UNIMAS
UNIVERSITI MALAYSIA SARAWAK
INNOVATION

SIMPLE GUIDELINE TO MERGE *SCOPUS* PROFILES

HOW TO INCREASE CITATION

UNIMAS
UNIVERSITI MALAYSIA SARAWAK
INNOVATION

KEYWORDS

Choose keywords that researchers in your field will be searching for so that your paper will appear in a database search

1

2

USE YOUR KEYWORDS AND PHRASES IN YOUR TITLE AND REPEATEDLY IN YOUR ABSTRACT

Repeating keywords and phrases will increase the likelihood your paper will be at the top of a search engine list, making it more likely to be read

USE A CONSISTENT FORM OF YOUR NAME

Using the same name on all of your papers will make it easier for others to find all your work. If your name is very common, consider getting a research identifier, such as an ORCID.

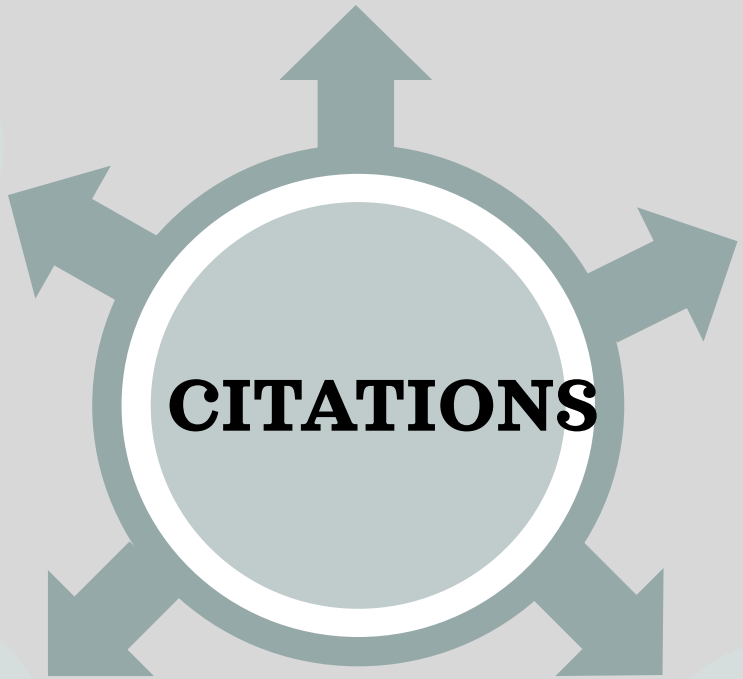
3

4

MAKE SURE THAT YOUR INFORMATION IS CORRECT

Check that your name and affiliation are correct on the final proofs of your manuscript and check that the paper's information is accurate in database searches

HOW TO INCREASE CITATION



6

ACTIVELY PROMOTE YOUR WORK

Create a blog or a website dedicated to your research and share it

7

PRESENT YOUR WORK AT CONFERENCES

This will make your research more visible to the academic and research communities

8

USE SOCIAL MEDIA

Provide links to your papers on social media (e.g., Facebook, Twitter, Academia.edu, ResearchGate, Mendeley) and your university profile page

9

SHARE YOUR DATA

Consider posting to data sharing websites, such as figshare or SlideShare, or contributing to Wikipedia and providing links to your published manuscripts

