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 (www.scopus.com)
- 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

- You will get a list of author profiles (depending on the number of namesakes). Profiles matched to only one document are hidden. You can make them visible by clicking the link Show Profile Matches with One Document
- 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, list of documents, citation metrics, etc. You can find your Author ID in the grey bar on top of the page, under the name
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**. Click the link **Request author detail correction** in the right upper corner of the Author details page to start this wizard.

This wizard has five steps:

1. **Start**: you see the name, Author ID and last known affiliation of the author. In some cases you will also see a list of potential author matches. Click **Start** to continue.
2. **Select preferred name**: choose the name you want for your profile. The list is based on the author names used in the publications. Click **Next** to continue.
3. **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 link **Search for missing documents** at the end of the list of documents to find them in Scopus. You have to search by article title. Mark the title and click **Add selected articles**.
   - When you have added all missing documents and unmarked the non-applicable documents, click **Next**.
4. **Review profile**: you will see the updated list of documents. When this list is correct, click **Next**.
5. **Submit changes**: enter your name and e-mail address. Scopus wants you to use your Erasmus e-mail address. Click **Submit** to finish.

You will receive an e-mail from Scopus. It takes a couple of 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 ([www.scopus.com](http://www.scopus.com))
- 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. Profiles matched to only one document are hidden.
  - You can make them visible to clicking the link **Show Profile Matches with One Document**.
- 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 a shortened version of the Author Feedback Wizard:
  1. **Start**: you get an overview of the Author IDs you want to merge. Click the button **Start** to continue.
  2. **Select preferred name**: choose the name you want for your profile. Click **Next** to continue.
3. **Review profile:** you will see the list of documents assigned to the profiles. When this list is correct, click **Next**.
4. **Submit changes:** enter your name and e-mail address. Scopus wants you to use your Erasmus e-mail address. Click **Submit** to finish.
   - Scopus sends you an e-mail with a link to verify the request. After your verification, it will take a couple of 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 Ask a Question form to ask Scopus to add the document.

- Enter your contact details.
- Select under ‘I have a question about’ **Missing document(s)**
- Enter at least the source title and the publication year and attach a copy of the missing document.
- Enter additional details and click **Send Message**.

**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 ([www.scopus.com](http://www.scopus.com))
- Use the Document search to search: select **Authors** as the search field and enter your last name and click the Search button.

- Click **Set Alert** under the number of document results. You have to enter your Elsevier credentials. When you don’t have an Elsevier account, create one by clicking **Register Now** (in the third column).
- 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](mailto:judith.gulpers@eur.nl)
Last update: March 29, 2017