

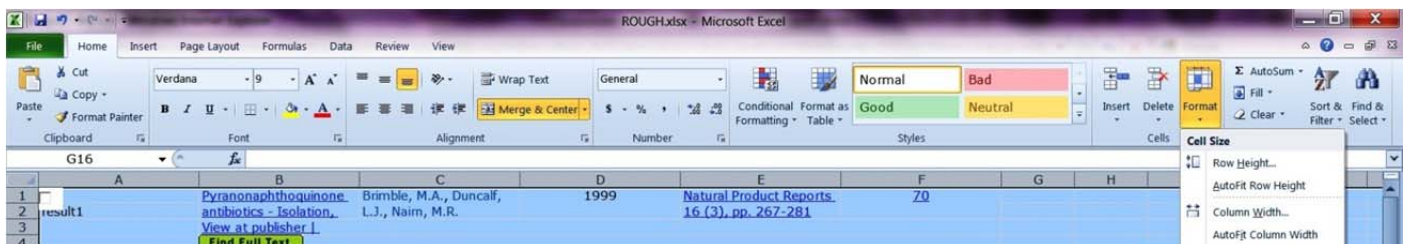
Getting a Better *h*-index from Scopus

1. Know your patron — eg, is Bill Barton entered as Barton, B or as Barton W ?
2. **Sign-in!**
3. Use the **Author search** tab to find the best Author ID page.
Preferably, search just the **surname** and **initial**, if practical — to capture UoA researchers that do NOT have an Auckland address. Otherwise add the second initial &/or **Auckland**.
4. If there are multiple potential matches, check those items and **view documents**. Open only the highly cited items in new windows; **Add to my list** suitable items.
5. Use **Find potential author matches**.

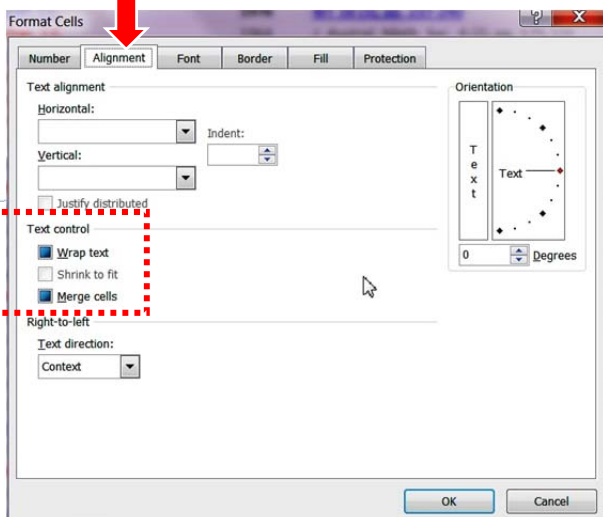
With selected:			
View grouped with author	Request to merge with author		
Authors	Documents	Subject area	Affiliation
<input checked="" type="checkbox"/> Brimble, Margaret A. 1	22 Show last title	Chemistry; Biochemistry, Genetics and Molecular Biology; Pharmacology	University of Auckland

Then **View grouped with author**. Or, if you are certain, **Request to merge with author**.

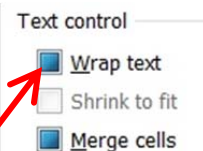
6. "**Add to my list**" the grouped documents.
7. Go to **My List**. Sort by *Citations*.
8. Copy & paste into a working spreadsheet.
Select the entire sheet by **CTRL-A (ALL)** in an *empty* cell, and then **Format Cells ...**