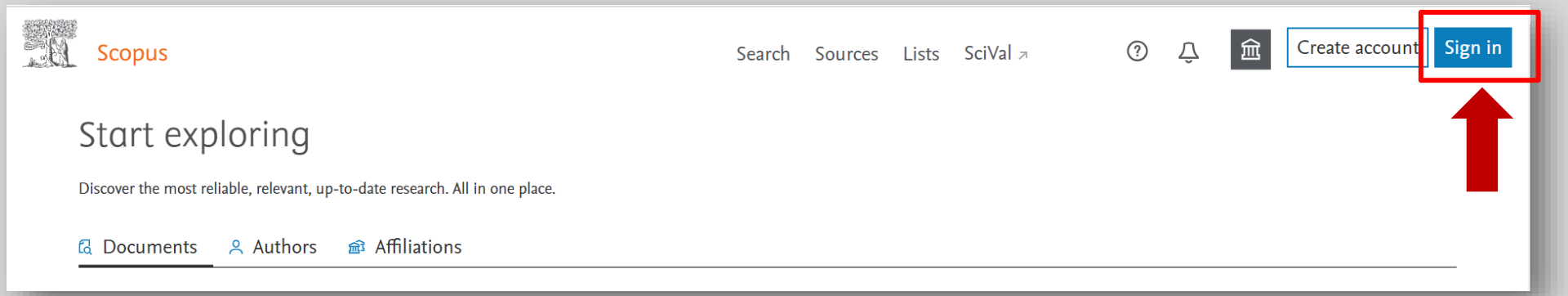
5

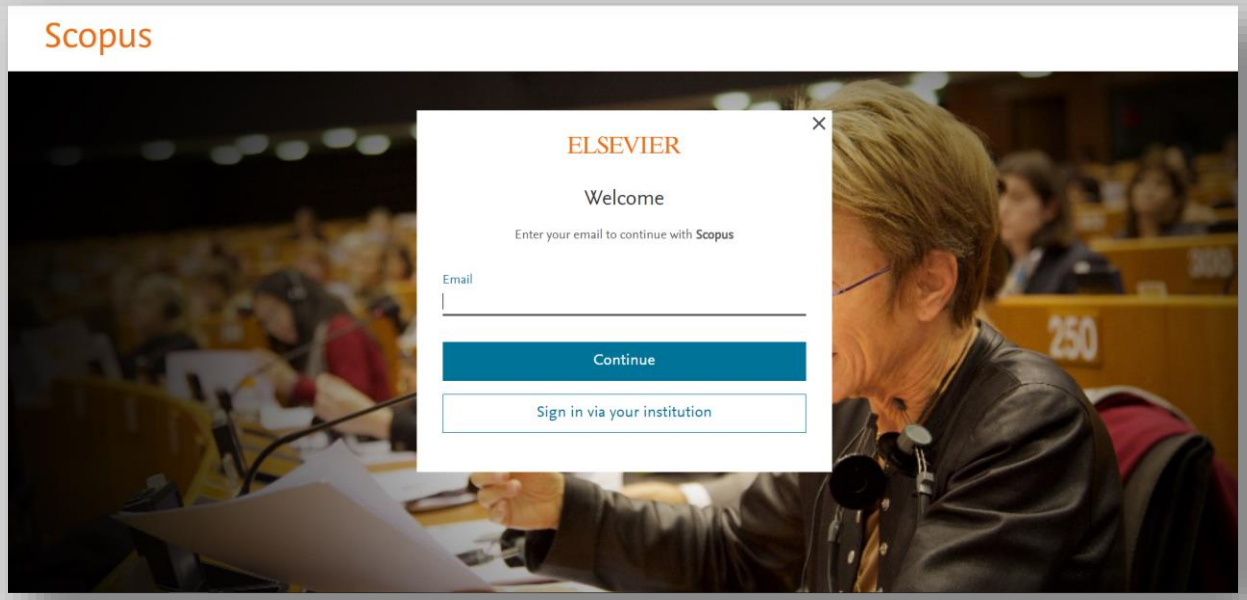
MAKE YOUR MANUSCRIPT EASILY ACCESSIBLE

If your paper is not published in an open-access journal, post your pre- or post-publication prints to a repository

