

# 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.

University of Sussex policy requires all members that are employed to undertake research to record details of their research outputs. Items claimed on Elements will appear on your public profile.

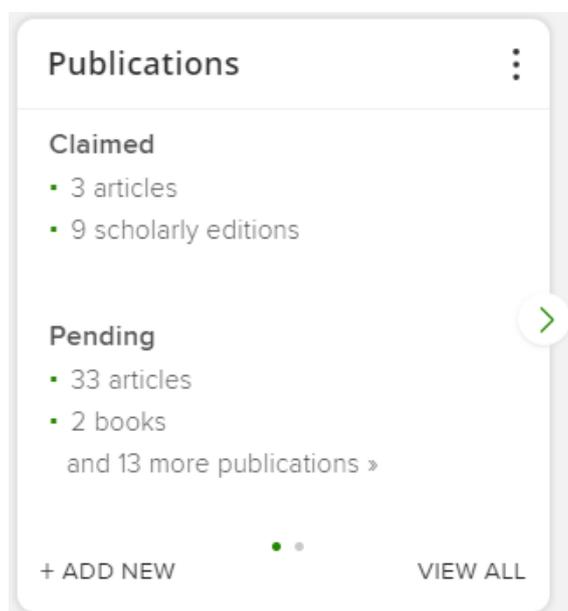
Even if you are not employed by the University to undertake research, adding your publications to Elements has numerous benefits, including increased visibility and engagement with your work.

## 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 and ResearcherID.

Elements also searches several databases such as Web of Science, Scopus, MLA, arXiv, RePEc and PubMed, to identify your publications.

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



Publications listed as '**Claimed**' 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.

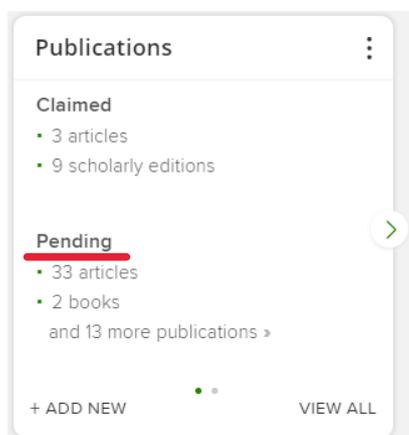
## Modify your identifiers

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 the **Publications** section on your homepage. Select **Pending**.



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](#).

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:

EXPORT CLAIM REJECT

Exporters and shocks: Impact of the Brexit vote shock on bilateral exports to the UK

 ARTICLE [↗](#) IN OA POLICY  
Fernandes AP, Winters LA  
Journal of International Economics 131 01 Jul 2021  
Reporting Date: 01 Jul 2021 [↻](#) • DOI [🔗](#)

SUMMARY METRICS (2) RELATIONSHIPS (1) SOURCES (1) HISTORY (0)

Research and policy in migration and development: Some personal reflections

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.

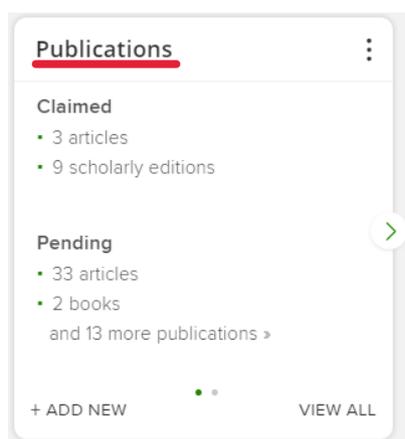
### When should I deposit a record?

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.

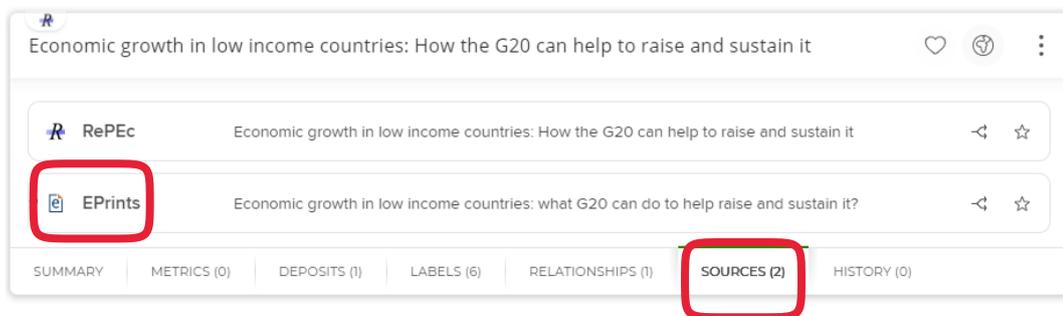
- If you are claiming a record for an item published since 2020, please deposit all of these into SRO.
- If you are claiming a record published after 2014, you can deposit these into SRO but they may not be reviewed as a priority if there are more recent records.
- If you are claiming pre-2014 records,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

