Scopus®

Ace your Scopus author profile in 5 fast steps



Accurate data in your Scopus author profile will help you build up **funding applications** and your **promotion and tenure file.** Funders and potential collaborators are also evaluating you based on this data. Take a fast 15 minutes to ensure it's right!

The free author lookup is available to anyone. No subscription needed.

1. Locate your author details page.



- Go to the free author lookup: https://www.scopus.com/freelookup/form/author.uri
- Search for your name and/or ORCID ID. (Scopus automatically creates a profile when you have 2 or more publications indexed.)
- Choose the best match from the list of results.
- Arrive at the author details page.

2. Verify your author details are correct.

- Is your name spelled correctly and in your preferred format?
- Is your affiliation correct?
- Is your document list complete?

3. Create a Scopus account so you can request corrections if needed.

- Select "Create account."
- Enter your email address.
- Enter a password of your choice.
- · Select the "Sign in" button.

4. Request corrections to your Scopus Author Profile.

- · Select "Edit author profile."
- · Choose your preferred name from the dropdown list.
- · Search for missing documents.
- · Select your documents and "Confirm author."
- Select "Review affiliation."
- · Choose your most recent affiliation from the dropdown list.
- Select "Confirm and submit."

5. Keep your profile up to date.

- · Bookmark your Scopus author details page.
- Add a monthly calendar reminder to check your profile.





Bonus

Update other systems with your Scopus author profile!

Link your Scopus and Mendeley profiles, so Mendeley will be automatically updated with your authored documents in Scopus.

NIH my bibliography and SciENcv

- Export your documents' citation information in RIS format from Scopus.
- Import the file to the bibliography section of your NCBI profile.

ORCID

- Select "Connect to ORCID" on the Scopus author details page.
- Sign in or register and follow the steps as prompted.

Mendeley

- Select "Is this you?" on the Scopus author details page.
- · Search for your name.
- Select "It's me."
- Select "Claim my profile."
- Arrive at your Mendeley page.



HELPFUL VIDEOS

Available on the Scopus YouTube channel on the training videos playlist

Understand how author profiles work in Scopus

https://youtu.be/oL7UgWGHV3s

How to make corrections to your author profile

https://youtu.be/E5ez-zy9Ra8

How to use your author profile on other platforms

https://youtu.be/b1mHxQ3AUaA

notes			



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