Searching with keywords in Scopus transcript

Planning your database search

## Identifying keywords

When planning a search for any database, start with your assignment title.

For example:

**To what extent have recent initiatives to increase the number of people who travel to work by bicycle been successful?**

The next step is to identify the key concepts in the assignment title.

The key concepts from this assignment title would be: **initiatives, travel to work** and **bicycle.** We can use these as a starting point for identifying further useful search terms on the topic.

Enter your concepts into a table, using a new column for each concept. Then note down related terms for each concept on a separate row in the relevant column.

Additional search terms for the first concept *Initiatives* could be: **initiative/initiatives**, **incentive/incentives** and **tax incentives.**

Alternative search terms for *travel to work* could be: **commute/commuting**

And search terms for *bicycle* could be: **cycle/cycling, bike/s, bicycles**

## Enhancing your search

Where appropriate, you can use a \* at the end of a word stem to replace any number of letters on the end of the word stem. This is known as truncation and is particularly useful for words which could have both singular or plural endings. For example, the search terms **initiative/initiatives** would become **initiative\***. Likewise, **cycle/cycling** would become **cycl\***.

You can put exact phrases in double quotation marks to ensure that both words are searched for together. For example, “tax incentives”.

## Combining your search terms

Related terms can be combined using the word **OR**.

For example: cycl\* **OR** bike\* **OR** bicycle\*

You can combine different sets of search terms together by using the word **AND**. This way creating one set of search results.

For example (initiav\*OR incentiv\* **OR** “tax incentive”) **AND** commut\* **AND** (cycl\* OR bike OR bicycle)

Searching SCOPUS

The screen now displays the SCOPUS interface. You can access SCOPUS by searching for it on the Student Intranet.

On the SCOPUS search screen (this is the default screen when you open SCOPUS via the Intranet), choose **Article title, Abstract, Keywords** from the **Search within** drop down menu. Then type your first set of search terms into the search documents field.

Remember, the \* symbol is used to search for alternate word endings, e.g incentiv\*. Related search terms are combined using OR, and quotation marks are used to search for exact phrases.

So, for our example, we type: incentiv\* OR initiativ\* OR “tax incentive”.

Now click the **+ Add search field** button below the search box. A new search box will appear together with a drop-down menu featuring a selection of combining words. Leave it on the default setting of **AND**.

Ensure that **Article title, Abstract, Keywords** is selected in the **Search within** drop down menu. Then type your the second set of search terms into the new **search documents** box. For our example you would type: commut\*.

Repeat this step to add the third set of search terms: cycl\* OR bike\* OR bicycle\*.

This is all the search terms added. Now you can click the **Search** button, which is below and to the right of the search boxes.

Viewing and refining your results

## Sorting and filtering the results

The screen is now displaying the SCOPUS search results. It shows there are 197 results matching the search terms. By default, results are sorted by date. To sort the results by relevance to your search terms, select **Relevance** from the **Sort on:** drop down menu which appears to the top right of the search results.

You can use the filter options on the left-hand side of the results screen to refine your search. You can choose to **Limit** your results to only display certain filters or **Exclude** certain filters from your results. Filters include Year, Subject area and Author name.

## Viewing other papers which cite articles in your search results

To the far right of the screen, next to each search result, there is a number which indicates how often the article has been cited in other papers which are in the SCOPUS database. If the number is higher than zero, you can click on the number to view these papers. This can help you find related or more recent articles.

## Viewing the abstract and accessing the full text article

Within each search result is the **View abstract** button which will reveal the abstract for the article. This will help you decide if it’s relevant to your search.

Under each result there are red buttons labelled **Check for full text**. If the article is available via the University library, a separate browser tab will present a link to download a PDF document.

You can repeat this process for **additional key concepts** or **search terms.**