

[Solution home Elements Getting Started](#)

Troubleshooting Guide for Search Settings


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The purpose of this document is to assist Elements users in creating and curating search settings. It also offers suggestions for analyzing problems and suggesting solutions.


Why Are Some of My Papers Not Found?


Initial search settings are created automatically when your details are added to the Elements system and are completely flexible to being amended by you or your delegates.


My default search terms


Name variants: * 

Hook DW 


Addresses: 

Imperial 


Washington 


 [Switch to advanced view](#)

Start date:


Keywords: 

You have not supplied any keywords.

 [Switch to advanced view](#)

Journals: 

You have not supplied any journals.

 [Switch to advanced view](#)

These initial settings will bring back a good result for more than 80% of researchers in STEM subjects and identify all the correct publications in the databases without finding a large number of incorrect publications that would need to be declined.

For some users, a proportion of publications may be missed for a range of reasons, such as publishing with collaborators outside your institution, or using different combinations of your name and initials for different publications.

In these cases, your search settings will need to be amended to better fit the way you publish.

This guide aims to show you how to do that. It will also provide advice on a range of other search options, and answer some common questions.

If you are still experiencing problems after consulting this guide, or if your question isn't answered here, please contact your institution's support staff, via the link on the Help page.

How Does the System Choose My Initial Settings?

When your details are first added to the Elements system, search settings will be created based on the data received about you from your institution's Human Resources system.

All Users

For all users, the name will form part of the search settings.

It is stored in Elements in this format:

- Lastname, INI

It will be submitted to each online database in an appropriate format for their requirements. Please note that while some bibliographic databases can search with first names, the majority employ the "Lastname, INI" format. Even the databases that include first names do not have first names indexed so for every year.

Users with Common Names

When importing your details, Elements will compare your name against data from the US Census in order to work out how relatively common your name is.

For users whose names occur frequently in the Census, further search settings must be added; otherwise, the system is likely to find too many results in the online databases.

The precise search terms used in these cases will be determined by your institution, but they are likely to be a range of keywords associated with your institution, added to the 'address' search setting.

An example:

- institution name
- a range of individual school or faculty names
- the address or postal code of your institution.

This will create a Boolean search string that will limit the initial results to publications that match your name to an author field AND one of these terms to an item in the address field.

Tip: Enter every variant of your name that you can find used in the data sources you are searching. For example, hyphenated names should be entered both with and without the hyphen.

Tip: Commas are not required between last names and initials.

Tip: When entering the name of your institution, use as few meaningful words as possible so the terms can be meaningful to every data source. For example, enter "Oxford" and not "University of Oxford."

Tip: In general, avoid using address terms like "College" or "University." Data sources frequently abbreviate these words.

Tip: Do not enter email addresses in the Addresses field.

Tip: If your institution is in a city that uses the name of the city (such as "City College London"), then postal code or zip code can be a useful address term.

Start date

Your institution may also have set up a default start date for new users.

Tip: A start date instituted by your institution will limit the initial search range and may exclude a number of your early publications.

You are free to change this date, which may be included simply to indicate to new users the minimum range of publications your institution wishes to see entered into Elements

What is Submitted?

The resulting search string will be submitted to each active database (with appropriate syntax) in this basic form:
(name OR name) AND (start date) AND (address OR address)

After retrieving relevant publications from each database, the system will match together identical publications from different databases into single records, and then email you concerning the results.

If the results do not include all your recent publications, you can consult the following sections to work out how to improve your search settings and get a more accurate result.

Making Changes to Your Initial Settings

You are free to change your search settings in any way you like, or create separate queries for each database.


Edit the Search Settings





To get started, navigate to **Menu > Manage > Publications > Search settings** .

The **Status** section at the top of the screen shows your recent search history.

Settings for automated publication gathering

Status

Searches are added to a queue for each data source. They can finish at different times for various reasons, including other queued searches and the relative speeds of searching each data source. 

| Source | Last searched | Status |
|--|-------------------|------------------------|
|  arXiv | 20:24 15 Mar 2016 | Last search succeeded. |
|  Scopus | 20:24 15 Mar 2016 | Last search succeeded. |
|  SSRN | 20:24 15 Mar 2016 | Last search succeeded. |
|  Web of Science | 20:25 15 Mar 2016 | Last search succeeded. |

[Download](#) your search history

[Run my searches](#)

In the **Settings** section, you can make changes to your initial search settings. The changes that most often need to be made are to add Name variants and to add previous institutions or the institutions of regular collaborators to the Addresses area.

Settings i

Your settings were last modified on **15 Mar 2016** at **20:24** by **Jeff Lang**.

My default search terms

Name variants: * +

Hook DW x

Addresses: +

Imperial x

Washington x

[Switch to advanced view](#)

Start date:

Keywords: +

You have not supplied any keywords.

