

Claiming your research publications

Why should I do this?

Elements is a central place to organise, present and report on all scholarly and research activities. It is vital that users add their research outputs and publications into Elements.

It is a requirement of REF that journal article and conference proceedings accepted after 1st April 2016 should be added to an institutional repository within 3 months of acceptance. This should now be done via Elements.

Items claimed on Elements will appear on your public profile.

University of Sussex policy requires all members that are employed to undertake research to record details of their research outputs.

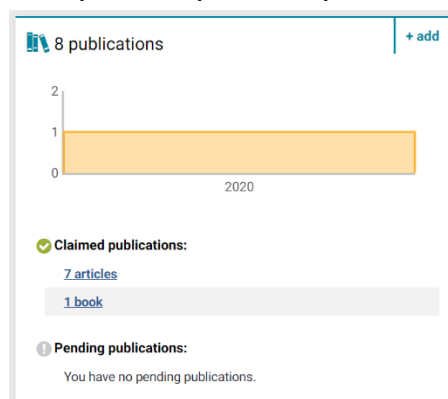
Even if you are not employed by the University to undertake research, adding your publications to Elements has numerous benefits, including increased visibility and engagement with your work.

Is the publication already in Elements?

Elements integrates with several databases to retrieve publication details; this helps reduce the need for manual data entry. This includes the automatic integration of author identifiers from ORCID, Scopus, ResearcherID, arXiv, figshare and SSRN.

Elements also integrates with several databases such as Web of Science, Scopus, MLA, arXiv, RePEc and PubMed, enabling you to 'claim' your publications in one click.

This functionality means that you may already have items appearing in your publications list:



Publications listed as **'Claimed'** or under **'Mine'** are those that Elements is certain matches the information in your identifiers, or ones you have previously input or claimed yourself.

Publications listed under **'Pending'** are those that Elements believes may have been authored by you but cannot say this with complete certainty. You will need to go through these and claim or reject each publication as appropriate.

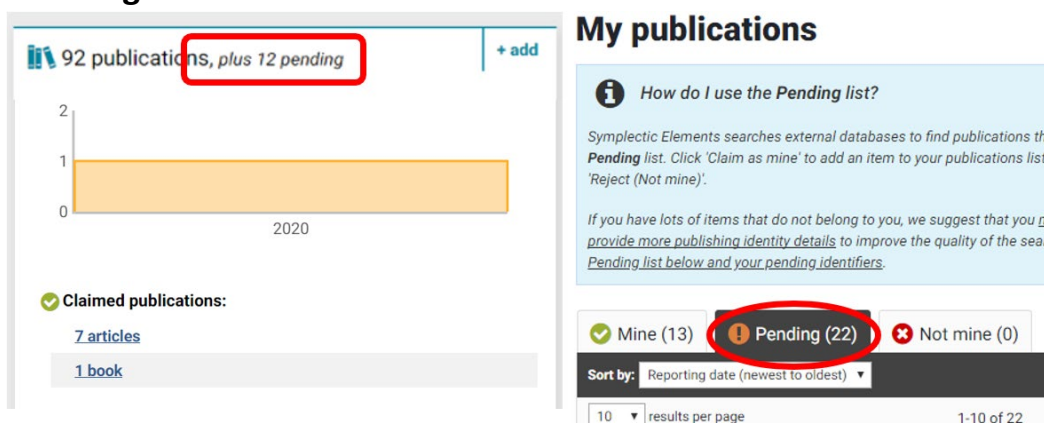
Modify your identifiers

Elements uses several identifiers to search for publications. You will need to check and modify your identifier settings to enable Elements to correctly locate your work. This is an important step that will minimise the need to add records manually. See *Using identifiers to match you with your publications* first

Claiming a record

Publications showing in your pending list will need to be claimed before they will show on your profile and can be deposited

- 1) Go to your publications list by clicking **'plus X pending'**, then ensuring the **'Pending'** tab is selected:

