

# MANAGING AUTHOR PROFILE

## Scopus

1. Go to Scopus Website  
(<https://psnz.umt.edu.my> → E-Resources → Scopus)

<https://www.scopus.com/search/form.uri?display=basic>

2. Click “Register” on the right top of page (for the first time user only) or “Login” if already have username and password

*\* Please use UMT email*

The screenshot shows the Scopus website's search interface. At the top, there is a navigation bar with links for Search, Sources, Alerts, Lists, Help, SciVal, Register, and Login. Below this is a dark blue header with the text 'Document search' and a 'Compare sources' link. The main content area has tabs for Documents, Authors, Affiliations, and Advanced. A search input field is present with a dropdown menu set to 'Article title, Abstract, Keywords'. Below the search field, there is a 'Limit' link and a 'Search' button. The page also includes a 'Reset form' link and a 'Search tips' link.

The screenshot shows the Scopus website's registration page. At the top, there is a navigation bar with links for Search, Sources, Alerts, Lists, Help, SciVal, Register, and Login. Below this is a dark blue header with the text 'Register'. The main content area has a sub-header 'Registration is quick and free. It allows you to personalize the Elsevier products to which you have access.' Below this is a registration form with the following fields and options:

- Your details** (with a 'Privacy policy' link):
  - First name:
  - Family name:
- E-mail and password**:
  - Your e-mail address will be your username
  - E-mail address:
  - Password:  (with a 'Password Guidelines' link)
- Add profile details
- I wish to receive information from Elsevier B.V. and its affiliates concerning their products and services
- I have read and understood the Registered user agreement and agree to be bound by all of its terms.
-

### 3. Click the “Authors” link and type the authors name and affiliation you know if needed

**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 ⓘ

Author last name  
**mohd-yusoff**  Author first name   
e.g. Smith e.g. J.L.

Affiliation  
**universiti malaysia terengganu**   Show exact matches only Search Q  
e.g. University of Toronto

**ORCID**  Search Q  
e.g. 1111-2222-3333-4444

### 4. Tick the box for the same author and click “Request to merge authors”

**2 author results** About Scopus Author Identifier >

Author last name "mohd-yusoff", Affiliation "universiti malaysia terengganu"

[Edit](#)

Show exact matches only

Refine results

Limit to Exclude

Source title

- Advanced Science Letters (1) >
- Behaviour And Information Technology (1) >
- Entrepreneurship Vision 2020 Innovation Development Sustainability And Economic Growth Proceedings Of The 20th International Business Information Management Association Conference Ibima 2013 (1) >
- Food Control (1) >
- Global Business Review (1) >

Sort on: Document count (high-low) [v]

Page Show documents View citation overview **Request to merge authors**

Author	Documents	Subject area	Affiliation	City	Country/Territory
<input checked="" type="checkbox"/> 1 Mohd-Yusoff, Yusliza Yusoff, Yusliza Mohd Yusoff, Yuslisa Mohd Mohd.Yusoff, Yusliza <a href="#">View last title v</a>	17	Business, Management and Accounting ; Social Sciences ; Computer Science; ...	Universiti Sains Malaysia	Penang	Malaysia
<input type="checkbox"/> 2 Mohd-Yusoff, Yusliza <a href="#">View last title v</a>	1	Engineering ; Energy ; Business, Management and Accounting; ...	Universiti Malaysia Terengganu	Terengganu,	Malaysia

## 5. Select preferred name

The screenshot shows the Scopus Author Identifier interface with a dialog box titled "Is there a name preference?". The dialog asks the user to select a preferred name for the unique author profile. The background shows a list of author results for "Mohd-Yusoff, Yuzliza".

Author last name "mohd-yusoff", Affiliation "universiti ma

Is there a name preference?  
Please select the preferred name for the unique author profile.

Mohd-Yusoff, Yuzliza  
Mohd-Yusoff, Yuzliza  
Yusoff, Yuzliza Mohd  
Yusoff, Yuzlisa Mohd  
Mohd.Yusoff, Yuzliza  
Yusoff, Yuzliza  
Yusoff, Yuzmani Mohd

Sort on: Document count (high-low)

Documents	Subject area	Affiliation	City	Country/Territory
17	Business, Management and Accounting ; Social Sciences ; Computer Science; ...	Universiti Sains Malaysia	Penang	Malaysia
1	Engineering ; Energy ; Business, Management and Accounting; ...	Universiti Malaysia Terengganu	Terengganu,	Malaysia

## 6. Choose whether you are an author or on behalf of someone else

The screenshot shows the Scopus Author Identifier interface with a dialog box titled "Thank you.". The dialog asks the user to confirm if they are making changes for their own profile or on behalf of someone else. The background shows the same list of author results as in the previous screenshot.

