The Library

Getting Started with

Scopus and Serial Solutions

electronic resources for everyone

Workbook Series
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This workbook is a series of exercises designed to introduce you to **Scopus** and **Serials Solutions**. Work through these pages at your own speed and repeat the exercises if necessary.

**Scopus** is an electronic abstracting service, which covers nearly 18,000 journals, specializing in the scientific, technical and medical fields, but also providing some coverage in humanities and social sciences. It is integrated with the specialized **Scirus** web search engine which pinpoints scientific, scholarly, technical and medical data on the web. Together they give you plenty of authoritative information on your research topics.

**Serials Solutions** manages and maintains the **Ejournals Portal**, which gives details of all the electronic journal holdings available from different suppliers and provides hyperlinks to journal content. The information on the **Ejournals Portal** is more up to date than the information on the Library Catalogue, but you must remember that it doesn't provide details of any print journals the Library subscribes to, so a comprehensive search for journals means searching both the Ejournals Portal and the Library Catalogue.

It also has a service called **Article Linker**, which will provide a direct link from an article cited on a database to the article, if the University of Bolton subscribes to the journal in electronic format, saving you valuable research time.
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Accessing the Library web pages

Exercise 1

Load the Library web pages by following the instructions below.

1. Log on to the network.
2. Next, click on .
3. Then, click on .

Your screen should now look similar to the one below.

Top Tip

If you need a fuller explanation of how to log on to the internet, see the Internet workbook.
For access from outside the university, connect to the Library web pages at http://www.bolton.ac.uk/learning/

Logging in to OpenAthens

Like most of the Library's online databases, Scopus is OpenAthens authenticated. This a system which allows you to access material from different suppliers with a single log on. Your Athens username and password is that which you use to log on to the network.
**Exercise 2**

Log in to OpenAthens.

1. At the Library home page, click on .
2. On the Open Athens page, click on the **Login to OpenAthens** link.
3. At the next OpenAthens page, enter your network username and password in the relevant boxes and then click on .

When you have logged on to OpenAthens, you should see a screen like the one below, telling you your login has been successful. You can now access Scopus.

**Top Tip**

If you need more detailed instructions or general help with OpenAthens, see the Open Athens crib sheet.

**Link to the Electronic Resources page**

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**Accessing Scopus**

**Exercise 3**

Load Scopus.

1. On the Successful Athens login page, click on the **Electronic Information Resources** link.
2. Now click on **S** under the Browse the A – Z list of electronic resources.
3. Scroll down the page of databases starting with “s” and click on Scopus.

The Scopus search screen will load and you can now begin your search on Scopus.
Top Tip

If you are accessing Scopus off-campus, pay attention to the Access notes. This tells you the procedure to follow to access the database outside the University.

Basic searching

Before you start your search, think about the terms you are going to use. Don’t type a long sentence into the search box. The computer looks for words in the same order that you type them, so the longer your search string is, the less likely you are to retrieve any hits.

Choose broad subjects. If you retrieve too many results, you can narrow them down. You should also think of related terms and synonyms.

Exercise 4

Let’s look for information on economic conditions in China.

1. Type china in the first search box.
2. Leave the in box at the default, Article Title, Abstract, Keywords.
3. Type “economic conditions” in the search box on the next line and leave the in box set to Article Title, Abstract, Keywords.
4. Leave the date range set to the default, All Years to Present.
5. Leave the default set to All in the Document Type box.
6. Click in the buttons beside Life Health and Physical Sciences to deselect these subject areas and then click on the Search button.
Notice how you have typed “economic conditions” - the inverted commas tell Scopus you want to look for the exact phrase.

How many results does your search retrieve?

Top Tip
Like most suppliers of electronic databases, Scopus updates its interface regularly, so the appearance of the screens and the steps in the exercises may be slightly different to those in this workbook, but the instructions for searching the database will be essentially the same.

Narrowing your basic search

If your search has produced lots of results you will need to narrow it down. Scopus provides an easy means of narrowing your search with its Search within results box.

Exercise 5

Narrow down your search to look for economic conditions and China and globalisation.

