<table>
<thead>
<tr>
<th>Steps</th>
<th>Technique</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 10</td>
<td>Basic Citation Search of Indexed Journals using Author Search Tab</td>
<td>1 – 5</td>
</tr>
<tr>
<td>11 – 12</td>
<td>Exclude Self-Citations of Selected Author</td>
<td>6</td>
</tr>
<tr>
<td>13 – 15</td>
<td>Exclude Self-Citations of ALL Authors (Selected Author and Co-Authors)</td>
<td>7 – 8</td>
</tr>
<tr>
<td>16 – 24</td>
<td>Submit Feedback to Scopus to Correct Your Profile: Merge Authors and Remove Wrong Documents</td>
<td>9 – 11</td>
</tr>
<tr>
<td>25 – 28</td>
<td>Set Citation Alert</td>
<td>12 – 14</td>
</tr>
</tbody>
</table>

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), Senior Faculty Member, (NUS Graduate School for Integrative Sciences & Engineering), Professor of Physics.

**Scopus - Basic Citation Search 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, subject area, city and country, source title, dates of publication, citations, and co-authors. Sometimes multiple author results can be retrieved for the same author.

4. 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 under Documents column and review the articles to ensure that they are authored by the author. Select entries that correctly correspond to Prof Wee and click on Show documents to view the author’s publications.

5. 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 18,282. 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.

6. 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 66. This means that 66 documents written by Prof Wee have been cited 66 times or more.**

7. Click on the number (i.e. 18,282) in the **Total** column to view the citing documents. The number of unique citing documents is 14,909 rather than 18,282, because some of the 14,909 documents cite more than one of his 649 works.
This is an overview of citations for these authors.

649 Cited Documents from "Wee, Andrew Thye Shen" and "Wee, Andrew T.S." + Add to list

Citation overview results: **14,909 documents**

The 649 selected documents are cited 18282 times in Scopus by:

Citation overview results: **14,909 citing documents**
8. Click on **Back to Citation Overview** to return to the Citation Overview display.

9. In addition, when looking at the documents in the citation overview page, 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.

10. If a record is 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 16 to 24 for the detailed instructions.
Scopus – Exclude Self-Citations of Selected Author

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

12. The total number of citations (Times cited) is reduced from 18,282 to 16,938 and the h-index from 66 to 65.
Scopus – Exclude 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 click on **Update**. This excludes self-citations from Prof Wee and all his co-authors.
15. The total number of citations (Times cited) is reduced to 15,525 and h-index to 60.
Submit Feedback to Scopus to Correct Your Profile: Merge Authors and Remove Wrong Documents

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

17. Select the profiles which belong to the same author, then click on Request to merge authors.

18. Sign in to Scopus and carry out following steps to submit changes.

19. Click on “Proceed to make changes”.

20. Choose the preferred name. For example the first one: Wee, Andrew T.S.
21. Scopus will ask whether this is your own profile.

22. 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.*
23. Review the affiliation and submit request.

24. After submission, you will receive an email acknowledgement and follow up from the Scopus Author Feedback team.
25. To set alert for a single author, click on the author’s profile. In order to receive an email each time a document of that author is cited in Scopus, click on Set citation alert.
26. Set your preferences (i.e. frequency, status) and click on Set Alert
27. To view your saved alert, click on **Settings >> My Scopus >> Alerts**

28. To delete a saved alert, click on **Author citation alerts**. Under the Actions column, click on the dustbin icon. Click **Delete**.