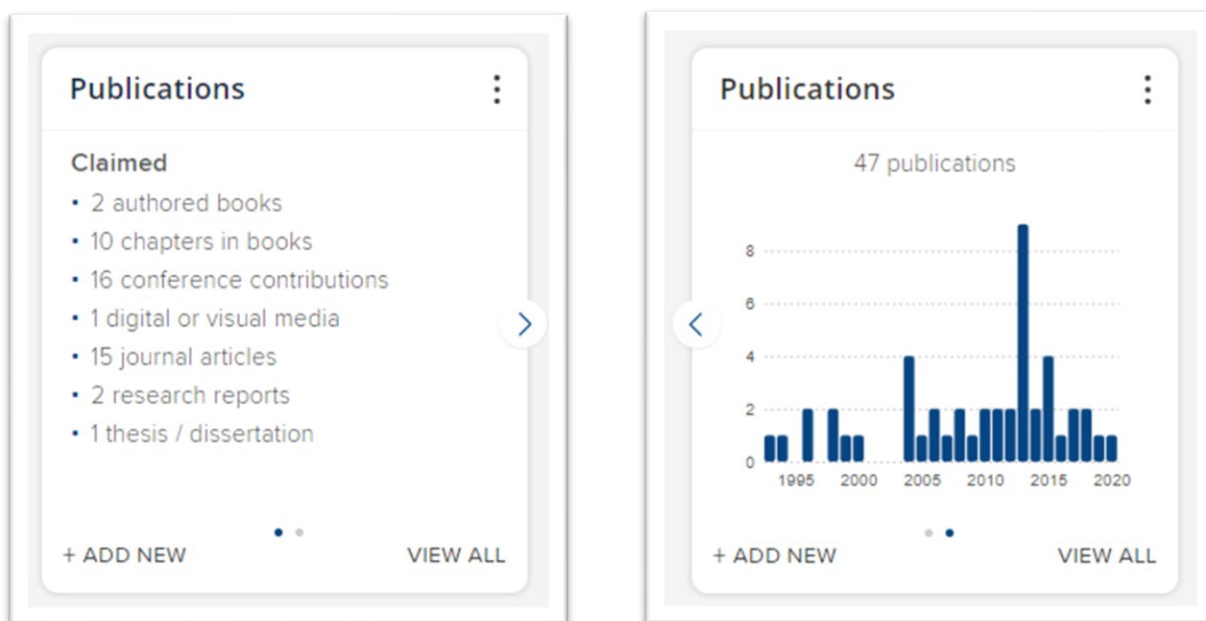




# Publications Module

## Introduction to the Publications Module

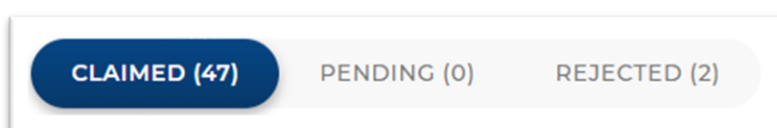
The publications module can be found on your Elements homepage.



## Automatic Claiming

Elements will automatically search external data sources for your publications based on search settings, name variants, institution name, email addresses and author IDs. Over time Elements will learn what publications are most likely to be yours and will automatically claim them for you and add them to your profile.

When Elements finds publications for you, they are put into three groups; **claimed, pending and rejected**. To see these; click on the **VIEW ALL** link in the Publications box, or click Menu > My Work > Publications.

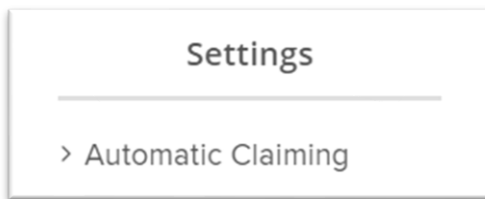


- Claimed publications are those publications that have a high chance of being matched to you (i.e. matches your name variants, author ID and email addresses).
- Pending publications are those that partially match your search settings therefore, Elements is not sure they are yours and wants you to confirm.
- The Rejected list is populated by you when you reject publications. If you accidentally reject a publication but it is yours, you can go back to the list and reclaim the publication.

