

# Quick Reference Guide

www.sciencedirect.com

Open to accelerate science

SciVerse ScienceDirect is Elsevier's peer-reviewed, full text database containing more than 14,000 electronic book titles and more than 2,500 electronic journal titles covering the fields of science, technology and

medicine. In addition to key word searches, the image search and value added content associated with the publication can be found in the form of audio, video and datasets.

## 1. Search for an Article

Easily search full-text documents and/or images with Quick Search. In addition, by using SciVerse Hub it is now possible to search across all SciVerse products and web content.

### Searching by Keyword

#### 1 Quick Search

Enter a search term and click **Search ScienceDirect**. See the box on p.7 for search term entry rules.

- All fields
- Author
- Journal / Book title
- Volume / Issue / Page

#### 2 Advanced Search

Go to the Search page and use the Advanced search window to carry out a search with restricted search items (article title, affiliation name, etc) or source types (journals, books, etc.), or when using the search history.

### Checking Search Results

#### 1 Search Results

Displays the number of search results and the search conditions.

#### 2 Search Alert

Set to alert you via e-mail (**Save as search alert**) or RSS (**RSS feed**) when a new article that matches your search conditions is listed. (Requires login).

#### 3 Refine

Refine your search results by entering additional search terms in the **Search within results** field. In the **Refine results** field you can either limit (**Limit to**) or exclude (**Exclude**) by specific source type, title, topic, or publication year.

#### 4 Sorting Option

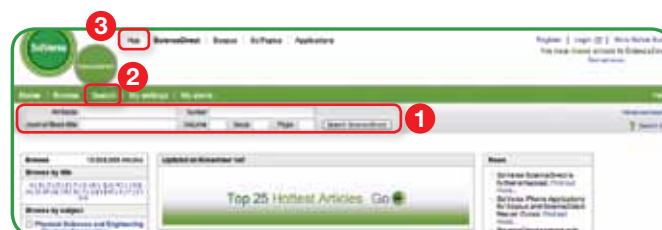
By default, search results are listed by relevance. You can change this to listing by date.

#### 5 Access Rights

 means available for your institution in full text and  means abstracts only (non-subscribed content).

#### 6 Display Article Pages

Clicking the article title will display the article pages (HTML full text or abstract).



#### 3 Search with SciVerse Hub

SciVerse Hub allows searches across all SciVerse products and web content.



#### 7 Export Citations Information

From **Export citations**, export the selected article to a document management program. See the middle box on p.5.

#### 8 Batch Download of PDFs

From **Download multiple PDFs**, download full-text PDFs of the selected articles all at once, and automatically name them. See the box on the top of p.5.

## Searching for Images

### 1 Image Search

Selecting **Images** in **Quick Search** allows you to limit your search targets to images (illustrations, tables, video).

### 2 Refine

Limit the search to a specific image type in the **Refine Image results** field.

### 3 Enlarge View

Holding the mouse over the image will enlarge the image view. Holding the mouse over the caption will display the bibliographic information and the caption.

### 4 Display Full Text

Please click **View within article**.



## Searching with SciVerse Hub

SciVerse Hub enables combined searches of SciVerse ScienceDirect and SciVerse Scopus (subscribers only), and quality web sources. In addition, by SciVerse Hub you can carry out special searches that meet your particular needs as a researcher and scientist.

### Methods Search Application

Use the **Methods Search** application in SciVerse Hub and search the Methods section of the full text available on SciVerse ScienceDirect. Efficiently search for related documents when planning your experiments or at any other stage in the research process.



### Matching Sentences Application

The Matching Sentences application is displayed on the top right of the SciVerse Hub search results. It displays sentences that the search terms have found and allows you to quickly access the appropriate content.



## 2. Check Article Pages

HTML full texts provide a number of additional functions not found in PDF full texts. It is possible, for example, to check for video or audio playback, display of related articles, use SciVerse Scopus to check for other documents citing this article.

### 1 Article Display Format

Display the article as Article (HTML full text), **Abstract**, **Figures / Tables**, **References**, or **PDF** (as a bound volume).

### 2 Author Information

Check the corresponding author and the author's e-mail address.

### 3 Supplementary Content

Audio, video or any other file provided by the author – in addition to the article itself can be viewed in the **Supplementary content for this Article** field.

