

### Quick User Guide for Author Feedback Wizard

This document is intended to explain the process that the users will follow before their agreement to participate in the pilot program. (Planned implementation: Warp up in Feb-end 2011).

**Note:** No official user guide will be provided during or after the pilot program as the system itself should be self-explanatory and serve as the instruction in itself.

1. Users log into <http://www.scopusfeedback.com/>
  - On the initial screen, the users will see a couple of fields to enter their full last name, and the first full name or the initial.
  - If they want to add their affiliation and name variant information, they can click on the menu at the bottom right to add appropriate fields.

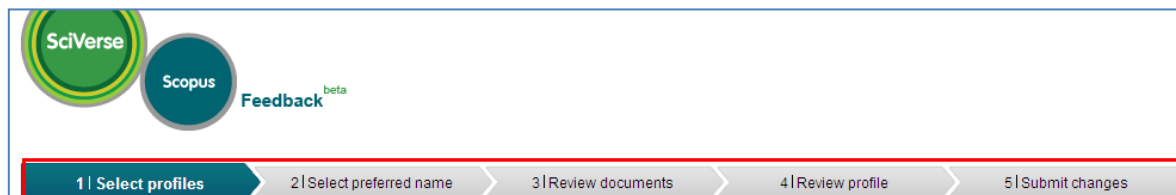
2. When “add affiliation” and/or “Add name variant” menus are selected, additional fields will be added. Multiple fields can be added as needed. They can be deleted by clicking on “X” icon by the field.

3. Let's use below examples for the initial search.

- Click "Start" after entering desired information in each field, then click "Start".

Author	Last name	Initials or First name
	smith	j.
	E.g., Smith	E.g., J.L.
	Last name	Initials or First name
	smith	john
Affiliation	ohio state university	
	E.g., Ohio State University	
<a href="#">Add affiliation</a>   <a href="#">Add name variant</a>   <b>Start</b>		

4. After clicking on "Start" button, the users will see that there are total of 5 steps to complete at the top of each page until s/he completes the feedback process.



Step1: Select profiles

Step2: Select preferred name

Step3: Review documents

Step4: Review profile

Step5: Submit changes

5. The users look for their profiles and select the radio button next to them that may contain their articles.

8	<input checked="" type="checkbox"/>	Smith, J.	1	Medicine	Ohio State University	Columbus	United States
		<a href="#">Show recent documents</a>					
9	<input checked="" type="checkbox"/>	Smith, J.	1	Medicine	Ohio State University	Columbus	United States
		<a href="#">Show recent documents</a>					
10	<input checked="" type="checkbox"/>	Smith, J.	1	Medicine	Ohio State University	Columbus	United States
		<a href="#">Show recent documents</a>					

The users can check the title of the article by clicking on "Show recent documents" as appears below.

[Hide recent documents](#)

The use of the Nb rat in combination chemotherapeutic experiments for prostate cancer (1991, Scopus)

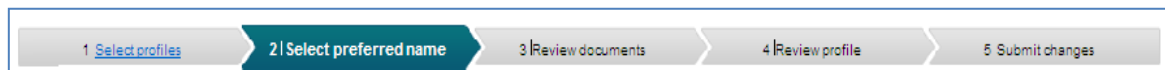
In Vivo

To view full abstract, click on the link to "Scopus".

6. After the appropriate selections are made, click on “Next” button at the bottom of the page to go to Step2.



7. Then the top step bar suggests where the user is.



8. Choose the appropriate preferred profile name from the pull-down menu for your unique author profile. Then click “Next” button at the bottom right to go to Step3.

**Select the preferred profile name**

Please select the preferred name for your unique author profile.

Profile name: Smith, Philip John

Please select  
Smith, Philip  
Smith, Philip J.  
Smith, P. J.  
Smith, P.  
Smith, J.  
Smith, Philip John

[back](#) | [Next](#)

9. In Step 3 it shows the list of all the articles included in the selected author profiles.


- Users will check each one of them and mark accordingly by using the icons ( ) next to the article. Note: As a default, it is marked as , indicating that they are “correct, this article belongs in my profile”.







