

### These slides will show you how to:

## 1.Get your Scopus ID

# 2.Select your preferred name for publications

## 3.Update your affiliation to the University of Jordan

4. Merge your Scopus names/accounts into one account

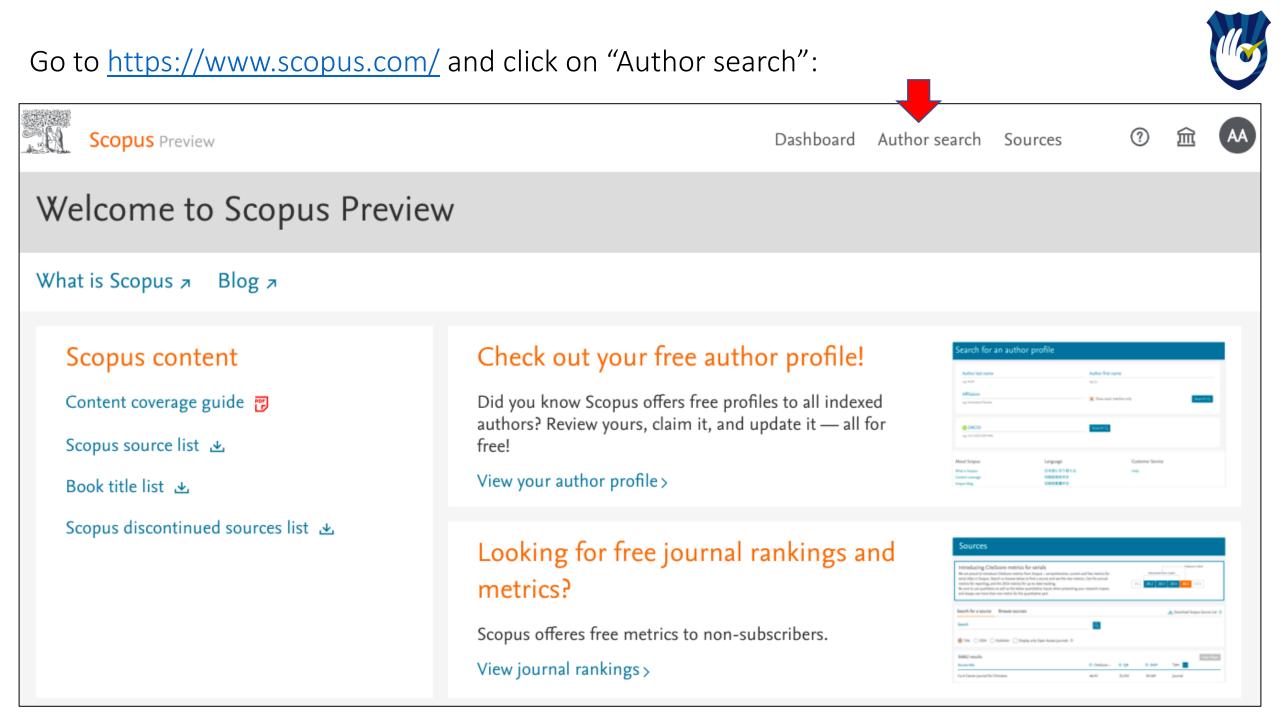


# Importance of these actions:

- All your papers will get counted into single account (make your publication outcome more visible!)
- Allow the university to continuously track and monitor its research output
- Promoting the ranking of the University of Jordan by ranking systems



# How do I get my Scopus ID?



Conduct an author search by typing the first and the last name of the author as in the example below. Note: affiliation can be added to in case needed to promote minimal number of similar authors