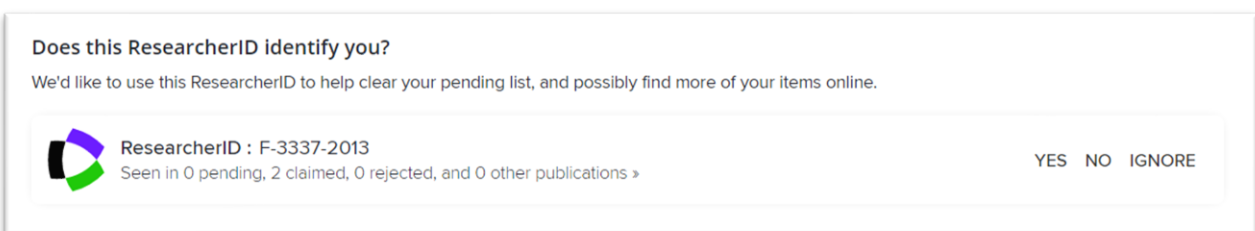
## Entering Author Identifiers

To ensure you retrieve all of your publications and to limit the amount of pending publications, it is important to enter your author IDs into Elements.

To do this, click on Menu and Automatic Claiming.

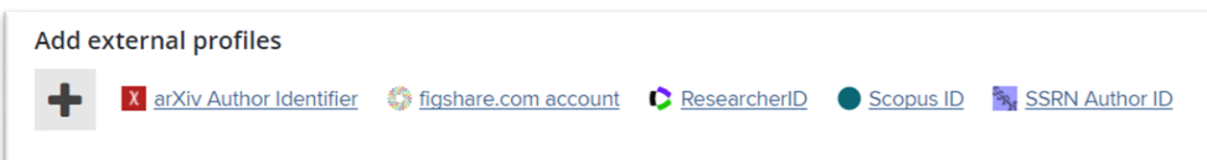


Elements may have found some author IDs which may be yours. You will need to check that they match your profile before clicking yes. You can do this by clicking on the ID number, it will then load the author ID profile in a new window for you to check.

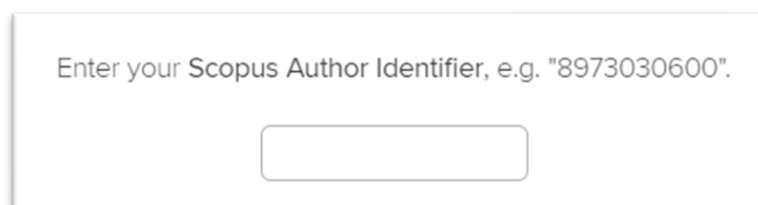


If you find they don't match your IDs, you click **No**. You will then see a prompt asking you to confirm what action you want Elements to take "Auto reject publications" or just ignore the ID. If you click on auto-reject, this will take out the pending publications from your lists that match the ID entered. After rejecting the ID, it will appear in **rejected**.

If your ID is not listed you can add it to the system by clicking on the link to the author ID you wish to add.



Enter your ID and choose the action you wish Elements to take when it finds new publications. Auto claim publications will automatically move publications to your claimed list whereas auto suggest publications will add them into your pending list for you to confirm.

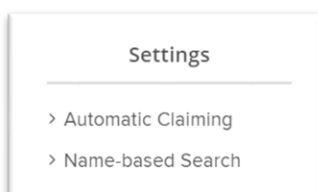
A form box with a light gray border. At the top, it contains the text "Enter your Scopus Author Identifier, e.g. '8973030600'". Below the text is a rectangular input field with rounded corners and a thin border.

You can also add another email address by clicking on the add **Email address** link.

## Reviewing your Search Settings

To ensure Elements can search accurately for your publications, it is important to check your search settings are correct.

To review your search settings, click on Menu and then under Settings, select **Name-based Search**.



You can then add your name variants (always add surname first) and then click the green + after each one. You can remove also name variants by clicking the Red Cross next to them.