Type globali?ation in the Search within results box and then click on Go.
Notice how you have used a question mark in the middle of the new term you typed in. This is a wildcard character which will help you to look for alternative spellings. Your search will be narrowed down to produce hits on economic conditions and China and globalisation, spelt with either an “s” or a “z”.

Use 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 find any number, or to indicate a character that may or may not be present. E.g. h*emoglobin will find both hemoglobin and haemoglobin.

How many results does your narrower search retrieve?

Author searching

If you’re looking for articles by a particular author, Scopus has a specific Author Search screen.

Exercise 6

Look for articles by author(s) with the name R. Gwynne.

1. Click on **Search** at the top of your results page, then on the **Author Search** tab.
2. Type **Gwynne** in the Last Name box and **R** in the Initials or First Name box.
3. Now click on **Search**.
Unless you have been very specific in the name you have entered Scopus will probably find several authors with the same name and these will appear on the Author Results screen. Scopus gives you subject area and affiliation details for the authors it has retrieved, so you can decide which author you require, then you can look at abstracts of articles published by that author.

4. Click in the checkbox beside Gwynne, Robert N.
5. Now click on Show documents.

A list of articles published by Robert N. Gwynne will now appear on screen.

**Top Tip**
You can also click on the number in the Documents column beside an author’s name to produce a list of articles by a particular author.
In which journal has Robert N. Gwynne had most articles published?

Using Citation Tracker

You can also check to see how many times an article has been cited by using Scopus’ Citation Tracker feature.

Exercise 7

1. Click in the checkbox beside the article titled Transnational capitalism and local transformation in Chile.
2. Now click on Citation tracker.

The Citation Overview screen will show how many times the article has been cited.
3. Click on the number in the Total column to view abstracts of articles which have cited this article by Gwynne.

Top Tip
You can also use the Citation Tracker on the Author Results screen. You will then get an overview of the articles published by a particular author and how many times each article has been cited.

Advanced searching

Advanced Searching allows you to conduct a more precise search by combining different fields. Scopus has a box with operators and field codes you can select from on the Advanced Search screen. Find the operator or field code you require and double click on it to add it to the search box, then type your search term in the brackets after the code.

Exercise 8

Let’s look for articles on the brain, published by an author called Greenfield, which appeared in the journal Science.

1. Click on Search at the top of your results page, then on the Advanced Search tab.
2. The term(s) from your last search will appear in the Advanced Search box, so click on Clear.
3. Scroll down the list of operators/codes and double click on TITLE-ABS-KEY.
4. Type brain in the brackets.
5. Click outside the brackets, select AND and double click on it.
6. Select AUTH from the list of codes and double click on it, then type Greenfield in the brackets.
7. Click outside the brackets, select AND and double click on it.
8. Select SRCTITLE and type Science in the brackets.
9. Now click on Search.
How many documents does your search retrieve?

**Top Tip**
When you click on an operator or code, Scopus displays helpful information to the right of the operator/code box. Scopus also gives you detailed information on searching when you click on Search Tips.

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**Boolean Logic**

You can limit or expand your search by using **AND**, **OR**, and **NOT**. This is known as Boolean Logic and is used by most electronic sources of information. You have already used the operator **AND** to connect terms in previous exercises.

Using **AND** narrows the search by finding articles that contain both terms.

Using **OR** broadens the search by finding articles that contain either or both terms.

Using **NOT** narrows the search by finding articles that contain one term but not the other.

Using brackets shows the order in which relationships should be considered.

**Exercise 9**

Let’s do another advanced search on Scopus, using the Boolean operators **OR** and **NOT** to look for information.

1. Load and clear the Advanced Search screen, following the instructions at the beginning of the previous exercise.
2. Select **KEY** and within the brackets Scopus puts after it, type (multiple personality disorder* OR dissociative identity disorder*) AND child* AND NOT (male* OR boy*).

3. Now click on **Search**.

Your search box should look like the one below.

How many results does your search retrieve?

### Printing your Scopus search results

Before you can print any of the results you have found you need to mark them. Your last Advanced Search should have just produced a limited number of results, so let’s save them all.

**Exercise 10**

1. Click in the **All** box beside **Select**.
   
   All your results will be marked.