[Switch to advanced view](#)

Journals: +

You have not supplied any journals.

[Switch to advanced view](#)

Online database IDs and **Source-specific author identifiers** are also very useful tools. These will be explained below.

Online database IDs

Online database IDs: +

Online database:

arXiv v

You have not supplied any online database IDs.

Source-specific search terms

| | Currently searched | Simple mode | Advanced mode | Use default search terms (simple mode only) |
|-------------------------------|-------------------------------------|----------------------------------|-----------------------|---|
| arXiv | <input checked="" type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| Cinii EN | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| Cinii JP | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| DBLP | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| figshare for Institutions | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| figshare.com (not configured) | Configure | | | |
| ORCID (not configured) | Configure | | | |
| PubMed | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| RePEc | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| Scopus | <input checked="" type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |

Author identifier

Scopus author identifier:

[Verify](#)

The 'Common' search terms can also be over-ridden by selecting the Advanced mode for a specific database and constructing a Boolean query. This can be very useful for creating extremely targeted searches, such as the kind that can retrieve items published with Group Authorships.

The screenshot shows a search settings interface with the following elements:

- Database selection: SSRN (checked), Web of Science (checked).
- Author identifier section: ResearcherID author identifier input field and a Verify button.
- Web of Science-specific search text section: Search text input field.
- Database selection: Web of Science (Lite) (unchecked).
- Save button at the bottom right.

Name variants

To add a new variant of your name and initials, type in the box (using the format 'Lastname INI') and then click on the plus button (+) to add it to the list.

Incorrect variants can be removed by clicking on the red crosses.

Names cannot be edited. To change a variant, simply remove the incorrect version and add the new, correct version separately.

The screenshot shows the Settings page with the following elements:

- Settings header with an information icon.
- Notification: Your settings were last modified on 15 Mar 2016 at 20:24 by Jeff Lang.
- My default search terms section.
- Name variants: * input field with a plus button (+).
- Existing variants: Hook DW (with red cross), Hook D (with red cross).

Add Addresses

To add details of an institution name that frequently appears on your publications, type each new keyword (e.g. the name of the institution or research centre) into the box, then click on the plus button (+) to add each one.

The screenshot shows the Add Addresses section with the following elements:

- Addresses: input field with a plus button (+).
- Existing addresses: Imperial (with red cross), Washington (with red cross).
- Switch to advanced view button.

Tip: Many bibliographic databases use abbreviated versions of institution names, so entering the full name in the address field will result in missed publications. Focus on the key word or words in the institution name.

Examples:

- Enter "Emory" rather than "Emory University."
- Enter "Cambridge" rather than "University of Cambridge."
- Enter "Cincinnati Children" rather than "Cincinnati Children's Hospital."

Note: Adding address terms where previously there were none will restrict your search by causing the new keywords to be added to the search string with the AND logic operator. In other words, searches with address terms will retrieve only results that include those addresses.

Clicking on the **Switch to advanced view** link below the address terms will open up a box where you can create a Boolean search string. Elements supports the use of AND, OR, and NOT.

Addresses:

[Switch to simple view](#)

Other Search Terms

Start date

If you wish to change the search to run from a different date (or add a start date if one isn't included by your institution) enter this here.

As previously stated, including a Start date will restrict the results retrieved.

Tip: Some bibliographic databases do not contain comprehensive records for papers published before 1990.

If you want to use additional logic terms to control the keyword search (AND, OR, NOT), switch to advanced view.

Keywords

No keywords are used by default but, if you find you have a namesake in another field of work, adding keywords may help to exclude their publications from your search results.

You can add new keywords one by one, and the system will search for each one in turn.

Tip: Use of keywords will restrict results retrieved to those items that include the keywords.

If you want to use additional logic terms to control the keyword search (AND, OR, NOT), switch to advanced view.

Journals

If you know that your publications are restricted to just a few journals and wish to exclude any others, enter the journal names using the official abbreviations for the online databases. These may differ slightly, so enter all the different versions. The system will search for each journal in turn (using the OR logic term).

Tip: If you use the Journals field, results retrieved will be restricted to items from only those journals.

If you want to use additional logic terms to control the keyword search (AND, OR, NOT), switch to advanced view.

