

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

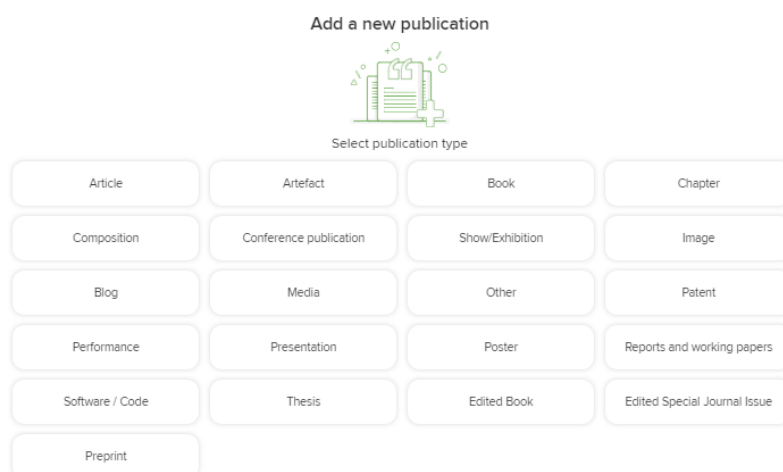
Older publications

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.

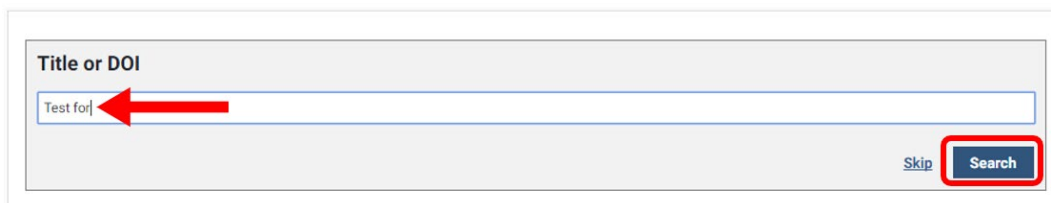
This will open a box listing all the publication types. Select the correct one to proceed to the next screen.



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

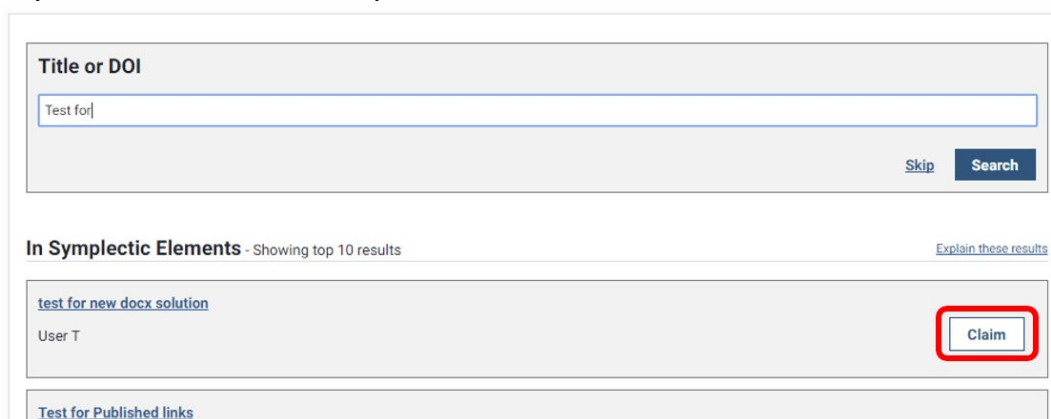
It is possible that the publication is already in Elements but not associated with the user. This step allows you to check this, and claim the item if it is already in Elements.

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



The screenshot shows a search interface with a text input field labeled "Title or DOI" containing the text "Test for". A red arrow points to the input field. To the right of the input field are two buttons: "Skip" and "Search". The "Search" button is highlighted with a red box.

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:



The screenshot shows the search results interface. The search box contains "Test for". Below the search box, there is a section titled "In Symplectic Elements - Showing top 10 results" with a link "Explain these results". A search result is displayed with the title "test for new docx solution" and the user "User T". To the right of the result is a "Claim" button, which is highlighted with a red box.