2. Click on **Output**.
3. Mark the **Print** radio button on the Output page.
4. Use the dropdown arrow to select **Abstract format** in the Output box.
5. Now click on **Print**.

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Your abstracts will open in a new window with a Print Dialog box on top of it.

6. Select the printer you want to send your work to in the Select Printer box and click on **Print**.

Your records will print out to the printer you have selected. Remember that you have a print/photocopy quota of 50 free sheets per semester, after that you have to pay, so be careful not to print unnecessary records.

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**Saving your Scopus search results**

If you want to save your records instead of printing them, follow the instructions in the next exercise.
**Exercise 11**

1. Close the Scopus Print window.
2. Mark the **Export** radio button.
3. Set the Export format to **Text (ASCII format)**.
4. Select **Abstract format** in the Output box.
5. Click on **Export**.

A new window will open containing the abstracts of your records.

6. Click on **File** and **Save As**.

The Save Web page dialog box will open.

7. Select the drive you want to save your records to, give your file a name then click on **Save**.

The abstracts of your records have been saved as a text document and can be opened using a word processing package.
Top Tip

*Scopus* also gives you the option to email your records, export them to *RefWorks*, the reference management programme used in the University of Bolton, or create a bibliography.

Using Article Linker

Serials Solutions provides a system called Article Linker, which can check to see if the articles you have retrieved in your search are available from any of the electronic full text journals databases which the Library subscribes to.

**Exercise 12**

Let’s try to retrieve the full text of one of the articles your last search retrieved.

1. Click on the **Back** arrow on the top of your abstracts page to return to the Scopus Output page, then click on the **Return** button on the Scopus Output page to return to the Scopus Results page.
2. Click on the **Article Linker icon** for the article titled *The persistence of folly .... Part 1*.
   
   A new window will open.
3. Click on **Article** in the Article Linker Results page.

The article will open in another window. You can now read the full text of the article online, print it out or save a copy.
How many words long is the full text article?

If we have no electronic subscriptions to the journal, the Article Linker Results page will display a message saying that there are no electronic holdings for this journal.

If you scroll down this page, you will find a link to the library catalogue and you can search the library catalogue, to check whether we have print holdings of the journal your article is in.

If you click on the library catalogue link, the library catalogue will open in another window.

If your search is unsuccessful, you could try clicking on the View at Publisher link, if there is one for the article you require. Occasionally the article will be freely available, but if you are asked to pay for the article, you should apply for the article on Inter-Library Loan instead, as this will be cheaper.

You can use the link on the Article Linker results screen to download an inter-library loan application form or pick one up at the Library Desk. You cannot submit your inter-library loan form electronically, as a signature is required.

**Downloading Scopus search results**

Scopus has a download button which will permit you to download your search results easily.

Let’s download the results of your last search.

**Exercise 13**

1. Close down any additional windows you have loaded and click on the Download button on your Results page.
The Scopus Document Download Manager will load in a new window.

2. Use the dropdown arrow to select the naming format you want for your downloaded PDF documents.
3. Click on the **Browse** button beside the download to box and select where you want to download your documents to.
4. Mark the **Download Abstract if Full Text is Not Available** box.
5. Now click on the **Begin Download** button.

The download of your documents may take some time, but the Download Document Manager window will inform you when the process is complete and whether or not your selected record has downloaded as a PDF document or an abstract.
There will now be either a PDF full-text document or a file containing the abstract of any document that Scopus has successfully downloaded in the location you selected.

**Saving Scopus searches**

You have now searched for abstracts on Scopus, saved or printed the results of a search, retrieved the full text of an article and downloaded a set of results. Before you finish working with Scopus, you can save your search strategy. This will enable you to run the search again at a future time.

**Exercise 14**

2. Click on **Save** at the bottom of your results page.
3. Click on the **Athens/Other Institution login** link.
4. Complete and submit the Scopus registration form.
You will now be logged in to Scopus as an individual and your name should appear in the top right corner of the Scopus screen.

5. Save your search.

6. Log out of Scopus by clicking on **Logout** in the top right corner.

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**Top Tip**

Notice that you can also save your search as an alert or as an RSS feed. If you do this, **Scopus** will automatically notify you of any new abstracts that fulfil your search criteria whenever the database is updated.

