

NITK Faculty Recruitment - Professor and Associate Professor May , 2019

FREQUENTLY ASKED QUESTIONS

1) How does one generate the PDF of publications from SCOPUS?

Open the www.scopus.com page.
Click on Search (top of the page)

The screenshot shows the Scopus website's search interface. At the top, the Scopus logo is on the left, and navigation links for Search, Sources, Alerts, Lists, Help, SciVal, Register, and Login are on the right. Below the navigation is a dark blue header with the text "Document search" and a "Compare sources" link. Underneath, there are tabs for "Documents", "Authors", "Affiliations", and "Advanced", with "Documents" selected. A search input field contains the text "Article title, Abstract, Keywords" and a dropdown menu. Below the input field, there is a "Limit" link and a "Search Q" button. A "Reset form" link is also visible.

Under the Search dialog, choose “Author Search”

The screenshot shows the Scopus website's author search interface. At the top, the Scopus logo is on the left, and navigation links for Search, Sources, Alerts, Lists, Help, SciVal, Register, and Login are on the right. Below the navigation is a dark blue header with the text "Author search" and a "Compare sources" link. Underneath, there are tabs for "Documents", "Authors", "Affiliations", and "Advanced", with "Authors" selected. A search input field contains the text "Author last name" and a dropdown menu. Below the input field, there is a "Limit" link and a "Search Q" button. A "Reset form" link is also visible. A "Show exact matches only" checkbox is present.

Write the last name and first name of the author. Click on Search. Alternatively write the ORCID in the designated box and click on search (this isn't shown in the screenshot).

Author search Compare sources >

To determine which author names should be grouped together under a single identifier number, the Scopus Author Identifier uses an algorithm that matches author names based on their affiliation, address, subject area, source title, dates of publication, citations, and co-authors. Documents with insufficient data may not be matched, this can lead to more than one entry in the results list for the same author. By default, only details pages matched to more than one document in Scopus are shown in search results. [About Scopus Author Identifier](#)

Documents Authors Affiliations Advanced Search tips ?

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e.g. Smith e.g. J.L.

Affiliation Show exact matches only Search Q

e.g. University of Toronto

From the list of search results, identify the author of interest. Against the name, click on the number of published documents.

2 of 2 author results About Scopus Author Identifier >

Author last name "Smith" , Author first name "Jack Lynn"

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Show exact matches only

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2) Final PDF generation is not successful. Why?

Possible reasons and solution: Do not use angular brackets in any of your fields (avoid '<' and '>'). Try downloading the PDF and view in alternate PDF viewers.

3) Information is truncated in the final pdf. Why?

The size of the input text boxes are fixed in the database. Eg: For "Name" field, the application form will accept 150 characters. In case of large data, a PDF can be created with the content and uploaded separately in "Upload Photo/Documents" section under "Upload any other relevant Documents to support your candidature".

4) How to submit?

Submission is online only. However, the hard copy of the application, along with all the certificates, document proofs, and the proof of payment of the application fees have to be sent to the Institute. Please ensure that the hard copies are in the same order as the uploads order. The proof of payment of the application fee should be the last document in the application.

In case of any other queries regarding the use of the faculty recruitment portal, please contact facrecruit@nitk.edu.in