### Steps to deposit a record

- 1) Select the **Publications** section from the homepage. Ensure that the **Claimed** tab is highlighted.



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 on Elements will include a reference to **EPrints** in the **Sources** tab.



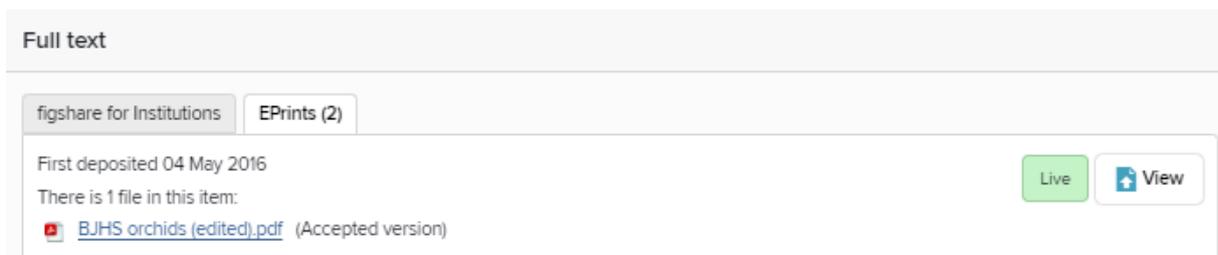
If EPrints is listed as a source, you do not need to deposit the record, though you may still need to provide a file. If this text does not show, the record has not yet been deposited to SRO.

- 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:



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



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:



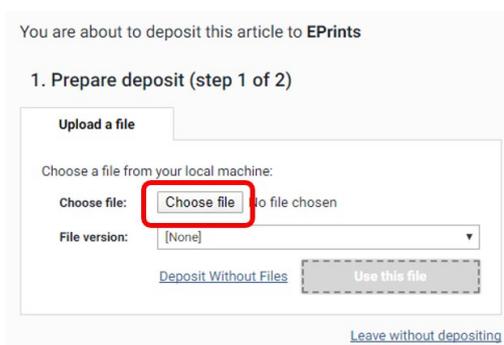
If either of these messages show, you do not need to take any further action for this record.

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](mailto: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:



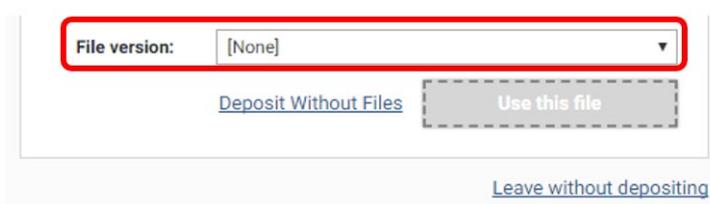
If you are uploading a paper to attach to the publication record, click **'Choose file'** to select a file from your device to upload:



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 fulfill many 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:

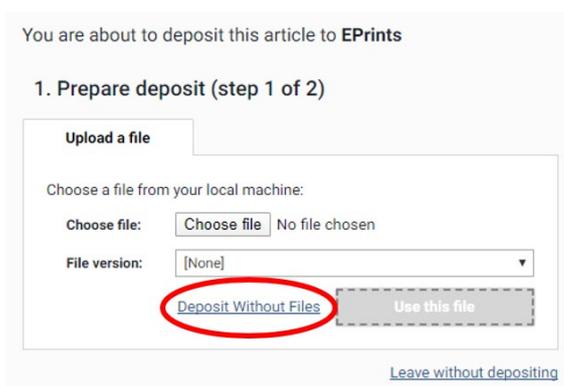


The screenshot shows a form section with a dropdown menu labeled 'File version:' containing the text '[None]'. Below the dropdown are two buttons: 'Deposit Without Files' (a blue link) and 'Use this file' (a grey button with a dashed border). At the bottom right of the form is a blue link labeled 'Leave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