**Review your authored documents**

Please indicate below which of the 163 documents are authored by you.

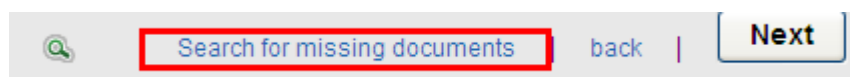
		Document	Author(s)	Date	Source Title
		Reverse Monte-Carlo ray-tracing method combined with full spectrum k-distribution method for radiative heat transfer <a href="#">View in Scopus</a>   <a href="#">Show abstract</a>	Sun, X., Smith, P.J.	2009	2008 Proceedings of the ASME Summer Heat Transfer Conference, HT 2008 1, pp. 47
		Biassing cognitive processes during design: the effects of color <a href="#">View in Scopus</a>   <a href="#">Show abstract</a>	Damle, A., Smith, P.J.	2009	Design Studies 30 (5) , pp. 521
		Trends in early childhood vaccination coverage: Progress towards US Healthy People 2010 goals <a href="#">View in Scopus</a>   <a href="#">Show abstract</a>	Zhao, Z., Smith, P.J., Luman, E.T.	2009	Vaccine 27 (36) , pp. 5008
		Progress in timely vaccination coverage among children living in low-income households <a href="#">View in Scopus</a>   <a href="#">Show abstract</a>	Smith, P.J., Jain, N., Stevenson, J., Mannikkö, N., Molinari, N.-A.	2009	Archives of Pediatrics and Adolescent Medicine 163 (5) , pp. 462
		Associations between childhood vaccination status and	Wooten, K.G., Janssen, A., Smith, P.J.	2009	Journal of the National Medical

- Users can view the full information in Scopus by clicking on “View in Scopus”, or just show the abstract on the same screen by clicking on “Show abstract”.

10. Users will click  icon to indicate an article if it is incorrect and needs to be removed from their profile.

		Document	Author(s)	▼ Date	Source Title
		Reverse Monte-Carlo ray-tracing method combined with full spectrum k-distribution method for radiative heat transfer	Sun, X., Smith, P.J.	2009	2008 Proceedings of the ASME Summer Heat Transfer Conference, HT 2008 1, pp. 47
<a href="#">Incorrect, remove this article from my profile</a>					
		Biasing cognitive processes during design: the effects of color	Damle, A., Smith, P.J.	2009	Design Studies 30 (5), pp. 521
<a href="#">View in Scopus</a>   <a href="#">Show abstract</a>					

11. If a user finds that any documents are missing from the list, they can choose “Search for missing documents” at the bottom of the page.



12. A window to search for missing documents will pop up. Enter the keywords to the article title missing.

Search for missing articles

Search for missing documents

Look up the documents that are not listed by using the form below. Please be aware that some documents might not be in Scopus at the moment and therefore will not be shown.

Article title: "Cancer" and "immunology"

E.g., "heart attack" AND stress

Search

13. The list of the documents that best matches the search will be shown.

**Search for missing documents**

Look up the documents that are not listed by using the form below. Please be aware that some documents might not be in Scopus at the moment and therefore will not be shown.

Article title:   
E.g., "heart attack" AND stress

	Document	Author(s)	Date	Source Title
<input type="checkbox"/>	Using ChIP-based technologies to identify epigenetic modifications in disease-relevant cells (Scopus)	Falk, J.	2010	IDrugs 13 (3) , pp. 169
<input type="checkbox"/>	Using ChIP-based technologies to identify epigenetic modifications in disease-relevant cells (Scopus)	Falk, J.	2009	Surface Review and Letters 16 (6) , pp. 169

14. Select articles by clicking on the radio buttons appropriately, then click on “Add selected articles” at the bottom of the pop-up window.

15. Then select appropriate articles that were just added, and click on “Next” to go to Step4.
16. In Step4, Review Profile by checking the article list of the users’ choice.
- If there is any mistake, either click on “3. Review Documents” on the indication bar at the top of the page, or click on “back” button at the bottom of the page.
  - If this is OK, click on “Next” to go to Step5.