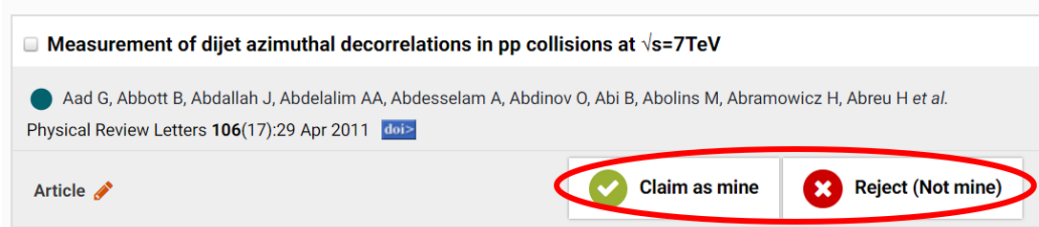


The screenshot shows the 'My publications' page. At the top, it says '92 publications, plus 12 pending' with a red box around the text. Below this is a bar chart for the year 2020 showing a value of 1. To the right, there is a section titled 'My publications' with a sub-header 'How do I use the Pending list?'. Below this, there are three tabs: 'Mine (13)', 'Pending (22)' (highlighted with a red circle), and 'Not mine (0)'. The 'Pending (22)' tab is selected. At the bottom, there is a 'Sort by' dropdown set to 'Reporting date (newest to oldest)' and a '10 results per page' indicator.

This will take you to a list of all the publications awaiting approval.


- 2) You should claim any publications which are yours, and reject the ones which do not belong to you. You should not reject publications if they are yours but you don't want them to appear on your profile or where there are issues with the records such as duplicate records. This can be resolved by following the basic steps outlined on our [FAQ page](#).

Click the **'Claim as mine'** or **'Reject (Not Mine)'** button on each individual publication:



Measurement of dijet azimuthal decorrelations in pp collisions at $\sqrt{s}=7\text{TeV}$

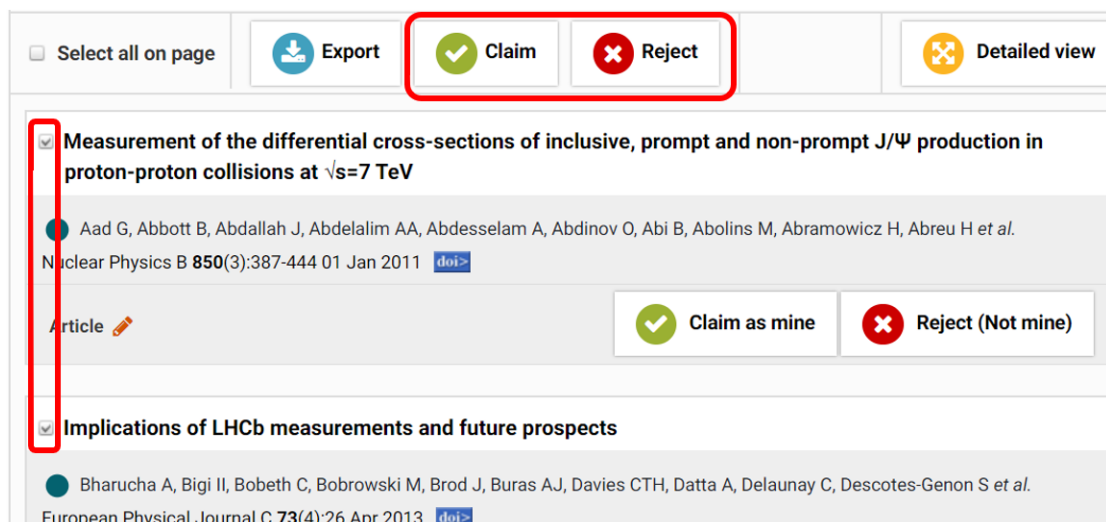
Aad G, Abbott B, Abdallah J, Abdelalim AA, Abdesselam A, Abdinov O, Abi B, Abolins M, Abramowicz H, Abreu H *et al.*
Physical Review Letters **106**(17):29 Apr 2011 [doi>](#)



Article 

Claim as mine Reject (Not mine)

Alternatively, if you have multiple publications that you wish to claim or reject, you can select multiple publications by clicking the box next to each to tick them.


Once you have ticked all the items you wish to process, click either the **'Claim'** or **'Reject'** button at the top of the list to carry out that action for all the publications selected:



Select all on page  Export Claim Reject  Detailed view

Measurement of the differential cross-sections of inclusive, prompt and non-prompt J/Ψ production in proton-proton collisions at $\sqrt{s}=7\text{ TeV}$

Aad G, Abbott B, Abdallah J, Abdelalim AA, Abdesselam A, Abdinov O, Abi B, Abolins M, Abramowicz H, Abreu H *et al.*
Nuclear Physics B **850**(3):387-444 01 Jan 2011 [doi>](#)

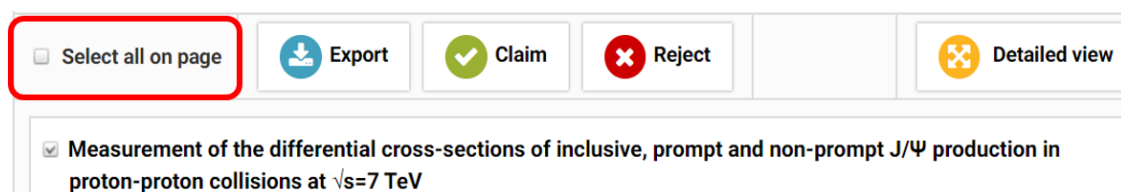
Article 



Claim as mine Reject (Not mine)