Online Database IDs

Online database IDs refer to the identifiers associated with specific items in the datasources, not authors. If a small number of individual publications do not fit your usual search terms for any reason, it is not necessary to change your search settings in order to ensure they are found in the online databases. **See [Appendix A: Find individual publications using ID numbers](#) for more details.**

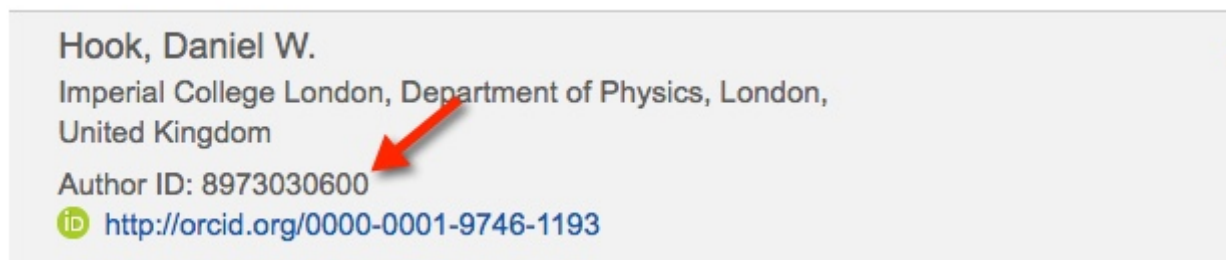
Author identifiers

Four databases (ArXiv, Scopus, SSRN and Web of Science) offer the option of entering author identifiers that will automatically retrieve documents that have been tagged by the database provider. For ArXiv, Scopus and SSRN, the identifier can be found by searching for the author in the user interface.

Scopus



[Back to results](#) | 1 of 9 [Next >](#)



Web of Science uses an identifier called ResearcherID, which can sometimes be found in Web of Science records, but a more reliable source is the ResearcherID website (www.researcherid.com (<http://www.researcherid.com>)).

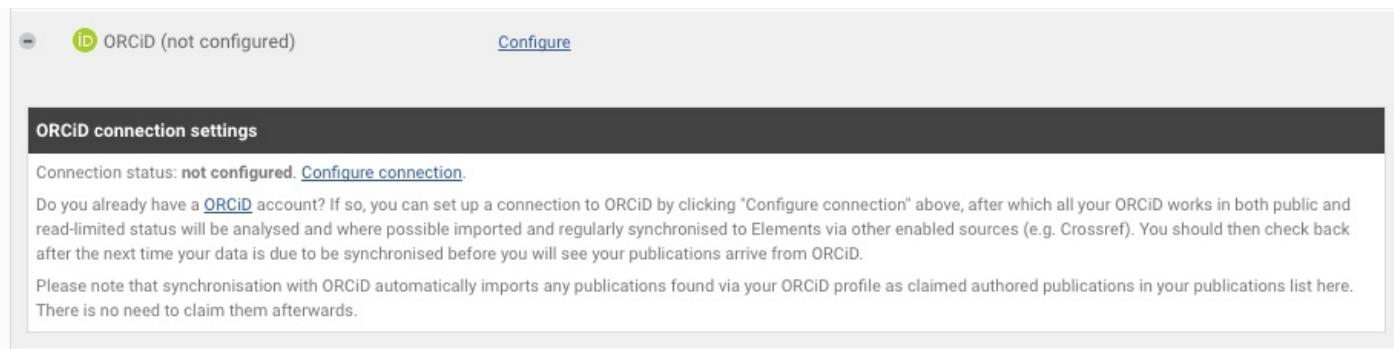
In Search settings, go to the Source-specific search terms section and click on the small plus (+) symbol beside the database name. A box will open where you can enter your search identifier for that specific database.

For Scopus, SSRN, and Web of Science, there is a verification process whereby you will be presented with an abbreviated list of recent publications for your review. If you click the Verify button, all the documents in that database that have been tagged with your identifier will be harvested and placed in the Accepted folder rather than the Pending folder.

Important note: Author identifier searches do not replace name and address searches. They are treated as a Boolean OR search, meaning the synchronizer retrieves the documents matching the author identifier and, where appropriate, deposits those publications in the Approved folder. Subsequently, the synchronizer retrieves documents that meet the other criteria (Author Name AND Address, for example) and deposits those publications in the Pending folder.

ORCID

If your institution has arranged an ORCID membership, then the ORCID configuration will appear in the list of available data sources.



Linking your Elements account to ORCID requires that someone who knows the author's ORCID identifier and password complete the configuration process. Identifiers cannot be uploaded via an API. Also, Elements does not harvest publications directly from ORCID, but rather uses the identifier to import records from data sources which include ORCID identifiers in their metadata (such as PubMed, Scopus and CrossRef). Synchronization will automatically import publications found into the Mine folder.

When you have finished editing your search terms, be sure to click the "Save" button before leaving the page.

What Happens Next?

When you click on 'Save', a message will be posted at the top of the screen, showing that your details have been placed in a queue to be submitted to the online databases. If you would like to search immediately, click the blue "Run my searches" button. Otherwise, the search will occur 30 minutes after you saved the new search settings.