Thank you.  
You are making changes for "Mohd-Yusoff, Yuzliza".  
Is this your own profile?

Yes, this is my personal profile  
 No, I'm submitting the request on behalf of someone else

Continue

Sort on: Document count (high-low)

Documents	Subject area	Affiliation	City	Country/Territory
17	Business, Management and Accounting ; Social Sciences ; Computer Science; ...	Universiti Sains Malaysia	Penang	Malaysia
1	Engineering ; Energy ; Business, Management and Accounting; ...	Universiti Malaysia Terengganu	Terengganu,	Malaysia

## 7. Check your list of publications

*\* untick if it is not your document*

### Author Feedback Wizard

Select profile(s) — Review documents — Review affiliation — Confirm and submit

Merging the following 2 profiles. Review the following documents and see if they all belong to this author.

Mohd-Yusoff, Yusliza 17 documents    Mohd-Yusoff, Yusliza 1 documents

	Document title	Authors ^	Year v	Source ^	Cited by v	
<input type="checkbox"/>	1	Safety performance in the workplace: A proposed model for understanding the influencing factors on safety climate	Yusoff, Y.M., Ariffin, S.K., Omar, K., Madero-Gomez, S.M.	2017	Advanced Science Letters 23(11), pp. 10660-10663	0
<input type="checkbox"/>	2	Adapting technology: effect of high-involvement HRM and organisational trust	Rubel, M.R.B., Kee, D.M.H., Rimi, N.N., Yusoff, Y.M.	2017	Behaviour and Information Technology 36(3), pp. 281-293	0
<input type="checkbox"/>	3	The impact of trust in the relationship between m-commerce website quality and online purchase intention: A study among Malaysian consumers	Ariffin, S.K., Kai, B.T., Yusoff, Y.M.	2017	Proceedings of the 29th International Business Information Management Association Conference - Education Excellence and Innovation Management through Vision 2020: From Regional Development Sustainability to Global Economic Growth pp. 4215-4226	0

## 8. Search for missing document if needed

Merging the following 2 profiles. Review the following documents and see if they all belong to this author.

Mohd-Yusoff, Yusliza 17 documents    Mohd-Yusoff, Yusliza 1 documents

	Document title	Authors ^	Year v	Source ^	Cited by v	
	A study among Malaysian consumers			- Education Excellence and Innovation Management through Vision 2020: From Regional Development Sustainability to Global Economic Growth pp. 4215-4226		
<input type="checkbox"/>	4	Government subsidy, strategic profitability and its impact on financial performance: Empirical evidence from Indonesia	Assagaf, A., Yusoff, Y.M., Hassan, R.	2017	Investment Management and Financial Innovations 14(3), pp. 135-147	0
<input type="checkbox"/>	5	Studying the influence of strategic human resource competencies on the adoption of green human resource management practices	Yong, J.Y., Mohd-Yusoff, Y.	2016	Industrial and Commercial Training 48(8), pp. 416-422	3

Are there any documents missing?

You may search for missing documents to link to this author profile.

