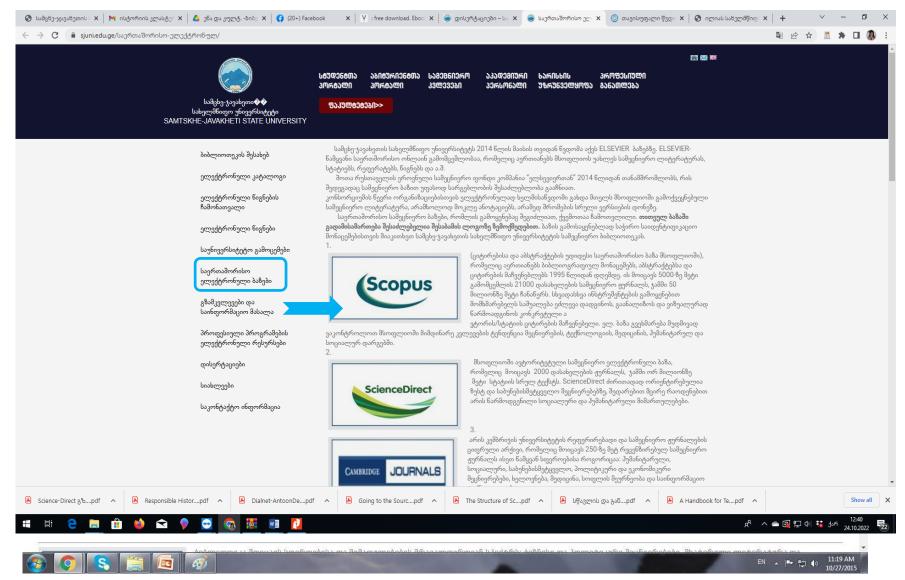


სამცხე-ჯავახეთის სახელმწიფო **უნი**ვერსიტეტის ბიბლიოთეკა



გზამკვლევი





Document Search / Starting a Search



Document Search

This tab is the main search window of the homepage. To begin, enter the search terms in the space provided. (See page 13 for input rules for search terms).

Author Search

Choose the Author search tab to search for a specific author by name or by ORCID (Open Research and Contributor Identifier) ID.

3 Affiliation Search

Choose the Affiliation search to search for a specific affiliation.

Browse Sources

Browse an alphabetical list of all journals, book series, trade publications, and conference proceedings available in Scopus.

Compare Journals

Opens up Compare Journals (see details on page 9).

6 Boolean Operators

Select from AND, OR, AND NOT to combine search terms.

7 Search Items

Select which fields you wish to search.

Add Search Field

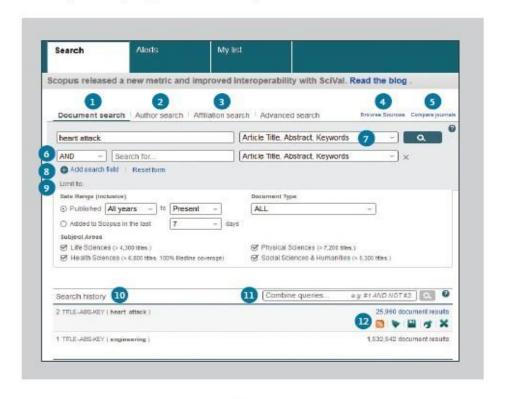
To search using multiple keywords and search items, click Add search field button.

9 Limit to Section

Control search by limiting to: published years, recently added, document type and subject areas.

10 Search History

When you return to the search window after carrying out a search, your search history will be displayed at the bottom. The search history is cleared for each new session. With Scopus, you can easily start your search from the homepage. Ensure that you quickly access the article you want by using the detailed search options offered.



11 Combine Queries

In the Combine queries bar in Search history, you can enter the list number of each search you want to combine, using the # symbol and the AND, OR, and AND NOT operators. 12 Set Alerts or RSS Feeds

Hover over a search result in Search history and click on the icons that appear: Set alert (to receive email alerts), Set feed (to receive RSS updates), Save query, Edit query, or Delete query.

Document Search / Sorting Options & Refining a Search





Notifies you by email or RSS feed when a new article that matches your search conditions is listed (requires login).

Analyze Search Results

Click to see an analysis of your results, showing the number of documents broken down by various criteria, including year, source, author, affiliation, and so on.

3 Number of Search Results

Displays the number of documents results.

Search within Results

Add additional terms to your search by directly entering them here.

5 Results

Use the Refine Results pane to limit your results list to certain categories of documents. For example, you can limit the display to documents from a certain author, or those published in a certain year. You can also exclude certain documents from the results list.