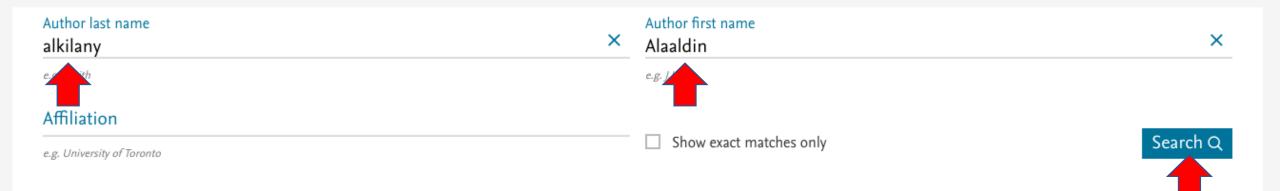
Dashboard Author search Sources 🕜 🏛 🗛

×

### Search for an author profile

Scopus is the world's largest abstract and citation database of peer-reviewed research literature. With over 22,000 titles from more than 5,000 international publishers. You can use this free author lookup to search for any author; or, use the Author Feedback Wizard to verify your Scopus Author Profile.

Register for your unique ORCID and use Scopus to import your records.



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#### Edit Sort on: Document count (high-low) Refine results 🔲 All 🗸 Request to merge authors Author h-index () Affiliation Documents Country/Territory Source title City $\sim$ Affiliation $\sim$ Alkilany, Alaaldin M. 52 25 Universität Hamburg Hamburg Germany $\Box$ 1 City $\sim$ Country/territory $\sim$ 20 1 ∧ Top of page Display: results per page

Author last name "alkilany", Author first name "Alaaldin"

