



Scopus

Scopus covers 18,000 publications from 5,000 different publishers in the fields of science, technology, medicine and the social sciences. It provides abstract searching from 1960, and cited reference searching from 1996 to the present. In addition to academic journals, it includes conference proceedings, trade publications, patents, book series and scientific web-pages.

Firstly, in the databases tab on the [Bilkent University Library web page](#), click on Scopus from the alphabetical [databases](#) or go directly to <https://www.scopus.com/search/form.uri?display=basic#basic>

- Your Scopus Author Profile is automatically generated the first time you publish an article indexed in Scopus.

- The algorithm generates your ID based on your **name, e-mail, affiliation, subject area, citations** and **co-authors**.

- If you do not have work indexed in Scopus, you will not have a Scopus ID. You cannot register for or request a Scopus ID.

1. Find your Scopus ID

- Enter your name into the Scopus author search and select search. All the authors with work indexed in Scopus with the same or similar name will be returned.

The screenshot shows the Scopus search interface. At the top left is the Scopus logo. On the right, there are navigation links: Search, Sources, SciVal, and icons for help, notifications, and a library. Below the navigation is the text 'Start exploring'. A horizontal menu contains 'Documents', 'Authors' (highlighted with a red box), 'Researcher Discovery', 'Organizations', and 'Scopus AI' (with a 'New' tag). To the right of this menu is a 'Search tips' link. Below the menu, the text 'Search authors using:' is followed by three radio buttons: 'Author name' (selected), 'ORCID', and 'Keyword'. A 'New' tag is next to 'Keyword'. Below this are two input fields: 'Enter last name *' and 'Enter first name'. At the bottom left is a '+ Add affiliation' link, and at the bottom right is a blue 'Search' button with a magnifying glass icon.

- If you see multiple Scopus IDs that associated with your name, you can merge these IDs (see the Merge multiple Scopus IDs section below).

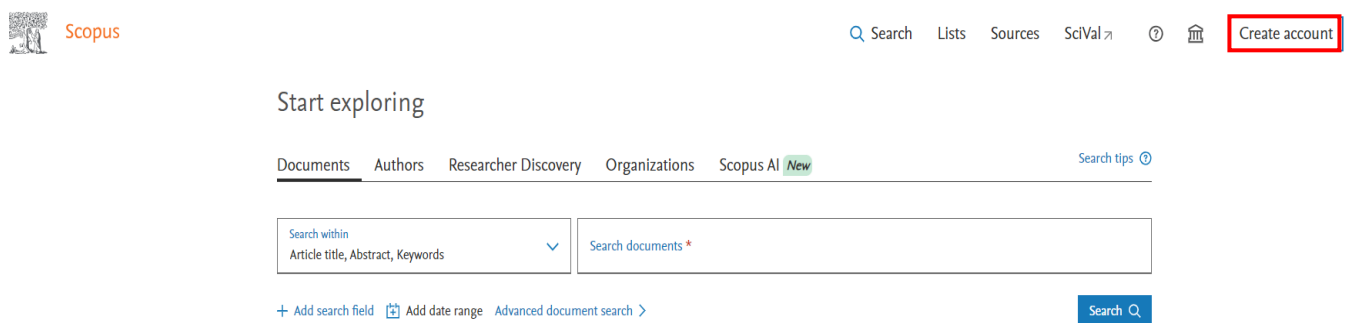
- If you make publications with different and multiple names, search each name to check for multiple IDs and merge them.

2. Make Changes in Your Scopus ID

- To request changes to your author profile, you will need to create an Elsevier account.

- This is not a profile or ID but an account that give you access to more Elsevier features in Scopus and other Elsevier products.

- Access Scopus then click on **Create account** at the top right of the page. Select Sign in via your institution to use the University Single Sign On (SSO) to create your account.



3. Merge Multiple Scopus Ids

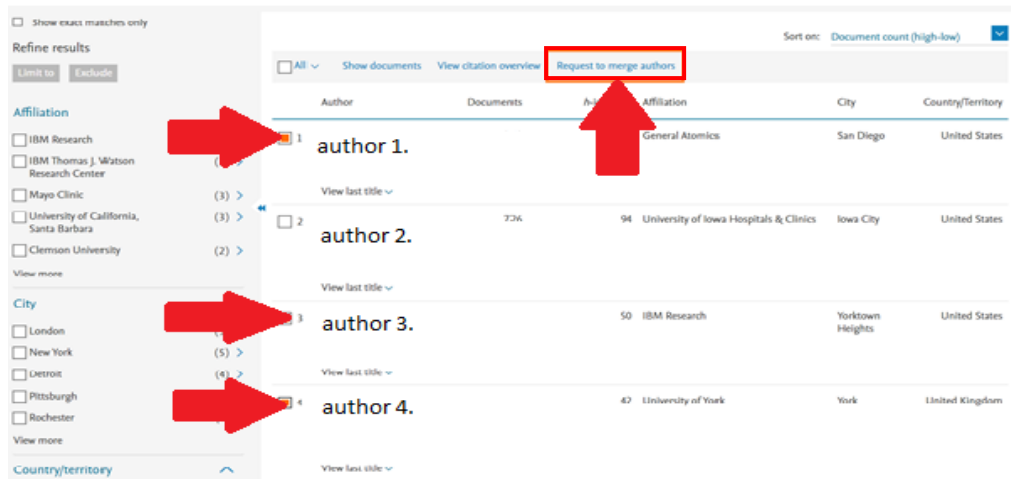
- Sometimes, you may encounter multiple IDs assigned to your name when you make author search for your name.

