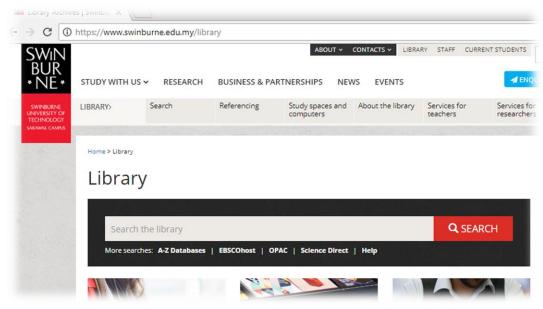
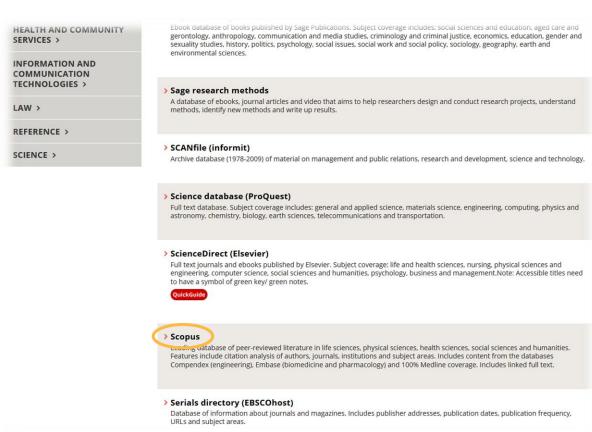
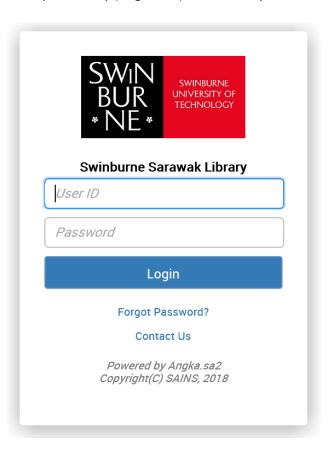
Quick Guide - How to Use Scopus

- 1. Go to library's home page at https://www.swinburne.edu.my/library
- 2. Click A Z Databases > Click alphabet 'S' > Scroll down the alphabetical list and click on Scopus.





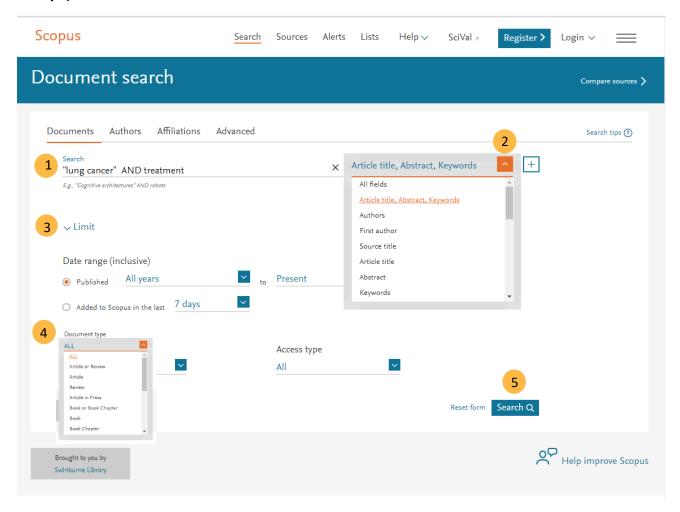
3. Enter your library (Angka.sa2) User ID and password.



- 4. That will take you to the Scopus, which you can start searching for your keywords or browse by topic.
- 5. When you are logged in, you will see this message on the bottom of the screen.

Brought to you by
Swinburne Library

Basic/Quick Search



When you first log into Scopus

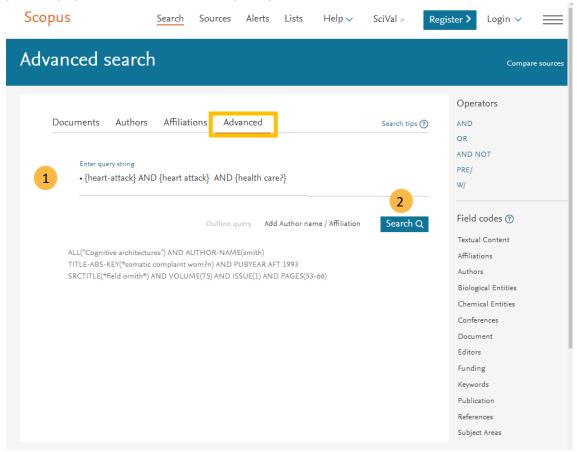
- 1 You will see the Basic Search box at the top of the screen. Enter your search term(s) in the search box. This is useful for simple searches or finding a known article.
- 2 Click the drop-down menu of the 'Article title, Abstract, Keywords' for other options.
- 3 Click **Limit**, if you would like to use any of the optional limiters or expanders.
- 4 Click the drop-down menu to select other **Document type**
- 5 Click the **Search** button Search Q

There are 3 more search options that can be use:

- Authors search is to find and track an author's publications and to review authors' details.
- Affiliations search is to find affiliations, as well as reviewing affiliation search results.
- Advanced Search is to explore more features by using Scopus.

