# Adding & depositing a manual record

## 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.

For the most recent REF exercise, it was a requirement that journal article and conference proceedings should be added to an institutional repository within 3 months of acceptance. We continue to advise researchers to deposit appropriate manuscripts to the repository upon acceptance, via Elements.

Items deposited through 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.

## When should I do this?

Elements can locate your publications on external data sources using various identifiers. Elements will pull details of identified publications into your pending publications list, where you can claim or reject as required. If you have claimed a record and would like to deposit the corresponding manuscript see *Claiming your research publications*. If a publication is not in the **Claimed** or **Pending** lists, it will need to be added into Elements manually. But it is important that you check and modify your identifier settings before you begin adding publications, this will give Elements the best chance of identifying your publications correctly and minimise the need to manually add records. See *Using identifiers to match you with your publications* for more details.

### Recently accepted publications

Elements will not be able to retrieve details of publications which have just been accepted. You should add a manual record for articles and conference proceedings which have just been accepted for publication.

You should also upload a copy of the accepted manuscript (the version post peer review but prior to any copyediting or layout work). You can also add manual records for items which you would like to display on your profile prior to publication, such as books.

If you are not sure if you should add a manual record contact sro@sussex.ac.uk
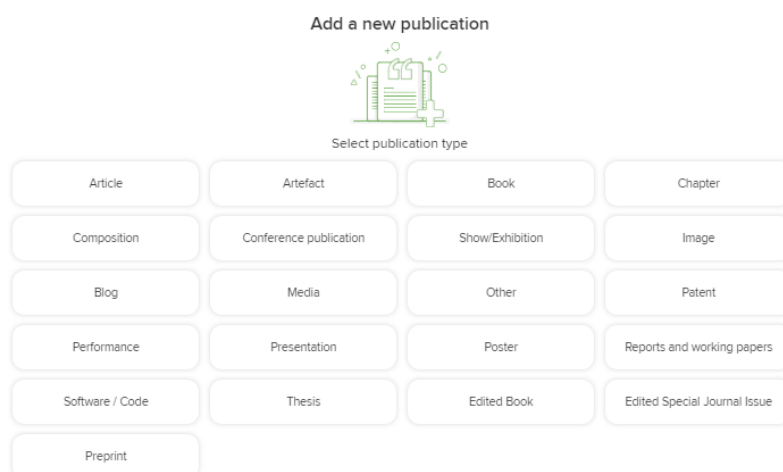
## Older publications

If you are updating your profile to include older material that has already been published it is unlikely you will need to add a manual record unless it is a publication type that is not included in the data sources Elements searches, for example a newspaper article, a blog post, an exhibition or performance, or an article from a journal that is not widely indexed. If a lot of your older publications are missing, check your identifiers (for example adding details of your previous institutions), and rerun searches as described in *Using identifiers to match you with your publications*. If you are still having difficulties, contact sro@sussex.ac.uk before adding any manual records.

# Adding a manual record

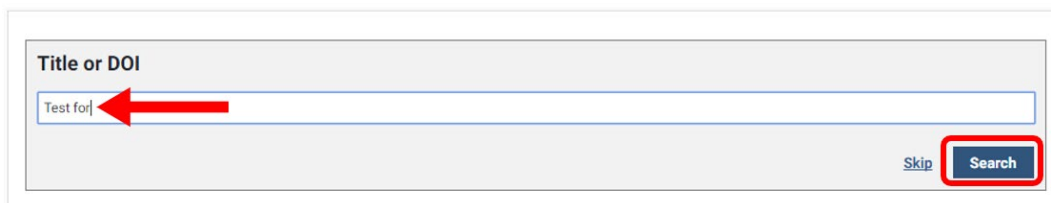1) Click into your **Publications** section from the homepage. Click the **+** symbol to add a new publication.

This will open a box listing all the publication types. Select the correct one to proceed to the next screen.



Add a new publication

Select publication type

| Article | Artefact | Book | Chapter |
| Composition | Conference publication | Show/Exhibition | Image |
| Blog | Media | Other | Patent |
| Performance | Presentation | Poster | Reports and working papers |
| Software / Code | Thesis | Edited Book | Edited Special Journal Issue |
| Preprint | | | |

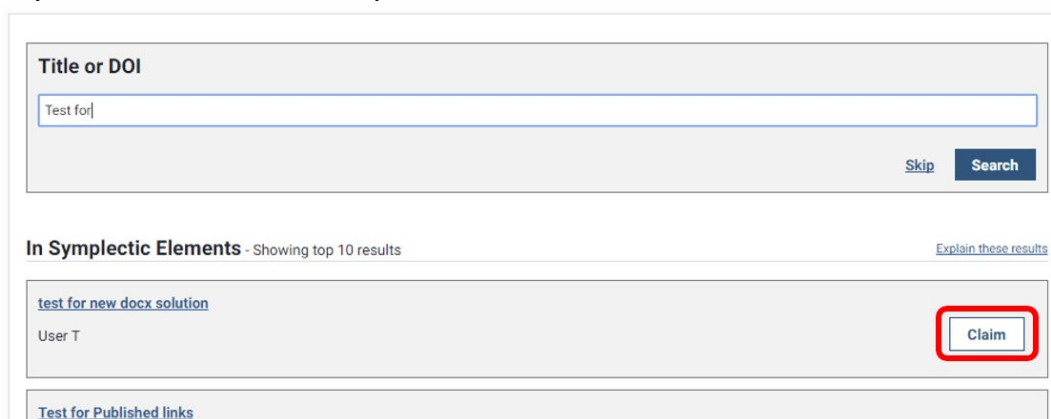2) Search for the publication using the Title or DOI.

