## Merging Scopus Author Profiles

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*Last updated 12/16/2014* 

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# Merging profiles

#### Why might I need to do this?

Scopus is excellent at disambiguating common author names. For instance, if you have the last name "Johnson," there are many other researchers in the world you could get confused with. However, Scopus is very good at ensuring it has attributed the correct publications to the correct "Johnson" based on affiliation algorithms.

Even so, occasionally publications will appear under multiple and/or erroneous author profiles in Scopus. While the publications may be correctly attributed to a given author, the author may be split into multiple profiles based on multiple differing affiliations.

Scopus provides a mechanism for merging author profiles when this happens. This document will guide you through the process of merging your publications under a single author profile.

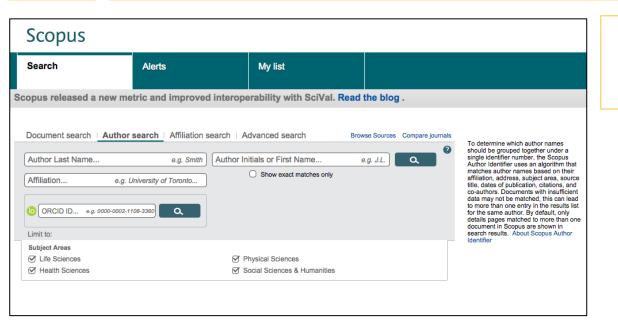


#### Locate your author profile(s)

Every author listed in Scopus is automatically assigned a profile. In most instances, a faculty member will have a "primary" Scopus author profile that lists most, but not necessarily all, of their publications.

A

Go to <a href="http://www.scopus.com">http://www.scopus.com</a> through access provided by University Libraries licensing (using a VPN, if necessary). Click **Author Search** from the provided search tab options.



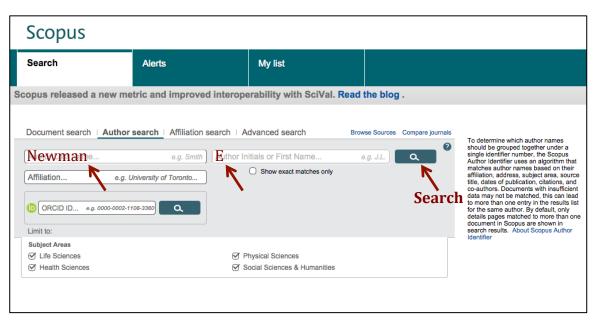
B

Enter your last name and first initial (or name). You can also add a search term for affiliation, as indicated. Click the search button.



### Locate your author profile(s)

In this example, we will search for **Eric Newman** using the full last name and first initial. The search produces a list of results with varying affiliations.





## Locate your author profile(s)

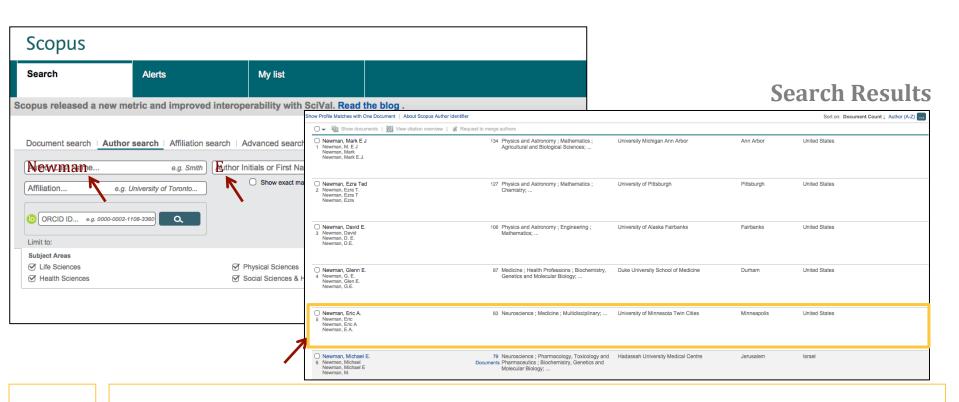
In this example, we will search for **Eric Newman** using the full last name and first initial. The search produces a list of results with varying affiliations.