by **Alignment ...**

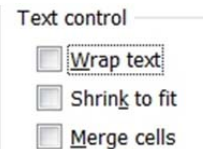


Changing



by double-clicking in each blue square

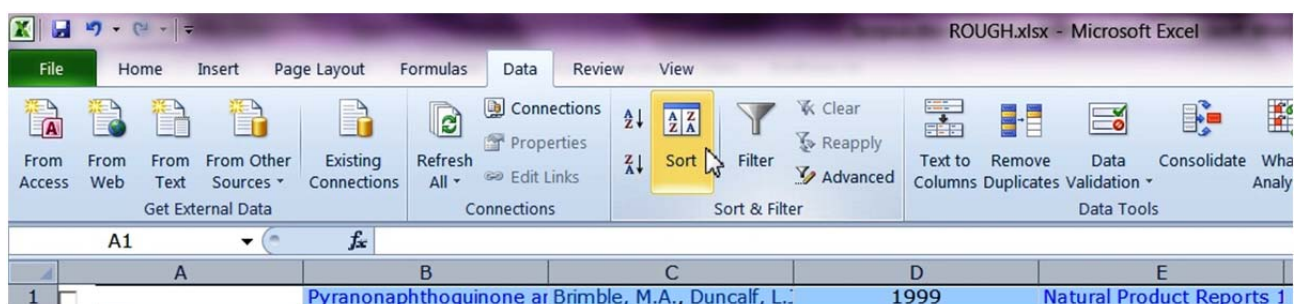
to



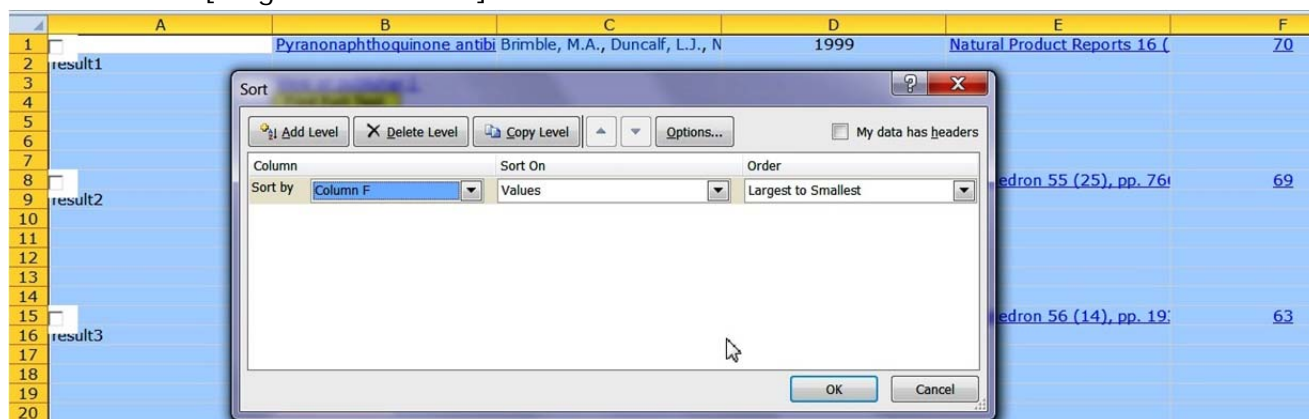
[unwrapped, unmerged]

Then [Cell Size] **Format Autofit Row Height**.

9. Data **Sort ...**




... that spreadsheet according to the column with the citation figures (Column F).
Sort on Values [Largest to Smallest]



10. Copy only the cells with the *useful data* into a NEW spreadsheet — leaving behind tick-boxes, "Find Full Text" buttons, and unwanted hyperlinks.
11. Mark each records as Scopus by typing **Scopus** in the top of the next column; highlight that cell and the ones beneath it (as far as necessary) and **CTRL-D** (**D**own)

12. Get a *minimum h-index* by comparing the citation figures with the line numbers.

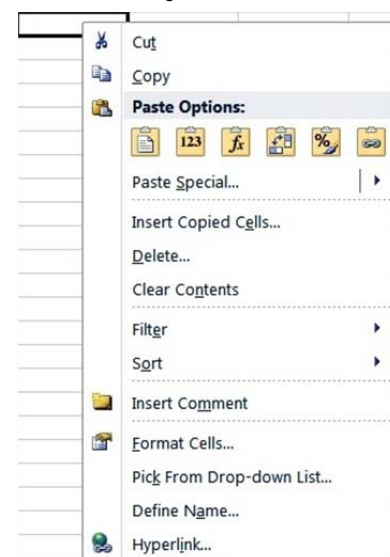
16	A review of Levi, M.S.,	2004	Current Me	21	Scopus
17	The first en Robinson, J	2005	Chemical C	20	Scopus
18	Use of bis(c Brimble, M.	1997	Tetrahedro	20	Scopus
19	Synthesis o Tsang, K.Y.	2007	Tetrahedro	19	Scopus
20	Synthesis o Harris, P.W.	2005	Tetrahedro	19	Scopus
21	A double all Brimble, M.	2004	Tetrahedro	19	Scopus
22	Synthesis o Barker, D.,	2002	Journal of t	19	Scopus
23	Stereoselec Brimble, M.	2002	Tetrahedro	19	Scopus
24	Synthesis o Brimble, M.	1992	Journal of C	19	Scopus
25	Effect of fui Rowan, D.C	1990	Journal of C	19	Scopus

13. Now **Document** search for that author and click the **More** Tab. These are items that are not documents themselves, but have been *cited* by documents. SOME of these are usually *valid* items for an h-index (namely papers), especially for older authors; OTHERS may be of interest to the author profile but are *not* valid (eg, cited books). Occasionally a "more" citation is actually an incomplete attribution of document already listed. MOST will be false hits (surname & initials from different authors), so **Refine** by author.
14. Copy & paste into a new (rough) spreadsheet. As before: Select all & **Format cells** unmerged, unwrapped; then **Format Autofit row height**; and Sort on citation count.
15. Copy the useful cells into a NEW sheet, *except* for the first column ([No title available] etc), which you must copy separately, then **ALT- E S V** (past**E**, **S**pecial, **V**alue) and Enter — just to avoid the pesky citation indicator. 

Alternatively: copy; then *right-click* at the pasting point ... choosing the "123" clipboard (for Values)



16. Mark each of these "more" records as **ScopusMore**. Optionally, *only if you are interested in the citations of books*, then individually mark those (eg, **Xbook**), otherwise delete such items.
17. Paste the *ScopusMore* papers into your main *Scopus* spreadsheet. Perhaps visually check there is no duplication of an existing Scopus item; better yet, sort on year and then author — see Note 2 below.
18. **Sort** all the valid items by citation value, Largest to Smallest. Find the emended *h-index*.



NOTE 1: Hyperlinks in the spreadsheet are active. You *may* click on a citation count and **Create bibliography** to list all Scopus items that cite that specific reference from 1996 onwards.

NOTE 2: The incorrect or incomplete attributions of valid papers, such as ...

18	[No title available]	Sperry, J., Bachu, P., Brimble, M.A.	2008	Nat. Prod. Rep.	2	ScopusMore
19	Pyranonaphthoquinone	Sperry, J., Bachu, P., Brimble, M.A.	2008	Natural Product Reports 25 (2), pp. 376-400	16	Scopus

... are seldom significant in Scopus, for the purposes of the h-index, but *critical* in Web of Science!