It is possible that the publication is already in Elements but not associated with the user. This step allows you to check this, and claim the item if it is already in Elements.

To do this, input the title or DOI into the search box and click '**Search**'.



If the publication is within the system, it will show up in the search results. If you locate the correct publication, click '**Claim**' beside it to claim it:



You can then skip ahead to step 4.

*NB: Sometime punctuation and symbols in a title search can confuse the search. If your title does not return any results (or relevant results), try searching with a smaller string of words that do not contain symbols.*

If the publication cannot be found on the Elements system, it will return no results. This means that it will need to be manually input. To do this, click on the '**Go to next step**' button:

3) Fill in the manual input form.

If the publication could not be found already in Elements, you will need to fill in the form with as much detail as possible.



The top of the input page provides some basic guidance for filling in the form, whilst fields marked with a question mark will provide additional help text if you hover over the **?** icon.

The mandatory fields of the form have been marked with an asterisk, but you should complete ALL the fields where the information is known, including the DOI. This helps the SRO team work with the record effectively, and helps to ensure that your publication record is accurate.

<u>Author field</u>
Fill in the boxes as directed with the author's last name and first name(s), then click '**Add**':

If the author is at Sussex, Elements will find them in the system, and ask for confirmation that it is the right person:



If the author is not at Sussex, Elements will add them straight to the list of authors and mark with the text '*Not known within Symplectic Elements*'.

It is important that author names match the exact format in which they appear on the publication, including punctuation and capitalisation. If you have entered a name incorrectly, or need to change it, click on the '**edit**' link next to the name:



Correct the name, then click '**save**'. For Sussex authors, Elements will again ask for confirmation that it is the correct person. Select '**Yes**' and the author will appear in the list with the corrected name.

Authors also need to be listed in the same order in which they appear on the publication. Authors can be reordered easily by clicking on the ✛ symbol next to each author:



*NB: if you are trying to deposit a publication that is a mass collaboration, e.g. ATLAS Collaboration papers, please liaise with your REC or contact sro@sussex.ac.uk for specific depositing guidance.*

Journal field

If you begin inputting a journal title in the **Journal** field, Elements will suggest titles:
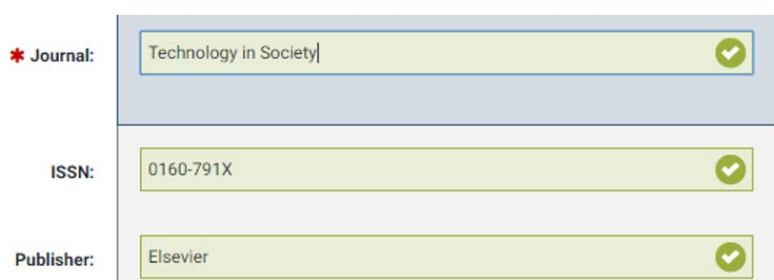


If the correct journal title appears in the list, click on it and Elements will also autofill the **ISSN** and **Publisher** fields for the journal:



Once you have finished filling in the form as completely as possible, click the '**Save**' button at the bottom of the page to continue to the next step:

This is an example of a complete record:

NB: if you need to associate your publication with a **Sussex Research Group**, you can do this under the **Additional Information** field at the bottom of the form.

4) Linking the publication to funding.

This page will list all grants assigned to you in Elements. If your publication is linked to any of this funding, you can create the link here. First, tick the grant(s) linked to the publication:



Once you have selected the relevant grant(s), click on the '**Link Selected**' button, and select **Grant** from the drop down:

If the publication is not linked to funding, or the grant is not listed, select the corresponding button to move on to the next step:



NB: Not all grants are currently listed in Elements. Please see the Elements FAQs page for up-to-date guidance on which grants are within the system.

5) Depositing the publication record

The final stage of the process is to deposit the publication into SRO, the University of Sussex's institutional repository. This step needs to be completed, regardless of whether there is a paper attached to the record or not.
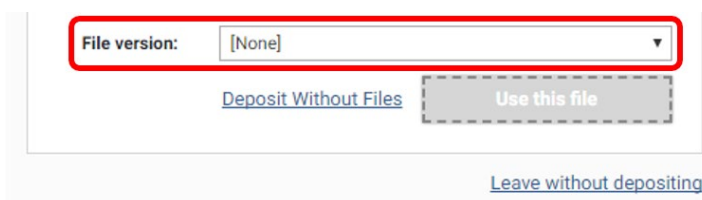
Click on the 'Deposit to EPrints' button:



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 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).

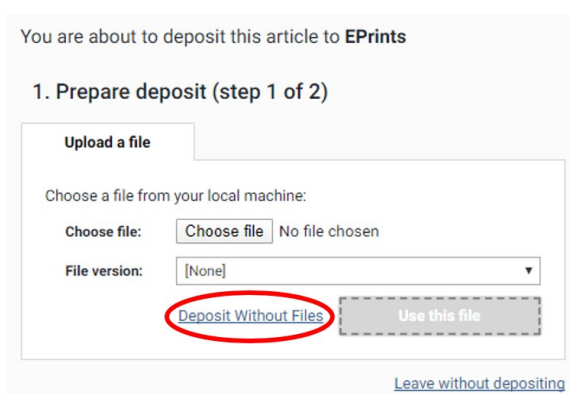Next select the **File version** from the dropdown:



The 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:

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