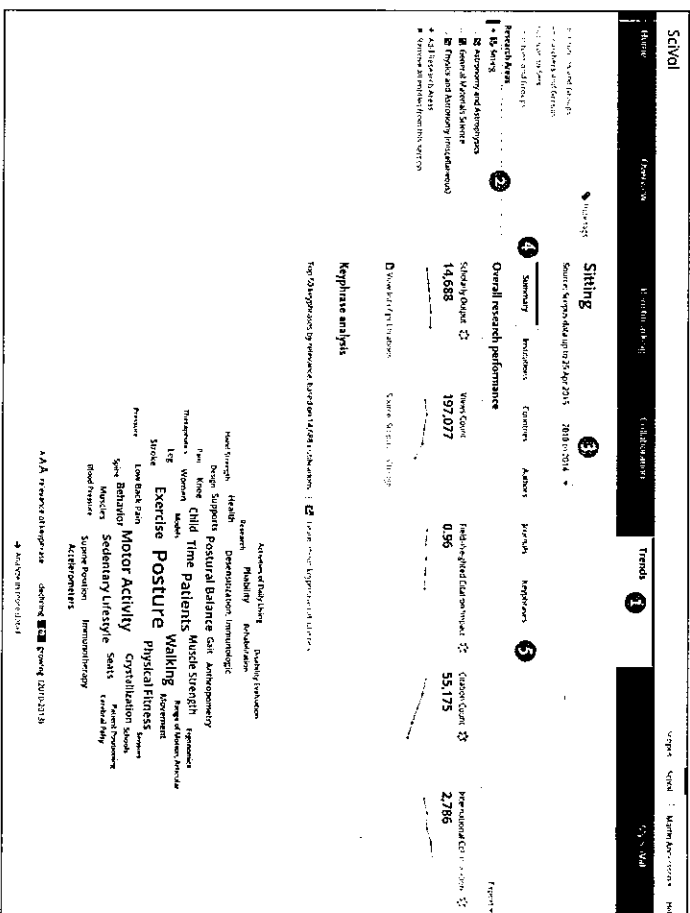
- ⑤ Select table view to access list of collaborating institutions.
- ⑦ Search institutions by name.
- ⑧ Limit collaborating institutions by region, country and segments using a drop-down box.
- ⑨ Sort collaborating institutions by impact using:
 - Citations
 - Citations per Publication
 - Field-Weighted Citation Impact
- ⑩ Select institutions to:
 - Assess output and impact of co-authored publications relative to performance of the entire institution
 - View the subject area spread of co-authored publications
- ⑪ Identify collaborating authors from each institution and identify which authors collaborate with each other.

⑫ Evaluate your potential collaboration partners

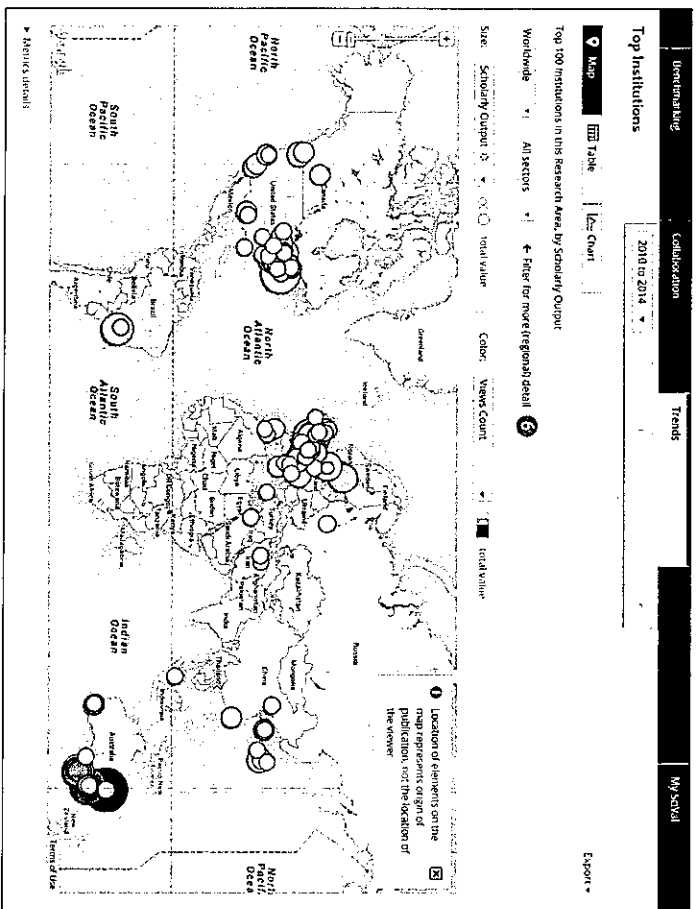
- Once you have identified potential institutions and researchers to collaborate with, you can:
- Glance through overview module to:
 - gain comprehensive overview of selected institutions
 - specify top authors per subject field of your interest
 - explore the institution's research competencies
 - Compare candidate institutions using benchmarking module to:
 - assess unique strengths of selected institutions by combining different metrics
 - test scenarios by modeling teams with selected researchers
 - benchmark performance against potential competitors
 - Review their collaboration partners using collaboration module to:
 - find out if anyone from your institution have co-author relationship
 - understand the top collaborators per discipline and how beneficial those collaborations are

Analyze Research Trends

Analyze the research trends of any Research Area with citation and usage data, to discover the top performers, rising stars and current developments in the field.



- ⑬ Trends tab provides the ability to perform advanced topic centric analysis of any Research Area with usage and citation data.
- ⑭ Using the entity-selection panel, select the Research Area you wish to analyse. Either choose one you have defined or select from the 334 pre-defined Research Areas based on the Scopus journal classifications (ASJC).
- ⑮ Select year range from:
 - 3 years
 - 3 years + current year
 - 3 years + current year + beyond current year
 - 5 years
 - 5 years + current year
 - 5 years + current year + beyond current year
- ⑯ Summary tab provides an at-a-glance view of your Research Area. Key metrics at the top of the page highlight the overall research performance. The word cloud gives a visual description of the developments within the field.
- ⑰ Entity tabs provide comprehensive understanding of the selected Research Area based on:
 - Institutions
 - Countries
 - Authors
 - Journals
 - Keyphrases



How are keyphrases calculated?

SciVal uses the Elsevier Fingerprint Engine to extract distinctive keyphrases within the Research Area. The text mining is done through applying a variety of Natural Language Processing techniques to the titles and abstracts of the documents in the Research Area in order to identify important concepts.

Concepts are matched against a set of thesauri spanning all major disciplines. For each document the distinctive keyphrases are selected based on Inverse Document Frequency (IDF), by incorporating a factor that diminishes the weight of words that occur frequently in the document set, and increases the importance of words that occur rarely. The top 50 keyphrases with the highest word weight are then selected to populate the word cloud for your chosen Research Area.

Each keyphrase is then given a relevance between 0 and 1 with 1 given to the most frequently occurring keyphrase. Remaining keyphrases are given a value based on their relative frequency. The relevancy value dictates the size of the keyphrase in the word cloud.

Define your own Research Areas

SciVal offers a flexibility to define your own Research Areas, representing a field of research defined by you.

1. Research Areas can represent a strategic priority, an emerging area of science, or any other topic of interest using below as the building blocks:

2. Search terms
Search for publication sets using keyword(s)

3. Entities
Select and combine any of the below

- Institutions (+ groups)
- Countries (+ groups)
- Journal categories
- Journals

4. Competencies
Select and combine competencies of any desired institutions or countries

Note: Computation of Research Areas with more than 1500 publications will take between 24-48 hours. You will be notified when the Research Area is available.

5. Research Areas will be made available across the platform for:

- Assess your institution's performance within the field
- Identify top institutions and keywords
- See the publication and citation trends
- Explore new and potential collaboration partners

Pre-defined entities

SciVal is a ready-to-use solution with access to pre-defined 5,500 institutions, 220 countries and groups.

Several groups of institutions and countries are made available such as EU27, US states, German Bundesländer and more.

Pre-defined Research Areas are available using the 334 subject areas based on Scopus All Subject Journal Classification (ASJC)

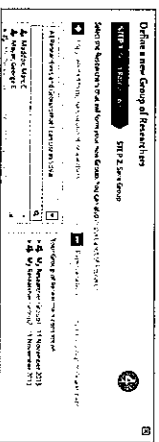
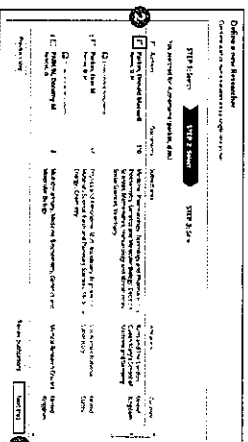
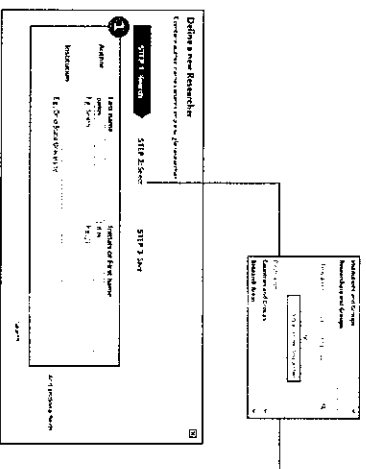
Define Researchers and Groups

SciVal allows you to assess "what if" scenarios by modeling your own team and comparing its performance against your peers.

Adding researchers from entity selection panel:
You can define researchers from entity selection panel by combining and refining Scopus pre-defined Author Profiles.

- 1 Define a new Researcher by name search.
- 2 Select the author name variants of the researcher you are looking for.
- 3 Click Next step and save your researcher or Review publications to refine author's publication list before saving. These changes will be reflected to Scopus within two weeks.
[Repeat to define each researcher.]