Implications of LHCb measurements and future prospects

Bharucha A, Bigi II, Bobeth C, Bobrowski M, Brod J, Buras AJ, Davies CTH, Datta A, Delaunay C, Descotes-Genon S *et al.*
European Physical Journal C **73**(4):26 Apr 2013 [doi>](#)

If you are confident that you want to reject or claim all items on the page, you can also tick the **'Select all on page'** button, rather than needing to tick each publication individually:



Select all on page  Export Claim Reject  Detailed view

Measurement of the differential cross-sections of inclusive, prompt and non-prompt J/Ψ production in proton-proton collisions at $\sqrt{s}=7\text{ TeV}$

- 3) Once you have claimed all your publications from the pending list, you can now begin depositing the records to SRO where appropriate.

Depositing a claimed record

SRO is still used by Library staff to manage publication records. In order to do this records need to be 'deposited' from Elements to SRO.

When should I deposit a record?

There are a significant number of records on Elements which are not in SRO. SRO staff would not be able to review these records if they were all deposited immediately.

- If you are claiming a recently published record (ie from 2020 onwards), please deposit all of these into SRO.
- If you are claiming a record published after 2014, you can deposit these into SRO but they may not be reviewed as a priority if there are more recent records.
- If you are claiming pre-2014 records, please only deposit them if you wish to make a file available.

Steps to deposit a record

- 1) Go to your publications list by clicking '**X Publications**', then ensuring the '**Mine**' tab is selected:

The screenshot displays the 'My publications' interface. On the left, a bar chart shows '8 publications' for the year 2020. Below the chart, it lists 'Claimed publications: 7 articles' and '1 book'. On the right, the 'My publications' header is visible, with tabs for 'Mine (8)', 'Pending (0)', and 'Not mine (0)'. The 'Mine (8)' tab is selected and circled in red. Below the tabs, there is a 'Sort by' dropdown menu set to 'Reporting date (newest to oldest)'. The interface shows '8 results' and includes buttons for 'Select all on page', 'Export', and 'Reject'. A partial list of publications is visible, starting with 'The conservation of invertebrates in South-East England'.

A quick way to check if an item is deposited in SRO is to use the **repository status** filter on the right-hand side of the screen to show 'not deposited items'. If an item has been deposited to SRO, records will have a link in the data called '**EPrints – SRO**':

Digital Scientists

Woodland P, Phipps E
Technology in Society 01 Nov 2019 **EPrints - SRO** [doi>](#)

Article In Open Access policy

If this link is here, you do not need to deposit the record, though you may still need to provide a file. If this text does not show, the record has not yet been deposited to SRO.

- 2) Click on the title of the record to go through into the detailed record for the publication.

Under **Full text**, further information will be given as to whether the record is in the repository:

The conservation of invertebrates in South-East England

[< Return to the publications page](#)

Book

Phipps E
01 Jan 2020

Labels
There are no labels on this publication. [Add labels](#)

Citation Metrics		
EPMC	Scopus	WoS
-	-	-

Full text

EPrints - SRO
There are no files for this item in the repository.

Deposit

Items which have been deposited with a manuscript will appear with a link to the document, and states the version held in SRO:

Full text

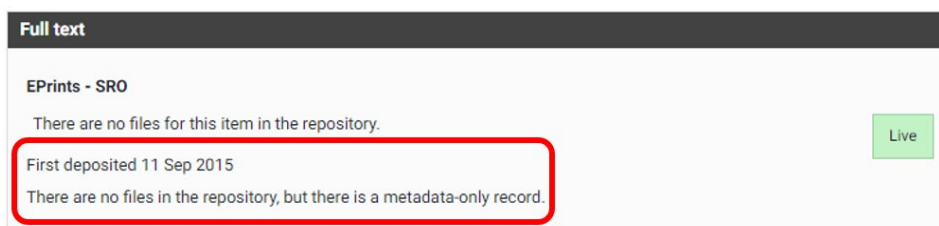
EPrints - SRO

First deposited 12 Dec 2018
There is 1 file in the repository:

[The Word Version Final.pdf](#) (Accepted version)

Live

Items which have been deposited as a metadata only record (without a manuscript) will state that there are *'no files for this item in the repository'*, but will state the date of deposit for the metadata-only record:



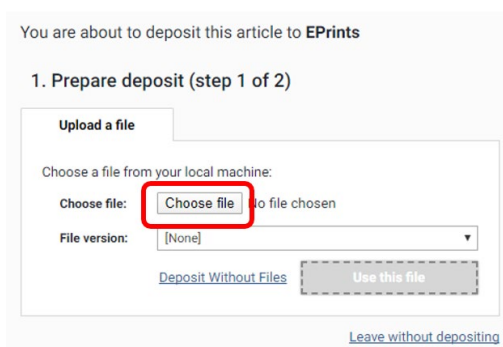
If either of these messages show, you do not need to take any further action for this record.