Step 1

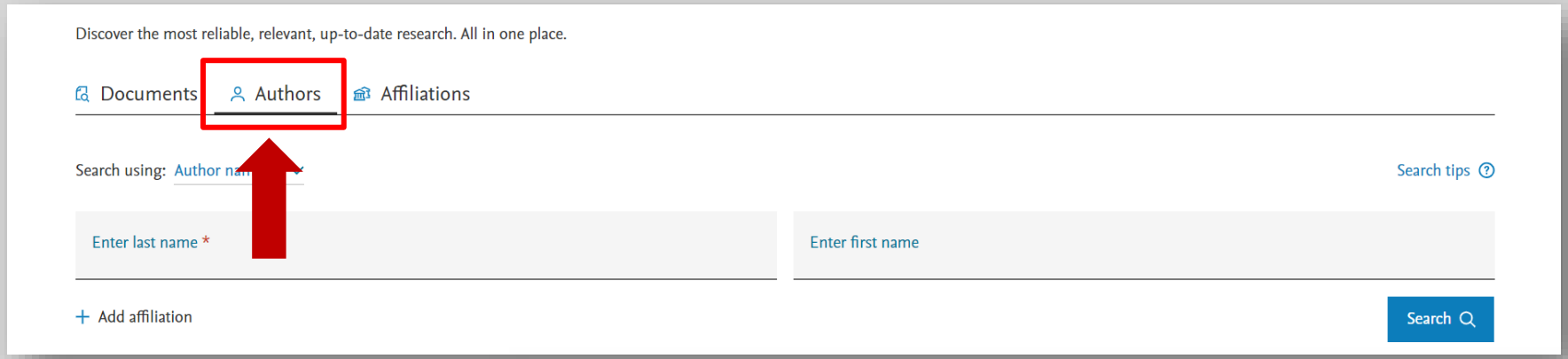
Go to https://www.scopus.com/ and 'Sign in'

