

# Tip Sheet: Scopus

## Suggested Field Tags:

One of the ways that key word searches can be narrowed in databases when running a comprehensive and systematic search is through the use of field tags – most commonly those associated with title, abstract, and key words. The specific field tags that can/should be used differ by database. **In Scopus, we recommend TI-ABS-KEY**, which searches the title, abstract, and keywords.

< Basic Search Advanced Search tips ?

Enter query string  
TITLE-ABS-KEY ( search terms )

Outline query Add Author name / Affiliation Clear form Search Q

## Proximity Operators:

Proximity operators in databases allow you to search for one word/phrase within a certain proximity to another word. For example, you could use a proximity operator to find the word *systematic* *within two words of* the word *protocol*. Proximity operators are best used to create relationships or associations between words that cannot be accomplished through phrase searching and other search functions. **In Scopus, the proximity operator is W# for 'within # words of' or PRE/# for 'precedes by'.**

< Basic Search Advanced Search tips ?

Enter query string  
(search term 1) W/2 (search term 2)

Outline query Add Author name / Affiliation Clear form Search Q

## Updating a Search:

When you need to update a search that you have previously performed, best practice is to use database commands that *capture the records entered into the database* after the date of the last search run where such commands are available. Due to a lag between an item's publication and its inclusion in the database, entry date is not always the same as publication date, making it a less precise search option that should only be used in cases where the database is not able to distinguish between the two. **In Scopus, the command is PUBYEAR AFT YYYY.**

< Basic Search Advanced Search tips ?

Enter query string  
PUBYEAR AFT 2020

Outline query Add Author name / Affiliation Clear form Search Q

## Subject Terms:

There are no subject term options in Scopus.

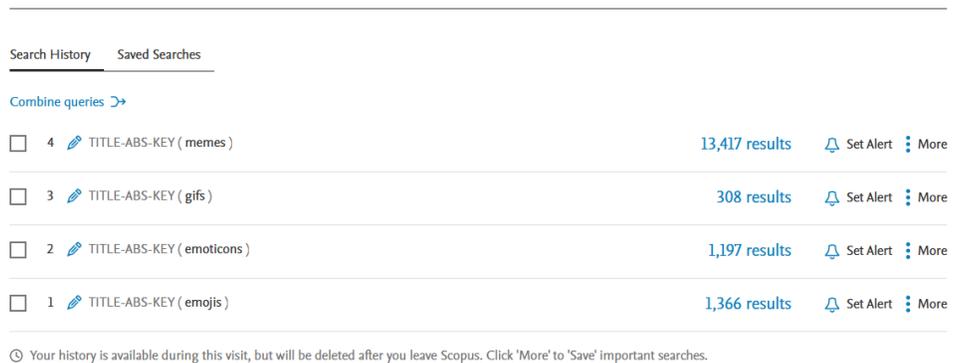
## Exporting your RIS File:

The fastest way to export your search results in RIS format (which is used by both Zotero and Covidence) is to use the **All** option and then select **RIS Export**. There is a limit to the number of items you can download in RIS form at a time, so you may need to download in batches. The easiest way to batch items in Scopus is by grouping them by year of publication.



## Saving & Exporting your Search History:

The search history is located at the bottom of the search screen (not the results screen). You can save your search by clicking the **More** option at the end of the search line you wish to save. The easiest way to save your search history is to copy it and paste it into a spreadsheet or document. Note: In all databases where saving your search history is an option, you must have created an account for that platform.



## Database Quirks:

- Phrase searching is done using these types of brackets {phrase} instead of "phrase" – and this is for exact phrase. You can still use quotations for close phrases