To run this search again in another Scopus session you need to log in as yourself.

1. Log in to OpenAthens and load Scopus, as outlined in previous exercises.

2. Now click on + beside the Login link in the top right corner of the Scopus screen.
The Login box will expand and there will be an Athens Login link below it.

3. Click on the **Athens Login** link.

You will now be logged in as yourself and you can rerun your search by clicking on My Profile and Saved Searches.

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**The E-journals Portal**

The E-journals Portal, provided by Serials Solutions, provides various routes to access the electronic journals which the Library subscribes to.
However, it is important to remember that you are just searching for online journals on the E-journals Portal. The Library still has some journal holdings in print format only. Details of these can be retrieved by searching the library catalogue.

**Exercise 15**

Load the E-journals Portal.

1. Click on on the toolbar to return to the Library main page.
2. Click on **Electronic Resources** on the left hand menu.
3. Now click on **eJournals**.

**Searching for an e-journal by title**

If you’re looking for a particular journal, you can use the links on the E-journals Portal to browse by title. Alternatively, you can search for a particular title, by typing in word(s) the title starts with, word(s) in the journal title, the exact journal title or the ISSN (International Standard Serial Number), if you know it.

**Exercise 16**

Let’s look for journals with the word ecology in the title.

1. Use the dropdown arrow in the Find e-journals by title search box to select **Title contains all words**.
2. Type **ecology** in the search box and click on **Search**.
How many titles does your search retrieve?

To view a title online, click on the supplier name link beside the holdings you require.

Searching for an e-journal by subject

When you are searching for journals online, you should consider that the title of a journal doesn’t always reflect its subject matter. Let’s search for e-journals on ecology with a subject search.

**Exercise 17**

1. Close any additional windows you have opened.
2. Click on the dropdown arrow in the Please select a subject category box and click on **Earth & Environmental Sciences**.
3. Click on **Search**.
A new page will open with subject headings for Earth & Environmental Sciences.

4. **Click on Ecology.**

An alphabetical list of journal titles will be displayed on screen.

How many journals on ecology does this search retrieve?

**Searching for information in e-journals**

You can also search an individual supplier’s collection of online journals for a specific topic.

**Exercise 18**

Let’s look for information on economic migrants in the Taylor and Francis online journals collection, which is part of Informaworld.
1. Click on **Electronic Resources** in the left hand menu to return to the Electronic Resources page.

2. Click on **I** under the Browse the A – Z list of electronic resources.

3. Now scroll down the page and click on the **InformaWorld** link. The Informaworld platform will load on screen.

4. Type “**economic migrants**” in the Search for box.

5. Use the dropdown arrow to select **Title/Kwds/Abstract**.

6. Click on **Go**.

7. Look for the article titled **Economic migrants and the labour market in Spain and Portugal** in your search results.

8. Click on the article title. The full abstract of the article will load.

9. Click on **View Article (PDF)**.

The full text of the article will open as a PDF document. You will need to use the print or save icons on the Adobe Acrobat toolbar to print or save your article.
Top Tip

If you are working outside the university and do not have Acrobat Reader, you can use the link on the Electronic Resources page to download the software.

The journal article you have retrieved is from one of the many electronic journals databases that the Library has access to. The procedure to download an article from a database varies depending on which is being used, but the methods are essentially the same as shown in these exercises. If you need any help, do not hesitate to ask staff on the Information Desk.

And finally...

Well done! You have made it to the end of this workbook. You should now be able to use Scopus to look for information and check to see if any journal articles in your search results are available electronically by using Article Linker. You have also spent some time looking at the E-journals Portal and familiarising yourself with how to use it to search for electronic journals.

However, it is important to remember that Scopus is a general abstracting and indexing database. The Library subscribes to many abstracting and indexing databases. Consult your subject pages on the Library web pages for details of those most relevant to your subject area. Subject workbooks are available to help you search these databases.

If you need any assistance with Scopus, Serials Solutions or any other electronic resource, do not hesitate to ask for help either from the Information Desk or from your Subject Specialist.

Once again, happy exploring!!