1 | [Select profiles](#)   2 | [Select preferred name](#)   3 | [Review documents](#)   **4 | Review profile**   5 | [Submit changes](#)

### Review your profile

Please review the information below to ensure that the profile will be correct.

Profile: Smith, Philip John			
1	Trends in early childhood vaccination coverage: Progress towards US Healthy People 2010 goals	Zhao, Z., Smith, P.J., Luman, E.T.	2009 Vaccine 27 (36) , pp. 5008
2	Progress in timely vaccination coverage among children living in low-income households	Smith, P.J., Jain, N., Stevenson, J., Mannikkö, N., Molinari, N.-A.	2009 Archives of Pediatrics and Adolescent Medicine 163 (5) , pp. 462
3	Associations between childhood vaccination status and medical practice characteristics among white, black, and hispanic children	Wooten, K.G., Janssen, A., Smith, P.J., Pickering, L.K.	2009 Journal of the National Medical Association 101 (3) , pp. 229

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17. In Step5, your last and first name will be provided as default. Changes can be made appropriately.

- Email address needs to be provide as a mandatory section.
- Remarks can be indicated as needed.
- Then click on “Submit”.

1 | [Select profiles](#)   2 | [Select preferred name](#)   3 | [Review documents](#)   4 | [Review profile](#)   **5 | Submit changes**

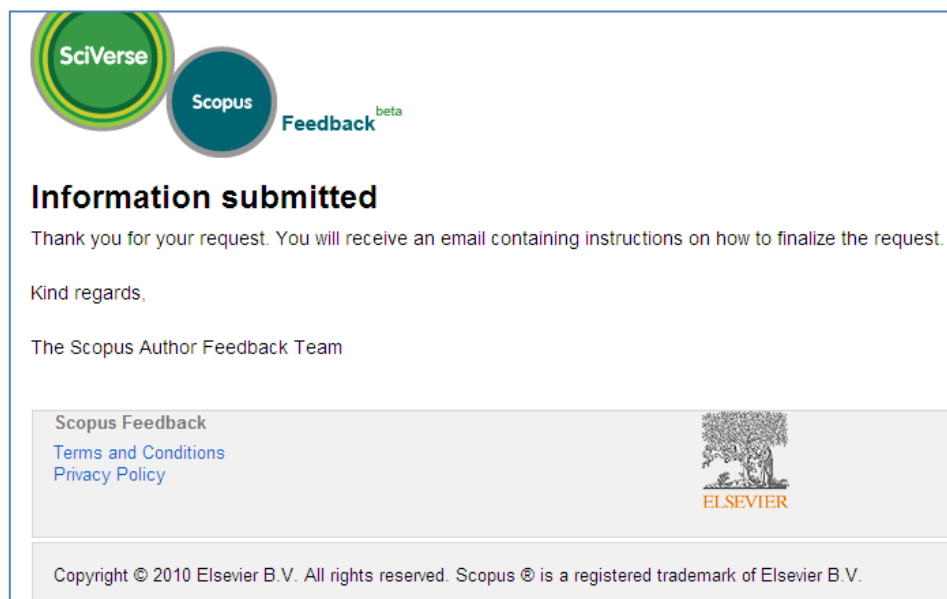
### Fill in contact details and submit

Please fill in your contact details below, so the Scopus Author Feedback Team can send you a verification email and contact you if necessary.

Last name*	<input type="text" value="Smith"/>
First name*	<input type="text" value="Philip John"/>
E-mail*	<input type="text" value="pjohnsmith@gmail.com"/> <small>Please enter an email address at the institution that offers you Scopus (e.g. name@university.edu).</small>
Remarks	<div> <div>Your comment here</div> <div></div> </div>

[back](#) | [Submit](#)