### 4 Related Articles

Articles in ScienceDirect that are closely related to this article are shown in the **Related Articles** field.

### 5 Citations in Other Documents

The latest three documents to cite this article are displayed in the **Cited by** field. It is also possible to display all the articles on SciVerse Scopus. If you are not a SciVerse Scopus subscriber then you can display the most recent twenty.

*SciVerse Scopus, provided by Elsevier, is the world's largest bibliographic and citation database. It stores over 18,500 journals from more than 5,000 publishers around the world.*

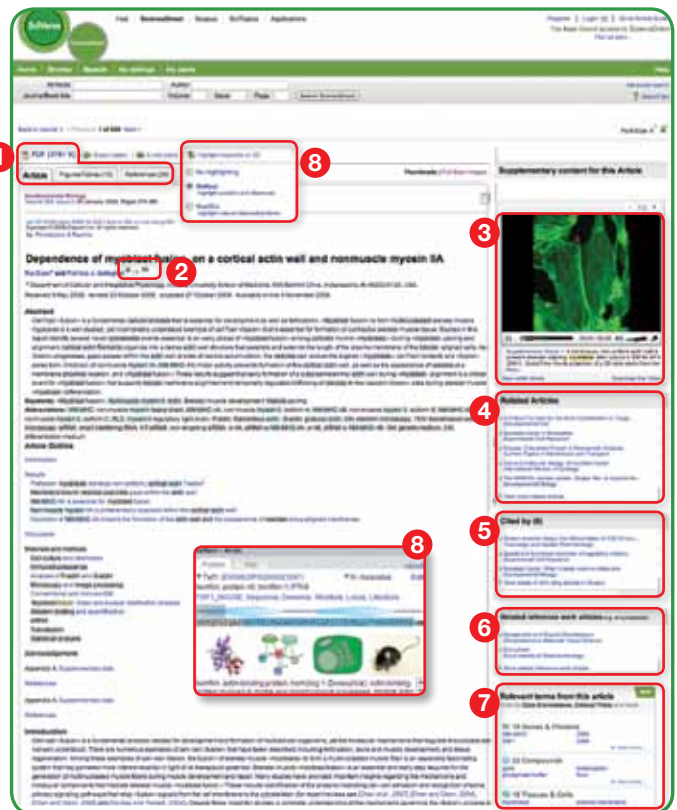
### 6 Related Reference Works

Encyclopedia articles in ScienceDirect closely related to this article are displayed in the **Related reference work articles** field.

### 7 Added value from other datasets

Keywords extracted with the Life Science Database from NextBio are displayed in the Relevant terms from this article field. Providing you the context around the content ScienceDirect provides relevant information directly in connection to the article.

*NextBio ([www.nextbio.com](http://www.nextbio.com)) provides various integrated public resources (PubMed, clinical trial results, experimental data, news, researcher information, etc.) in the life sciences fields.*



### 8 Highlight Keywords menu

Full texts in the life sciences fields will have the NextBio keywords highlighted by default. Selecting Reflect from the Highlight keywords dropdown menu allows you to switch between highlighting of the keywords using the Reflect dictionary.

*Reflect is an application developed by the European Molecular Biology Laboratory and highlights words within a web page that are related to proteins, genes, and so on. Clicking the highlighted words displays additional related information.*

## 3. Reading an Article from the Title List

Read an article by selecting the title of the journal or book. You can also read articles before they are published by selecting **Articles in Press**, or set up an alert to let you know when the latest issue is published.

### Selecting from the Journal / Book Title List

#### 1 Browse Titles

Selecting the **Browse** menu displays the journal / book title list.

#### 2 Access Rights

means available for your institution in full text (includes free publications) and means abstracts only (non-subscribed content).