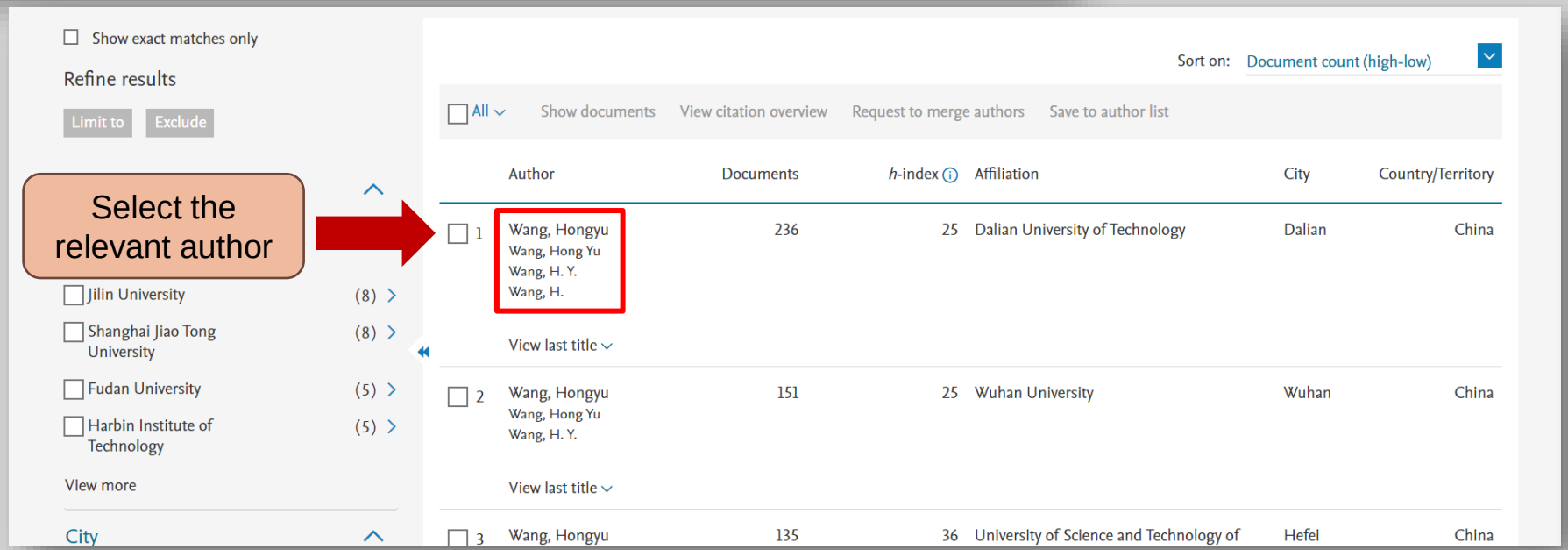




Step 2

Select '**Authors**' and fill in **last** and **first name** then search





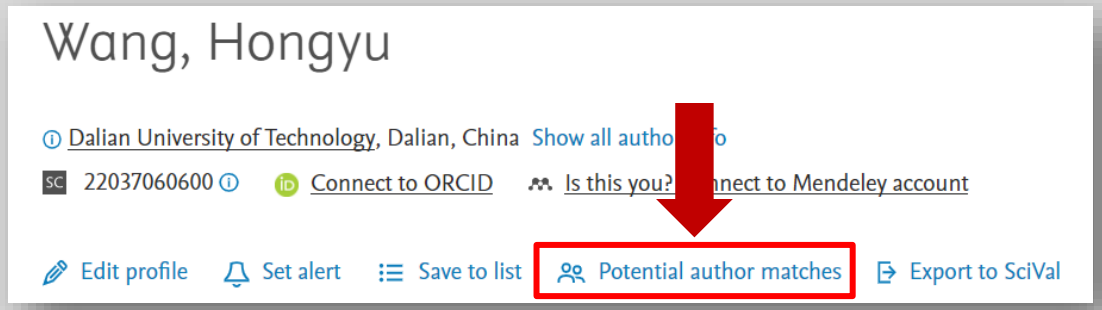
Step 3

✓ Select '**Potential Author Matches**'. You may be led to one of the two pages:

