

Scopus: quick start guide

Scopus is a large multidisciplinary database of references to peer-reviewed literature from almost 22,000 journals and quality web sources.

Getting started

1. Go to the Library homepage at <http://library.leeds.ac.uk/> or to the Learn tab in Minerva
2. Type **Scopus** into the Library search box
3. Find **Scopus** in the results list and click on the link
4. Click on the **Scopus -- Scopus** link on the following page, then enter your University username and password if prompted to do so
5. You are now at the Scopus homepage

Searching Scopus

The screenshot shows the Scopus search interface. At the top, there's a 'Scopus' header and a 'Document search' bar. Below the search bar, there are tabs for 'Documents', 'Authors', 'Affiliations', and 'Advanced'. The 'Documents' tab is selected. A search box contains the text 'E.g., "heart attack" AND stress'. To the right of the search box is a dropdown menu with 'Article title, Abstract, Keywords' selected. Below the search box, there are 'Limit' options. The 'Date range (inclusive)' section has 'Published' selected, with 'All years' and 'Present' as options. The 'Added to Scopus in the last' section has '7 days' selected. The 'Document type' section has 'ALL' selected. At the bottom right, there are 'Reset form' and 'Search Q' buttons. Three callout boxes provide instructions: 1. 'For a keyword search, enter your search statement in the search box. Use quotation marks around phrases.' points to the search box. 2. 'Article Title, Abstract, Keywords is the default. Use the drop-down menu for other options' points to the dropdown menu. 3. 'Use the Limits options to restrict your search by date or document type.' points to the 'Limit' section.

Scopus

Document search

Documents Authors Affiliations Advanced

Search

E.g., "heart attack" AND stress

Article title, Abstract, Keywords

Limit

Date range (inclusive)

Published All years to Present

Added to Scopus in the last 7 days

Document type

ALL

Reset form Search Q

For a keyword search, enter your search statement in the search box. Use quotation marks around phrases.

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Use the Limits options to restrict your search by date or document type.



Refining your results

1. Sorting

From the options on the top right of the results page, you can sort your results by:

Date (Newest): the default sort option

Date (Oldest): the oldest results will appear at the top of the list

Cited by: the number of times a work has been cited by other authors

Relevance: the number of times your search terms appear in the record

First Author (A-Z) or (Z-A): alphabetical by author surname

Source Title (A-Z): alphabetical by source (e.g. journal) title

2. Search within your results

If you have a large number of results, you can narrow your search by entering additional keywords in the **Search within results** box on the top left of the results screen.

3. Refine

Refine your results using the list of **Limit to** and **Exclude** options down the left of the page. These include year of publication, author name, subject area, document type and more.

Citation searching

If you have found a useful article, a cited reference search can help you find other research that has referred to that original article. This is a very effective way to find papers on the same or similar subject, and to discover how a known idea or innovation has been confirmed, applied, improved, extended or corrected.

To find out who has cited a paper you already have a reference for:

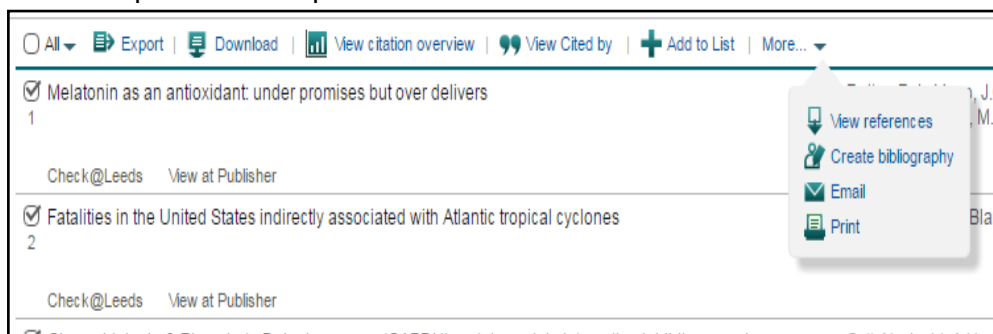
1. Click on the **Author search** tab on the Scopus homepage.
2. Enter the surname and initials of the author of the paper in the format shown on screen.
3. Enter the institutional **affiliation** if known, e.g. University of Leeds, and click on the **Search button**.
4. Tick the box(es) next to all variants of the author's name and click on **View citation overview**.
5. Scroll down to find the paper you are interested in and click on the link to total citations for this paper.

To find out who has cited a paper that appears in your search results:

1. From the document results page, tick the box(es) to the left of the reference(s) you are interested in.
2. Click on the **View Cited by** link at the top of the page.

Saving, printing and emailing records

On your results page, check the boxes next to the references you want to save, print or email. Click on the relevant option at the top of the results list and follow the on-screen instructions.



Choosing the **Create bibliography** option will allow you to format the references in a range of referencing styles, e.g. APA, Vancouver.

NB: This feature **does not** include the Leeds Harvard nor Leeds Numeric styles.

Getting full text

If a **View at publisher** button is displayed, click on it to view the full article. Where there is no full text link, clicking the **Check@Leeds** button opens a new window (shown below) that searches the Library's Classic Catalogue for the journal.

A screenshot of the 'Results from Check@ Leeds' window. The window displays search results for 'The potential demand for a urban freight consolidation centre'. It includes sections for 'Online full text articles', 'Leeds holds some volumes of this title in print format', and 'Try the catalogue'. Callout boxes provide instructions on how to use these sections: 'View the article online.' points to the 'Online full text articles' section; 'View the copies the Library has in print.' points to the 'Leeds holds some volumes of this title in print format' section; 'Reference details for the article.' points to the article title and author information; and 'To confirm whether the Library has a particular item, search the Library's Classic Catalogue for the journal title.' points to the 'Try the catalogue' section.

Getting help

- Click on the **Help** option in the top right-hand corner of the Scopus search screen.
- Contact Library enquiries: <http://library.leeds.ac.uk/enquiries>