#### 3 Change Browse Method

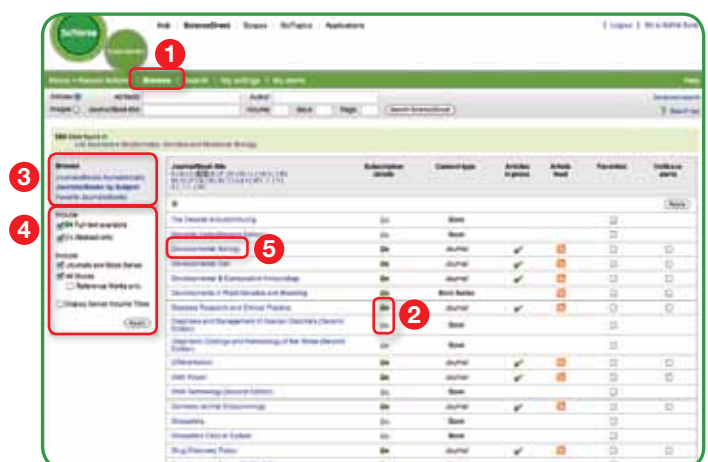
Change the way the title list is displayed from alphabetic to by field or to by favorites.

#### 4 Refine Title List

Limit the title list to full text journals, abstracts, books, or reference works.

#### 5 Display Journal / Book Homepage

Clicking on the title will display the table of contents page for that title's latest issue.



## Reading the Index from the Journal / Book Homepage

### 1 Volume List

By default, the table of contents for the latest issue is displayed. You can also look via **Articles in Press**.

### 2 Access Rights

means available for your institution in full text (includes free publications) and means abstracts only (non-subscribed content).

### 3 Display Article Page

Clicking the article title will display the article page (HTML full text or abstract).

### 4 Export Bibliographic Information

From **Export citations**, you can export the selected article to a document management program. See p.5.

### 5 Batch Download of PDFs

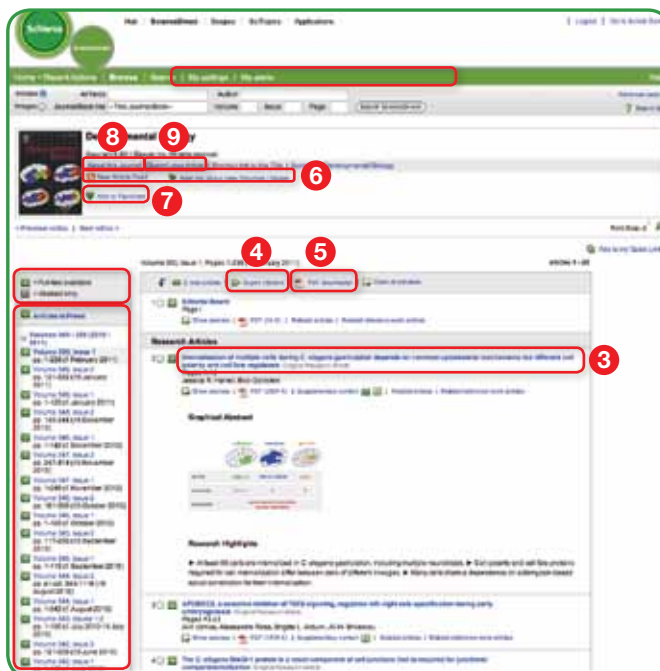
Download multiple full-text PDFs of the selected articles all at once, and automatically name them. See p.5.

### 6 Volume/Issue Alert

You can be alerted by e-mail (**Alert me about new volumes / issues**) or RSS (**New Article Feed**) when the latest issue of a given title is listed. (Requires login)

### 7 Favorites

Register your favorites with **Add to Favorites**. (Requires login).



### 8 Journal Information

From **About this Journal**, you can check different sorts of information about a given journal, such as scope, editorial committee, impact factor, and so on.

### 9 Online Submission

From **Submit your Article** you can be linked to the online submission system.

## 4. Using Personal Functions

If you register as a user, you will be able to use a number of convenient personal functions such as e-mail alerts. Your username and password are the same as for SciVerse Scopus, so you only need a single sign-on.

### User Registration and Login

#### 1 Login

If you already have a user name and password then click **Login** and enter them in the login box.

If you check **Remember me**, your login information will be stored in your computer and you will be permanently logged in.

If you have forgotten your password, click **Forgotten your username and password?** and enter the e-mail address you used when you registered.

