

# Elements

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## Quick start guide

# Home page

The Home page is where you land after logging into Elements.

Click on **EDIT MY PROFILE** to go to your Profile page. Scroll through the **MY ACTIONS** prompts. Every item has a link that takes you to the section in Elements where tasks can be completed, including:

- Set up your search settings
- Add author identifiers
- Claim scholarly and creative works
- Deposit publications
- Add records of impact

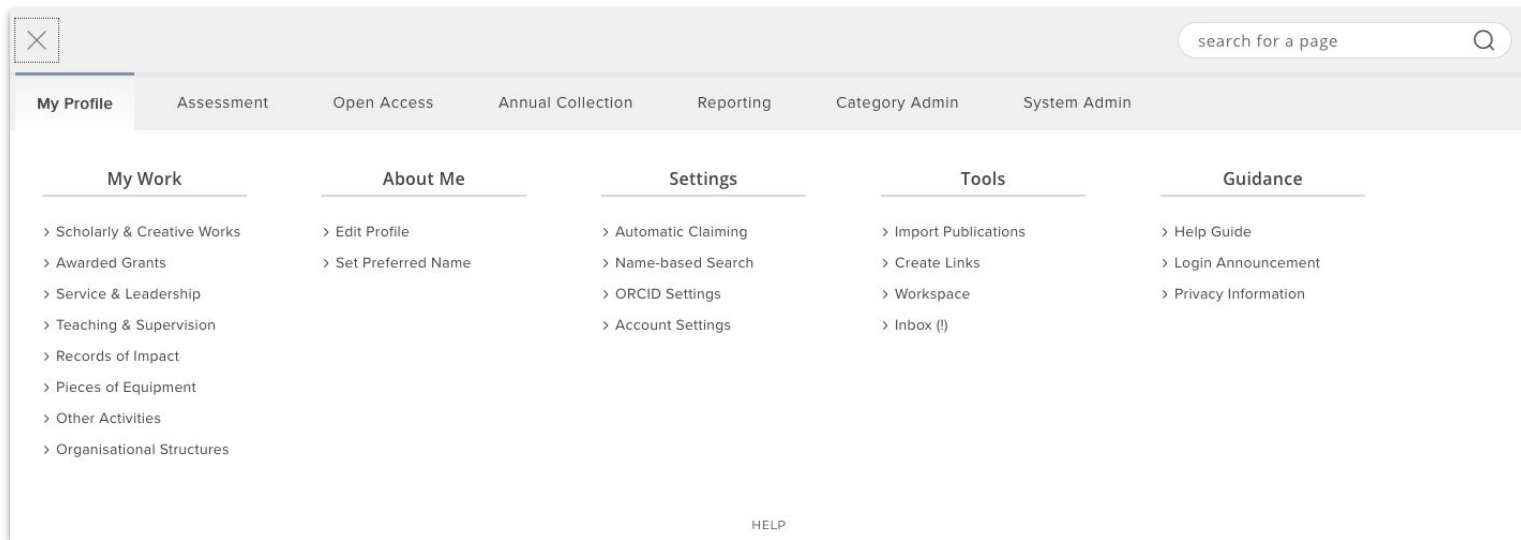
Data types in each activity section are active links. Click on any one to go to that activity type or add manual records by selecting **+ ADD NEW**.

The screenshot shows the Elements Home page for a user named Daniel Hook. The page is titled "Homepage" and features a navigation bar at the top with the Elements logo and the user's name. The main content area is divided into several sections:

- MY ACTIONS (1 of 8)**: A prominent section titled "Claim your scholarly works" with a "CLAIM NOW" button. It states, "You have 2 pending scholarly works waiting to be claimed or rejected. Claiming them will add them to your 'My scholarly works' list."
- Profile Card**: Located on the right, it shows a profile picture of Professor Daniel Hook, his title "Professor Daniel Hook Digital Science", and contact information including a phone number (0000-0001-9746-1193) and email (d.hook@illiput.edu). There is an "EDIT MY PROFILE" link.
- Scholarly works**: A section with a "Claimed" list (1 book chapter, 2 conferences, 30 journal articles) and a "Pending" list (1 book, 1 journal article). It includes "+ ADD NEW" and "VIEW ALL" links.
- Awarded grants**: A section with a "Claimed" list (3 grants). It includes "+ ADD NEW" and "VIEW ALL" links.
- Service & leadership**: A section with a list of activities (1 award, 2 fellowships, 1 committee membership, 1 conference participation, 1 membership, 2 consulting / advisories, 1 text interview). It includes "+ ADD NEW" and "VIEW ALL" links.
- Teaching & supervision**: A section with a list of activities (1 course taught). It includes "+ ADD NEW" and "VIEW ALL" links.

# Getting to know the Menu

Click on the Menu icon in the top left-hand corner to navigate around Elements.