- 4 Define a group of researchers by selecting and combining your self-defined researchers.

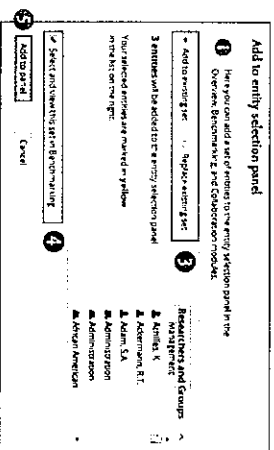
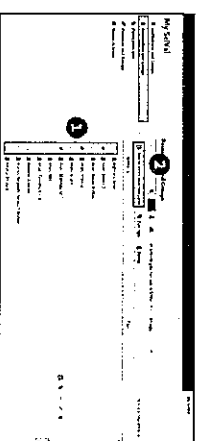


- 5 When you combine author name variants, these changes will be reflected in Scopus within 2 weeks. You can also review the list of publications that will be sent to Scopus for further refinement.

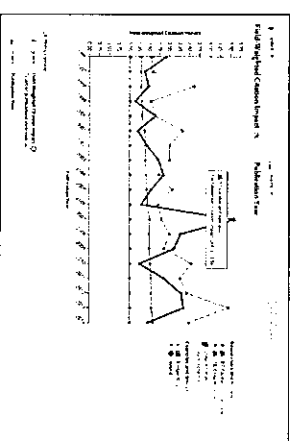
Define Researchers and Groups (continued)

Adding researchers from My SciVal:
My SciVal will allow you to view all your researchers (self-defined or pre-defined by Scopus) where you can choose, tag and add them to your entity panel.

- 1 Select researchers from the list or by name search.
- 2 Click Add to entity selection panel.
- 3 Select to add researchers to your existing list or replace them.
- 4 Clicking View in Benchmarking will take you directly to the benchmarking module.
- 5 Click Add to panel.

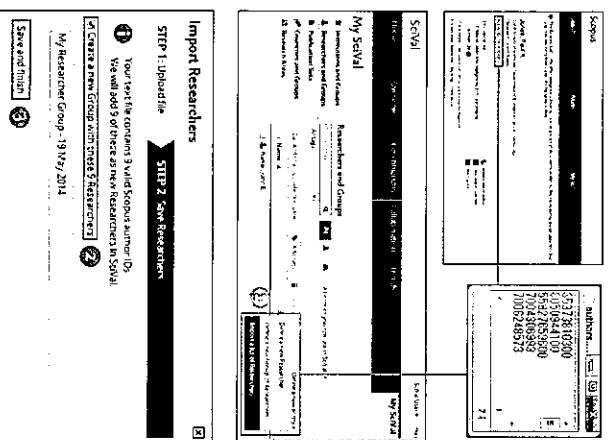


- 6 How is my team performing?
Once your research teams are defined, you can benchmark against institutions, countries, or the world's average using metrics such as Field-Weighted Citation Impact.



Importing researchers and groups:
You can upload up to 300 Scopus Author-IDs (one AU-ID per researcher) in one action rather than to create each researcher one-by-one.

- 20 Click Define a new entity, then Import a list of Researchers (text file).
- 21 Click Create a new Group within these x researchers to save them as a group.
- 22 Save and Finish.



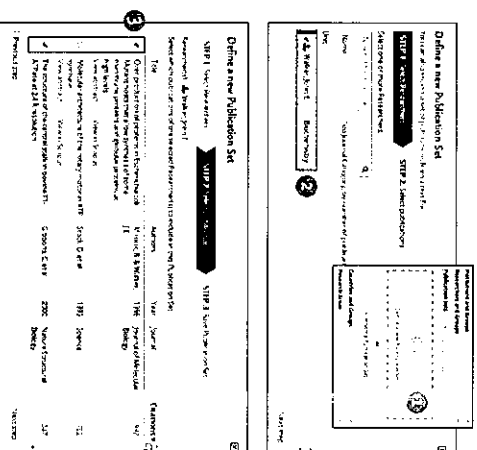
Define Publication Sets and Groups

You can create publication sets which you can use for grant applications, performance assessment and project managements.

Creating a subset of Researcher's publications:
You can select publications from your researcher's publication history to create a group.

- 23 Click to Define a new Publication Set
- Note: You need to have pre or self-defined researchers added to your select-entity panel to activate this menu.

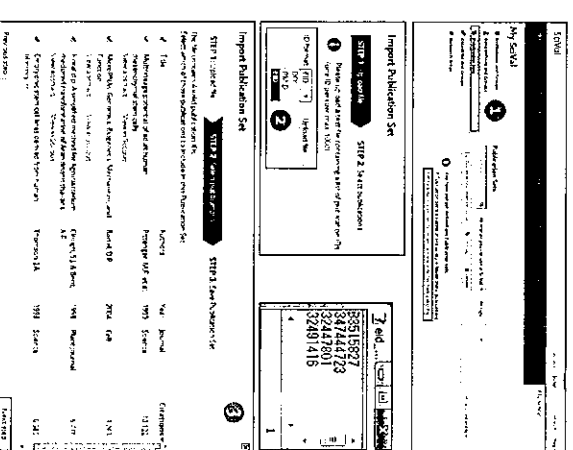
- 24 Select a Researcher from your list.
- 25 Select your desired publications and save.



Importing publication lists:

In case you have a set of publications that cannot be retrieved by keyword search, you can now upload them to Scopus.

- 26 Go to My Scopus, select Publication Sets from select-entity panel, then click Define a new entity and select Import a Publication Set.
- 27 Select ID format and upload text file.
- 28 Scopus EID Unique identifier assigned to all of Scopus records.
- 29 PubMed ID Unique identifier assigned to PubMed records.
- 30 DOI (Digital Object Identifier) Unique identifier assigned to a digital object such as journal articles.
- 31 Confirm publications and save.



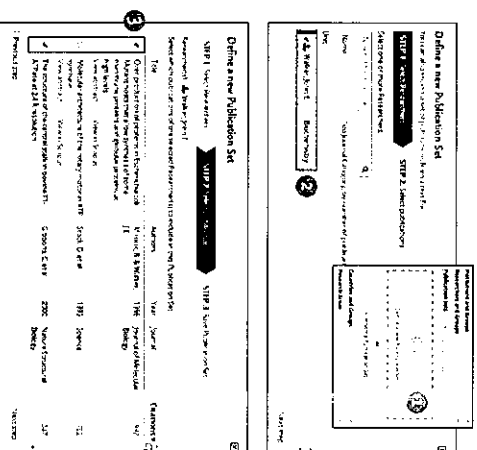
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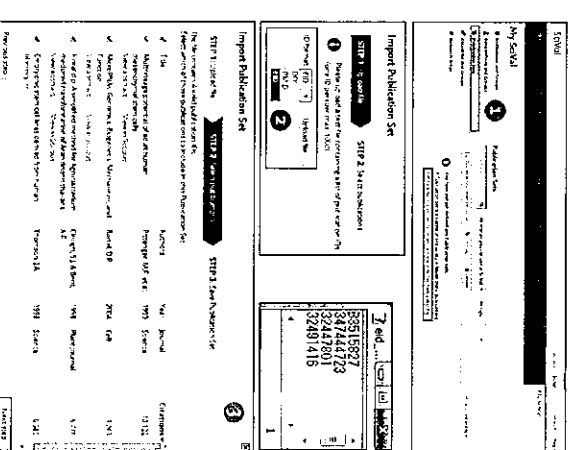
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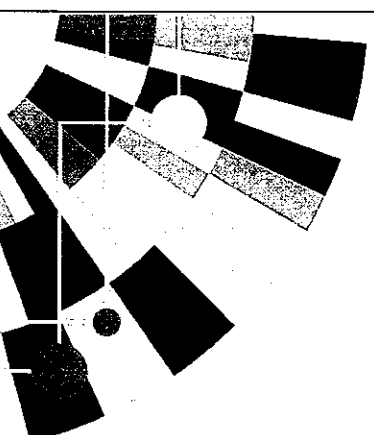
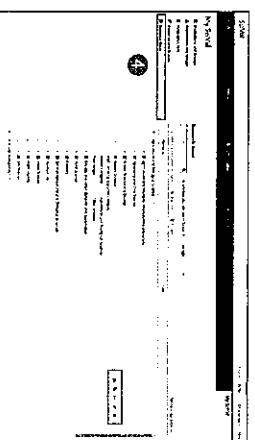
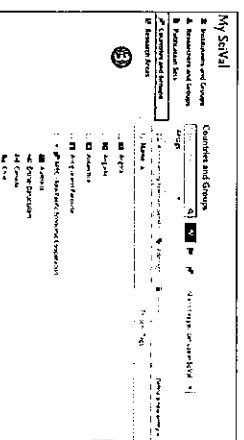
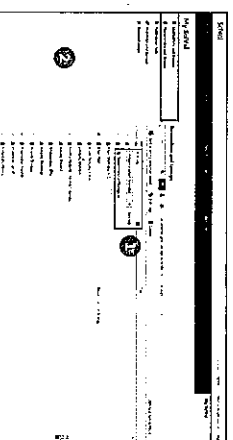
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Managing My SciVal

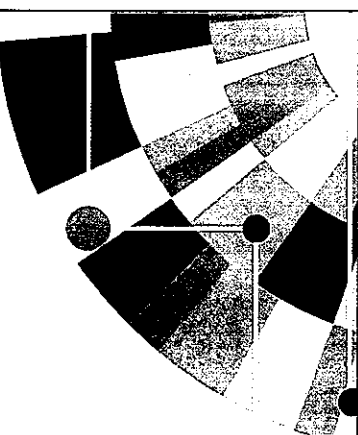
My SciVal can be used to manage large number of researchers and other entity types as well as to easily browse, filter, tag and move entities to the entity-selection panel.