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:



The screenshot shows the search interface with the search box containing "Digital Scientists". Below the search box, there is a section titled "In Symplectic Elements - Showing 0 results" with a link "Explain these results". At the bottom right, there is a "Go to next step" button, which is highlighted with a red box.

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.

Information entered on this form is discoverable by other users of the publications module.

*What is your relationship with this article?

Author of Editor of
 Translator of Contributor to

Essential Information

* Status: [Select an option] ?

Sub types:

Article
 Letter
 Review
 Corrigendum
 Addendum
 Rapid Communication
 Editorial Comment

* Title: Digital Scientists ?

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.

Author field

Fill in the boxes as directed with the author's last name and first name(s), then click '**Add**':

* Authors:

No Authors - please add...

Add a person:

Last name (required) First name(s)

→ Phipps Emma

+ Add

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

* Authors:

1 Symplectic Elements user found for "Phipps, Emma". Is this the right person?

PHIPPS, Emma L (University of Sussex)

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:

* Authors:

✚ 👤 Phipps, Emma edit ✕

✚ Woodland, P. *Not known within Symplectic Elements* edit ✕

Add another person:

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:

* Authors:

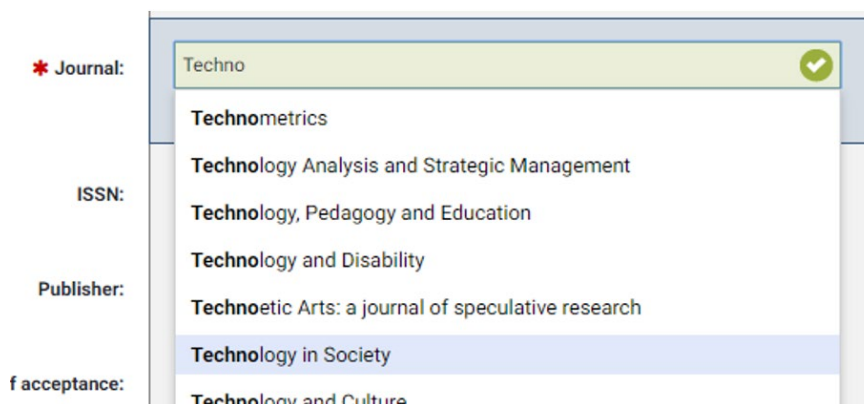
✚ Woodland, P. *Not known within Symplectic Elements* edit ✕

✚ 👤 Phipps, E edit ✕

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:



* Journal: Techno ✓

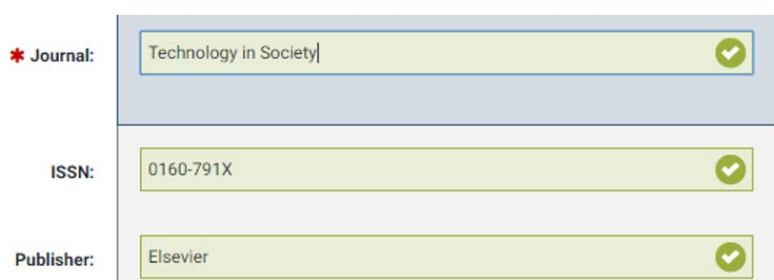
ISSN:

Publisher:

f acceptance:

- Technometrics
- Technology Analysis and Strategic Management
- Technology, Pedagogy and Education
- Technology and Disability
- Technoetic Arts: a journal of speculative research
- Technology in Society
- Technology and Culture

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:



* Journal: Technology in Society| ✓

ISSN: 0160-791X ✓

Publisher: Elsevier ✓

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:



Additional information 4 additional fields

Cancel Save

This is an example of a complete record:

Author of Editor of
 Translator of Contributor to

Essential Information

* Status: ?

Sub types: Article
 Letter
 Review
 Corrigendum
 Addendum
 Rapid Communication
 Editorial Comment

* Title: ✓ ?

* Authors: x ?
 x ?

Add another person:
 Last name (required) First name(s)

* Journal: ✓ ?

ISSN: ✓

Publisher: ✓

* Date of acceptance: ✓ ?

Online publication date: ✓

Publication date: ✓

DOI: ✓ ?