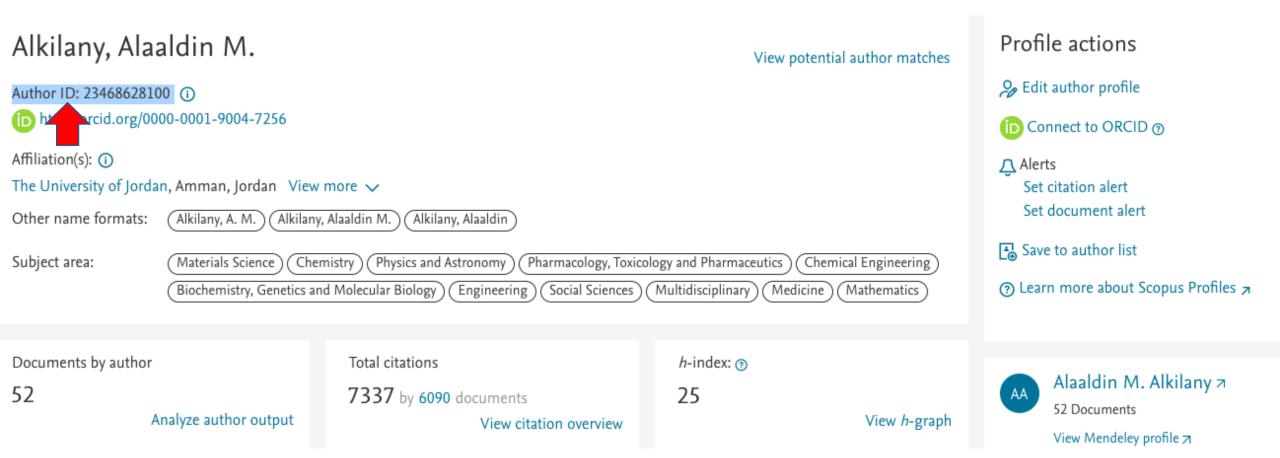
### 1 author results

Click on your name



About Scopus Author Identifier >

#### ID appears under your name







# How do I change my name and/or affiliation?

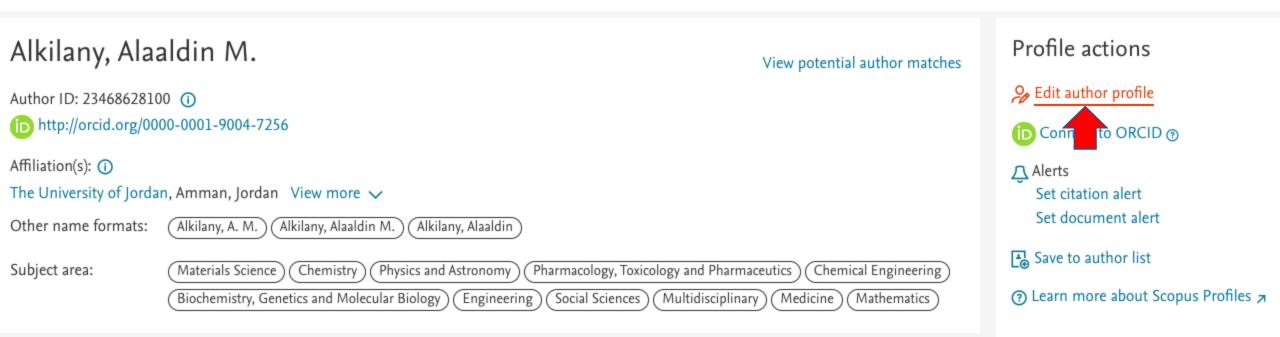
If the affiliation is not the university of Jordan as you see in this example:

1 author resul	ts						About Se	copus Author Identifier 🗲
Author last name <b>"alkilany"</b> , Autho	r first name <b>"Alaa</b>	ldin"						
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Refine results						Sort on:	Document cour	nt (high-low)
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Affiliation	$\sim$	□ 1	Alkilany, Alaaldin M.	52	25	Universität Hamburg	Hamburg	Germany
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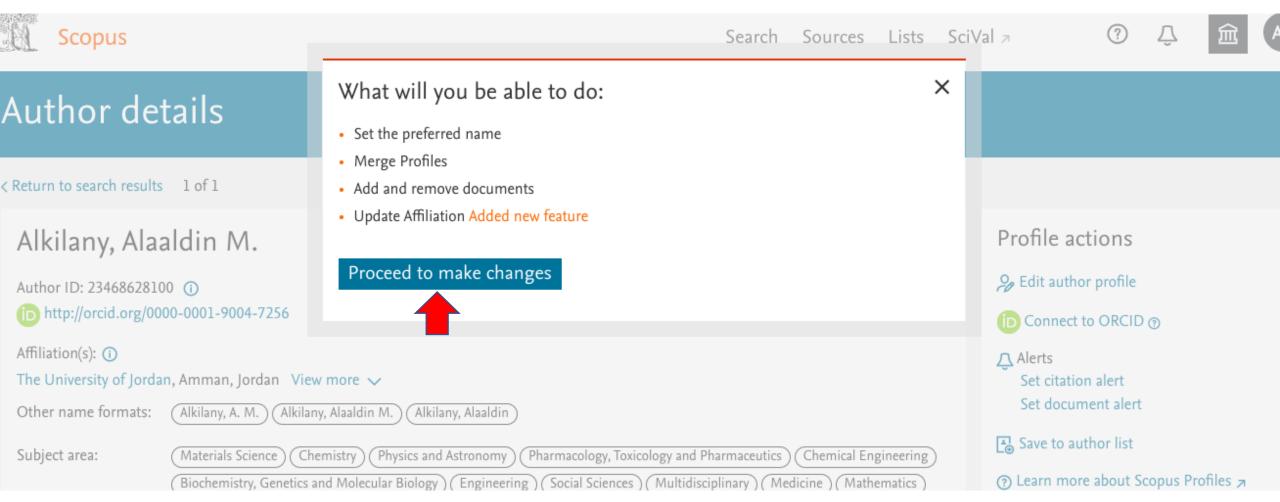