- ➊ Add tags by departments and projects to manage researchers and research groups with ease.
- ➋ Add researchers to select-entity panel, import researchers and publication sets using your own list.
- ➌ View groups of countries and institutions.
- ➍ Edit Research areas by adding more search terms or applying more filters.



SciVal is part of the Elsevier Research Intelligence portfolio of products and services which serve research institutions, government agencies and funders plan wisely and invest strategically to maximize research performance.

For more information about SciVal,
please visit elsevier.com/research-intelligence/scival



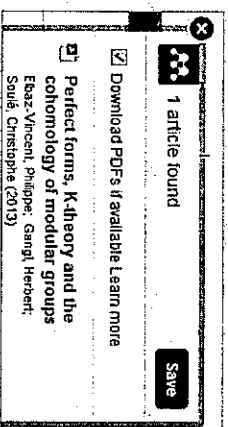


MENDELEY
PREMIUM

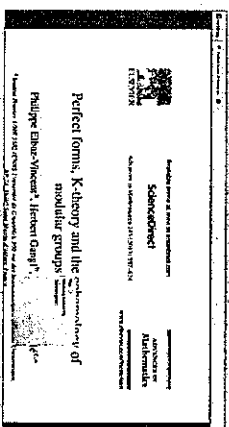
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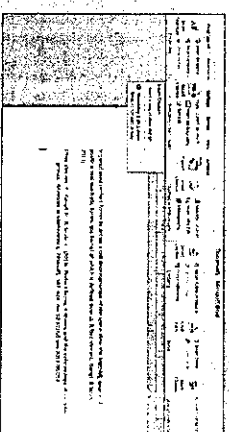
How to use Mendeley in 4 steps



1. Download articles directly from platforms like ScienceDirect.



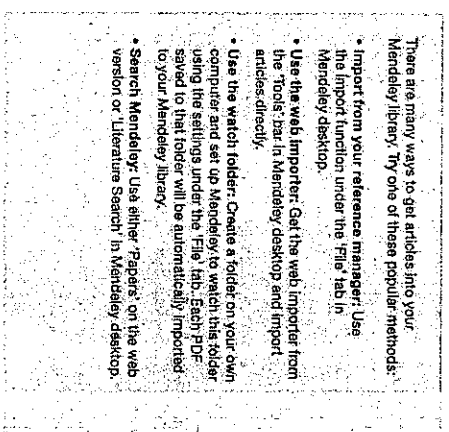
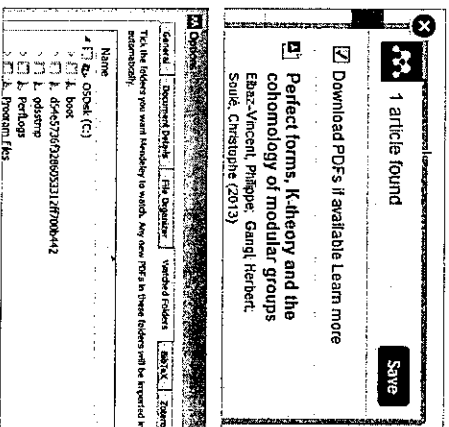
3. Highlight, annotate and share articles with your research team members.

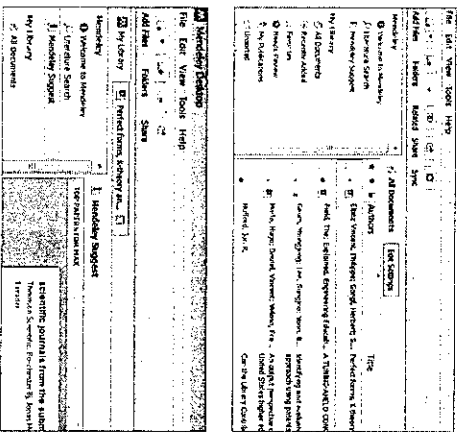


4. Create references in new papers and select a citation style with one click.



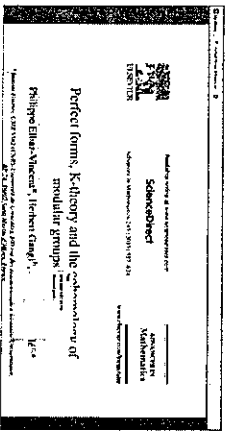
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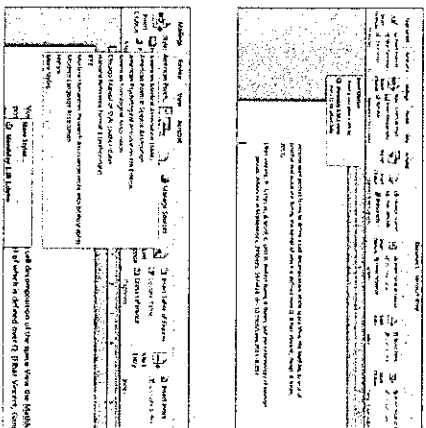
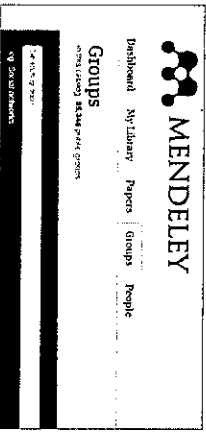
- Create folders to keep various research interests separate from one another.
- Add tags to make it easy to find articles.
- Use the 'Sync' button so that changes you make in your desktop version of Mendeley are automatically carried over to your web and iOS versions (and vice versa).

- **Mendaily suggest[®]** presents you with interesting articles in your feed based on the contents of your library. (PREMIUM feature)
- Use **'Account usage'** in your Mendaily web version to keep track of how much of your 5GB storage space you have available. (PREMIUM feature)

$$\left. \begin{array}{l} \square \\ \square \\ \square \end{array} \right\} \square$$


- Use drag-and-drop to add articles to your groups.

- Annotate and highlight articles in your library and share them with your private group(s). Then, group members will be able to see your edits and add their own annotations and highlights.
- Join public Groups in the web version of Mendeley.



- Install the Mendeleev Citation Plugin found under 'Tools' in the desktop version of Mendeleev.

- Once installed, the plugin is visible in the "References" tab of the MS Word menu bar.
- You can now easily:
 - Insert citations (always click "Cite").
 - Insert a bibliography at the end of your paper or chapter.
 - Choose from over 6,500 citation formats and change the citation style with one click of a button.

30



Co-Founder, Mondelēz & VP Strategy, Elisevier
Amsterdam, Netherlands

Research field: Psychology • Cognition
Emotions: Decision Making, Theory of Perceived Action Value
Motion Picture Economics

Publications

Journal Article (6)

Victor Hering, Thorsten Hering-Thurau, Stephanie Freireisen (2012) Giving the Heart 755-761 in *Psychology & Marketing* 29 (10)
Download PDF (3.84 MB)

Yukio Horikawa (2012) 研究員コミュニケーションを円滑にさせる文書管理の革新
情報流通の特性 (Revolution of the reference management tool and its huge pot-
tential for communications: The future of scholarly communications described by CEO of
Journal of Information Processing and Management 55 (4)
<http://japinlibcenter.org/OJS/ISSN/551>.

Kitt Jack, James Hammetton, Dan Harvey et al (2010) Mendeleev's Reply to the Physicists *Computational Science* 1 (2)

Remember to create your own personal profile and keep it current by uploading your papers to promote your work and to be found by other researchers.

If you need more help using Mendeleev, have a look at:

www.resources.mendeleev.com



Scopus

Quick Reference Guide

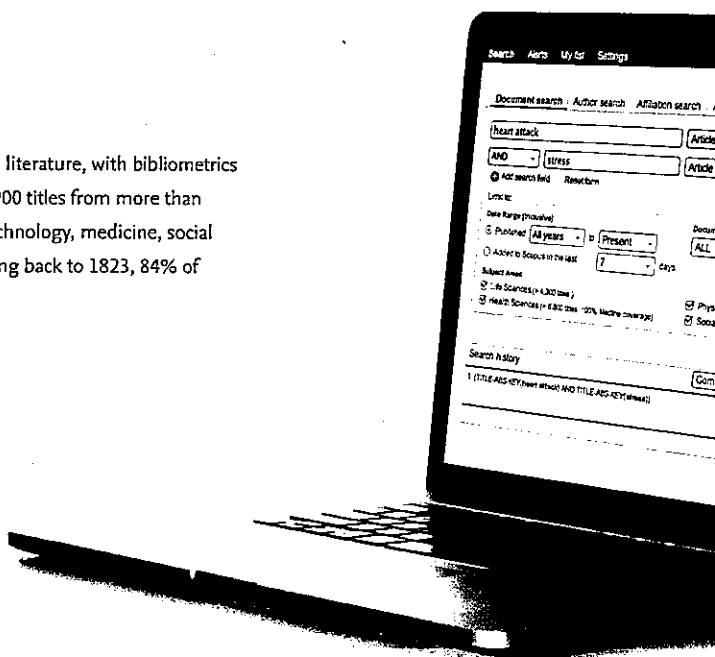
Empowering Knowledge

Quick Reference Guide

An eye on global research.

Scopus is the largest abstract and citation database of peer-reviewed literature, with bibliometrics tools to track, analyze and visualize research. It contains over 21,900 titles from more than 5,000 publishers around the world, covering the fields of science, technology, medicine, social sciences, and Arts & Humanities. Scopus has 54 million records dating back to 1823, 84% of these containing references dating from 1996.

www.elsevier.com/scopus



Document Search / Starting a Search

- Document Search**
This tab is the main search window of the homepage. To begin, enter the search terms in the space provided. (See page 13 for input rules for search terms).
- Author Search**
Choose the *Author Search* tab to search for a specific author by name.
- Affiliation Search**
Choose the *Affiliation Search* to search for a specific affiliation.
- Browse sources**
Browse an alphabetical list of all journals, book series, trade publications, and conference proceedings available in Scopus.
- Analyze journals**
Opens up the Journal Analyzer (see details on page 9).
- Boolean Operators**
Select from AND, OR, AND NOT to combine search terms.
- Search items**
Select which fields you wish to search.
- Add Search Field**
When searching using multiple keywords and search items, click *Add search field* button.
- Limit to Section**
Control search by limiting to: published years, recently added, document type and subject area.
- Search History**
When you return to the search window after carrying out a search, your search history will be displayed at the bottom. The search history is cleared for each new session.

