1. Using Scopus and SciVal, and updating Scopus profiles

1.1. Why it is important to make sure your Scopus profile is up to date?

- Murdoch and other institutions are increasingly using Scopus for assessing research performance, so it is important that these be up to date. With an incorrect Scopus profile a prolific researcher might be in the position, for example, of being assessed as having only a few publications with low citation information.
- Murdoch’s Library has a great summary called “Raising your Profile” which you can access here:  
- To check and update your Scopus profile you can follow the procedures below, or read the Scopus description here:  
  [http://help.elsevier.com/app/answers/detail/a_id/2324/p/8150/kw/correct/search/1](http://help.elsevier.com/app/answers/detail/a_id/2324/p/8150/kw/correct/search/1)

1.2. What is a Scopus Profile and Author-ID?

- Scopus Author-IDs are unique to “Scopus”, but a researcher might also have a Researcher-ID, which is unique to the “Web of Science”, and another for PubMed, etc. In later years these various IDs will all be replaced by an ORCID researcher identifier.
- In Scopus each author should have a unique profile and a single Scopus Author-ID.
- If you have a publication which is indexed in the Scopus database, a profile is created for you automatically.
- While Scopus checks profiles using manual and automatic methods, it is not fool proof process. The following errors can occur:
  1. You have more than one Scopus profile
  2. Someone else’s Scopus profile has become merged with yours.
  3. Some of your publications are attached to someone else’s profile and so missing from yours.
  4. You have someone else’s publications attached to your profile.
- The only way to fix any of these problems is for the author to check the list of publications attached to the profile and let Scopus know what changes need to be made.
- Here is a link with more details about the Scopus author identifier:  

1.3. How to access Scopus

- You can also search for “Scopus” through the library catalogue. If you have trouble accessing Scopus offsite, go through the library’s home page.
- Scopus access is IP locked, so depends on you being logged into the Murdoch system (i.e. Scopus will work both on-site and over VPN).
- You can use Scopus without having a free Elsevier login, but by logging in you can save preferences, searches etc.
- The home page for Scopus should look like this:

![Scopus Home Page](image-url)
1.4. Looking up your Scopus author profile

- From the Scopus home page, click on the “Author Search” tab, and do a search for your name:

![Scopus Author Search](image)

1.5. How to check your profiles

- Look at the Scopus search results to see how many Scopus profiles that you have. Make sure you check for profiles which have only one publication attached.
- Check the publication listing within each profile to make sure nothing is missing, or that another researcher’s papers have not been added.
- If you see any problems you will need to contact Scopus and ask them to update your profile. This is easy to do. You just need a list of the Author-IDs and publications which need updating.

1.6. How to ask Scopus to correct the author details or merge profiles?

1. Click on the “Author Search” tab, and do a search for your name
2. On the search results page, click on the author name to be corrected or merged.
3. In the top-right hand side there is a button called “Request author corrections”, and fill in the details here.
4. Complete the Scopus Author Feedback form to provide feedback or report errors. If you need to have profiles merged then supply the author IDs of the multiple profiles to be merged.
5. It can take 6 weeks or more to get the profiles updated.
2. FAQs

2.1. Who to ask to get help about Scopus and Scival?

You can consult your Murdoch Subject Librarians. See a list here:

http://library.murdoch.edu.au/About-the-Library/Contact-us/Subject-librarians/

You can also find many useful resources here:

http://library.murdoch.edu.au/Researchers/

2.2. But I’ve never created an author profile in Scopus?

If you have a publication which is indexed in Scopus, a profile is created for you automatically. Scopus checks profiles using manual and automatic methods.

2.3. The address listed in my author profile is out of date?

You cannot change the affiliation listed with your Scopus profile as that is taken directly from the affiliation listed with the last paper that you published. Until you publish a Scopus-indexed paper at the new institution (i.e. Murdoch), the address in your Scopus profile will not change.

If someone is making an assessment based on your work they will look you up in Scopus via your author ID. What is more important is that you only have one Scopus Author profile and that this profile is up to date.