

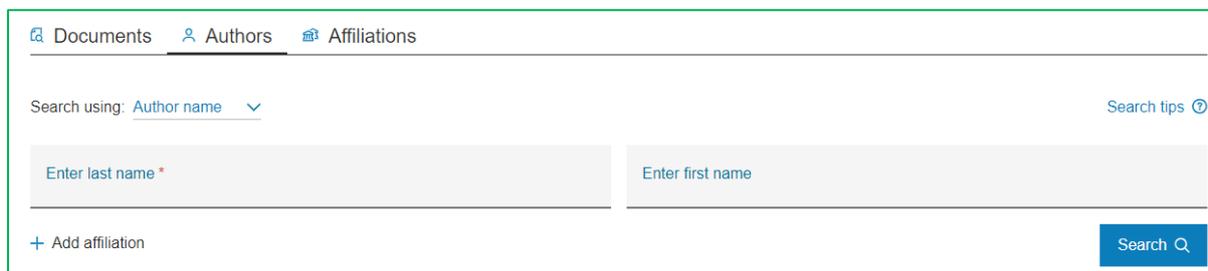
Checking & updating your Scopus Author ID & Profile

Scopus creates Author Identifiers and Author Profiles for the authors in Scopus. These IDs and profiles are created by algorithms, and they can be incorrect: there can be publications in your Scopus Author profile that are not yours, you might have multiple Author IDs or your publication is assigned to someone else.

This means you have to check your Author Profile and, when necessary, use the Author Feedback Wizard to request changes.

Finding your Author ID(s) and Profile(s) in Scopus

- Go to Scopus (<https://libguides.eur.nl/scopus>)
- Click **Authors** to go to the Author search
- Enter your last name and at least one initial
- Click the Search button



- Click on your name in the list of results, to open your Author details page. The Author details page provides an overview of name variants and affiliations (under Show all author info), a list of documents, citation metrics, etc. You can find your Author ID under your name and affiliation, behind SC.

Checking your publications in Scopus

It's possible your Author Profile in Scopus is not correct. The most common problems are:

- You have multiple Author IDs
- Publications are assigned to your Author ID, but you are not the author
- Publications you wrote are assigned to another author
- You prefer another name for your Author Profile

To make corrections you have to use the **Author Feedback Wizard** – via the **Edit profile** link on your Author details page (or via <https://www.scopus.com/authorfeedback>). To make any changes, you need an Elsevier account. If you don't have an account yet, you can use the button **Create account** at the top of the screen.

This wizard has seven steps:

1. **Is this your own profile?** Choose **Yes, this is my personal profile** and click **Continue**.
2. **Preferred Name** - Select the name you want for your profile. The list is based on the author names used in the publications in the Author profile.
3. **Current affiliation** – Select the affiliation.
4. **Documents:** a list of the documents associated with the Author ID is shown. You can remove documents that are not yours. If documents are missing use the button **Search for missing documents on Scopus** at the bottom of the list of documents to find them in Scopus. Click **+ Add to profile** and select the author. Click **Add document**. If necessary, repeat this step.
5. **Preprints:** you can remove preprints linked to your profile. Scopus includes preprints from 2017 and onward from arXiv, bioRxiv, ChemRxiv, medRxiv, SSRN, TechRxiv and Research Square. Via **Search for missing preprints on Scopus** you can add preprints.
6. **Awarded grants:** awarded grants appear on author profiles where the researcher is listed as the Principal Investigator or Co-awardee on awarded grant records in the Elsevier grants database. You can remove grants or **search for missing awarded grants**.
7. **Review changes:** click the button to see the changes (selected name, affiliation and documents added and/or removed). When this is correct, click **Submit request**.

You will receive an e-mail from Scopus. It can take up to several weeks before the changes are visible in Scopus.

Merging author profiles

When you find multiple Author IDs, you can merge them into one Author ID.

