

Frequently Asked Questions - Affiliation Identifier

What is the Scopus Affiliation Identifier?

It is a time saving solution that identifies and groups an organization's complete body of work and turns a time-consuming process into a simple task. The fast, clear results leave more time for analysis and facilitate well-informed decision-making.

Users can find all documents, collaborators, total number of affiliated authors and which subject areas are publishing the most documents for a specific affiliation. Scopus Affiliation Identifier provides an organizational matching capability that includes the entire database of over 16,000 peer reviewed journals from more than 4,000 publishers. This capability saves users valuable time which can be better invested in performing the actual research analysis.

How does the Scopus Affiliation Identifier work?

It uses a combination of sophisticated algorithms and a comprehensive knowledge base. The Scopus Affiliation Identifier disambiguates name variants, automatically identifying and matching an organization with all of its research output. A task that once took days can now be completed in a matter of minutes.

The information supplied in the document is analyzed by the knowledge base and the algorithm to determine the logical placement of the document. The knowledge base stores affiliation name and address information along with evidential information to disambiguate affiliations. Documents are processed daily and an organization's profile is updated.

What are unmatched affiliations?

Scopus Affiliation Identifier matches affiliations based on information in documents. Some documents do not have sufficient information for the Affiliation Identifier to accurately match them, even when they are from the same affiliation.

To ensure that you are viewing a complete list of documents for an affiliation, you can use the 'Find unmatched affiliations' link to combine information from several affiliations on a single Affiliations Details page.

When you have grouped affiliations, you can view the number of documents, create lists, and print or email details for both the affiliation on the Affiliation Details page and for all the grouped affiliations.

When you select "Find unmatched affiliations" it will perform a text search in the name field. The results will often include different institutions with similar names.

How does Scopus update Organizations that for instance change their name?

Organizations evolve over time and they have multiple unofficial name variants, so it is important for Scopus to have formal procedures for updating Organization profiles. Scopus is able to add name variants to organization profiles and to make address

corrections. Such requests must come from reliable sources and must be validated by Scopus's support team.

Why are the errors in the represented affiliation clusters?

As mentioned above, next to a knowledge database Scopus also uses data that originate directly from the documents themselves. Since affiliation information from the sources (Web, paper, XML feeds) Scopus uses to capture the data from can be ambiguous, it is sometimes not possible to gather all relevant data under one top profile so that sub-orgs are created which in fact should have been merged.

Is it possible to apply for a change?

Any user of Scopus can make the following requests:

- Permanent merging of profiles or author instances within an affiliation profile.
- Splitting (removal) of incorrectly sorted articles in an affiliation profile
- Correction of incorrect profile name or address details
- Such requests must come from reliable sources and must be validated against Scopus's technical system conditions.

Is there a procedure for submitted feedback on affiliation profile revisions?

From the Affiliation Results page select the "Feedback" button to report or provide feedback to Scopus about the current Affiliation Details page. This information is sent directly to Scopus Customer Support.

When a user makes a submission via the Affiliation Feedback button, the input is registered in a call tracking system and the respondent provided with a call number. Once the corrections are approved and implemented on Scopus, he or she will be informed.

Please note that it might take some time for the changes to appear on Scopus itself as the corrections involve a manual validation step by the affiliation identifier team and requires processing. Actual data correction requests and missing content requests can take somewhat longer to implement as a result of the need to potentially request re-supplies of the original article from the publisher and complete reprocessing. As far as possible, users are kept informed of the status of their feedback.

Can any user order Affiliation Identifier changes?

Yes, Scopus examines the validity of each claim and will make a decision based on:

- The validity of the claim. Clearly verifiable mistakes can be corrected in Scopus regardless of who sends the feedback.
- The structure of the organizations.
- The authority of the persons making the request is taken into account. Requests from management of an organization are compulsory.
- Ambiguous cases will be analyzed by Scopus staff to come to a decision.