#### Edit your profile by clicking "Edit author profile" icon as below



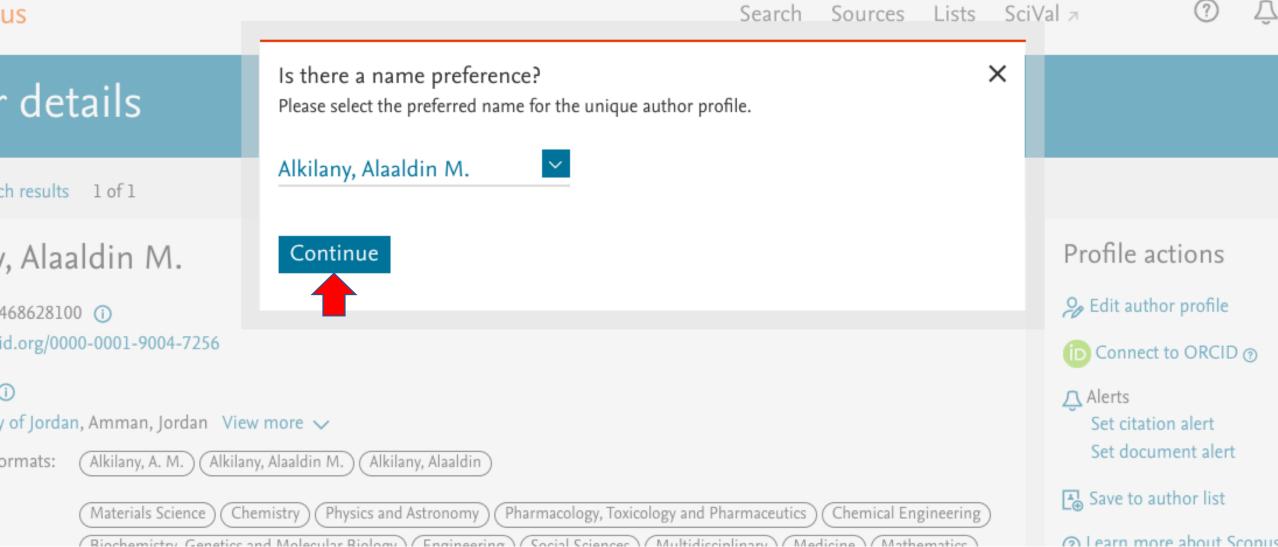


By editing your profile you can do four things as summarized in the box below: click "proceed to make changes" to start...



Scopus will ask you to select the preferred name. Please use this from now on in all publications



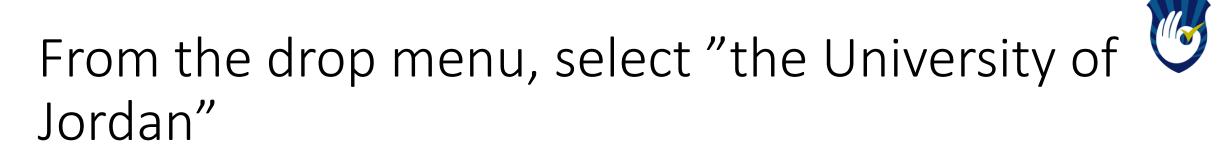


# Next step is to update your affiliation. Click on V "Review Affiliation"

Select Prof	file(s) 🕞 Review Documents	œ Review Affiliation	l Submit		
i Revi	ew the following documents and see if they all belong to th	nis author.			
Alkilany, A 52 documents	Alaaldin M.				
	Document title	Authors A	Year 🗸	Source A	Cited by
					0.000 07
1	Assembly and Degradation of Inorganic Nanoparticles in Biological Environments	Roy, S., Liu, Z., Sun, X., Gharib, M., Yan, H., Huang, Y.,, Parak, W.J.	2019	Bioconjugate Chemistry 30(11), pp. 2751-2762	(
<ul><li>1</li><li>2</li></ul>	Assembly and Degradation of Inorganic		2019 2019		

