Scopus indexes a wide variety of journals, books and conference proceedings. In this basic level workshop, we are going to search for the documents indexed within Scopus. For this cited reference search activity, we will search using the **Author Search** tab.

The author we are working on is Professor Andrew Wee, T.S. (Thye Shen), Vice President (University and Global Relations), FOS, Professor of Physics.

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

1. Click on **Authors** to bring up the author search tab, enter **Wee** in Last Name and **a t s** for the Initials or First Name. Click the **Show exact matches only** checkbox to limit the search to the exact name entered.

2. Click on the **search** button.
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. Sometimes multiple author results can be retrieved for the same author.

4. Click **Show Profile Matches with One Document**. This is to bring up all the name variants found in Scopus. By default, only author records matched to more than one document are shown in search results.

5. Review all the results and only select the names that matches the author, either by the author’s research area or affiliation. If the hits occupy more than one page, scroll down to increase the number of results displayed per page or click the **Next** button. If necessary, click on the numbers next to the subjects to ensure that the article is authored by the author. Select the entries that correctly corresponds to Prof Wee and click on **Show documents** to view the author’s publications.
6. Click on the back button of your browser to return to the Author results display. Click on View citation overview.

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 15,524. These citations are from documents that have cited one or more of Prof Wee’s documents. These documents could either be authored by others or by Prof Wee himself.

7. 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 Wee is 62. This means that 62 documents written by Prof Wee have been cited 62 times or more.

8. Click on the number (i.e. 15,524) in the Total column to view the 12,606 citing documents. There are 12,606 rather than 15,524 documents because some of the 12,606 documents cite more than one of his 613 works.
9. Click on **Back to Citation Overview** to return to the Citation Overview display.
10. In addition, when looking at the documents in the citation overview page, note that it is possible that not all the documents shown are written by Prof Wee. If needed, review the list of articles. Mouse over the article titles to see more details if necessary.

11. If a record if not authored by Prof Wee, check the checkbox in front of it and click on Remove to remove it from the list. Once all incorrect records are removed, the h-index and Total Citation counts will be automatically generated for the remaining documents. However, this method of removing records is not permanent. To make it permanent, please see steps 17 to 25 for the detailed instructions.

Generate metrics up to promotion year

You can remove publications after certain year, to generate a new citation overview of the author.

For example, during P&T process, the author is usually required to benchmark himself/herself against peers and aspirants. These researchers would have been promoted earlier than the author. To ensure a fair comparison, metrics generated for the peers and aspirants should be up to their promotion year.

Here, we assume Prof Andrew Wee is our aspirant and he was promoted in 2017. Therefore, we wish to generate a citation overview for his publications until 2017. The steps are below:

- Remove publications after 2017. Select the 2018 publications and click on Remove.
• Change the data range from “2014 to 2018” to “2014 to 2017”. Click on update, and lastly click on Export.

![Diagram showing citation data range]

• Manually re-calculate the citation counts up to the promotion year:
  - Label an empty column (P) as citation count received up to promotion year (i.e. 2017). Use a formula to calculate the updated citation count = O8 (total citation) – N8 (citation received after 2017). In this example: 14,457 – 568 = 13,889
  - Copy the formula throughout column P to calculate the updated citation counts for each article.

![Spreadsheet showing citation data]

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• Manually re-calculate the h-index up to the promotion year:
  - Sort the column labelled as (Citation Count up to 2017) from largest to smallest
  - To help calculate the h-index, create another column and populate it with figures in ascending order (e.g. 1, 2, 3, 4...). Scroll down until you find the nth paper with at least n citation counts. The n value will be the h-index. In this example, the updated h-index is 58 (i.e. there are 58 articles which has received at least 58 citation count)
Scopus – Eliminating Self-Citations of Selected Author

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

13. The total number of citations (Times cited) is reduced from 15,524 to 14,262 and the h-index from 62 to 59.

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. Andrew Wee) are excluded.
Scopus – Eliminating Self-Citations of ALL Authors (Selected Author and Co-Authors)

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

15. Check the box **Exclude self-citations of all authors** and clicking on **Update**. This eliminates self-citations from Prof Wee and all his co-authors.
16. The total number of citations (Times cited) is reduced to 13,046 and h-index to 55.

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. Andrew Wee and all his co-authors) are excluded.
Submitting Feedback to Scopus to Correct Your Profile: Merge Authors and Remove Wrong Documents

17. Click the back button of your browser to return to the Author search results screen.

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

19. Login to Scopus and carry out following steps to submit changes.

What will you be able to do:

- Set the preferred name
- Merge Profiles
- Add and remove documents
- Update Affiliation

Before you can make any changes, you must log in:

Login
20. Click on “Proceed to make changes”.

What will you be able to do:
- Set the preferred name
- Merge Profiles
- Add and remove documents
- Update Affiliation [Added new feature]

Proceed to make changes

21. Choose the preferred name. For example the first one: Wee, Andrew T.S.

Is there a name preference?
Please select the preferred name for the unique author profile.

Wee, Andrew T.S.
- Wee, Andrew T.S.
- Wee, T.S.A.
- Wee, T.S.
- Wee, A.T.
- Wee, Andrew Ts
- Wee, Andrew Thye Seen
- Wee, Thye Shen

22. Scopus will ask whether this is your own profile.

Thank you.
You are making changes for “Wee, Andrew T.S.”
Is this your own profile?

- Yes, this is my personal profile
- No, I’m submitting the request on behalf of someone else

Continue
23. You can review the list of documents, remove the ones which do not belong to the author by unchecking the box in front of the document. *We assume the first document is not authored by him.*

24. Review the affiliation and submit request.

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