This built-in delay allows you to finish editing before a search takes place. This means that there may be a delay of up to a few hours (depending on the frequency of your institution's scheduled search) before results are delivered to your "Pending" file.

The system will email you as normal if it finds new publications.

View Your Search History

At any point, you can download a history of all the online database searches carried out on your records.

This can be a useful way of keeping track of how the changes made to your search terms have increased the accuracy of your search and brought back more results.

Click on the link at the top of the search settings screen to download the latest version of your history.

The information is provided in CSV format, which can be opened in spreadsheet programs, such as Excel.

The table shows:

- Dates and times of searches for each database
- Results of each search
- The number of new records found
- The number of results matched by the system to existing records in:
 1. approved
 2. declined
 3. pending

An example of a search history is shown below.

After the searches on 19/04 and 28/04, this user approved three of the publications found and left some in the 'pending' area. These were then matched against the results of the most recent search on 03/05, as shown in the final three columns.

| | A | B | C | D | E | F | G |
|----|----------------------|-------------------|--------------------------|---------------------|------------------|------------------|-----------------|
| | Search time and date | Database searched | Total publications found | New papers in total | Already approved | Already declined | Already pending |
| 1 | | | | | | | |
| 2 | 03/05/2011 15:03 | PubMed | 14 | 0 | 3 | 0 | 11 |
| 3 | 03/05/2011 15:03 | Web of Science | 23 | 0 | 0 | 0 | 0 |
| 4 | 03/05/2011 15:03 | arXiv | 0 | 0 | 0 | 0 | 0 |
| 5 | 03/05/2011 15:03 | Scopus | 18 | 0 | 0 | 0 | 0 |
| 6 | 03/05/2011 15:03 | CINii EN | 0 | 0 | 0 | 0 | 0 |
| 7 | 28/04/2011 07:54 | PubMed | 14 | 0 | 1 | 0 | 13 |
| 8 | 28/04/2011 07:54 | arXiv | 0 | 0 | 0 | 0 | 0 |
| 9 | 28/04/2011 07:54 | CINii EN | 1 | 0 | 0 | 0 | 0 |
| 10 | 28/04/2011 07:54 | CINii JP | 1 | 0 | 0 | 0 | 0 |
| 11 | 19/04/2011 20:07 | PubMed | 14 | 0 | 0 | 0 | 0 |
| 12 | 19/04/2011 20:07 | arXiv | 0 | 0 | 0 | 0 | 0 |
| 13 | 19/04/2011 20:07 | CINii EN | 0 | 0 | 0 | 0 | 0 |
| 14 | | | | | | | |

Initially, all the databases will use the common search terms. However, each database can be separated from the common terms so that different search terms can be entered.

This can be useful, for example, if you have a stored 'advanced' search query for one of these databases, which you know accurately brings up all your publications.

You can also switch each database on or off, depending on its relevance to your research. This is done via the checkboxes in the table at the bottom of the screen.

Usually, your institution will activate all the relevant databases for new users by default, but it may not have a subscription to all the services, so you may find one or more of the databases switched off when you first use the system.

Viewing Search Terms for a Database

To view the search terms for an individual source database, click on the 'plus' sign on the left of its name to expand the view.

You will see a new section of the screen with any source-specific search terms at the top (the example shown is ArXiv) and a set of search terms, including name, address, keywords and journals, below.

Source-specific search terms

| | Currently searched | Simple mode | Advanced mode | Use default search terms (simple mode only) |
|---|-------------------------------------|-----------------------|-----------------------|---|
| <div style="display: flex; align-items: center;"> - <div style="background-color: #f00; color: white; padding: 2px 5px; font-weight: bold;">X</div> arXiv </div> | <input checked="" type="checkbox"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| Author identifier | | | | |
| arXiv author identifier: <input style="width: 60%;" type="text" value="http://arxiv.org/a/hook_d_1"/> | | | | |
| arXiv-specific search terms | | | | |
| Subject categories: <input style="width: 60%;" type="text" value="Statistics - Applications (stat.AP)"/> + | | | | |
| Daniel Hook has not supplied any subject categories. | | | | |

Adding Source-specific Search Criteria

Some bibliographic databases have search criteria that can be added without unlocking the common search terms. In the example above (ArXiv), you can add your personal Author Identifier and any categories under which you publish to the search criteria, and these will be submitted to the relevant database at the next search.

Unlock and Change the Common Search Terms for a Database

Most bibliographic databases have fields that can only be altered after first being unlocked.