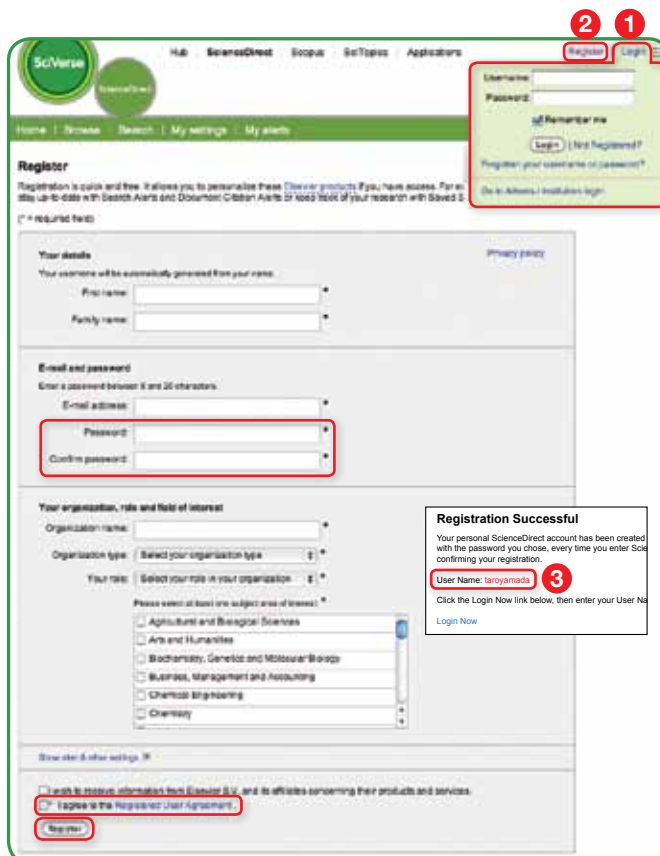
#### 2 User Registration

To register as a new user, click **Register**. Enter the required information, such as your name and e-mail address, in the registration window.

To have access to subscribed content outside of your institution, you can easily set up a self remote access account. Select the remote access option here.

#### 3 Username

Your username will be displayed when registration is complete. It may have a number added to it in case someone with the same full name has already registered.



## Download PDF

### Batch Download and Automatic Naming

Download multiple PDF files and assign them names based on specified rules. The file names can be specified from a combination of author, publication year, article title, journal, etc.

The maximum number of files you can download at one time is 20. Java required.

The screenshot shows the 'Document Download Manager' interface. At the top, it says 'Powered by QUOSA'. Below the header, there's a 'Help' button. The main content area has a heading 'To download the selected PDFs, select your preferences and click Begin Download.' Underneath, there are 'Download Options' with a 'Select PDF file naming' dropdown set to '(First Author)\_(Publication Year)\_(Publication Name).pdf', a 'Download to:' field with a file path, and a 'Begin Download' button. A note below states: 'Please note! The full text of non-subscribed articles will not be downloaded. However, you may be able to access these articles under your organization's agreement with ScienceDirect or by purchasing them with a credit card. Return to ScienceDirect and access each article individually for more options.' At the bottom, there's a table with columns for 'Document Title', 'Format', 'Availability', and 'Download Status'. Two rows are visible, both showing 'Complete' status.

## Export Citations

### Export bibliographic information

Export as RIS format (for document management programs such as EndNote), RefWorks, ASCII format (text), and BibTeX format.

If you are using RefWorks, you can link seamlessly by embedding your RefWorks ID/PW in the My settings menu.

The screenshot shows the 'Export citations' interface. It has a navigation bar with 'Home', 'Recent Actions', 'Browse', 'Search', 'My settings', and 'My alerts'. Below that, there are search filters for 'Articles', 'All fields', 'Author', 'Volume', 'Issue', and 'Page'. The main heading is 'Export citations' with a sub-heading 'To export the 25 citation + links, select your preferred formats and click Export.' There are radio buttons for 'Citations Only', 'Citations and Abstracts', 'RIS format (for Reference Manager, ProCite, EndNote)', 'RefWorks Direct Export', 'ASCII format', and 'BibTeX format'. An 'Export' button is at the bottom.

## Online Submission

Submit articles online using the Elsevier Editorial System (EES). It lists information about each journal, the submission standards, support information, etc.

E-mail: authorsupport@elsevier.com

The screenshot shows the Elsevier website for the journal 'Developmental Biology'. The header includes the Elsevier logo and navigation links like 'Home', 'Products', 'Alerts', 'User Resources', 'About Us', 'Support & Contact', and 'Elsevier Websites'. The main content area features a 'Sponsored Article' section with a thumbnail image and text about developmental biology research. Below that, there's a 'Latest Impact Factor' badge showing '4.379'. A 'Open access solutions available for this journal' banner is also present. At the bottom, there's a list of articles with titles like 'The Function of PUF Signaling in the Lateral Plate' and 'Transgenerational analysis of heterotopia in zebrafish'. The right sidebar contains 'Additional Information' and 'Editors'.