Advanced Search

An advanced search allows you to enter complex search queries using field codes, boolean and proximity operators to narrow the scope of your search.



1 Enter your search term(s) in the search box.

Advanced search tips:

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Information Resources (Library)

Operators – boolean and proximity

Boolean operators (AND, OR & NOT operators) are used to connect your search words together to either narrow or broaden your set of results.

 Use AND search operator between two keywords or phrases to search for articles containing both terms.

(e.g.: "lung cancer" AND treatment)

- Use OR search operator between keywords to search for articles containing either term (e.g.: robot OR golem)
- Use Boolean operators exclude other terms in our search (e.g.: "sliding mode control" NOT motor)
- Use of quotation marks signs around any search phrase or exact combination of keywords.

(e.g.: "Sliding mode control" AND "motion control" AND robot OR golem)

Use of Proximity operator in Scopus:

A Proximity operator use in Scopus databases is a character - **W/n**, **PRE/n** allow you specify searches where one word is near, next to or in the vicnity of another word. You can choose between two Proximity operators to find words within a certain distance from each other: **PRE/n** specifies a word order wheras **W/n** does not.

- Use W/n to indicates distance between words, but not the order (e.g.: journal W/2 publishing, where 'journal' can be found within a distance of two words from 'publishing')
- Use PRE/n, which terms must appear in a specific order between words
 e.g.: behavioral PRE/3 disturbances, where 'behavioral' precedes 'disturbances' within three words
- Field codes search parts of the documents.

You can search for a term in a specific field by entering the field code in your advanced search.

The format looks like: field code(search term), e.g. AFFIL(University of Erfurt)

There are over 60 different field codes to search from. Explanations of individual field codes appear in the search box when selected, otherwise you can also see an overview here.

• Find exact or approximate – wildcards, brackets, quotation marks

There are two ways of searching for phrases;

i) Exact search

To find documents that contain an exact phrase, enclose the phrase in braces: {oyster toadfish}.

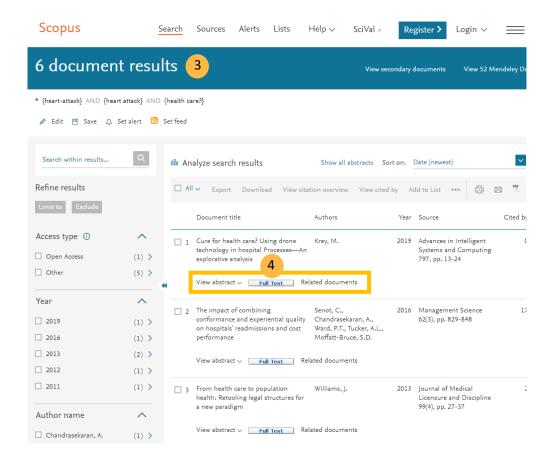
RESULT: This includes any stop words, spaces, and punctuation which you included in the braces. E.g.:

- {heart-attack} and {heart attack} will return different results because the dash is included.
- Wildcards are searched as actual characters, e.g. {health care?} returns results such as:Who pays for health care?

ii) Loose/approximate phrase

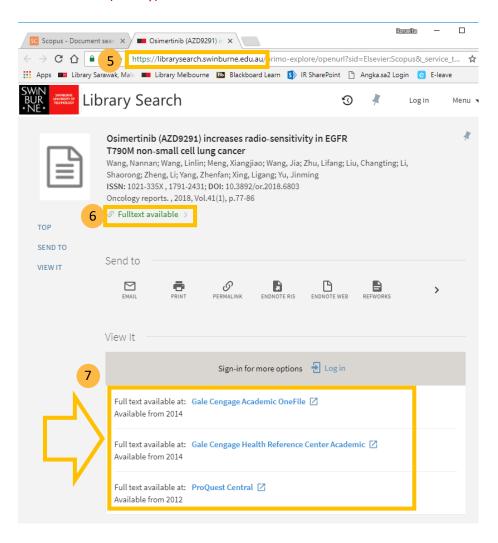
Double quotation marks are important when searching for a loose / approximate phrase. E.g.:

- Loose phrase: TITLE-ABS-KEY ("heart attack") searches for documents where heart attack appear together in the title, abstract, or keywords.
- **Not a loose phrase**: TITLE-ABS-KEY (heart attack) searches for documents where heart and attack appear together or separately in the title, abstract, or keywords.
- 2 Click the **Search** button. The search result list displays.
- A list of references which contain your search terms will be displayed, in relevance order. You can further refine your list of results by year, publication titles, topic or content type located on the left hand side.
- 4 Click the Full Text button.