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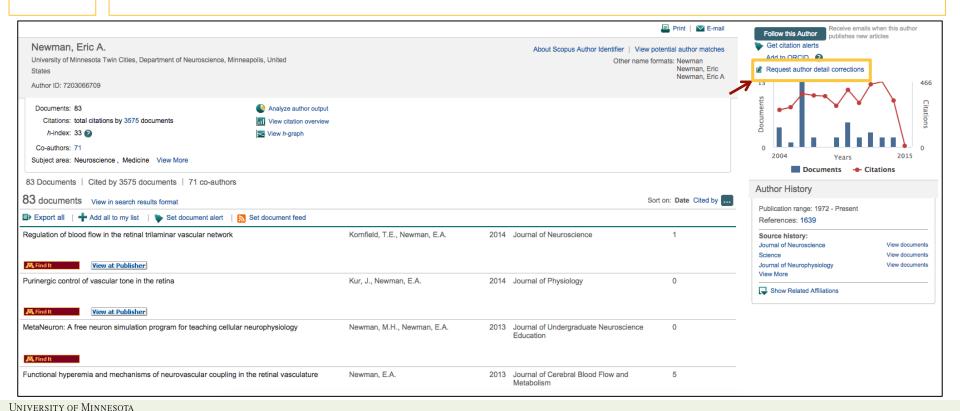
C

Locate and click on your primary profile; this will likely be the result with the correct name and correct "University of Minnesota" affiliation listed.

When you load your profile, Scopus provides a link that allows you to request corrections to your author profile.

A

Click the **Request author detail corrections** link on the right side of the page.



B

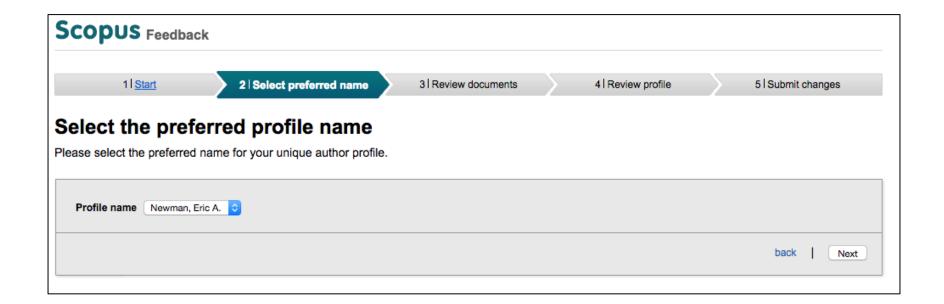
In the new window that opens, select other author profiles provided that correctly match your name/publication history (if any listed) and click **Start.** 

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### Request author detail corrections

C

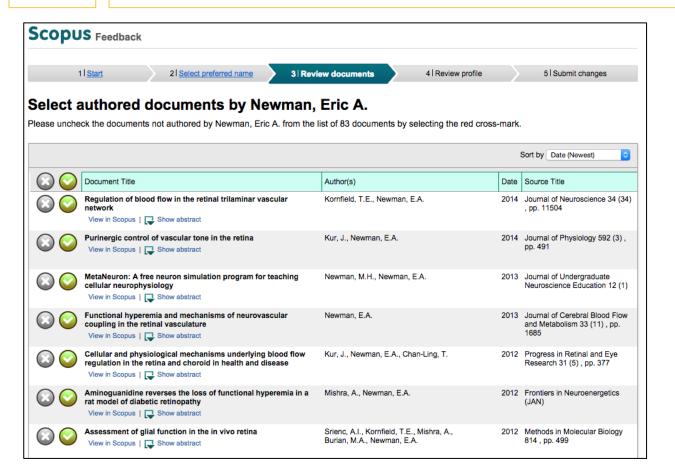
From the dropdown list provided, select your preferred display name for your profile. Options are generated from how author names are printed in Scopus publication records. Click **Next**.