## History, Changing Passwords, Checking Alerts

### 1 Logout

When you log in, your name will be displayed at the top right corner of the window. Click **Logout** to log out. If you clicked **Remember me** when you logged in, then close the browser window without logging out.

### 2 History

You can easily return to recent results in the **Recent Actions** field as past activity is recorded there.

### 3 Favorites

Titles you have registered as favorites are displayed in the **Favorite Journals / Books** field.

### 4 Change Individual Settings / Password

You can change your e-mail address, e-mail format (HTML / text), number of results shown per page, RefWorks ID/PW, password, and so on from the **My settings** menu.

### 5 Check Registered Alerts

You can manage the list of registered e-mail alerts from the **My alerts** menu.

- Search Alert
- Topic Alert
- Volume/Issue Alert



## Rules for Entering Search Terms

### 1 General Rules

- Not case sensitive
- Entering singular nouns will also search for plural nouns and possessives (with some exceptions)
- Entering search terms using either US or UK spellings will search for both (with some exceptions).

### 2 Phrase Search

- Multiple words set off by spaces will be processed with the AND operator.
- To search as a phrase, enclose it in double quote marks or curly brackets.
- Double quotes will search for fuzzy phrases. It will also search for both singular and plurals / American and British English (with some exceptions). Symbols are ignored. Wildcards can be used.  
"heart-attack" will search for heart-attack, heart attack, heart attacks, and so on.
- Curly brackets will search for a specific phrase. It limits the search to only the specified character string, and symbols can be used.  
{heart-attack} will only search for heart-attack.

### 3 Wildcards

- \* replaces any number of characters.  
toxi\* will search for toxin, toxic, toxicity, toxicology, etc.
- ? replaces only one character.  
sawt??th will search for sawtooth and sawteeth.

### 4 Logical operators and proximity operators

- AND Searches for articles containing both words.  
food AND poison
- OR Searches for articles containing either or both words.  
weather OR climate
- AND NOT Searches for articles that do not contain the following word. tumor AND NOT malignant
- W/n Restricts to n words between the two words.  
The word order is not set. Pain W/5 morphine
- PRE/n Restricts to n words between the two words.  
The word order is as set. newborn PRE/3 screening

Operator priority order (it is possible to change the priority order by using parentheses)

1. OR 2. W/n or PRE/n 3. AND 4. AND NOT

SciVerse ScienceDirect information page: <http://www.info.sciverse.com/sciencedirect/>

For more information about SciVerse ScienceDirect, please contact your nearest Elsevier Regional Sales Office.

**Asia and Australia**

Tel: +65 6349 0222  
Fax: +65 6733 1050  
Email: [sginfo@elsevier.com](mailto:sginfo@elsevier.com)

**Europe, Middle East  
and Africa**

Tel: +31 20 485 3767  
Fax: +31 20 485 3739  
Email: [nlinfo@elsevier.com](mailto:nlinfo@elsevier.com)

**Japan**

Tel: +81 3 5561 5034  
Fax: +81 3 5561 5047  
Email: [jpinfo@elsevier.com](mailto:jpinfo@elsevier.com)

**Korea**

Tel: +82 2 6714 3000  
Fax: +82 2 732 8689  
Email: [krinfo@elsevier.com](mailto:krinfo@elsevier.com)

**North, Central America  
and Canada**

Tel: +1 888 615 4500  
Fax: +1 212 462 1974  
Email: [usinfo@elsevier.com](mailto:usinfo@elsevier.com)

**South America**

Tel: +55 21 3970 9300  
Fax: +55 21 2507 1991  
Email: [brinfo@elsevier.com](mailto:brinfo@elsevier.com)

For more information please visit: [www.info.sciverse.com/sciencedirect](http://www.info.sciverse.com/sciencedirect)

Copyright© 2011 Elsevier B.V. All rights reserved. SciVerse® is a registered trademark of Elsevier Properties S.A. and used under licence. SciVerse ScienceDirect® is a registered trademark of Elsevier B.V.



ELSEVIER