

## Accessing Scopus

Access databases from the Library's Homepage: <http://www.utas.edu.au/library>. Select the **Databases** list or a specific **Subject Guide**.

The Basic Search interface for Scopus:

The screenshot shows the Scopus Basic Search interface. At the top, there are navigation buttons: Search, Sources, My Alerts, My List, and My Profile. A 'Help' button is located in the top right corner. Below the search bar, there are options for 'Date Range' (Published, Added to Scopus in the last 7 days) and 'Document Type' (All). There are also checkboxes for 'Subject Areas' (Life Sciences, Health Sciences, Physical Sciences, Social Sciences).

Remember to use the **Help** button for in-context, detailed instructions. Help opens in a new window

Enter your search term or search statement in the text boxes and click on the **Search** button. Remember you must put phrases in quotation marks.

Use these check boxes to limit your search by **Date**, **Document Type** and **Subject Areas**

## Searching for references in Scopus using Basic Search

- In the **first search box** enter your first search term or phrase.
- In the **second box** select the area of the records you wish to be searched. eg. Authors, Source Title, Abstract. **Article Title, Abstracts, Keywords** is the default.
- If you want to search additional terms or phrases, select a Boolean operator from the **AND / OR / AND NOT** drop-down menu.
- In the **next search box** enter another search term or phrase.
- From the **last box** select the area of the records you wish to be searched.

## Limits

- You can select a **Date Range** to be searched, or use the default date range which is **All years to Present**.
- Limit the **Document Type** you wish to search, or use the default **All**.
- Limit your search to particular **Subject Areas** or use the default **All**.

## Click on the Search button

## Search Results

A list of search Results is displayed sorted by **Date**. 3 sets of Results are returned:

- **Scopus tab**: Results from peer-reviewed titles in Scopus
- **Web tab**: Results from Scirus, the web search engine for scientific information
- **Patents tab**: View patents from the European Patents Office, Japanese Patents Office, World Intellectual Property Organization and the US Patents Office.

## Search Results screen:

The screenshot shows a search results page for the University of Tasmania Library. At the top, there are search filters for Scopus (128), Web (19,695), and Patents (11). Below this is a 'Refine Results' section with a table of categories and counts, including Source Title, Author Name, Year, Document Type, and Subject Area. A 'limit to' or 'exclude' button is visible. The main results list shows a document titled 'Late Quaternary vegetation and climate change in the Panama Basin: Palynological evidence from marine cores ODP 677B and TR 163-38'. Callout boxes point to various features: 'Options for Print, Export, E-mail, Citation Tracker and Add to List' (pointing to the top left), 'Mark the record by clicking in the box' (pointing to a checkbox), 'Click on Abstract + Refs to view full record' (pointing to a button), 'Select the set of Search Results you would like to view' (pointing to the filter buttons), 'Use the check boxes to limit or exclude results from your search' (pointing to the 'limit to' button), and 'Search within results box' (pointing to a search box within the results area).

## Editing and Combining Searches

- **Refine Results:** Click on **limit to** or **exclude** for selected results across the following categories: **Source Title, Author Name, Year, Document Type** and **Subject Area**.
- **Search within results:** Enter additional search terms in the box to search within your results.
- Once you have conducted two or more searches you can **Combine Searches** using your **Search History**.
- Click on the **Search** tab at the top of the screen. Your **Search History** is shown at the bottom of the **Search** screen.
- Combine your searches in the **Combine** box and click on **Go**

## Truncation and Wildcards

**Truncation** – Use an asterisk (\*) after a root word to find all the alternative endings for this word. (eg. behave\* would find behaviour, behaviour, behavioural, etc.)

**Wildcards** - Use a question mark (?) to replace a single character (eg. analy?e finds analyse or analyze). Use an asterisk (\*) as a multi-character wildcard to replace characters anywhere in a word. (eg. h\*emoglobin finds hemoglobin and haemoglobin)

## Print, Email and Add to List Options

- **Mark** the records you wish to **Output** or **Add to List**, or select **All** or **Page**.
- Choose the appropriate button at the top of your Results list: **Output** or **Add to List**
- **Add to List:** Selected documents are added to your temporary list.
- **Output:** Select your desired output – **Print** or **Email**. Choose your preferences and click **Print** to print, or **Send** to email

## Exporting to EndNote

- **Mark** the records you wish to export to EndNote, or select **All** or **Page**
- **Click on Output** at the top of your Results list
- Select the following **Export Format:** RIS Format (for Reference Manger, ProCite, EndNote)
- Select the **Output:** Abstract format, Abstract format with references, Complete format or Specify fields to be exported
- Click on **Export**
- File Download box opens, click on **Open**
- EndNote will automatically engage and the **Select a Reference Library** window opens
- Select your library and click **Open**
- Exported references will download into your library