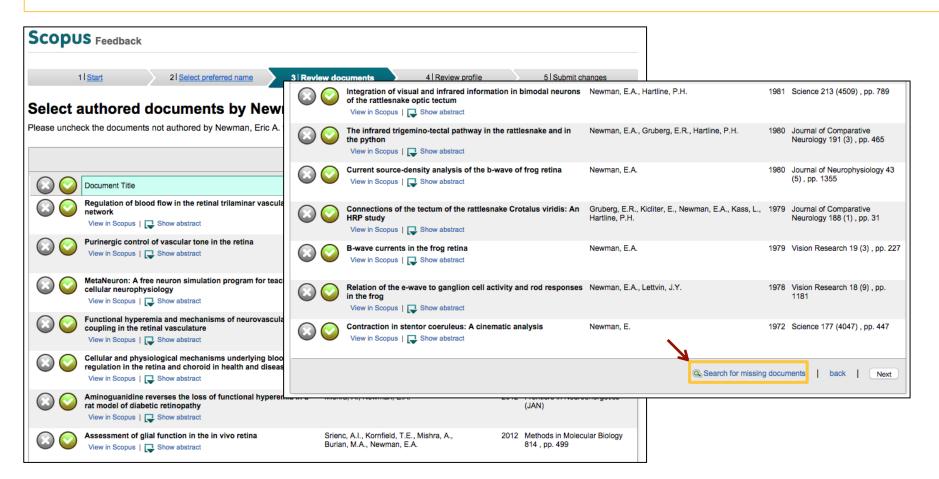
D

**Review your list of publications.** If there are any publications listed that are incorrectly attributed to you, you may specify those by clicking the X button next to them.



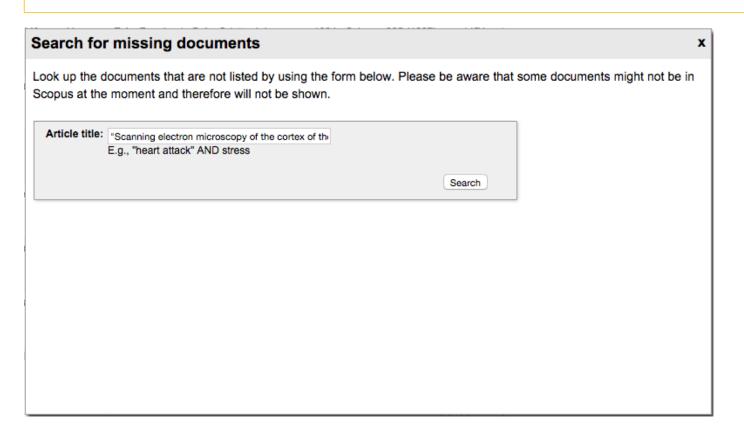


Here, you can also add missing publications by searching for them. Scroll to the bottom of the publications list and click **Search for missing documents**.