If you have a metadata-only record, you may now have a manuscript that you wish to attach to the record. To do this, please email sro@sussex.ac.uk with the publication information and attach a copy of the accepted version of the manuscript.

- 3) If there are no records in SRO, it will also state that there are *'no files for this item in the repository'* but will give an option to **'Deposit'**. Click on this:



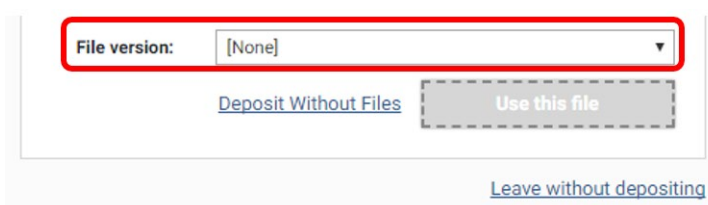
If you are uploading a paper to attach to the publication record, click **'Choose file'** to select a file from your device to upload:



For articles and published conference proceedings, we require that you upload the author's accepted manuscript (sometimes referred to as a 'postprint' or AAM). This is the author's final version incorporating any peer-review comments, but not the publisher's formatted and copy-edited final PDF. The AAM is the version required as a minimum to fulfil REF2021 and other funder open access requirements.

With a few exceptions, publishers do not allow the use of the final PDF, unless Gold open access has been paid for (note that if an article has been made available under Gold open access, Elements may automatically offer a file for deposit at this stage).

Next select the **File version** from the dropdown:

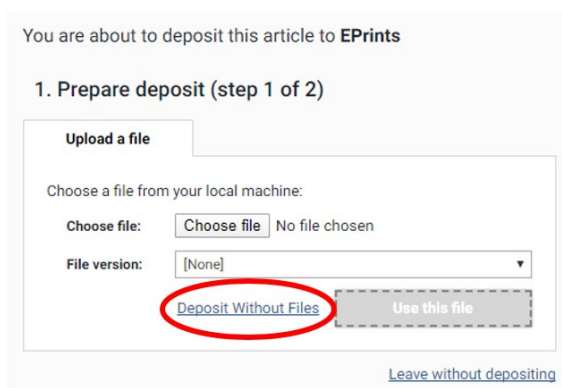


The screenshot shows a form section with a dropdown menu labeled 'File version:' containing the text '[None]'. Below the dropdown are two buttons: 'Deposit Without Files' (a blue link) and 'Use this file' (a grey button with a dashed border). At the bottom right of the form is a blue link labeled 'Leave without depositing'.

The file version should describe the status of the file you are adding, not the status of the article/publication itself.

Finally, click '**Use this file**' to complete the deposit.

If you are depositing without attaching a paper, simply click '**Deposit Without Files**' to deposit a metadata-only record into the repository:



The screenshot shows a form titled 'You are about to deposit this article to EPrints' with the sub-heading '1. Prepare deposit (step 1 of 2)'. Under the 'Upload a file' section, it says 'Choose a file from your local machine:'. There is a 'Choose file:' label followed by a 'Choose file' button and the text 'No file chosen'. Below that is a 'File version:' label followed by a dropdown menu with '[None]' selected. At the bottom of this section are two buttons: 'Deposit Without Files' (a blue link) and 'Use this file' (a grey button with a dashed border). At the bottom right of the form is a blue link labeled 'Leave without depositing'.

Once deposited, the SRO team will check the record, applying the appropriate copyright or embargo restrictions and linking to the published version where permissions allow.

If the status of a publication changes after depositing it to SRO, such as it moves from being 'accepted' to 'published', notify the SRO Team (sro@sussex.ac.uk) to get the record updated.

Further support

The Library is unable to deposit publication records on your behalf, but further support is available if you need it.

Please have a look at the [Elements webpages](#) on the Library website for responses to frequently asked questions and a variety of user guides.

If you cannot find an answer to your query on the Elements webpages, or you wish to enquire about training, please contact the Elements team at elements@sussex.ac.uk