6 Batch Processing Results

Export bibliographic information using reference managers Mendeley or RefWorks, or in file formats RIS, CSV, BibTex or Text. If you are using RefWorks, you can link seamlessly by embedding your RefWorks ID/PW in the My settings menu.

Download multiple PDF files and automatically assign them names based on specified rules. The file names can be a combination of author, publication year, article title, journal, and more. The maximum number of files you can download at one time is 50 if PDF is available. Java required.

View citation overview to analyze documents that cite the selected articles.

View cited by displays all documents that cite the selected articles.

More (see bullet 10)



Display Document Details Page

Click the article title to view the document details (the abstract and referenced works) of the article. Hovering over a search result will show the following links:

- · View at Publisher
- Show abstract
- Related documents.

8 Link to Full Text

By clicking View at Publisher, you can link to the full text on each publisher's website if authorized.

9 Sort Options

By default, search results are listed by date. Sort on Cited by, relevance, author name and source title (in green box) are options. Mon

View references: Displays all documents referenced by the article.

Add to my list: Adds the articles to a temporary list. Later, you can check them from the My List menu or save the list under a new name.

Create bibliography: Change the output to typical reference list format.

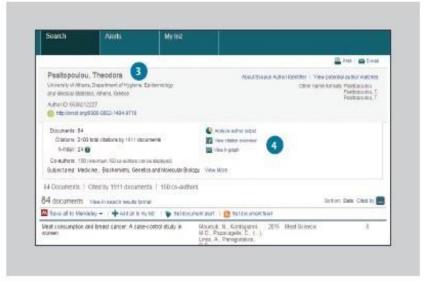
Email: Sends the articles as an email.

Print: Displays the articles in a format suited for printing.

Analysis / Citation Overview







- Cited Documents
 Includes the number of times the documents were cited by publication year. You can view, print, or export a list of the cited documents.
- 2 Total Citations
 Per reference, total citatation counts by year.

- 3 View Citation Overview on Author Profile
 The same display option is available at the Scopus
 author profiles: Author name, Affiliation, Name,
 Country, Document type, and Subject area.
 - View Citation Overview

 Analyze citations by clicking View citation overview. This will display, in table format, the number of citations per year for each article. This multipurpose tool allows you to see at a glance the citation trend for any given article.

Analysis / Analyze Search Results



On a given search, users can click the Analyze search results button and a window opens with several tabs. Each tab in the Analyze search results window contains a set of graphical displays and charts that can be manipulated to better understand the search metrics. Additionally, the graphics offer contextual boxes that provide insight into specific points along the graph.

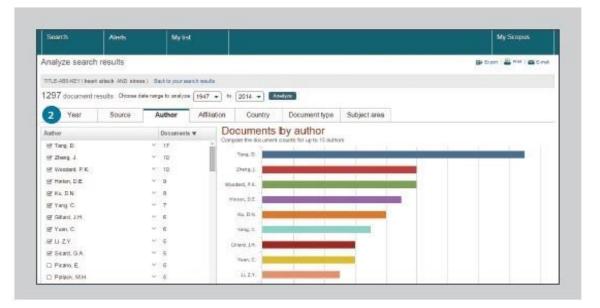
Analyze Search Results

The link to Analyze search results can be found on the Results page.

Search Metrics Search metrics are organized by

Search metrics are organized by the following: Year, Source, Author, Affiliation, Country, Document type and Subject area.





Compare Journals



- Analytics
 Click the Compare journals tab on the homepage to start.
- Search for Journals
 Search by entering part of the candidate journal name in the Search box.
- Evaluation Indices. Compare and evaluate the journals from various perspectives.

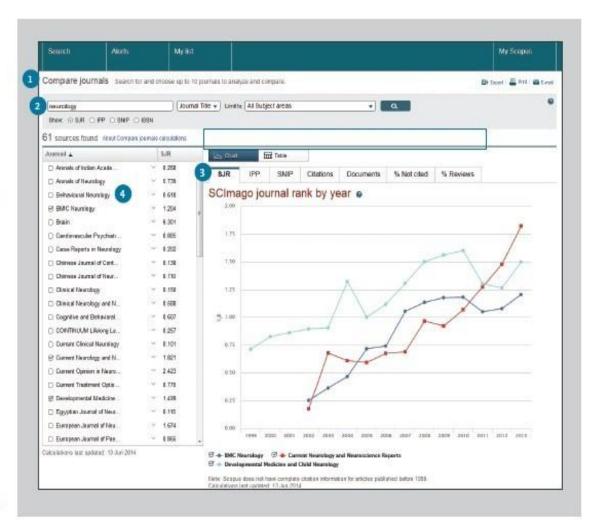
SJR (SCImago Journal Rank): Using an algorithm similar to that for Google* PageRank, this prestige metric index weighs citations by the quality of the citing journal and allows comparison between fields.