With Scopus, you can easily start your search from the homepage. Ensure that you quickly access the article you want by using the detailed search options offered.

The screenshot shows the Scopus search interface. At the top, there are tabs for 'Search', 'Alerts', 'My list', and 'Settings'. Below these are sub-tabs for 'Document search', 'Author search', 'Affiliation search', and 'Advanced search'. The 'Document search' tab is active. A search bar contains the text 'heart attack'. To the right of the search bar is a dropdown menu for 'Article Title, Abstract, Keywords' and a search button. Below the search bar are filters for 'AND', 'OR', and 'Add search field'. There are also buttons for 'Limit to:' and 'Reset form'. The 'Limit to:' section includes 'Data Range (Inclusive)' with options for 'Published' and 'Added to Scopus in the last', and 'Document Type' with an 'ALL' dropdown. The 'Subject Areas' section includes checkboxes for 'Life Sciences (> 4,300 titles)', 'Health Sciences (> 8,800 titles. 100% Medline coverage)', 'Physical Sciences (> 7,200 titles)', and 'Social Sciences & Humanities (> 5,300 titles)'. At the bottom, there is a 'Search history' section showing a query: '1 (TITLE-ABS-KEY(heart attack) AND TITLE-ABS-KEY(stress))' with 1,260 document results.

- Combine Queries**
In the Combine queries box in Search history, you can enter the list number of each search you want to combine, using the # symbol. You can use the AND, OR, and AND NOT operators.
- Set Alerts or RSS Feeds**
Select 'Set Alert' to receive email alerts or 'Set feed' to receive RSS updates. When you hover over a result in Search history, the following options show up: Set feed, Set alert, Save, Edit or Delete.

Document Search / Sorting Options & Refining a Search

- Set Alert**
Notifies you by email or RSS feed when a new article that matches your search conditions is listed (requires login).
- Analyze Results**
Click to see an analysis of your results, showing the number of documents broken down by various criteria, including year, source, author, affiliation, and so on.
- Number of Search Results**
The number of documents is shown.
- Search within Results**
Add additional terms to your search by directly entering them here.
- Results**
Using the *Refine Results* pane, you can limit your results list to certain categories of documents. For example, you may want to limit the display to documents from a certain author, or to those published in a certain year. You can also exclude certain documents from the results list.
- Batch Processing Results**
Export: Export bibliographic information using reference managers Mendeley or RefWorks, or in file formats RIS, CSV, BibTex or Text. If you are using RefWorks, you can link seamlessly by embedding your RefWorks ID/PW in the My settings menu.
Download: Batch download multiple PDF files and automatically assign them names based on specified rules. The file names can be a combination of author, publication year, article title, journal, and so on. The maximum number of files you can download at one time is 50 if PDF is available. Java required.
View citation overview: Analyze documents that cite the selected articles.
View cited by: Displays all documents that cite the selected articles.
More: see under bullet 10

The screenshot shows the Scopus search results page. At the top, there are tabs for 'Search', 'Alerts', 'My list', and 'Settings'. Below these are sub-tabs for 'Document search', 'Author search', 'Affiliation search', and 'Advanced search'. The 'Document search' tab is active. A search bar contains the text 'heart attack'. To the right of the search bar is a dropdown menu for 'Article Title, Abstract, Keywords' and a search button. Below the search bar are filters for 'AND', 'OR', and 'Add search field'. There are also buttons for 'Limit to:' and 'Reset form'. The 'Limit to:' section includes 'Data Range (Inclusive)' with options for 'Published' and 'Added to Scopus in the last', and 'Document Type' with an 'ALL' dropdown. The 'Subject Areas' section includes checkboxes for 'Life Sciences (> 4,300 titles)', 'Health Sciences (> 8,800 titles. 100% Medline coverage)', 'Physical Sciences (> 7,200 titles)', and 'Social Sciences & Humanities (> 5,300 titles)'. At the bottom, there is a 'Search history' section showing a query: '1 (TITLE-ABS-KEY(heart attack) AND TITLE-ABS-KEY(stress))' with 1,260 document results.

- Display Document Details Page**
By clicking the article title you can view the document details (the abstract and referenced works) of the article. Upon hovering over a search result, the following links become visible:
 - View at Publisher
 - Show abstract
 - Related documents.
- Link to Full Text**
By clicking *View at Publisher*, you can link to the full text on each publisher's website if authorized.
- Sort Options**
By default, search results are listed by date. Sort on Cited by, relevance, and author name and source title (in green box) are options.
- More**
View references: Displays all documents referenced by the article.
Add to my list: Adds the articles to a temporary list. Later, you can check them from the My List menu or save the list under a new name.
Create bibliography: Change the output to typical reference list format.
Email: Sends the articles as an email.
Print: Displays the articles in a format suited for printing.

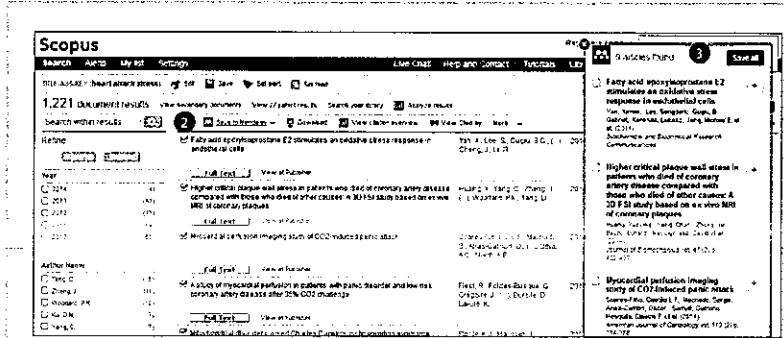
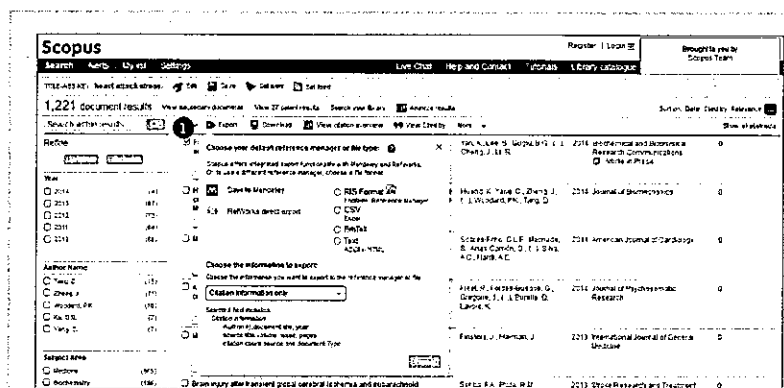
Mendeley

- Export**
After selecting one or more result items the Export button will become clickable. After clicking export a new pop-up screen will be displayed with various export options.

- One-click option for Mendeley**
If the 'Save to Mendeley' option is selected, a 'Save to Mendeley' icon will then show up in the results page as a preferred export option. Once this icon has been selected, the Mendeley web importer is activated. Mendeley users, who are logged in, can automatically download the references to Mendeley.

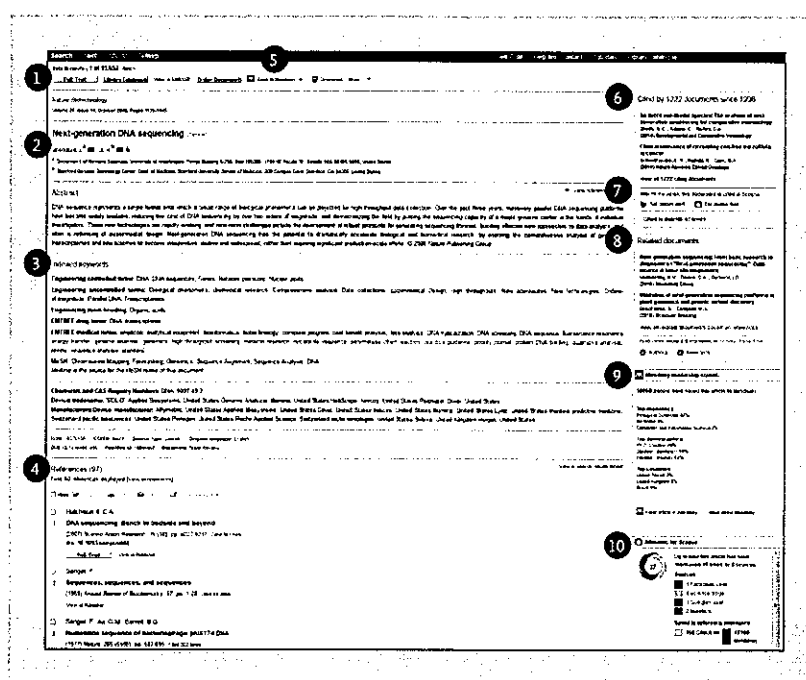
After selecting the "Save to Mendeley" option in the pop-up menu the "Export" button will be replaced with a "Save to Mendeley" button. This will become the default export format for future exports until you change this in the pop-up menu.

- Mendeley Web Importer**
Clicking the "Save to Mendeley" button will activate the Mendeley Web Importer and all signed in Mendeley users can export their references into Mendeley.

