



# SCOPUS EVALUATION & INDEXING

## TIPS FOR SERIAL TITLES

### Before you submit

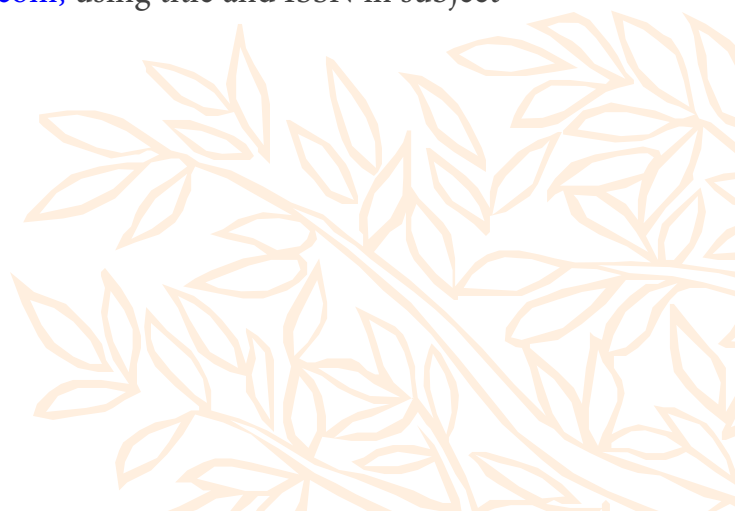
- Check the Scopus [Content Policy and Selection criteria](#)
- Check the [Scopus pre-check](#) to find out how ready your title is for Scopus evaluation
- Read the FAQs for the [Content selection process](#)

### Submission for indexing in Scopus and tracking progress of evaluation process

- If your title meets all the Scopus minimum criteria, submit your serial title by filling in [form](#)
- Upon completion, an automatic confirmation e-mail will be sent to applicant's email address with Tracking ID number to track evaluation process [here](#)
- In general, serial titles will be evaluated within 6 months. If after 6 months no final decision has been made yet – contact [titlesuggestion@scopus.com](mailto:titlesuggestion@scopus.com), using title and ISSN in subject field.



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## Evaluation results and next steps

### In case of a positive final decision

Within 1 month after accepting the serial title, the permission holder (usually the publisher) will receive a message with request to sign in Permission Form (technical details of content collection).

*If no such Permission was received within 1 month, please contact [bd-scm@elsevier.com](mailto:bd-scm@elsevier.com)*

The first indexed articles should appear in Scopus within 3 months after signing the Permission form (Hint: Articles can be found in Scopus through a search by using the journal's title name or ISSN). If articles can't be found in Scopus within 3 months after signing the Permission Form – please contact: [bd-scm@elsevier.com](mailto:bd-scm@elsevier.com)

### In case of negative final decision

Scopus will provide you with feedback and comments on how to improve and an embargo date. You can submit your title again after the embargo period has expired Please note that you will be required to upload a cover letter, explaining how the comments from the previous review round have been addressed

## Adding to Source Browse Title List

- Newly accepted titles will be added to the 'Accepted titles' sheet in [Source Title List](#) on a monthly basis
- The main [Scopus Source Title](#) list is updated twice per year: in spring and autumn
- Depending on whether the serial title has been fully profiled in Scopus, it will be added to the main Scopus Title list.



## Indexing in Scopus

- Usually the ongoing indexing of content takes between 3 weeks and 2 months from content appearing online at publisher's website to appearing in Scopus (depending on content quality and options to provide content in signed Permission form).
- Set Scopus search alert (see: [How do I create and manage my Alerts?](#)) on newly added articles from your title to track timely indexing
- If you noticed delay with your title's content indexing in Scopus, please, fill in [form](#) or contact: Scopus Support (ELS) [ScopusSupport@elsevier.com](mailto:ScopusSupport@elsevier.com)
- Set Scopus citation alert (see: [How do I create and manage my Alerts?](#)) on your title's articles citing. It will help to monitor your title's content citing and track impact of your title.
- Track your title's impact progress by monitoring your journal metrics, including monthly updated CiteScore Tracker (see: [CiteScore and CiteScore Tracker](#)).
- If you found incorrect information in your title's documents in Scopus or missed documents, please, submit request on correction via [form](#) or contact Scopus Support (ELS) [ScopusSupport@elsevier.com](mailto:ScopusSupport@elsevier.com).
- If there's the necessity to change the serial title's name or ISSN, or Publisher, or subject areas, please, fill in this [form](#) or contact Scopus Support (ELS) [ScopusSupport@elsevier.com](mailto:ScopusSupport@elsevier.com) and provide eligible evidences of required changes (e.g. already done corrections in ISSN Center, link at publisher's website). Scopus team will check provided information and requested changes. Please, note: all correction regarding to source title, ISSN, publisher, subject areas and source's website are updated twice a year (in spring and autumn).