Begin by unchecking the box labelled "Use default search terms (simple mode only)."

| Source-specific search terms | | | | |
|------------------------------|-------------------------------------|----------------------------------|-----------------------|---|
| | Currently searched | Simple mode | Advanced mode | Use default search terms (simple mode only) |
| arXiv | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| CiNii EN | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| DBLP | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| figshare for Institutions | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| ORCID (not configured) | Configure | | | |
| PubMed | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| RePEc | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| Scopus | <input checked="" type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| SSRN | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| Web of Science | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |

[Save](#)

Then, click the plus symbol (+) next to the database name.

A locked padlock icon next to each individual search term will then become active, meaning these terms can be unlocked and edited as needed.

Common reasons for doing this include when an additional name variant is used only by this database, or when you want to define a more limited range of journals.

Once you have finished editing the terms for a database, click on Save. These alternative search terms will be used during the next search.

A note on Web of Science and Unicode characters











If your name contains accented letters that are found only in the full Unicode set of characters, Web of Science may stall, returning no results from that database. If this happens, it will be shown on your main summary screen in an alert with a message something like 'the query was rejected as illegal' or 'unexpected token'.

To solve this problem, unlock WoS from the common search terms and change any accented characters to the plain 'ASCII' versions with no accents. This change should mean your name is found successfully in this database from then on.

Using a Custom Search String

For a particular database, such as PubMed or Web of Science, you may already have stored a suitable search string that brings back an accurate set of your publications. You can search the database using this string by checking the 'Advanced mode' button against the database in the table of sources. Select this option to display an empty text box, into which you can paste your search string.

Source-specific search terms

| | Currently searched | Simple mode | Advanced mode | Use default search terms (simple mode only) |
|---|-------------------------------------|----------------------------------|----------------------------------|---|
|  arXiv | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
|  CINI EN | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
|  DBLP | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
|  figshare for Institutions | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
|  ORCID (not configured) | Configure | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
|  PubMed | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
|  RePEc | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
|  Scopus | <input checked="" type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
|  SSRN | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
|  Web of Science | <input type="checkbox"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="checkbox"/> |

Author Identifier

ResearcherID author identifier:

Verify

Enter your [ResearcherID author identifier](#), e.g. C-4764-2008.

Web of Science-specific search text

This section allows you to exactly specify the search text to send to the Web of Science data source.

Search text:

e.g. AU=(Brown PD) AND AD=Cambridge.
See http://images.webofknowledge.com/WOK45/help/WOS/h_advanced.html for further information.

Save

Tip: Advanced search can be used to create queries that include Group Authors such as CERN. Author searches in some databases will not retrieve Group authors, so creating a Boolean search as AU=(Brown PD) OR GP=(CERN) will retrieve appropriate results.

Click on 'Save' and, next time a search takes place, *Elements* will use your custom search string for that database instead of the Common search terms.

Test Your Advanced Queries Online

Several of the databases will allow you to compile and instantly test an advanced search string using a 'search builder' or a similar tool.

Rather than compiling an advanced query within Elements (where an incorrect search might bring back many mismatched publications that would need to be declined), taking advantage of these online services to test and copy our advanced queries is a good idea.

Web of Science

The WoS online service allows you to test a new advanced search string for syntax errors and to check the number of results.

Visit apps.webofknowledge.com and click on the 'Advanced Search' tab for Web of Science. (Institutional access required to see this webpage)

PubMed

PubMed's advanced search builder can be found here: <http://www.ncbi.nlm.nih.gov/pubmed/advanced> (<http://www.ncbi.nlm.nih.gov/pubmed/advanced>).








ArXiv

For ArXiv, build a search query that works for your publications via this page: <http://arxiv.org/find> (<http://arxiv.org/find>). The search string to copy into the 'advanced search' box in Symplectic Elements will be shown in brackets on the screen that shows the results.

How do I turn off searching for a user?

In the **Search Settings (Menu)** turn off searching by unchecking the currently searched box for each database.

Source-specific search terms

| | Currently searched | Simple mode | Advanced mode | Use default search terms (simple mode only) |
|---|--------------------------|----------------------------------|-----------------------|---|
|  figshare for Institutions | <input type="checkbox"/> | <input checked="" type="radio"/> | | <input type="checkbox"/> |
|  MLA | <input type="checkbox"/> | <input checked="" type="radio"/> | | <input checked="" type="checkbox"/> |
|  PubMed | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
|  RePEc | <input type="checkbox"/> | <input checked="" type="radio"/> | | <input checked="" type="checkbox"/> |
|  Scopus | <input type="checkbox"/> | <input checked="" type="radio"/> | | <input checked="" type="checkbox"/> |
|  SSRN | <input type="checkbox"/> | <input checked="" type="radio"/> | | <input checked="" type="checkbox"/> |
|  Web of Science | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |

Save

The search settings screen will be updated with the following message indicating you have turned off searching.

Settings i

You have switched off searching of all online databases.