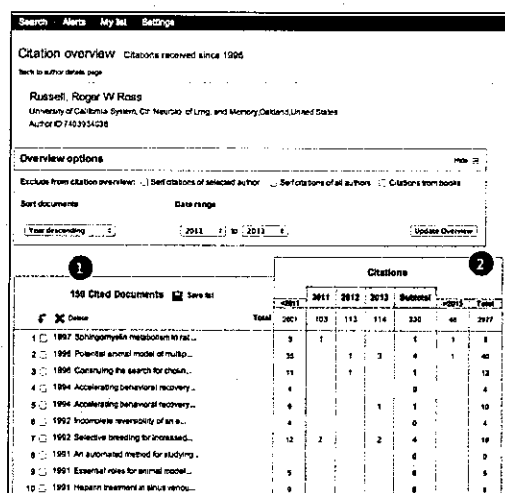


Mendeley / Using Abstract Pages

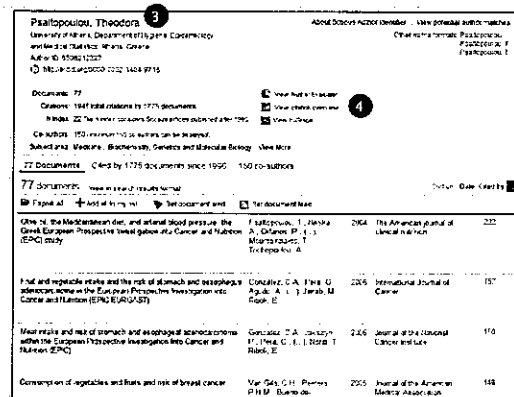
- Link to Full Text**
By clicking View or Publisher, you can link to the full text on each publisher's website.
- Link to Author Details Page**
Links to author's details page.
- Keywords**
Author keywords and keywords assigned from thesauri are shown in the Author keywords and Indexed keywords fields.
- References**
A list of references cited by this article are displayed in the References field. You can use links from here to the abstract pages.
- Save to Mendeley**
If the user has selected Mendeley as a preferred reference management tool, a 'Save to Mendeley' icon will show up in the abstract page. If this button is selected, a new screen pop-ups showing the various reference managers.
- Citing Documents**
In the Cited by since 1996 field, the most recent two works to cite this article are shown. You can also display all documents.
- Document Citation Alert**
Set to alert you by email (Set alert) or RSS feed (Set feed) when this document is cited in another article. (Requires login).
- Search for Related Articles**
Search for articles sharing the same references, authors, or keywords as this article.
- Mendeley Readership Statistics**
Show how many times Mendeley users have downloaded a specific article to their libraries. Additionally, it also shows a demographic breakdown by discipline, academic status and country of origin. These statistics appear when Mendeley users have saved the document in their collections.



Analysis / Citation Overview



- 1 Number of Cited Documents
- 2 Total Citations
Per reference, total citation counts by year.

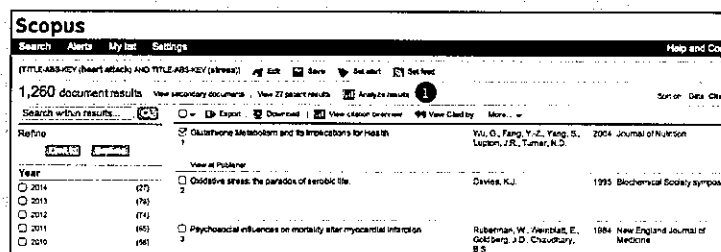


- 3 **View Citation Overview on Author Profile**
The same display option is available at the Scopus author profiles: Author name, Affiliation, Name, Country, Document type, and Subject area.
- 4 **View Citation Overview**
Analyze citations by clicking [View citation overview](#). This will display, in table format, the number of citations per year for each article. This multipurpose tool allows you to see at a glance the citation trend for any given article.

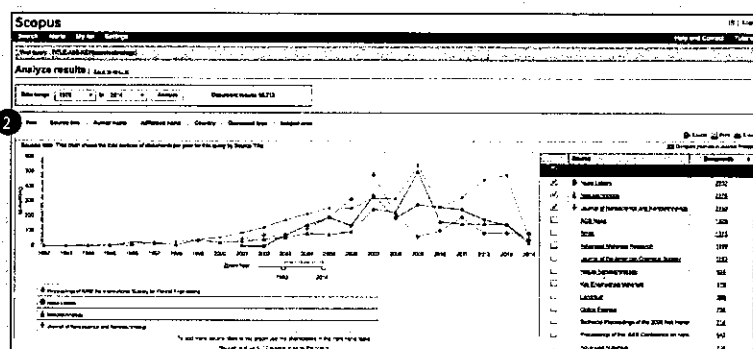
Analysis / Analyze Results

On a given search, users can click the Analyze results button and a window opens with several tabs. Each tab in the Analyze results window contains a set of graphical displays and charts that can be manipulated to better understand the search metrics. Additionally, the graphics offer contextual boxes that give insight on specific points along the graph.

- Analyze Results**
The link to *Analyze* results can be found on the *Results* page.



- 2 Search Metrics**
Search metrics are organized by the following: Year, Source title, Author name, Affiliation name, Country, Document type, and Subject area.



Journal Analyzer

- 1 Analytics
Click the Analytics tab to start.

- 2 Search for Journals
Search by entering part of the candidate journal name in the Search box.

- 3 Evaluation Indices
Compare and evaluate the journals from various perspectives.

SJR (SCImago Journal Rank): Using an algorithm similar to that for Google® PageRank, this prestige metric index weights citations by the quality of the citing journal and allows comparison between fields.

SNIP (Source Normalized Impact per Paper): Taking the ease of citation by field into account, this index adjusts the citation ratio and allows comparison between journals in different fields.

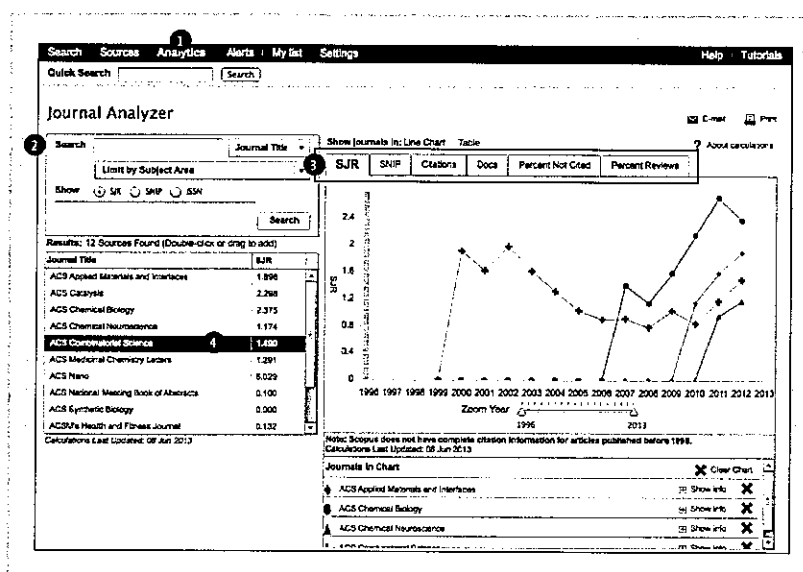
Citations: The total number of citations a journal receives per year.

Docs (Documents): The total number of articles published by a journal per year.

Percent Not Cited: The percentage of articles published each year that have not been cited previously.

Percent Reviews: The percentage of articles in a journal that are categorized as a review type article.

- 4 Select Journal
Double-click the journal you wish from the search results or drag and drop it to the right-hand frame. You can select up to 10 titles.



For more information visit www.journalmetrics.com

Author Tools / Starting an Author Search & Author Profile

Scopus allows you to analyze citation metrics on authors as well as specific articles by an author. From the author ID you can display all articles by that author, documents that cite the author, h-index and more.

- 1 Author Search
Select *Author search* tab to search by author name.
- 2 Author Name
Enter surname and initials or given name of author in *Author* box and a list of authors that may match will be shown. You can also search in combination with his/her affiliation.

Author Last Name	Author Initials or First Name
e.g. Smith	e.g. J.L.

- 3 Display Author Profile
Clicking on the author's name will show the author profile. With hover over, 'view last title' and 'documents' for this author appear.

Source Title	Documents
Journal of Organic Chemistry	(8)

Author Tools / Author Details

1 Author Profile

Author Profile
Displays the author's articles, affiliation, ORCID ID, documents that cite the author, *h*-index, and can analyze the citations.

2 Article Information

In the *Documents* field, check all articles by this author. Using *Author evaluator*, show the author's research results as graphs from a number of different aspects. Login to set a search alert via email or RSS feed when this author publishes another article.

3 Citations in Other Documents

In the *Citations* field, check which documents cite this author's articles. Analyze the citations of all this author's articles from *View citation overview*.

4 *h*-index

This is an index that evaluates the author from the number of published works and number of citations in other documents, and is shown as h for articles that have been cited more than h times since 1996. This can be displayed as a graph from View *h-graph*.

5

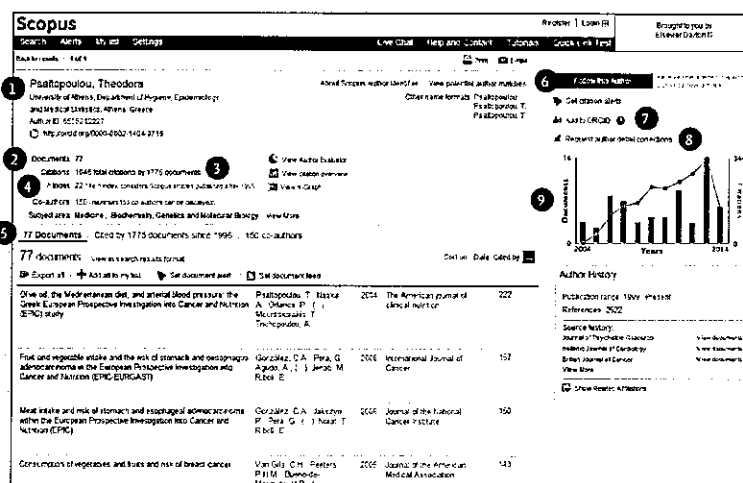
The three tabs show Documents, Cited By documents and 150 co-authors.

