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 certain 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 on the right side of the screen

- 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:

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

To make corrections you have to use the Author Feedback Wizard – 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 five steps:

1. Search for your name. You can add name variants and/or affiliations.
2. Mark your profile(s) and click Review Documents.
3. Is there a name preference? Choose the name you want for your profile. The list is based on the author names used in the publications in the Author profile. Click Continue.
4. Is this your own profile? Choose Yes, this is my personal profile and click Continue.
5. Review documents: a list of the documents associated with the Author ID is shown. You can unmark documents that are not yours. When you are missing documents: use the button Search missing documents at the bottom left of the list of documents to find them in Scopus. Mark the title and click Confirm Author and select the author. Click Add document. If necessary, repeat this step. When you have added all missing documents and unmarked the non-applicable documents, click Review Affiliation.
6. Review affiliation: choose the affiliation you want for your profile. The list is based on the affiliations used in the publication in the Author profile. Click Confirm and Submit.
7. Confirm and submit: you will see the updated profile information. When this is correct, click Submit.

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 on the right side of the screen.
• 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. **Is there a name preference?** Choose the name you want for your profile. Click Continue.
2. **Is this your own profile?** Choose Yes, this is my personal profile and click Continue.
3. **Review documents:** a list of the documents associated with the Author IDs is shown – each Author IDs has its own tab. You can unmark documents that are not yours.
   When you are missing documents: use the button Search missing documents at the bottom of the list of documents to find them in Scopus. Mark the title and click Confirm Author and select the author. Click Add document. If necessary, repeat this step.
   When you have added all missing documents and unmarked the non-applicable documents, click Review Affiliation.
4. **Review affiliation:** choose the affiliation you want for your profile. The list is based on the affiliations used in the publication in the Author profiles. Click Confirm and Submit.
5. **Confirm and submit:** you will see the updated profile information. When this is correct, click Submit.

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/](https://service.elsevier.com/app/contact/supporthub/scopuscontent/)
- 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 Continue.
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.

![Scopus search interface](image)

- Click Set Alert under the number of document results. You have to enter your Elsevier credentials. If you don’t have an Elsevier account, create one by clicking Not Registered?
- 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 particular 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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