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

Open the [www.scopus.com](http://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).

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Author last name  Author first name

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

Affiliation   Show exact matches only Search Q

e.g. University of Toronto

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2) Final PDF generation is not successful. Why?

Possible reasons and solution: Do not use angular brackets (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.

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