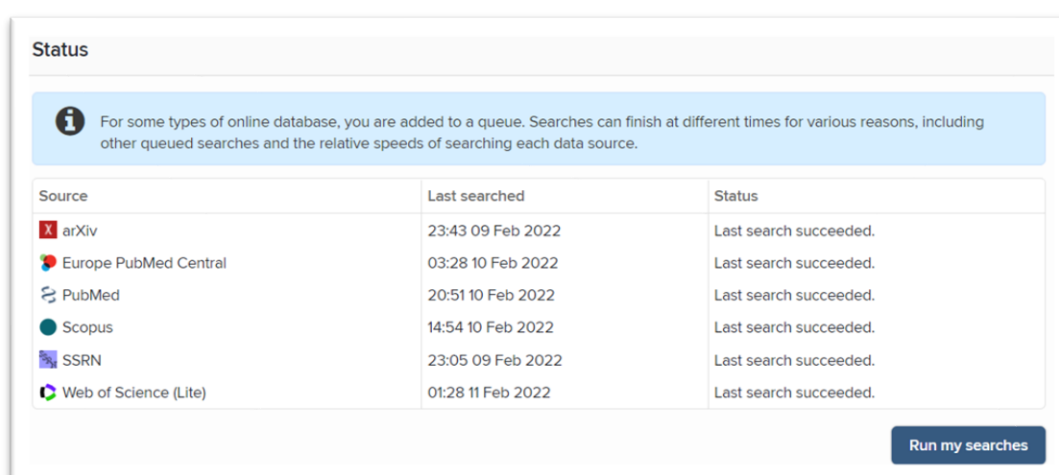
You can add other addresses. This can be particularly useful in helping to pick up publications that have been published when in a different institution. Enter the address (town) and then click the green plus. You can also enter keywords, journals and specific article IDs.

Please note that you must be careful not to limit your search too much by adding too many search settings.







## Running your Searches

Once you have amended your search settings, you can then run your searches again.

At the top of the **Name-based search settings** page, you can see the data sources that Elements is currently searching.



A screenshot of the "Status" page. At the top, there is a blue information banner with an 'i' icon and text: "For some types of online database, you are added to a queue. Searches can finish at different times for various reasons, including other queued searches and the relative speeds of searching each data source." Below this is a table with three columns: "Source", "Last searched", and "Status".

Source	Last searched	Status
 arXiv	23:43 09 Feb 2022	Last search succeeded.
 Europe PubMed Central	03:28 10 Feb 2022	Last search succeeded.
 PubMed	20:51 10 Feb 2022	Last search succeeded.
 Scopus	14:54 10 Feb 2022	Last search succeeded.
 SSRN	23:05 09 Feb 2022	Last search succeeded.
 Web of Science (Lite)	01:28 11 Feb 2022	Last search succeeded.

At the bottom right of the table area, there is a blue button labeled "Run my searches".

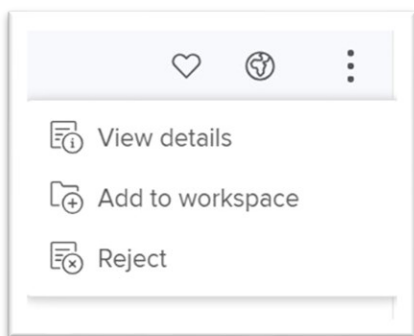
If there is a data source that doesn't appear in your list, you can add them to the search by scrolling down the page to **Source-specific name-based search terms** and enabling the data source by checking the **Search by name** box next to the data source you wish to enable and then click **Save**.

## Viewing your Publications

You can view your publications from the home page by clicking on the **Publications** heading.

You will see the three tabs; Claimed, Pending and Rejected. You should review all three tabs to ensure Elements has put your publications in the right place.

If you find a publication in the claimed tab that isn't yours, you can dissociate yourself with it by clicking the 3 dots then on **Reject**.

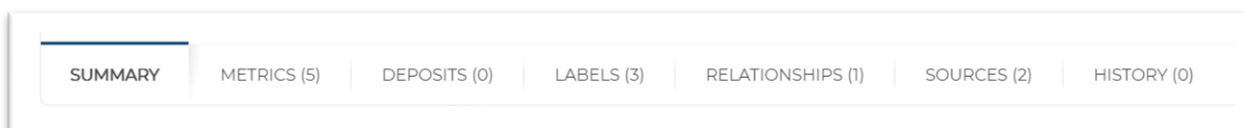


The publications will then move to the **Rejected** tab. If this is done in error, you can go to the Rejected tab and reclaim the publication by clicking the **Claim** button.



