Managing your publications list in Elements

You can use Elements to ensure that the list of publications on your staff external profile is accurate, complete and shows the publications you want to showcase.

The address for Elements is: https://elements.shu.ac.uk/
Please login with your usual SHU username and password.

This document will help you with:
- Viewing your publications list in Elements
- Setting favourites / key publications
- Hiding publications from your external staff profile
- Adding missing publications
- Rejecting records
- Changing the publication type of records
- Editing records
- Getting help

Viewing your publications list in Elements

To see your publications list in Elements, click on the link to your publications in the 'My Summary' area of your home page.

Alternatively, click on 'Menu' and under the 'Manage' heading choose 'Publications'.

On the My Publications page, make sure the 'Mine' tab is selected. Records under the Mine tab are the ones which will display on your staff external profile.

You can toggle between a compact and a detailed view of your publications.

Setting your favourites / key publications

Favourite publications will appear at the top of your list of publications on your external profile, under the heading 'Key Publications'.
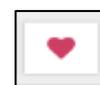
Use the heart icon to select / deselect a publication as a favourite.

Your favourite records appear with an outline heart icon in your Elements list.

When viewing your publications list, you can filter your publications to see the publications that you have currently selected as favourites.

Hiding publications from your external staff profile

Hidden publications will not appear on your staff profile on the external website and have a grey striped background in your Elements list.

Use the eye icon to hide or unhide publications.

Adding missing records

Check the 'Pending' tab and claim any publications that are yours. They will then appear under your Mine tab.

Deposit any missing publications by clicking on the 'Add a new publication' button on the top right of your list of publications or the 'Add' link on your home page.

When you add or claim records, you must deposit a file to create a record on the SHU institutional repository, SHURA.

Rejecting records

Publications which you have not authored or created, can be removed from your publications list in Elements.

Use the red cross icon to reject any publications that have been incorrectly identified as yours. These will move to the 'Not mine' list on your My Publications page and will not display on your external profile.

If there are publications which are yours, but which you do not wish to display on your external profile, you can use the hiding option described above.

Changing the publication type of records

Below the summary of each publication will be its type, for example, Journal article, Chapter, Conference paper, Book, etc.

Records on your staff external profile are grouped by type of publication and the information that is displayed about them also depends on the publication type assigned.

If the type is incorrect for any of your publications, click on the yellow pencil icon next to the type and choose a different type from the drop down list.

Editing records

Please contact the Library Research Support Team for advice if edits to a record are required. For example, if a title need amending, authors need to be added or there are duplicate records. It is often not be possible to make these changes yourself.

Getting help

There is more information and guidance on the Elements help pages:

http://bit.ly/elementsSHU

If you have any questions about Elements or if you need help, please contact the Library Research Support Team:
- Email: elements@shu.ac.uk
- Call: (0114) 225 3852