- This can happen if you have published under different names or used different affiliations in the past.

4. Merge by Using Search Results

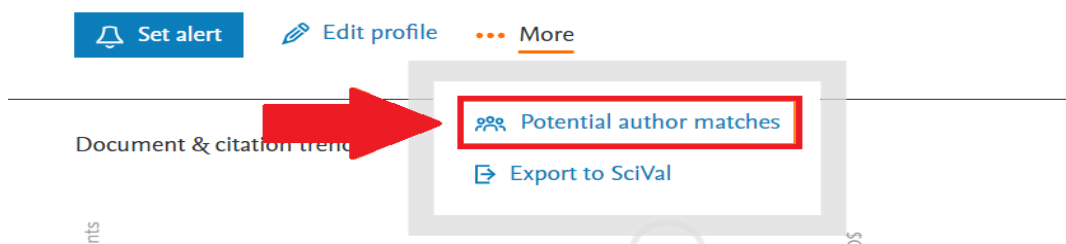
- As mentioned above, if you encounter multiple names that you think they are yours;

- Open profiles by clicking the name then check your works are listed.
- Select the boxes next to the author name then select **Request to merge authors** at the top of the results.



5. Merge Potential Author Matches

- Scopus also shows some similar profiles to you. You can view similar profiles and, if they are yours, you can request these to be merged with your ID.



- Review the authors and their works displayed in the pop up then select profiles that are yours.
- Choose **Request to merge author** and follow the steps of the Author Feedback Wizard to submit your request to Scopus.

Note: See the Scopus guide [How do I use the Author Feedback Wizard?](#)




6. After Merging Request

- After request to merge authors, it can take a few weeks to update the profile and ID.
- See Scopus guide [What can I expect after submitting a Missing Content or Data Correction request?](#)

7. Update and Editing Details

- You can edit the details of your author profile by using your Elsevier account.

47,652 Citations by 20,973 documents | 860 Documents | 102 h-index View h-graph

 Set alert  Save to list  **Edit profile**  More

- By clicking edit profile, for example, you can update your name and affiliation, add or remove publications on your profile.

- From **author details**, you can change your current affiliation, and select the desired institution.

- You will see the names that have published under and that have been indexed in Scopus will be available to choose from.

- Select **Review changes**.

- Select **Submit request** to submit the change for review by Scopus.

8. For Adding Items

-If the item exists in Scopus already:

- In the Author Feedback Wizard, go to **Documents** and select **Search for missing documents on Scopus** at the bottom of the document list.
- Use the search to find the document, then select **Confirm author**.
- Select the author associated with the document.
- Select **Add document**.
- Select **Review changes**.
- Select **Submit request** to submit the change for review by Scopus.

9. For Removing Items

- In the Author Feedback Wizard, go to **Documents**.
- Find the item(s) in the list that do not belong to you.
- Select **Remove from profile**.
- Select **Review changes**.
- Select **Submit request** to submit the change for review by Scopus.

After request, Scopus will evaluate the request and the details to approve or deny.

10. Linking your Scopus Author Profile and ORCID

- Linking your Scopus ID with ORCID will allow you to transfer publication details from Scopus into your ORCID profile.

Option 1: Linking ORCID from Scopus Author ID

- Go to Scopus Author search
- Search by your name and Bilkent University in the Affiliation field
- Select your name in the results list to open your profile page. (*Please note: you won't find an Author ID if you don't have works already indexed by Scopus*)
- If you do have an Author ID, select 'Connect to ORCID' (located in 'Profile Actions')
- Follow the steps to associate your Scopus author profile with your ORCID record

Option 2: Linking Scopus Author ID from ORCID

- Log in to ORCID
- In the Works section, select 'Add works' and then 'Search & link'
- Select Scopus Elsevier from the list and authorise
- Follow the steps to associate your Scopus profile and works with ORCID