Abstract:

Volume: ✓

Issue: ✓

Pagination: ✓ ✓

Publisher URL: ✓ ?

eISSN: ✓

Keywords: x
 x
 x
 x
 x

Label schemes without a vocabulary: to add a keyword, type the value and click Add or press enter.

Additional Information 3 additional fields

Cancel Save

Additional Information 5 additional fields

PII

Language

Medium

Notes

Research Group

*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:

Link funding

The screenshot shows the 'Link funding' interface. At the top, there are three navigation tabs: 'Let's get started', 'Tell us more', and 'Link to funding'. Below this is an information box with an 'i' icon and the text: 'Make sure your work is linked to the relevant grants to stay eligible for future funding. Add funding by selecting the appropriate grant if listed or click 'Not externally funded'/Grant not visible' to move on. Grants are imported via a grants feed from R&E once awarded - contact us on elements@sussex.ac.uk if you think a grant should be appearing here, and we can investigate and forward your query if necessary.'

Below the information box, the page title is 'Digital Scientists' with the subtitle 'Woodland P and Phipps E, Technology in Society'. The main heading is 'Which grants are associated with this publication?'. There are two buttons: 'Not externally funded' and 'Grant not listed'. The page shows 'Sort by: Title (A to Z)', '25 results per page', and '1-25 of 758'. There are 'Link Selected' and 'Unlink Selected' buttons. A filter section on the right shows '0 filters have been set.' and 'Filters' with 'Title:' and 'Type:' fields. A list of grants is shown, with the first one 'Dementia and Adaptation' circled in red.

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

The screenshot shows the 'Link funding' interface for a specific publication. The navigation tabs are 'Let's get started', 'Tell us more', and 'Link to funding'. The information box is present. The page title is 'test for' with the subtitle 'Woodland E'. The main heading is 'Link funding'. There are two buttons: 'Not externally funded' and 'Grant not listed'. The page shows 'Sort by: Title (A to Z)', '10 results per page', and '1-10 of 1691'. There are 'Link Selected' and 'Unlink Selected' buttons. A filter section on the right shows '0 filters have been set.' and 'Filters' with 'Title:' and 'Type:' fields. A list of grants is shown, with the 'Link Selected' button highlighted in red.

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.

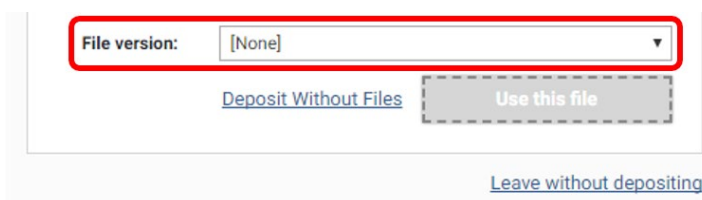
Click on the **'Deposit to EPrints'** button:

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:

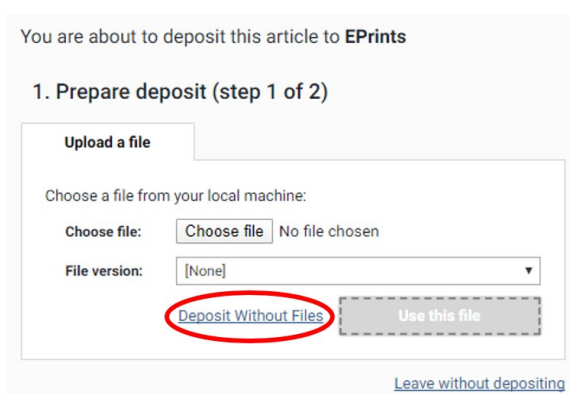


The screenshot shows a form section for file deposit. A dropdown menu labeled 'File version:' is highlighted with a red rectangle and currently displays '[None]'. Below the dropdown are three buttons: 'Deposit Without Files' (a blue link), 'Use this file' (a grey button with a dashed border), and 'Leave without depositing' (a blue link).

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'. Under the heading '1. Prepare deposit (step 1 of 2)', there is a section 'Upload a file'. It includes a 'Choose file:' label with a 'Choose file' button and 'No file chosen' text. Below that is a 'File version:' dropdown menu set to '[None]'. The 'Deposit Without Files' button is circled in red. Other buttons include 'Use this file' and '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