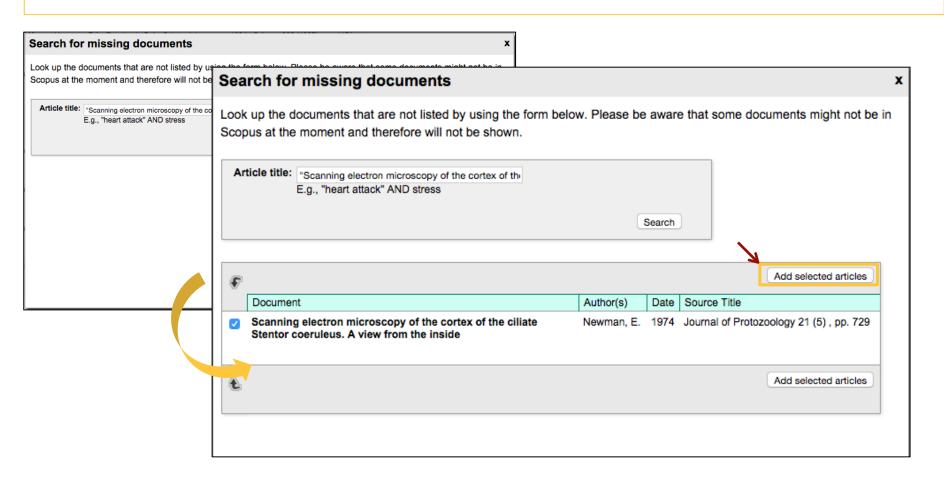


In the dialogue box that opens, enter part of the title of an article you want added to your primary Scopus profile and click **Search**.

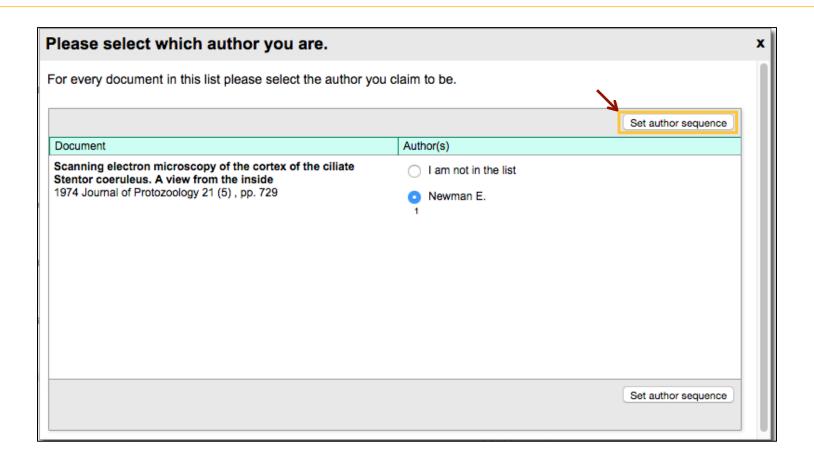




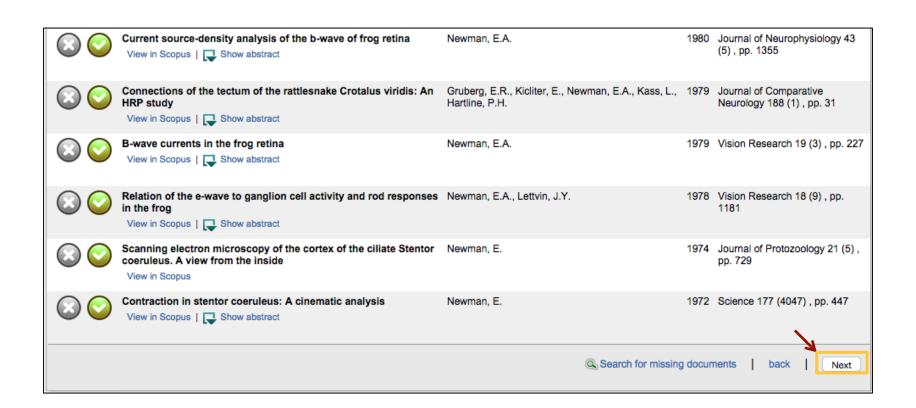
Select any matching documents and click **Add selected articles**.



Follow the instructions to select which author you are on the publication(s). Click **Set author sequence**.