18. Then “Information Submitted” page will appear.

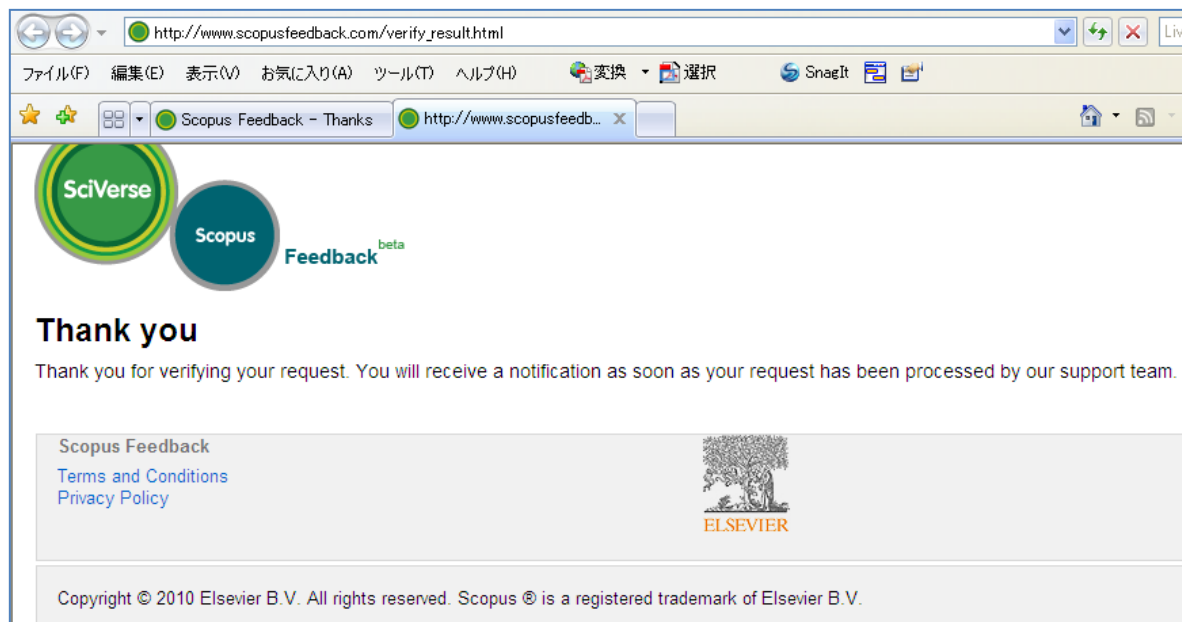


19. Then the submitter will receive an email confirming the submission that is just made.

Click on the link to verify the submission.



20. Then a window will appear confirming your verification.



21. An email will be sent to the submitter after the submissions are made.

- Author profile changes should be processed within 2 weeks of submission, barring any unusual circumstances.

22. Below is the example of a screenshot showing an email the 2<sup>nd</sup> line support will receive after a request is submitted. (Customers will not receive this.)



差出人: Scopus Author Feedback [noreply@scopusfeedback.com] 送信日時: 2010/12/02 (木) 13:31  
宛先: Nakamura, Satomi (ELS-TOK)  
CC:  
件名: Scopus Feedback - Author: Smith, J. L.

メッセージ 138.xlsx (11 KB)

[Process request](#)

### Personal details

**Name** J. L. Smith  
**E-mail** [s.nakamura@elsevier.com](mailto:s.nakamura@elsevier.com)  
**Preferred name** Smith, J. L. **Please override name!**  
**Date / time** 2010-12-02 05:29:57  
**Remarks** this is a test  
**Request ID** 138  
**Request key** e0a0befc5823c81e1b74d42c076a7a13

### Author profiles

Used rule: 1. highest score and mergeable

Name	Author ID	Total	Correct	Percentage correct	Score
Smith, J. L.	<a href="#">7410179613</a>	1	1	100	100
Smith, J. L.	<a href="#">7410177092</a>	0	0	0	0

### Articles per profile

**Smith, J. L. ([7410179613](#))** **Correct**

Small tip angle NMR as a probe of electron-mediated nuclear spin-spin couplings in YBa2Cu3O7  
Pennington, C.H. Yu, S. Gorny, K.R. Buoni, M.J. Hulst, W.L. **Smith, J.L.** [0035134391](#) y

**Smith, J. L. ([7410177092](#))** **Correct**

### 23. Survey

The submitter will be prompted to participate in the survey link.  
Please participate to give any feedback.

End