6 Follow this author

Login to set an alert to receive new documents published by this author. Login to set an *Author Citation Alert* email when author's articles are cited.

7 ORCID

Add documents to your ORCID (Open Research and Contributor Identifier) profile and/or create your ORCID profile.



Registration / Using Personal Functions

By registering as a user, you are able to set up useful personal functions such as email alerts. Your username and password are the same as for ScienceDirect and Engineering Village. You only need a single sign-on.

Login

If you already have a username and password then click *Login* and enter them in the *Login* box. If you check *Remember me*, your login information will be stored in your computer and you will be permanently logged in.

User Registration

To register as a new user, click *Register*. Enter the required information, such as your name and email address, in the registration window.

Alerts

Alerts
You can create and manage email alerts to stay up to date in your field.

- Search Alert
- Author Citation Alert
- Document Citation Alert

Check My List

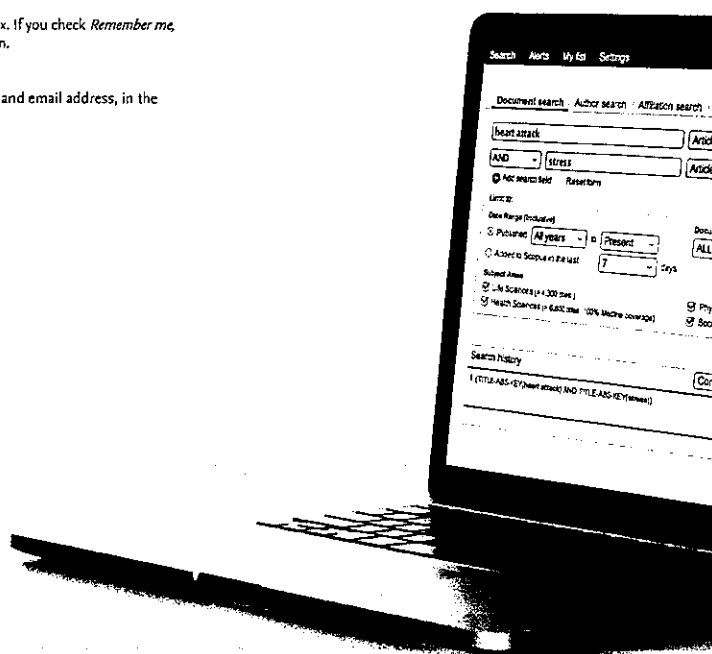
You can check your articles in the temporary list or the list you saved.

Change Individual Settings/Password

Change Individual Settings/Password
You can change your email address, password, RefWorks username/password, and so on from the *Settings* menu.

Customize

Registered users can customize the look and behavior of their Scopus search experience.



Search Term Rules

General Rules

Not case sensitive

Entering singular nouns will also search for plural nouns and possessives (with some exceptions)

Entering either variation of Greek letters (α OR alpha, β OR beta,) will search for both variations

Entering either British or American spellings (colour, color, or tyre, tire) will search for both variations

Phrase Search

Multiple words set off by spaces will be processed with the AND operator.

To search as a phrase, enclose it in double quote marks or curly brackets.

- **Double quotes "** will search for fuzzy phrases.
It will also search for both singular and plurals (with some exceptions). Symbols are ignored. Wildcards can be used.
"heart-attack" will search for heart-attack, heart attack, heart attacks, and so on
- **Curly brackets { }** will search for a specific phrase.
It limits the search to only the specified character string, and symbols can be used.
{heart-attack} will only search for heart-attack

Wildcards

* replaces any number of characters, *tox** will search for *toxin, toxic, toxicity, toxicology, and so on*

? replaces only one character *sawt??th* will search for *sawtooth and sawteeth*

Logical operators and proximity operators

And searches for articles containing both words *food and poison*

Or searches for articles containing either or both words *weather or climate*

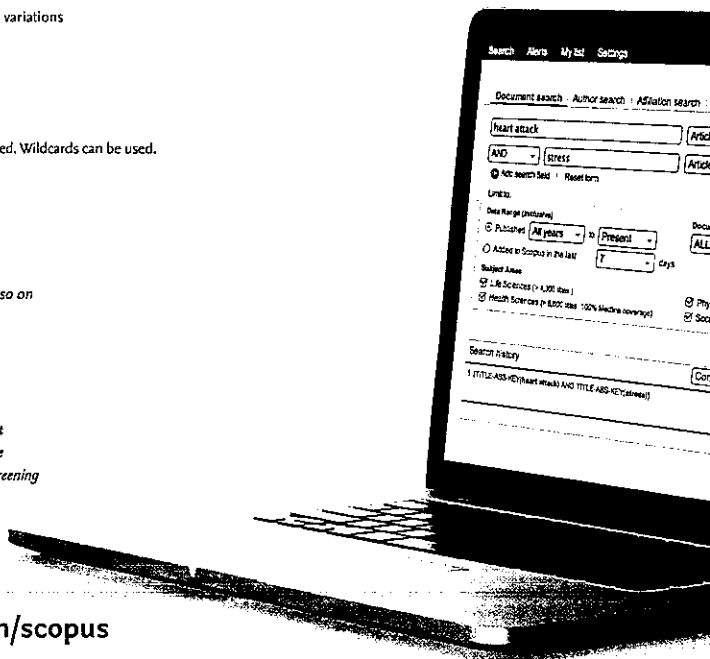
And Not searches for articles that do not contain the following words *tumor and not malignant*

W/n restricts to n words between the two words, the word order is not set *Pain W/5 morphine*

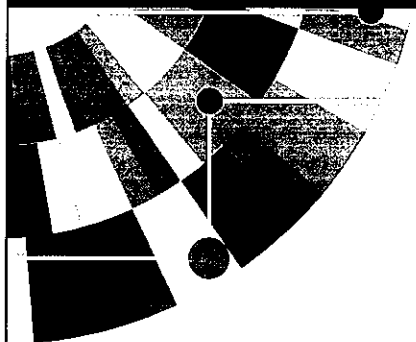
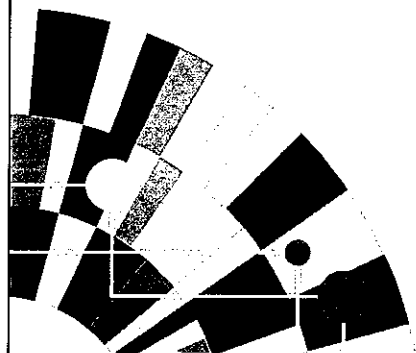
Pre/n restricts to n words between the two words, the word order is as set *newborn PRE/3 screening*

Operator priority order (it is possible to change the priority order by using parentheses)

1. OR 2. W/n or PRE/n 3. AND 4. AND NOT



For more information on searching, see the in-product help files or visit www.elsevier.com/scopus





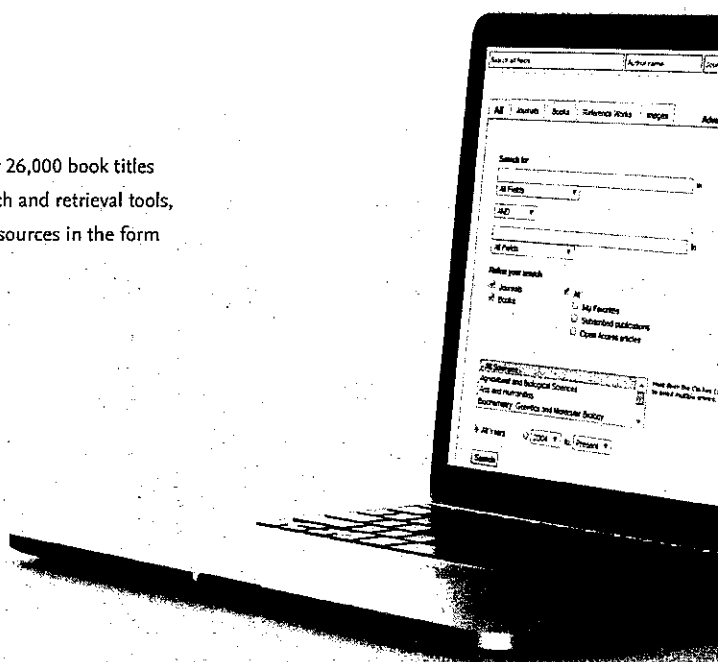
ScienceDirect

Quick Reference Guide

Empowering Knowledge

Quick Reference Guide

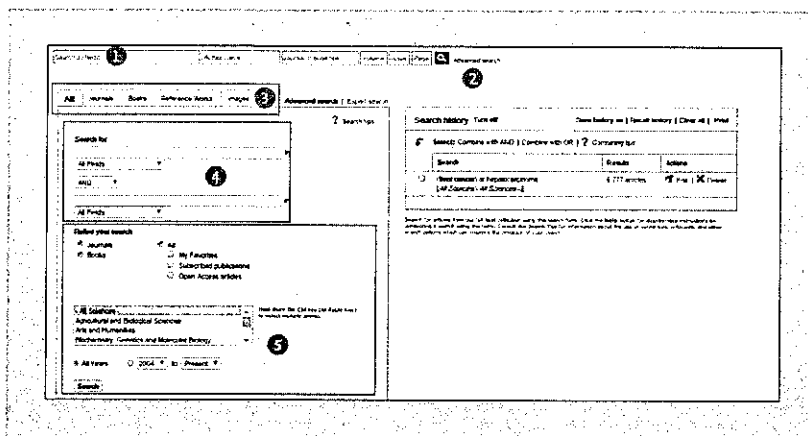
ScienceDirect is Elsevier's peer-reviewed, full-text database of nearly 26,000 book titles and more than 2,500 journal titles. In addition to sophisticated search and retrieval tools, ScienceDirect includes content integrated from a variety of external sources in the form of audio, video and datasets.



