

Elements Introduction - February 2020

This handout is a guide to the key things to do in Elements.

1. Login to Elements

- Go to: <https://elements.shu.ac.uk>
- Login with your usual SHU username and password

2. Navigating Elements - your Home page, Menu and Tasks

- Have a look at your Home page (Home tab) and at the Menu (Menu tab)
- Note that on the Home page there are tasks that you may wish to do under 'My Actions'
- There is also a 'My Summary' which is useful quick route to seeing your publications and provides links to more details about them.

3. View/Edit your profile

- From your 'Home' page, click on your photo or use the menus to navigate to your profile: Menu > My Account > Profile > View profile
- Click on the 'Edit profile' button. If you wish to do so, add some information to your profile - for example your Research interests or Education. This profile is not visible externally.

4. Check your claimed publications

- Go to your publications from the 'My Summary' section on your Home page. The count of your publications is a link.



Alternatively use the menus: Menu > Manage > Publications

- In your list of publications under the 'Mine' tab you will see publications which have already been identified as yours. These will have been found from SHURA, Academ or from external databases.
- Check that the list of publications under the 'Mine' tab are yours:
 - It may help to choose the 'Detailed view' option to see more details about each publication in the list
 - You can also click on the title of a publication to see the full publication details
 - You can reject any publications that have been incorrectly identified as yours

The publication list on your staff profile on the external website will be populated by your publications from Elements.

5. Claim and reject publications

- Go to your 'My Publications' page
- In your list of publications under the 'Pending' tab you will may see publications which have been identified as possibly being yours. Elements has found these by searching external databases such as Scopus, for your name.
- Claim or reject these publications.

Check carefully before claiming publications. Claimed publications will automatically be added to your profiles.

6. Your automatic claiming settings

- Have a look at the automatic claiming page: Menu > My Account > Data Source Search> Automatic claiming
- Check that any identifiers already on the system for you are in fact yours. You can remove external profiles (identifiers) which are incorrectly assigned to you
- Claim any additional identifiers that you may wish to add - ORCID, Scopus ID
- If you have an ORCID claimed, connect it to Elements (you will need to know your ORCID username and password)
- Check your email address is correct

Check carefully that any identifiers/email addresses set up in automatic claiming are definitely yours. Publications linked to the identifiers will be automatically added to your Elements profile and to you profile on the SHU external web pages.

7. Editing your Name-based search settings

You can use the search settings to make the search which adds publications to your 'Pending' list more accurate in finding publications that are yours.

- Go to Menu > My Account > Data Source Search > Name-based search
- Look under 'Name variants' and add any appropriate variations of your name (you do not need to add variants with your full given names, the system works with initials only)

The accuracy of the search for your publications is improved by the addition of affiliation names in the 'Addresses' section of the search settings. This is particularly important if you have a name shared by researchers at other institutions.

- Add affiliations to your addresses section if they are not already there. A good address to include is 'Sheffield Hallam' (it works better without the 'University')

You can control which databases Elements searches for your publications:

- Look under ' Source-specific name-based search terms ' and tick / untick appropriate databases

When you have finished making changes to your settings click the **SAVE** button at the bottom of the page.

8. Managing your claimed publications

Go to your 'My Publications' page

Click on the 'Mine' tab to see publications which have been claimed as yours. Below the details of each publication is a row of icons enabling you to do a variety of tasks. Try the functions below:

- 'Hide' icon (crossed out eye).
Hidden publications do not appear on your Elements profile or your profile on the external web pages (they can however still be found by searching Elements)
- 'Favourite' icon (heart).
Favourites appear under the Favourite publications tab on your Elements profile and will appear at the top of your list of publications on your staff profile on the external web pages

There is a delay before your changes appear on your external profile - please check back the following day.

9. Depositing journal articles and conference papers on acceptance

Please deposit your new journal articles and conference papers as soon as they are accepted for publication.

- On your Elements Home page, click on the 'Accepted for publication?' button
- Choose to deposit a journal article or a conference paper
- Follow the steps to add the details of your output and to deposit the manuscript



The Elements help pages provide detailed guidance, taking you through the steps of depositing outputs on Elements: <http://bit.ly/elementsSHU>

You will need to know details of the publication you wish to deposit and have a file of the final peer reviewed manuscript saved and ready to upload. This is the version of the manuscript with all changes made in response to peer review but before publisher typesetting and copyediting.

Knowing the acceptance date is also helpful.

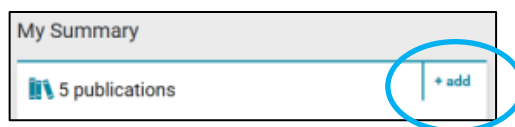
You must deposit the final peer reviewed manuscript for your publication to appear on SHURA and for your deposit to be eligible for the REF.

In addition to making your deposit, you will need to forward the email from your journal editor notifying you that your work was accepted for publication to: elements@shu.ac.uk

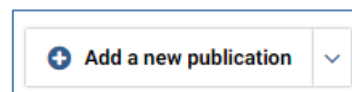
10. Depositing a new publication of any other type

You may wish to deposit research outputs of other types (books, book chapters, etc.)

- From the 'My Summary' section on your Home page, click on the '+add' link.



Alternatively, from your 'My Publications' page, click on the drop down menu next to 'Add a new publication'



- Select the type of output you would like to add and follow the steps to add the details of your output. It is strongly recommended that you deposit a manuscript and so create a SHURA record. However, there may be circumstances and types of output where this is not appropriate.

The Elements help pages provide detailed guidance, taking you through the steps of depositing outputs on Elements: <http://bit.ly/elementsSHU>

Key things to do in Elements

- Check the publications under 'Mine' are all actually yours
- Claim or reject items in your 'Pending' publications list
- Make sure your identifiers (ORCID, Scopus and Researcher IDs) are correct and add any that are missing. This will make sure that automatic claiming correctly finds your outputs
- Make sure your Name-based search settings are updated so that your 'pending' items will be as accurately identified as possible
- Respond to emails received from Elements – these will tell you about some of the actions you need to login and do (claim and reject, deposit)
- Add your new publications/outputs
- Don't forget to deposit the final peer reviewed manuscript of journal articles and conference papers as soon as they are accepted for publication

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
- Elements help pages: <http://bit.ly/elementsSHU>