



Scopus is a large database providing abstracts and citations of research literature and quality web sources. Its coverage is multi-disciplinary, but strongest in science and technology.

Location

Click on the **Databases** option from the blue Quicklinks menu on the Library home page, then **S** on the A-Z List of Databases. Now click on the **Scopus** link.



Enter your university username and password on the Electronic Resources login page. The Scopus search screen will load.

Searching Scopus

Use the default Document search to search for information on a topic. Enter a keyword or phrase on the search line and click on **Search**. If you use a phrase, make sure you put inverted commas around it.



Type search term here

Change search field here

The default search field is **Article Title, Abstract, Keywords** and this field will probably yield information most relevant to your search term(s), although you can use the dropdown arrow at the end of the line to select the field you require.

Search tips

Click on the plus sign + beside the search line if you want to add additional rows to conduct a more complicated search. If you do this, you can use the Boolean operators AND, OR and AND NOT to refine your search. Use brackets to show the order in which relationships should be considered.

Use wildcard characters to make your search more effective. Use a question mark to replace a single character, to assist in looking for alternative spellings, or an asterisk (*) as a multi-character wildcard to replace characters anywhere in a word. E.g behav* will find behave, behavior, behaviour, behavioural, behaviourism, etc. The asterisk replaces 0 or more characters, so it can be used to indicate a character that may or may not be present. E.g. h*emoglobin will find both hemoglobin and haemoglobin.

Applying limits

Use Scopus limits to refine your search. Click on the downward arrow beside **Limit** to load the limit options, which enable you to restrict your search to type of document or date. Use the dropdown arrow beside **Document Type** to change from the default, **ALL**, to the type of document you want.



Select date range here

Click on arrow to select document type

Results

The results are given in brief format which gives the title of the article, author, date and source title. If you still have too many results, you can refine them by limiting to or excluding fields on the left hand side of your results screen.

To see the abstract which summarizes the article, click on **View abstract**. To see further information such as keywords, related document and documents which cite the article, click on the **article title**.



Click on **360 Link to Full Text** to find out if the article you require is one included in the Library's subscription. Follow the links in the pop-up window to navigate to the full text, if necessary. If you need further help with this, look at the Guide to Article Linker crib sheet. <http://www.bolton.ac.uk/ArticleLinker>

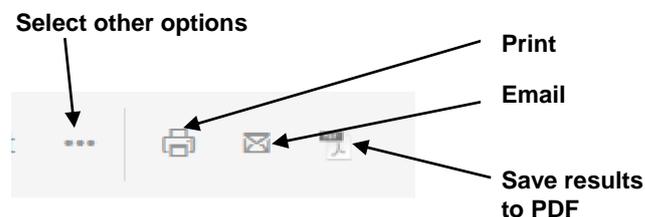
Saving results

Mark any relevant results you wish to save by clicking in the check box beside the title and then selecting the option you require.

The **Download** option will download the full text of marked references or the abstract, if full text is not available.

You can **Export** marked references directly to bibliographical management software such as RefWorks or save files in formats compatible with other software. Scopus will default to your chosen export option in future sessions to save you extra clicks.

You can also print or email your selection or create a bibliography in a citation style of your choice, by selecting the appropriate option from the additional menu selection.



Alternatively, you can add the references to a list, which you can view by clicking on **Lists** on the Scopus toolbar. This list will not be retained when you quit Scopus unless you have activated personalization and registered with Scopus. Personalization also enables you to save search strategies and set up alerts.

Other searches

Use the **Author** search to retrieve information from a particular author.

The **Affiliation** search can be useful if you know a particular establishment has a good reputation in your subject area.

If you are a skilled researcher, you can build a complicated search strategy by using the **Advanced Search** facility, which allows you to search within various fields and combine search terms with various operators.

The dropdown selection under **Help** on the Scopus toolbar across the top of the screen has links to online Help, Tutorials and Live Chat to assist in your use of this powerful research tool.

Further support and information

Subject Help: for immediate help during staffed opening hours, please contact the Help Desk in person, telephone 01204 903232 or email subjecthelp@bolton.ac.uk