Searching

With ScienceDirect, you can start your search using the search bar at the top of the page, or use the *Advanced Search* form for specific searches.

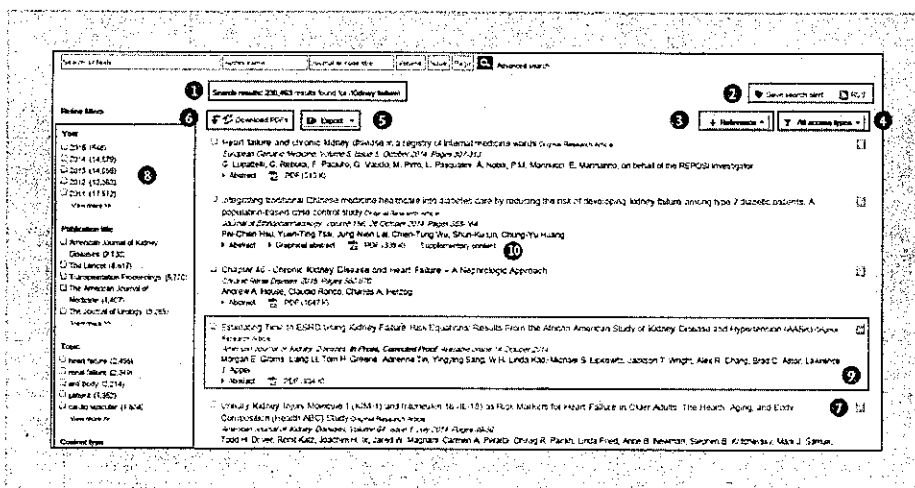
- 1 Quick search
Enter search terms in the appropriate fields and click the search icon.
- 2 Advanced search
Go to the Advanced search form to search specific items or access your search history (must be registered).
- 3 Search across all sources; or specifically for journals, books, reference works or images.
- 4 Enter search terms in the space(s) provided, select which fields you wish to search (article, title, etc.), and use Boolean operators to combine search terms.
- 5 Refine your search to journals, books, open access articles, subject area and/or years.



Screenshots are approximate and for illustrative purposes only. Actual screen display may vary in your experience with the product.

Using Your Search Results

- 1 About your search results
Displays the number of search results.
- 2 Set a search alert
Notifies you by email (Save search alert) or RSS (RSS Feed) when a new article matching your search criteria becomes available (requires Sign in).
- 3 Sort Options
By default, search results are listed by relevance. You can change this to list by date.
- 4 Filter by access types
Choose to view All access types, only Open Access articles, or only Open Archive articles.
- 5 Export Citation Information
Export citation information for the selected article(s) directly to Mendeley or RefWorks, or into a preferred format.
- 6 Download PDFs
Download full-text PDFs of selected articles all at once and automatically assign them names based on specified rules.
- 7 Access rights
View whether the results are available for your institution in full-text (subscribed) or open access (or open archive) or abstract only (non-subscribed with purchase options for full-text).
- 8 Refine filters
Limit search results by publication year, title, topic and/or content type.
- 9 Display article content
Click the article title to display the article content (HTML full text or abstract).
- 10 Supplementary content
Access content such as underlying datasets and author provided videos.



Screenshots are approximate and for illustrative purposes only. Actual screen display may vary in your experience with the product.

Searching Tips

It may be helpful to know how ScienceDirect's search engine works.

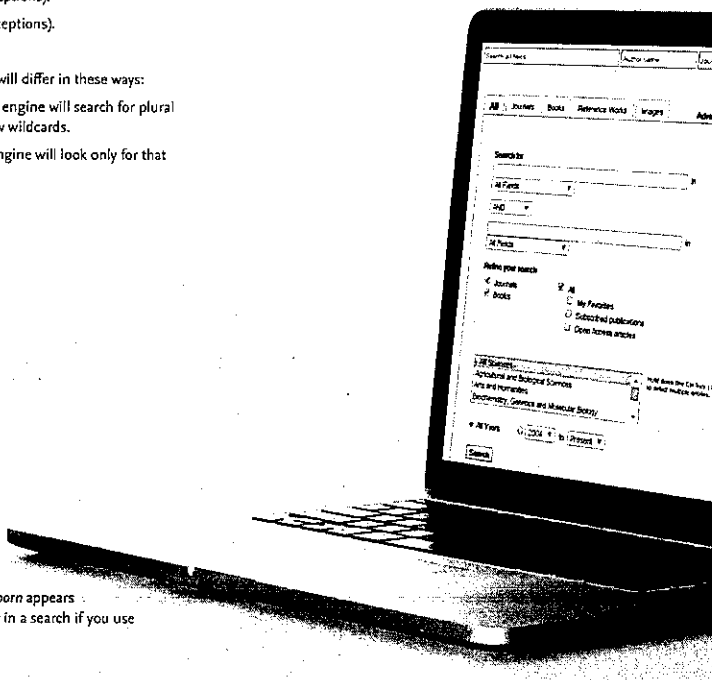
- Search terms are not case-sensitive, so it does not matter if you use lowercase or uppercase letters.
- Entering singular nouns will also search for plural nouns and possessives (with some exceptions).
- Entering search terms using either US or UK spellings will search for both (with some exceptions).
- Multiple words set off by spaces will search for documents or images with both words.
- You can use either quote marks or "curly brackets" to search for a phrase, but the results will differ in these ways:
 - Searches in quote marks (such as "heart-attack") will be "fuzzy searches" – the search engine will search for plural and singular nouns, US and UK spellings, ignore symbols and punctuation, and allow wildcards.
 - Searches in curly brackets (such as {heart-attack}) will be exact searches. The search engine will look only for that exact phrase, including symbols or punctuation.

Wildcards

- * can replace any number of characters
toxi* will search for toxin, toxic, toxicity and toxicology
- ? replaces only one character
toxi? will search for toxin or toxic but not toxicity or toxicology

Logical operators and proximity operators

- AND searches for articles containing both words
- OR searches for articles containing one or both words
- AND NOT searches for articles that do not contain the word that follows
- W/n restricts the search to a maximum number (n) of words between the two words. Word order is not set. Example: Pain w/5 morphine finds documents where pain appears within 5 words or less of morphine.
- PRE/n restricts the search to a maximum number (no) of words between the two words. Word order is set. The first word must precede the second word by the specified number of words or less. Example: Newborn PRE/3 screening finds documents where Newborn appears 3 words or less before screening. You can use more than one connector/proximity operator in a search if you use parentheses to separate the logic, e.g. (heart w/2 attack) OR coronary.



Finding Publications

Use the Publications page to find specific journal and book titles.

1 Open the publications list by selecting Journals or Books in the navigation bar.

2-5 Filter the list by:
Subject area 2
Alphabetical order 3
Source type 4
Access types 5

6 Display the journal or book title page
Click on the source title to open the journal or book page.

Screenshots are approximate and for illustrative purposes only. Actual screen display may vary in your experience with the product.

Journal Homepage

1 Journal information

From *About this journal*, you can view information about the title such as scope, editorial committee, impact factor and more.

2-5

Volume list

By default, the table of contents for the latest issue is displayed; use the volume list 1 to see past issues. Selecting *Articles in Press* 2, if available, lists articles that are published but pending issue placement. Selecting *Open Access articles* 3, if available, lists open access articles published in the journal.

6 Access rights

View whether the articles are available for your institution in full-text (includes free publications and open access or open archive publications) or as abstract only (non-subscribed content with purchase options for full-text).

7 Export Citation Information

Export citation information for the selected article(s) directly to Mendeley or RefWorks or into a preferred file format.

8 Download PDFs

Select articles and click on *Download PDFs* to save multiple articles all at once and automatically assign them names based on specific rules.

9-11

Article Alerts

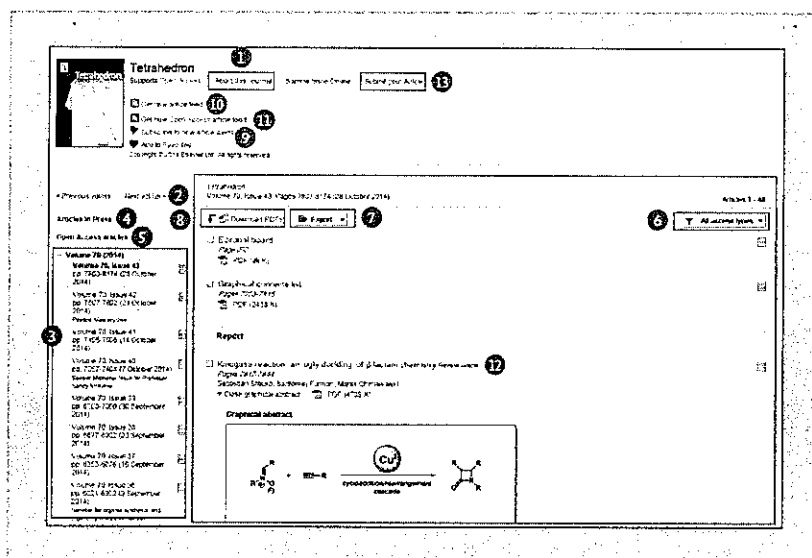
You can be alerted by e-mail (*Subscribe to new article alerts* 9) or RSS (*Get new article feed* 10 or *Get new Open Access article feed* 11) when new articles become available (requires Sign in).

12 Display article page

Clicking on the article title (12) will display the article page (HTML full text or abstract).

13 Online Submission

From *Submit your Article* (13), you can link to the online submission system.



Screenshots are approximate and for illustrative purposes only. Actual screen display may vary in your experience with the product.