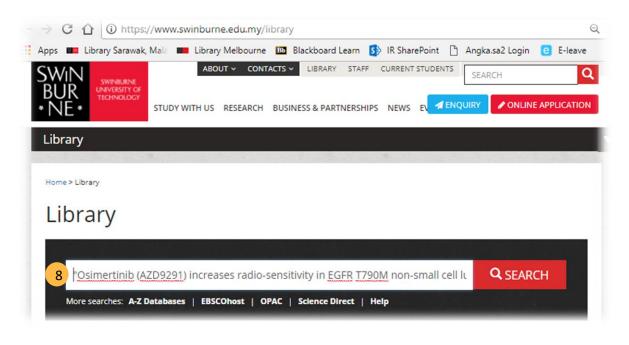


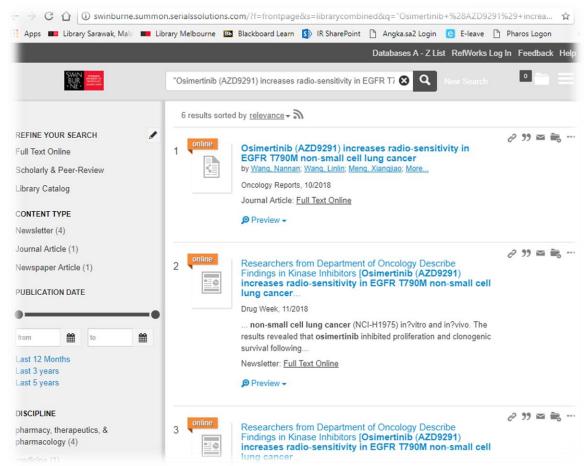
- Once you click the full text button, it will direct you to Melbourne's site below.

 As Melbourne and Sarawak campus are using different systems, your are unable to access to the full text directly from here. For full text access, continue the remaining step 6 till 9.
- 6 When click Fulltext available link, it will shows details as below image no. 7.

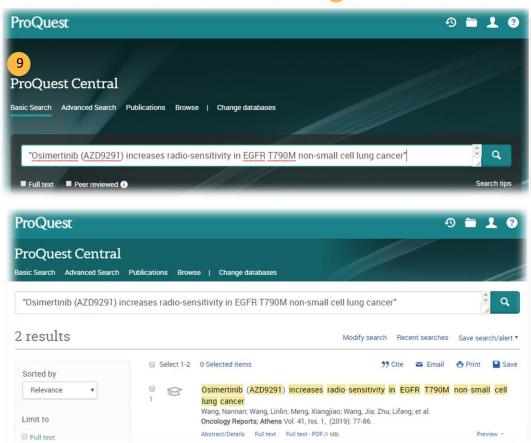


8 Use the information given above on our Swinburne Sarawak Library's search engine OR

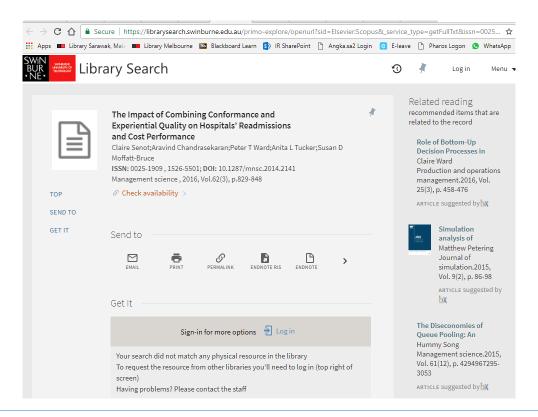




Alternatively, select any of suggested databases (no. 7) above to obtain the full text.



If the results shown as below, when you click at 'Check avaibility' there is no suggested databases – this indicates that there is no full text for that title under Swinburne's subcription.



Article with no full text- you don't have to purchase it but instead, please use our interlibrary loan service:

https://www.swinburne.edu.my/library/about-library/inter-library-loans.php

This button enables you to download references into bibliographic management tools i.e. EndNote or others, save the citation, bibliographical information, abstracts & keywords, funding details and other information to the Scopus record as a text file.

Further Help

If you need further help, please contact any of the library staff:

At Library Service Desk

■ Email : <u>IR@swinburne.edu.my</u>

■ Phone: +6 082 260936

Reference

Scopus 2018, *Scopus tutorials*, Scopus, viewed 23 October 2018, https://service.elsevier.com/app/answers/detail/a_id/14799/#revdoc

Scopus 2018, *How can I best use the Advanced search?*, Scopus, viewed 24 October 2018, https://service.elsevier.com/app/answers/detail/a_id/11365/supporthub/scopus/>

Swinburne Sarawak Library/RR/November 2018