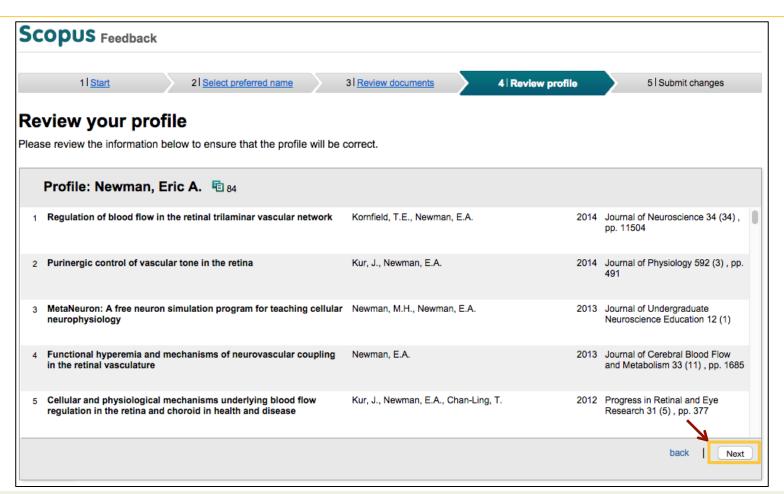
Repeat this process for any other missing publications and verify your finalized publication list for accuracy. When you are done, click **Next**.





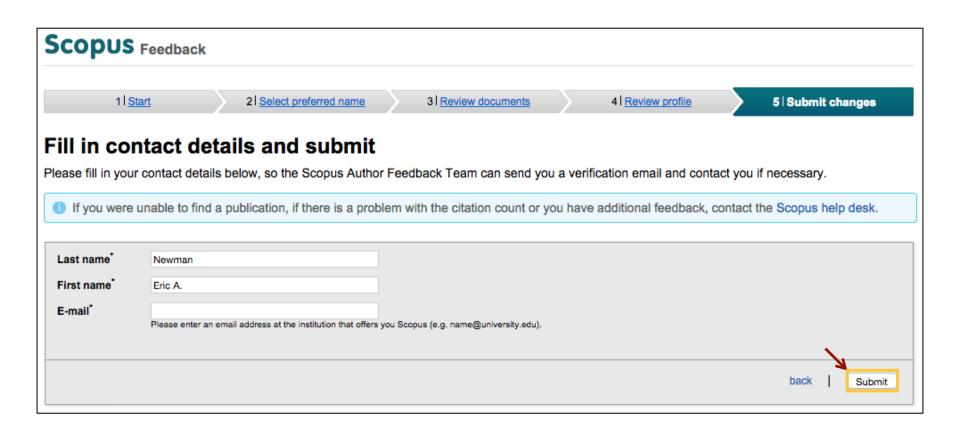
#### Verify profile corrections

Review your profile along with any changes you made. When you are satisfied, click **Next**.



#### Submit profile corrections

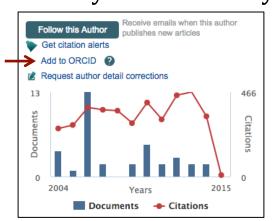
When prompted, enter your first name, last name, and institutional (UMN) e-mail address and click **Submit**. This completes the profile correction process.





# Tips

- Sometimes, your author profile may be listed under an unexpected affiliation. If you are unable to locate a primary profile for your name, this may be due to your profile being listed under a previous affiliation or an erroneously attributed affiliation.
- If you have registered for an ORCID, Scopus gives you the ability to add your Scopus author ID to your ORCID registration. This makes it easier for publications to be correctly attributed to you instead of others.



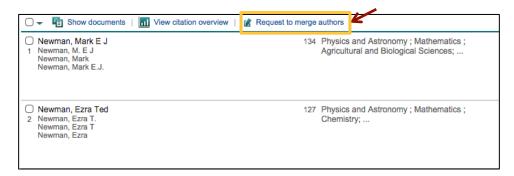


# Tips

■ There are two alternative ways to merge author profiles. One is by clicking **View potential author matches** near the top of your author profile and following the prompted instructions.



Another is by selecting authors you wish to merge from the **author** search results and clicking Request to merge authors.





## Questions

If there are specific problems with individual documents or your profile that cannot be addressed through the self-service correction process, you can contact the Scopus help desk for personalized assistance:

http://help.elsevier.com/app/ask\_scopus/p/8150

#### **Examples include**

Add/remove citations
Request corrections to document details
Request corrections to affiliations
Report missing documents



## Contact

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