Appendix A: Find individual publications using ID numbers

If a small number of individual publications do not fit your usual search terms for any reason, it is not necessary to change your search settings in order to ensure they are found in the online databases.

All the following databases have a system of identification codes for their online records, and these can be found via their web interfaces and then entered into your search settings screen for download.

- arXiv
- CiNii
- DBLP
- Europe PubMed Central
- PubMed
- RePEc
- Scopus
- SSRN
- Web of Science

Entering IDs

The area for entering database IDs is found within the 'Common search terms' section of the search settings screen.

The screenshot shows the 'Online database IDs' section of the search settings screen. It features a text input field labeled 'Online database IDs:' with a plus button (+) to its right. A dropdown menu is open, displaying a list of online databases: arXiv (checked), CiNii EN, DBLP, Europe PubMed Central, PubMed, RePEc, Scopus, SSRN, and Web of Science. Below the text box, there are two buttons: 'Advanced mode' and 'Use default search terms (simple mode only)'.

Enter an ID into the text box, select the appropriate database from the drop-down menu and click on the plus button (+) to add it to the list.

Save the search settings when you have finished entering IDs.

What Happens Next?

All the IDs you have added will be submitted in the next online search.

The new publications pulled from the database will be put in the 'pending' area of your records, along with any other publications found, and you will receive an email alert.

You will need to approve all the publications found using this method for them to appear in your publications list.

The IDs that have successfully brought in publications will disappear from your search settings screen once the publication details have been downloaded.

Finding IDs for Each Database

Each online database will store an ID against each publication it holds. However, this is easier to find for some databases than others.

The advice below aims to help you find the correct number for a missing publication using the relevant web interfaces. Please note: accessing these services may require an institutional subscription.

PubMed

PubMed shows ID numbers next to each record in the search results listing, as well as prominently on each individual publication screen.

The 'PMID' number is usually 8 digits long (do not include the phrase "PMID" in the ID field within Symplectic Elements). PubMed IDs are found in search result lists:

The screenshot shows the PubMed search interface. At the top, there's a navigation bar with 'NCBI Resources' and 'How To'. The search bar contains 'metamizol' and a 'Search' button. Below the search bar, there are options for 'Create RSS', 'Create alert', and 'Advanced'. The main content area shows search results for 'metamizol'. The first result is 'Cardiac complications in a metamizole-induced type I Kounis syndrome.' by Juste JF, Garces TR, Enguita RG, Blasco PC, Trallero JA. The PMID is 26952229. There are also sections for 'New feature' and 'Results by year'.

Web of Science

WoS displays an 'IDS' number on the HTML page for each record (e.g. 758YZ), but this is not their unique ID number. The number you want is known as the 'ISI number' or 'Accession Number.'

The Web of Science Accession Number displays in the citation record. The Accession Number for the record shown below is "000335672600003" (do not include quotes or the word "WOS" in the ID field within Elements).

The screenshot shows the 'Document Information' section for a Web of Science record. It lists the following information: Document Type: Article, Language: English, Accession Number: WOS:000370393700016, PubMed ID: 26745004, ISSN: 0147-6513, and eISSN: 1090-2414.

Scopus

The Scopus database does not supply a formal system of IDs. However, the URL for a publication page does contain an identifier that Elements is currently using to identify and collect publications.

This is labelled 'eid' within the URL and is usually of this form:

2-s2.0-76249086347

Copy and paste this from a relevant Scopus publication page into the ID field and the system will download the details. These may not be permanent IDs, so please make sure to check the publication is correct before approving it for your list. The Scopus reference in the URL can be used as an ID:

The screenshot shows a Scopus search results page. At the top, there's a navigation bar with 'Scopus', 'SciVal', 'Test Access Symplectic', 'Logout', and 'Help'. Below that, a menu has 'Search', 'Alerts', 'Lists', and 'My Scopus'. The main content area shows search results for 'Sleep Medicine Reviews', Volume 30, December 01, 2016, Pages 34-42. A specific article is highlighted: 'A new view of "dream enactment" in REM sleep behavior disorder' (Review) by Blumberg, M.S. and Plumeau, A.M. The article is cited by 0 documents. A sidebar on the right offers options to 'Set citation alert' and 'Set citation feed', and lists 'Related documents' including 'Sensorimotor processing in the newborn rat red nucleus during active sleep'.

ArXiv

The ArXiv web interface shows IDs next to each record in the search results, as well as prominently on each individual publication screen.