Book Homepage

1 Book information

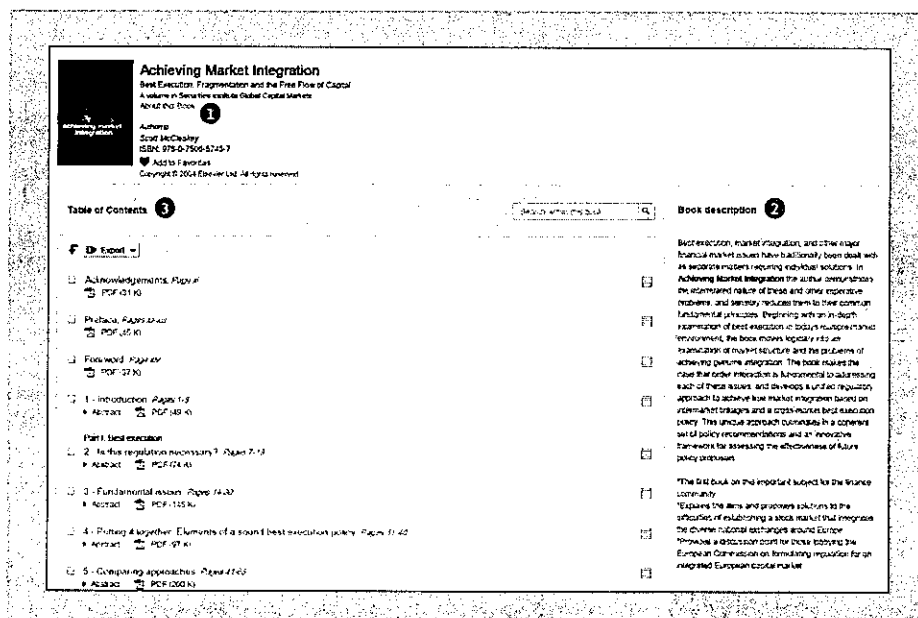
From *About this Book*, you can view additional information about the title such as audience, reviews, etc.

2 Book description

Read the description to determine if the book is relevant to your interests.

3 Table of Contents

Browse through the contents of the book.



Screenshots are approximate and for illustrative purposes only. Actual screen display may vary in your experience with the product.

Reading

1-2

Reading an article
Scroll through the main body of the article 1, or use the *Article outline* 2 to navigate to specific sections and quickly access figures, tables and/or supplementary material.

3-5

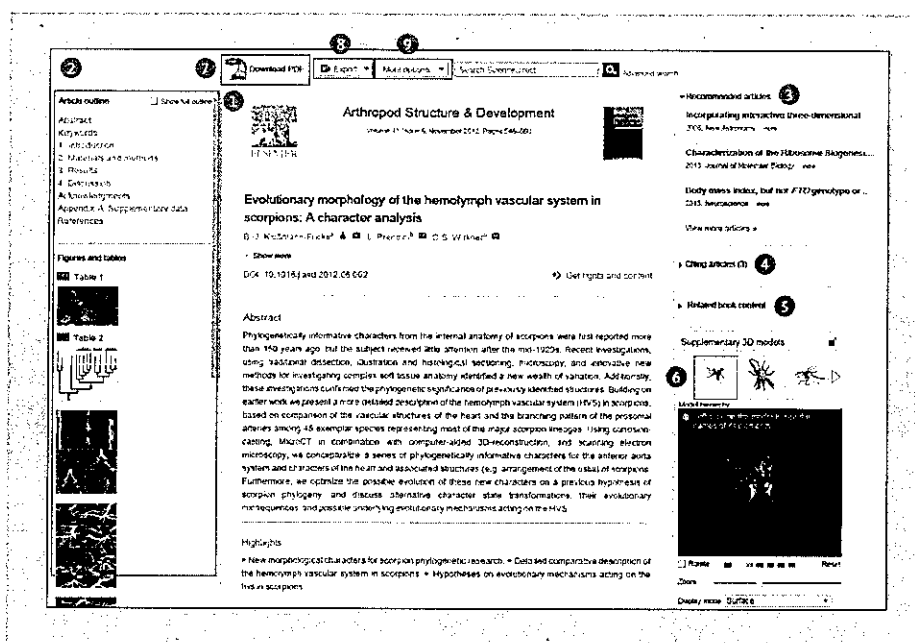
Discover more
Find *Recommended articles* 3, *Citing articles* 4 and *Related book content* 5.

6

Interact with innovative content
When applicable to a specific article, interact with tools such as a protein viewer, interactive maps, audio slides and more.

7-9

Download the article
Use the *Download PDF* 7 button to save the PDF article, select your preferred reference manager or file format type to export the citation 8, and download the article to your eReader by selecting the correct format under *More options* 9.



Screenshots are approximate and for illustrative purposes only. Actual screen display may vary in your experience with the product.

Personalization and Alert Features

1-6

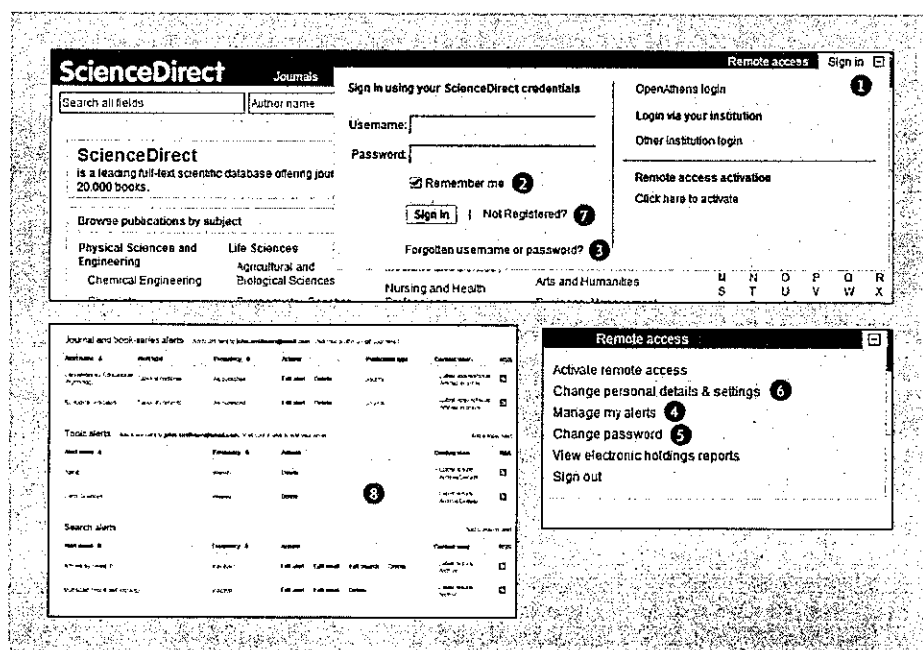
Sign in
If you already have a user name and password, click *Sign in* 1 to enter them. If this is not a shared computer, you can check *Remember me* 2 and your sign in information will be stored. If you have forgotten your username and password, click *Forgotten your username and password?* 3 and enter the email address you used to register. Once signed in, you will be able to *manage your alerts* 4, *change your password* 5, and *update personal details & settings* 6 as needed.

7

Not registered
To register as a new user, click *Not Registered?* and enter the required information.

8

Manage my alerts
From the *Manage my alerts* page, you can choose between journal, topic and search alerts. It's easy to modify, save and delete alerts without having to leave the page.



Screenshots are approximate and for illustrative purposes only. Actual screen display may vary in your experience with the product.

Open Access

1 Find a list of open access journals

You can navigate to our list of open access journals from the ScienceDirect homepage by clicking the link "View the Open Access journal directory" or bookmarking <http://www.sciencedirect.com/science/browse/all/open-access>.

2 Find a list of all journals that have open access articles

In addition to our 56 open access journals, we give authors the option to publish open access articles in over 1,600 of our established journals. Find a list of these journals by going to the ScienceDirect homepage and clicking on "View all publications with Open Access articles" or bookmarking <http://www.sciencedirect.com/science/browse/all-open-access>.

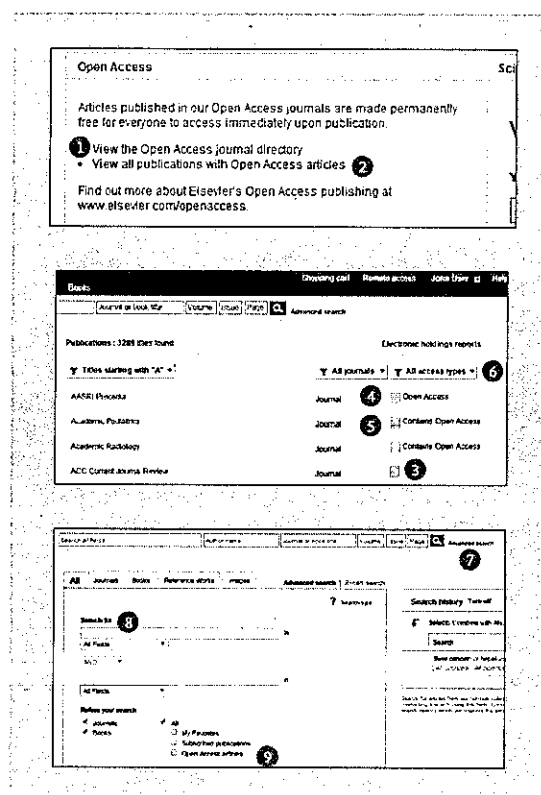
3-6

Once you are in the publication list, you can limit your results to subscription & complimentary full text access , open access journals , or journals that contain open access articles  by using the filter  and selecting the desired access type.

7-9

If you would prefer to see a filtered list of only open access articles, you will need to use the Advanced search form . Enter your search terms  and select the Open Access articles  checkbox in the Refine your search area.

Screenshots are approximate and for illustrative purposes only. Actual screen display may vary in your experience with the product.



For more information please visit elsevier.com

11/14 MKT