SNIP (Source Normalized Impact per Paper): Taking the ease of citation by field into account, this index adjusts the citation ratio and allows comparison between journals in different fields.

Citations: The total number of citations a journal receives per year.

Documents: The total number of articles published by a journal per year.

- % Not Cited: The percentage of articles published each year that have not been cited previously.
- % Reviews: The percentage of articles in a journal that are categorized as a review type article.
- Click on the journal you wish to compare from the search results or drag and drop it to the right-hand frame. You



Author Tools / Author Search & Author Profile



Scopus allows you to analyze citation metrics on authors as well as specific articles by an author. From the author ID you can display all articles by that author, documents that cite the author, h-index and more.

- Author Search
 Select Author search tab to search by author name.
- 2 Author Name Enter surname and initials or given name of author in the Author fields and a list of authors that may match will be shown. You can also search in combination with his/her affiliation.
- 3 ORCID ID
 Search for authors using an ORCID ID.



Display Author Profile Click on the author's name to see the author profile. Hover over the author's name and View last title and Documents for this author will appear.



Author Tools / Author Details



Author Profile

Displays the author's articles, affiliation, ORCID ID, documents that cite the author, h-index, and can analyze the citations.

2 Documents

In the Documents field, check all articles by this author.

Click on the Analyze author output link to view the author's research results (such as documents and h-index) as graphs.

Citations in Other Documents

In the Citations field, check which documents cite this author's articles. Analyze the citations of all this author's articles from View citation overview.

A h-index

This is an index that evaluates the author from the number of published works and number of citations in other documents, and is shown as h for articles that have been cited more than h times since 1996. This can be displayed as a graph by clicking on View h-Graph.

Tab

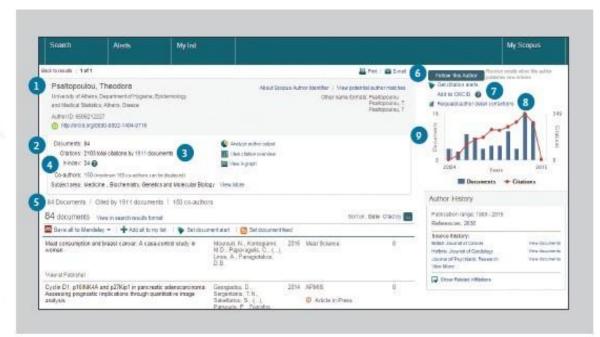
The three tabs show Documents, Cited By documents and 150 co-authors.

6 Follow this author

Login to set an alert to receive new documents published by this author. Login to set an Author Citation Alert email when author's articles are cited.

7 ORCIE

Add documents to your ORCID profile and/or create your ORCID profile.



Request author detail correction

You can request for a correction of the author profile e.g. to update the affiliation you are based on.

9 Graph

The graph shows the number of documents published by the author and the number of citations received in the 10 most recent years. Clicking on a data point on the graph shows a list of documents and citations.

Search Term Rules



General Rules

Not case sensitive

Entering singular nouns will also search for plural nouns and possessives (with some exceptions)

Entering either variation of Greek letters (α OR alpha, β OR beta) will search for both variations

Entering either British or American spellings (colour, color, or tyre, tire) will search for both variations

Phrase Search

Multiple words set off by spaces will be processed with the AND operator.

To search as a phrase, enclose it in double quote marks or curly brackets.

- · Double quotes "" will search for fuzzy phrases.
- It will also search for both singular and plurals (with some exceptions). Symbols are ignored. Wildcards can be used. "heart-attack" will search for heart-attack, heart attack, heart attacks, and so on
- Curly brackets {} will search for a specific phrase.
 It limits the search to only the specified character string, and symbols can be used.
 {heart-attack} will only search for heart-attack

Wildcards

* replaces any number of characters, toxi* will search for toxin, toxic, toxicity, toxicology, and so on

? replaces only one character sawt??th will search for sawtooth and sawteeth

Logical operators and proximity operators

And searches for articles containing both words food and poison

Or searches for articles containing either or both words weather or climate

And Not searches for articles that do not contain the following words tumor and not malignant

W/n restricts to n words between the two words, the word order is not set Pain W/5 morphine

Pre/n restricts to n words between the two words, the word order is as set newborn PRE/3 screening

Operator priority order (it is possible to change the priority order by using parentheses)

1. OR 2. W/n or PRE/n 3. AND 4. AND NOT

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დეტალური ინფორმაცია შეგიძლიათ იხილოთ ამ <u>ბმულზე</u>

დიდი მადლობა, რომ სარგებლობთ ჩვენი ბიბლიოთეკით