The ArXiv ID is in this form:

1002.2745

(Do not include the phrase "arXiv" in the ID field within Elements). ArXiv IDs are shown in the search results:

The screenshot shows the arXiv.org search interface. At the top left is the Cornell University Library logo. On the right, it says 'We gratefully acknowledge support from the Simons Foundation and member institutions'. Below that is a search bar with the text 'Search or Article-id (Help | Advanced search)'. The main content area shows 'arXiv.org > search'.

arXiv.org Search Results

Your query resulted in too many hits, only 1000 hits are being displayed. These are not necessarily the 1000 most recent papers. We recommend that you try a more specific search.

[Back to Search form](#) | [Next 25 results](#)

The URL for this search is <http://arxiv.org/find/all/1/all:+redshift/0/1/0/all/0/1>

Showing results 1 through 25 (of 1000 total) for all:redshift

1. [arXiv:astro-ph/9701116](#) [pdf, ps, other]

Evidence for Rotation in the Galaxy at z=3.15 Responsible for a Damped Lyman-alpha Absorption System in the Spectrum of Q2233+1310

Limin Lu, Wallace L.W. Sargent, Thomas A. Barlow

Comments: AASTEX, 2 PS figures, accepted by ApJ, 6 pages total, replaced on 1-22-97, the only change is the enlarged figures

Subjects: Astrophysics (astro-ph)

DBLP

The DBLP database stores a reference 'string' instead of a number, and this can be entered into the ID field within Elements as normal.

Within the search results, click to view the bibliographic data as XML and the page that opens up in your browser will show this string (labelled 'article key' at the top of the record).

The string will generally be in this form:

journals/speech/DarwinC90

(Do not include quotes in the ID field within Elements).

For DBLP, click to view the XML record:

2016

The screenshot shows a search result for the year 2016. The authors listed are Carson M. Andorf, Ethalinda K. S. Cannon, John L. Portwood II, Jack M. Gardiner, Lisa C. Harper, Mary L. Braun, Darwin A. Campbell, Abhinav G. Vinnakota, Venkatanaga V. Sribalusu, Miranda O. Kokulapalan Wimalanathan, Jacqueline D. Richter, Emily D. Mauch, Bhavani S. Rao, Z. Sen, Carolyn J. Lawrence-Dill. The title is 'New tools, data and interface for the maize model organism database'. The journal is 'Nucleic Acids Research' (Issue: 1195-1201 (2016)). An 'export record' menu is open, showing options for BibTeX, RIS, RDF, and XML. The XML option is highlighted, and the 'dblp key' is shown as 'journals/nar/AndorfCPGHSBCVS16'.

2011

The screenshot shows a search result for the year 2011. The authors listed are Schaeffer, Jordan Thistle, Jack M. Gardiner, Carson M. Andorf, Darwin A. Campbell, Bremen L. Braun, Scott M. Birkett, Carolyn J. Lawrence, Taner Z. Sen.

This XML file does not appear to have any style information associated with it. The document tree is shown below.

```
<dblp>
  <article key="journals/nar/AndorfCPGHSBCVS16" mdate="2016-02-01">
    <author>Carson M. Andorf</author>
    <author>Ethalinda K. S. Cannon</author>
    <author>John L. Portwood II</author>
    <author>Jack M. Gardiner</author>
    <author>Lisa C. Harper</author>
    <author>Mary L. Schaeffer</author>
    <author>Bremen L. Braun</author>
    <author>Darwin A. Campbell</author>
    <author>Abhinav G. Vinnakota</author>
    <author>Venktanaga V. Sribalusu</author>
    <author>Miranda Huerta</author>
    <author>Kyoung Tak Cho</author>
    <author>Kokulapalan Wimalanathan</author>
    <author>Jacqueline D. Richter</author>
    <author>Emily D. Mauch</author>
    <author>Bhavani S. Rao</author>
    <author>Scott M. Birkett</author>
    <author>Taner Z. Sen</author>
    <author>Carolyn J. Lawrence-Dill</author>
  </article>
  <title>
    MaizeGDB update: new tools, data and interface for the maize model organism database.
  </title>
```

CiNii

The CiNii databases show their ID numbers in the URL of each 'full details' screen. It will usually be a simple number. In CiNii, use the reference in the URL:

The screenshot shows the CiNii website interface. At the top, there is a search bar with the text 'computer' and a 'Search' button. Below the search bar, there are tabs for 'Articles', 'Books', and 'Dissertations'. The main content area displays the title of an article: 'Multi-threshold voltages in ultra thin-body devices by asymmetric dual-gate structure'. Below the title, there are five author names: Kim Hyungjin, Park Jungjin, Kwon Min-Woo, Hwang Sungmin, and Park Byung-Gook. To the right of the article information, there are social media sharing options (Twitter, Like, Facebook) and a 'Codes' section with the following information: NII Article ID (NAID): 150000112000, Text Lang: EN, ISSN: 0021-4922, and DOI: .