# From the drop menu, select "the University of Jordan"

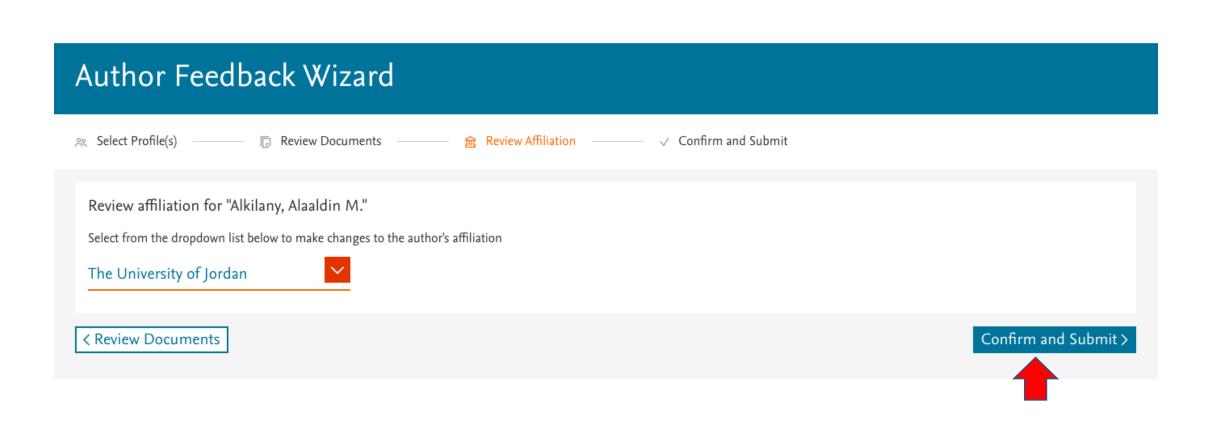
Author Feedback Wizard	
※ Select Profile(s) ——— 同 Review Documents ——— 命 Review Affiliation ——— v Confirm and Submit	
Review affiliation for "Alkilany, Alaaldin M." Select from the dropdown list below to make changes to the author's affiliation Universität Hamburg	
< Review Documents	Confirm and Submit >



Author Feedback Wizard					
옷 Select Profile(s) —	nts ——— 🟦 Review Affiliation —	──── ✓ Confirm and Submit			
Review affiliation for "Alkilany, Alaaldin M." Select from the dropdown list below to make change The University of Jordan An-Najah National University Medical College of Georgia The University of Jordan University of Jordan			Confirm and Submit >		
University of South Carolina Al What is Scopus Content coverage	Language 日本語に切り替える 切换到简体中文	Customer Service Help Contact us			



# Confirm your selection and submit..



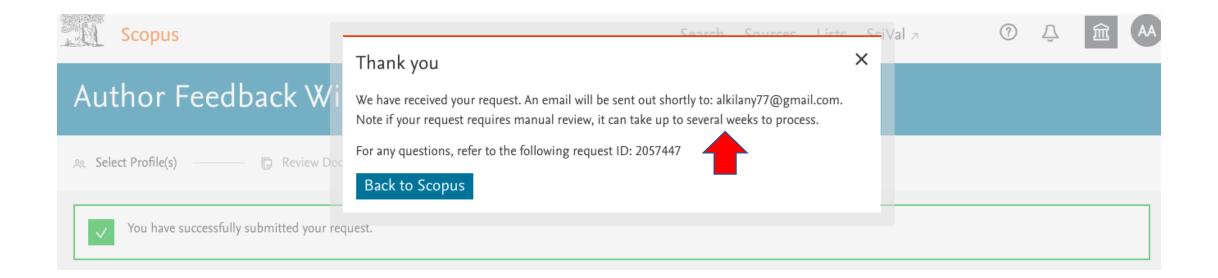


# Once your affiliation is updated. Select "submit"

Author Feedback Wizard				
Review Affiliation → Con 🙃 Select Profile(s)	nfirm and Submit			
Profile Alkilany, Alaaldin M. Preferred Name	Affiliation The author's affiliation is: The University of Jordan Updated			
< Review Affiliation	Submit			



# A "thank you" message will pop up and inform you that the changes will get in place shortly..



This is the email you will get to confirm the receipt of the edits/updates



Scopus Feedback - Confirmation (Alkilany, Alaaldin M.) >

noreply@scopusfeedback.com via amazonses.com to me 👻

#### We have received your request!

Request ID: 2057447

\*Note if your request requires manual review, it can take up to one week to process.

Profile

Alkilany, Alaaldin M.Preferred Name

#### Affiliation

The author's affiliation is:

The University of JordanUpdated



# How do I merge my multiple names?

## See this:

https://www.youtube.com/watch?v=E5ez-zy9Ra8