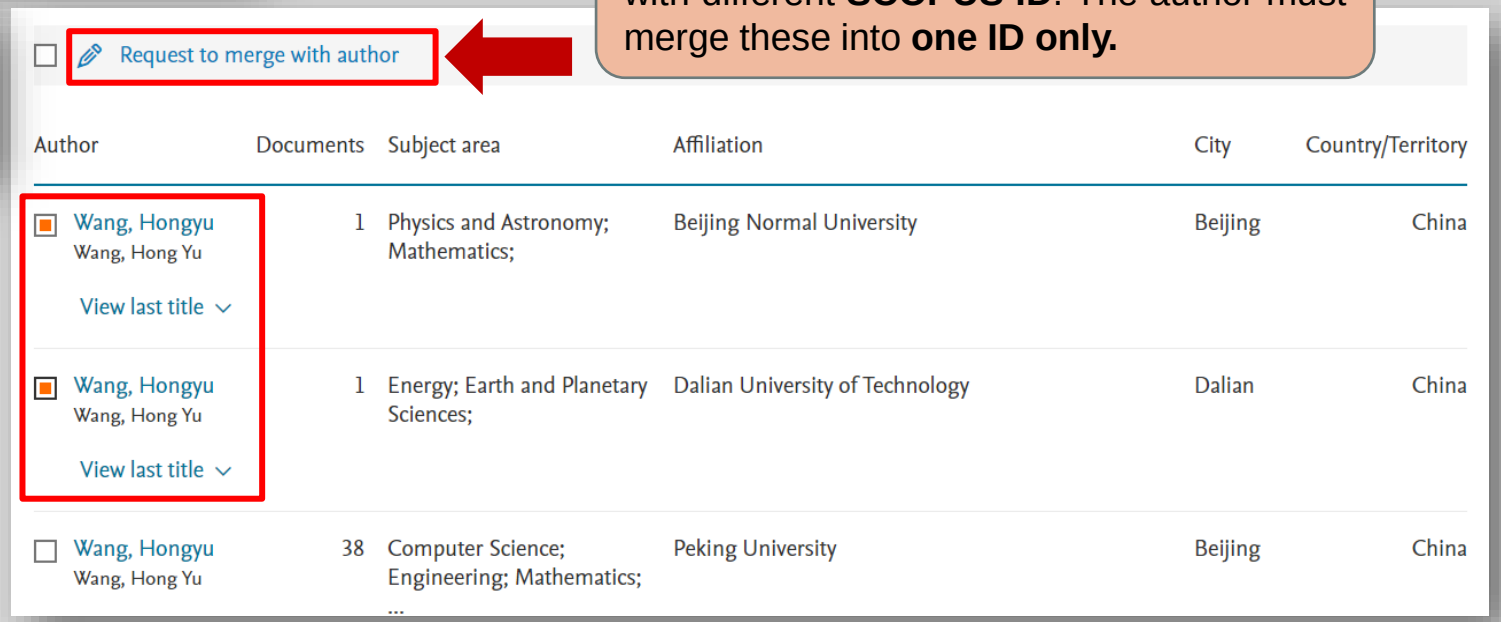
a) Zero Potential Author Match

b) Request to merge with author

- Mark the related boxes and '**Request to merge with author**'



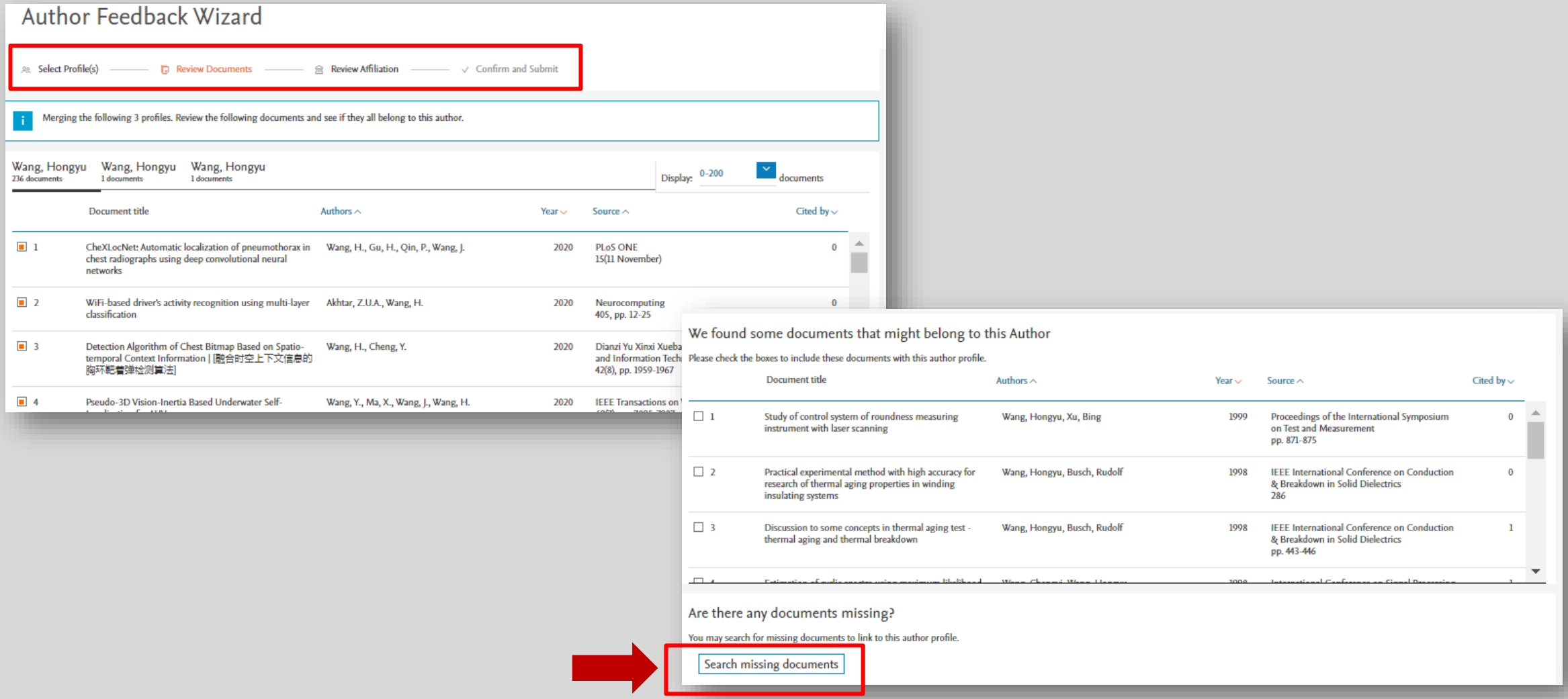
Note: Different journals may assign authors with different **SCOPUS ID**. The author must merge these into **one ID only.**