RePEc

1. In RePEc locate the record for the item. Search <https://ideas.repec.org> (<https://ideas.repec.org>).
2. Click the title to pull up the record.
3. Expand the Bibliographic Info segment. The Handle is the label for the RePEc identifier.
4. Copy and paste the full string – starting with RePEc: and ending with a number.

What happens for incorrect IDs?

If an ID is submitted to a database, but does not match any publications in that database, it will remain in the list on your search settings screen.

You can then identify and delete incorrect IDs and add any new correct versions.

A database must be active for your records before an ID number search can be carried out.

Activate a database by checking the box in the header bar for the database on the search settings screen.

Troubleshooting FAQ

This section provides a brief troubleshooting guide to some of the most common problems experienced by users in searching the online databases.

If your query is not covered here or elsewhere in this guide, please contact your institution's support staff, via the link on the 'help' page within Elements.

Problem: one publication is not found

Possible causes:

- The publication is not (or not yet) listed in the online databases that are activated for your searches.
- The publication has already been downloaded, and accidentally put in your 'declined' area.
- The publication has not been found because its details differ from the others that have been found.

This may be because the details have been submitted differently for publication, or because of an error in the data held in the online database (e.g. a spelling mistake in your name, or an initial left out).

Solutions in brief:

- Check your 'declined publications list.
- Check that the publication is available and that the databases in which it appears are switched on for your records.
- Check the details of the publication, as they appear on the database web interface.
- Compare carefully between these details and your search settings.
- Add any new details to your search settings (e.g. add a new name variant, to match how you are listed on the publication).

Problem: a small number of publications is not found

Possible causes:

- The publications are not (or not yet) listed on the online databases.
- The publications have already been downloaded, and accidentally put in your 'declined' area.
- The publications have not been found because they differ from the others.

This is most likely because of a different name variant you sometimes use, or because a group of your papers are listed against a collaborator's institution.

Solutions in brief:

- Check your 'declined' publications list.
- Check the details of a sample of the missing publications, as they appear on the database web services.
- Compare carefully between these details and your search settings to identify any common differences between this group of publications and your search settings.
- Add any new details to your search settings (e.g. add a new name variant, to match how you are listed on the publications).

Problem: publications are not found at all for one or more databases

Possible causes:

- Searching for the database has been switched off.
- The 'advanced search' option has been accidentally activated, and an empty search string is being submitted.
- The 'advanced search' option has been activated and an incorrect search string has been added.
- Your search settings contain 'special' characters that the database cannot process (this is only possible for the Web of Science database)

Solutions in brief:

- Go to your search settings page, and make sure the box 'Search this source' is checked in the header bar for the database.
- Check the 'advanced search' option has not been selected (this radio button is found in the table row for the database).
- If the advanced search is intended to be used, check the syntax of the search string, using the web service for the database to make sure it brings back appropriate results.
- Check your 'common search terms' for special characters (letters with accents, for example) that Web of Science cannot process. If these are present, you will need to separate Web of Science from the common search terms and replace these search terms with ones that use plain letters only.

Problem: no publications are found for any database

Possible causes:

- Searching is switched off. This may have occurred when your record was first created. Your institution will usually switch on the databases for users defined as 'academic staff' and therefore likely to publish. If you have a dual role within your institution, which is not easily classified, you may need to activate the databases in your records by hand.
- Publications have been found in the past, but have all been placed in the 'declined' area by mistake.
- Your search terms are being submitted but are so narrow that they do not bring back any publications.
- Your search terms are so wide they bring back too many publications, triggering a fail-safe within the system.
- Other errors may have occurred for your search terms.

Solutions in brief:

- Go to your search settings page, and make sure the box 'Search this source' is checked in the header bar for each database.
- Check your 'declined' publications list.
- Check your common search terms and make sure you have suitable name variants entered.
- If there is an 'address' term, check this is relevant to your publication history and add/remove institution name and address terms as appropriate (for example, you may be new to your current institution and need to add the name of your previous workplace instead).
- If there are keywords, consider removing these completely. These can make the search very narrow, since each category of search term is added using the 'AND' logic operator (see page 7).
- If there are only name variants, check the top of your 'search settings' page to see if an error is being reported due to too many results being obtained.
- If a database reports finding more than 2,000 results for a search, the system will operate a fail-safe and not download all these details. You should therefore add 'address' terms or keywords to narrow your search to find a smaller number of publications.
- If an error has occurred for any other reason, this will also be reported at the top of your search settings screen. If you cannot resolve the issue listed in the error, you should contact your institution's support staff, via the link on the 'help' page within Elements, quoting the error message in your email.

Note: at the top of your search settings screen, database errors are reported in this form:
*The last automated searches took place on 15 Jun 2010 at 12:51. The following issues occurred:
Web of Science: Too many search results (6026).*