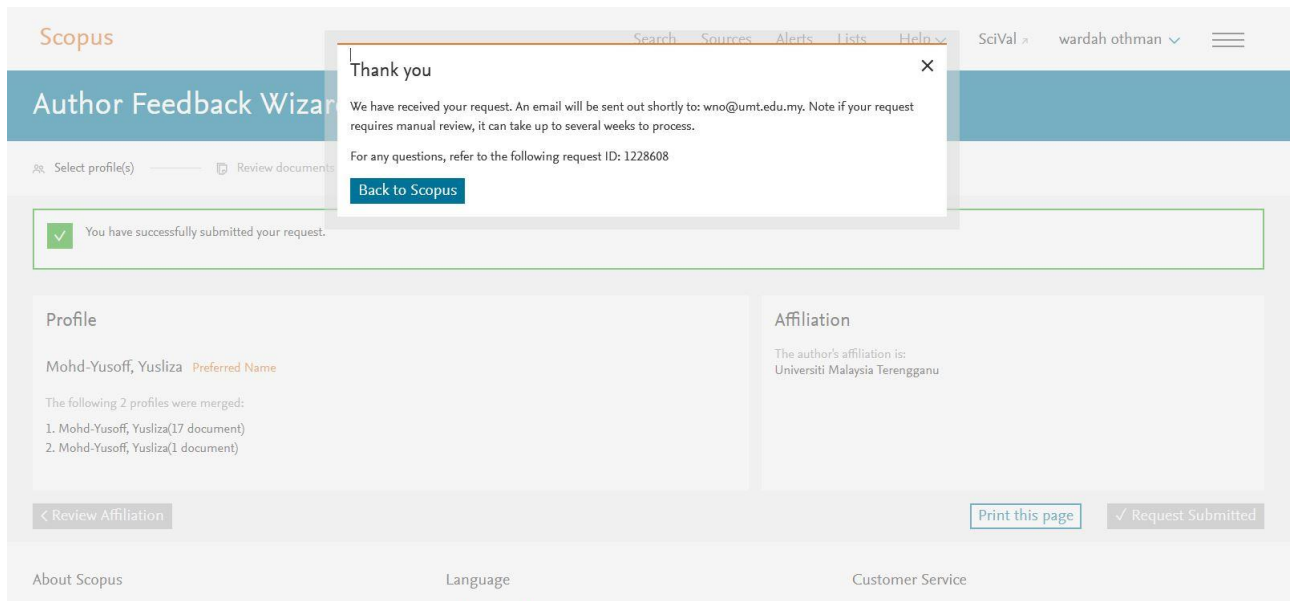
## 9. Review an affiliation

The screenshot shows the 'Review affiliation' step of the Scopus Author Feedback Wizard. The page title is 'Author Feedback Wizard'. The progress bar indicates the current step is 'Review affiliation'. The main content area is titled 'Review affiliation for "Mohd-Yusoff, Yusliza"'. Below this, it says 'Select from the dropdown list below to make changes to the author's affiliation'. A dropdown menu is open, showing 'Universiti Malaysia Terengganu' as the selected option, with 'Universiti Sains Malaysia' as an alternative. A 'Confirm and Submit >' button is visible on the right. The footer contains three columns of links: 'About Scopus' (What is Scopus, Content coverage, Scopus blog, Scopus API, Privacy matters), 'Language' (日本語に切り替える, 切换到简体中文, 切换到繁體中文, Русский язык), and 'Customer Service' (Help, Contact us).

## 10. Submit

The screenshot shows the 'Submit' step of the Scopus Author Feedback Wizard. The page title is 'Author Feedback Wizard'. The progress bar indicates the current step is 'Confirm and submit'. The main content area is split into two panels. The 'Profile' panel shows 'Mohd-Yusoff, Yusliza' as the 'Preferred Name' and lists two merged profiles: '1. Mohd-Yusoff, Yusliza(17 document)' and '2. Mohd-Yusoff, Yusliza(1 document)'. The 'Affiliation' panel shows 'The author's affiliation is: Universiti Malaysia Terengganu'. A '< Review Affiliation' button is on the left and a 'Submit' button is on the right. The footer contains three columns of links: 'About Scopus' (What is Scopus, Content coverage, Scopus blog, Scopus API), 'Language' (日本語に切り替える, 切换到简体中文, 切换到繁體中文, Русский язык), and 'Customer Service' (Help, Contact us).

## 11. Scopus will give verification email to you and it may take several weeks to process. Finish!!



The screenshot displays the Scopus Author Feedback Wizard interface. At the top, the Scopus logo is on the left, and navigation links for Search, Sources, Alerts, Lists, and Help are on the right. A user profile 'wardah othman' is visible. A 'Thank you' modal window is open, stating: 'We have received your request. An email will be sent out shortly to: wno@umt.edu.my. Note if your request requires manual review, it can take up to several weeks to process. For any questions, refer to the following request ID: 1228608'. Below the modal, a green checkmark icon indicates 'You have successfully submitted your request.' The main content area is divided into 'Profile' and 'Affiliation' sections. The Profile section shows 'Mohd-Yusoff, Yuzliza' as the preferred name and lists two merged profiles. The Affiliation section shows 'Universiti Malaysia Terengganu'. At the bottom, there are buttons for '< Review Affiliation', 'Print this page', and '✓ Request Submitted'. The footer contains links for 'About Scopus', 'Language', and 'Customer Service'.

## 12. The end