- Go to Scopus (<https://libguides.eur.nl/scopus>)
- Click **Authors**
- Enter your last name and at least one initial
- Click the Search button
- You will get a list of author profiles.
- Mark your profiles (we advise you to check the publications assigned to the IDs first) and click the link **Request to merge authors**.
- You are redirected to the Author Feedback Wizard:
 1. **Preferred Name** - Select the name you want for your profile. The list is based on the author names used in the publications in the Author profile.
 2. **Current affiliation** – Select the affiliation.

3. **Documents:** a list of the documents associated with the Author IDs is shown – each Author IDs has its own tab. You can remove documents that are not yours.
If documents are missing use the button **Search for missing documents on Scopus** at the bottom of the list of documents to find them in Scopus. Click **+ Add to profile** and select the author. Click **Add document**. If necessary, repeat this step.
4. **Preprints:** you can remove preprints linked to your profile. Scopus includes preprints from 2017 and onward from arXiv, bioRxiv, ChemRxiv, medRxiv, SSRN, TechRxiv and Research Square. Via **Search for missing preprints on Scopus** you can add preprints.
5. **Awarded grants:** awarded grants appear on author profiles where the researcher is listed as the Principal Investigator or Co-awardee on awarded grant records in the Elsevier grants database. You can remove grants or **search for missing awarded grants**.
6. **Review request:** you will see the updated profile information. When this is correct, click **Submit request**.

You will receive an e-mail from Scopus. It can take up to several weeks before the changes are visible in Scopus.

Add missing documents to Scopus

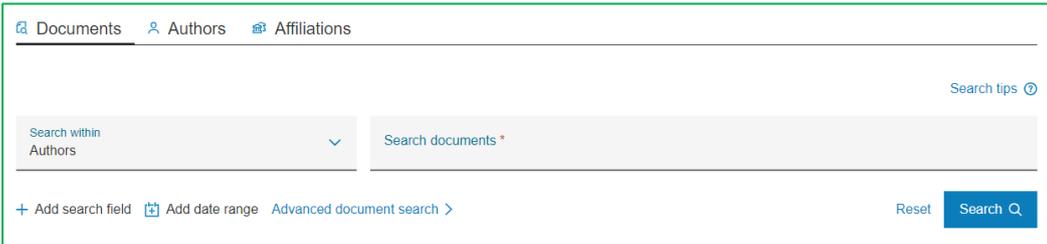
It's possible a document is missing from Scopus and therefore missing in your Author profile. When the journal and the volume of the missing article should be in Scopus, you can use the Contact form to ask Scopus to add the document.

- Go to <https://service.elsevier.com/app/contact/supporthub/scopuscontent/>
- Select your role, for example Author
- Select under Contact reason **Add Missing Document**
- Enter the requested information and attach a PDF of the missing document.
- Enter your contact details and click **Send your question**.

Keep your Author profile up to date

We have noticed that new publications are not always added to the correct Author ID. This means you have to keep your Scopus Author profile up to date yourself. The easiest way to do this is to create a search alert in Scopus for your name – you need a Scopus account to create a search alert.

- Go to Scopus (<https://libguides.eur.nl/scopus>)
- Use the Documents search to search: select **Authors** as the search field and enter your last name and click the Search button.



The screenshot shows the Scopus search interface. At the top, there are three tabs: 'Documents', 'Authors', and 'Affiliations'. Below the tabs is a search bar with a dropdown menu currently set to 'Search within Authors'. To the right of the dropdown is a text input field labeled 'Search documents *'. Below the search bar, there are several options: '+ Add search field', '+ Add date range', and 'Advanced document search >'. On the far right, there are 'Reset' and 'Search Q' buttons. A 'Search tips' link is also visible in the top right corner.

- Click **Set Alert** under the number of document results. You have to enter your Elsevier credentials.
- Choose the frequency and the format of the alert and click **Save**.
- You will receive an e-mail from Scopus when a document is added to Scopus with this name in the author field. You have to check whether the added document is indeed yours and if it is added to the correct Scopus Author ID.

More information

About Scopus: online course [Research Impacts: Sources and Metrics](#)

Questions? Send an e-mail to judith.gulpers@eur.nl

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