Step 4

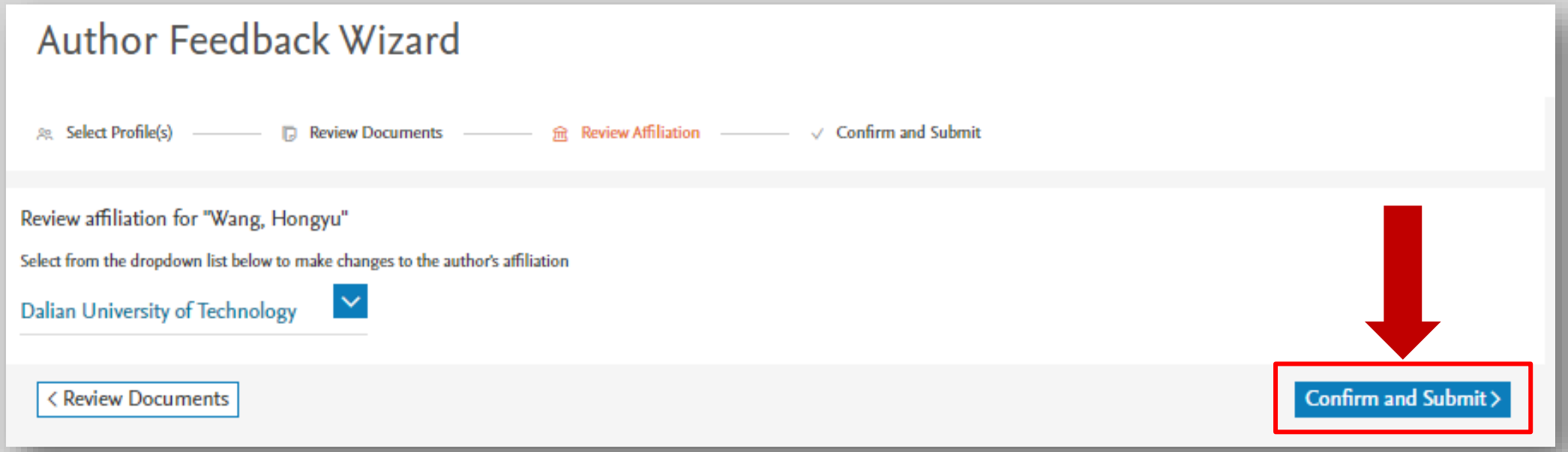
- ✓ Review documents that may or not belong to the author
- ✓ Missing publications may be found by clicking '**Search Missing Documents**'

UNIMAS UNIVERSITI MALAYSIA SARAWAK INNOVATION



Step 5

- ✓ Review affiliation.
  - Please note that all UNIMAS staff are required to fill in '**Universiti Malaysia Sarawak**' as their affiliation
- ✓ '**Confirm and Submit**' to finalise



Note: We wish to remind our researchers to continuously monitor their **SCOPUS ID** in the event that new and unrelated IDs get linked to the author.