## Changing view

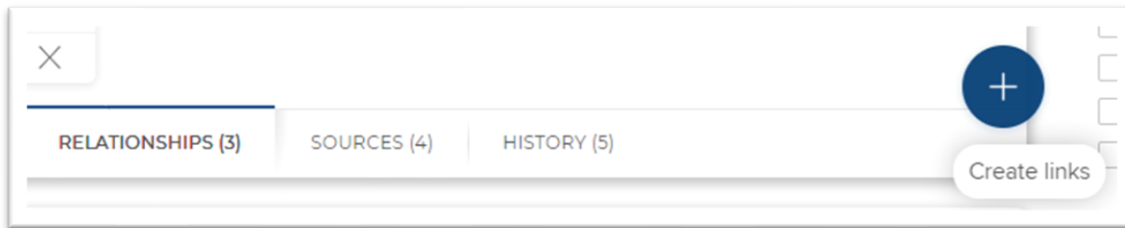
To help you decide if the publication is yours or not you may wish to look at the publication in more detail.



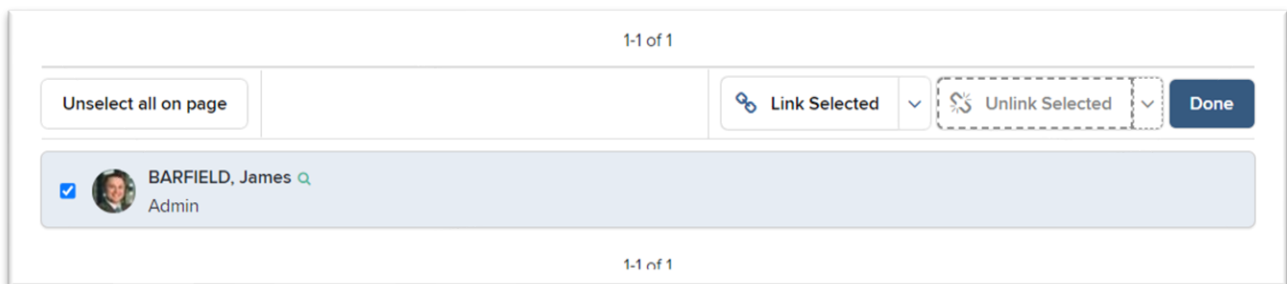
- The **Summary** tab provides you with a brief breakdown of information about the publication.
- The **Deposits** tab will indicate if the publication has been deposited in WIRE.
- The **Relationships** tab, shows the user relationships with the publications but can also be used to create links with other objects in Elements.
- The **Sources** tab shows where the publication has come from i.e. WIRE, Pub Med, Scopus etc. It is important to check this as occasionally we have seen a book be linked with a chapter in the same book. This would then require the user to split the record by clicking the arrow symbol next to the data source. The publication will then be listed separately in your list.
- The **History** tab shows what has happened with the publication since it was entered into the system.

## Linking Users

You can add other users to your publications within Elements. To do this, click on the **Relationships** tab and then on the Create Links button and choose Users.



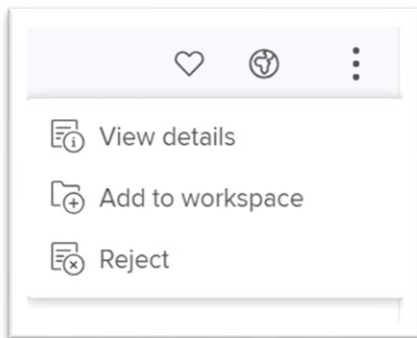
Enter the users name (surname first) in the Filter box provided. Select them and click **Link Selected**.



The publication will then appear in the pending list of the other user's profile for their approval.

## Publication Actions

For each publication record, you will see an action area. These actions are consistently used across the other modules within Elements.



- The **heart** is to mark the publication as a favourite. This will appear at the top of your Elements profile within the Publications section.
- The **Globe** icon is to hide it from your profile. You will be able to see it, but other Elements users won't be able to view it.
- Click **View details** to view the full details of the publication.
- **Add to workspace**. This is usually used if you are joining together or splitting records.
- **Reject** will disassociate yourself with the item (remove the publication to rejected).