The **My Profile** section contains various areas specific to you. You can either **browse** through the tabs or use the **Search** box in the upper right-hand corner to find pages. *Please note: The menu items available will depend on the configuration and licence at your organisation and your roles within the system.*

# Managing your Profile

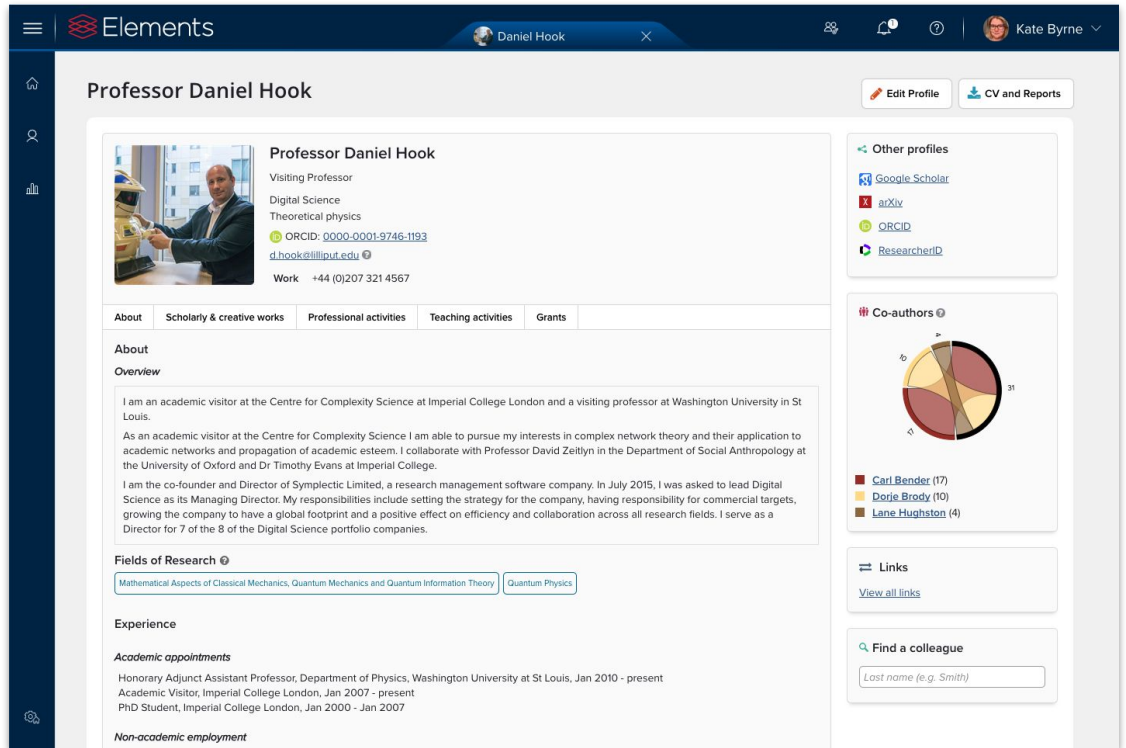
Your **Profile** can be viewed by any other user in the system.

It contains your photo, email address, an overview statement, your co-authors at your institution, experience, and a list of your elements:

Publications, Grants and Professional Activities are grouped into **Recent**, **Favourites** and **All** tabs.

If your institution has configured the **CV and Reports** functionality, you will be able to export your Profile information in a variety of formats.

If you have added any author identifiers under your Search Settings, they will be displayed as links under **Other profiles**.



The screenshot shows the 'Elements' profile page for Professor Daniel Hook. The page is titled 'Professor Daniel Hook' and includes a navigation bar with 'Edit Profile' and 'CV and Reports' buttons. The profile information includes a photo of Professor Hook, his title 'Visiting Professor', and his research interests in 'Digital Science' and 'Theoretical physics'. It also lists his ORCID ID (0000-0001-9746-1193), email address (d.hook@imperial.ac.uk), and work phone number (+44 (0)207 321 4567). The page is divided into several sections: 'About' (with sub-sections for 'Overview', 'Fields of Research', and 'Experience'), 'Scholarly & creative works', 'Professional activities', 'Teaching activities', and 'Grants'. The 'Overview' section contains a bio: 'I am an academic visitor at the Centre for Complexity Science at Imperial College London and a visiting professor at Washington University in St Louis. As an academic visitor at the Centre for Complexity Science I am able to pursue my interests in complex network theory and their application to academic networks and propagation of academic esteem. I collaborate with Professor David Zeitlyn in the Department of Social Anthropology at the University of Oxford and Dr Timothy Evans at Imperial College. I am the co-founder and Director of Symplectic Limited, a research management software company. In July 2015, I was asked to lead Digital Science as its Managing Director. My responsibilities include setting the strategy for the company, having responsibility for commercial targets, growing the company to have a global footprint and a positive effect on efficiency and collaboration across all research fields. I serve as a Director for 7 of the 8 of the Digital Science portfolio companies.' The 'Fields of Research' section lists 'Mathematical Aspects of Classical Mechanics, Quantum Mechanics and Quantum Information Theory' and 'Quantum Physics'. The 'Experience' section lists 'Academic appointments' (Honorary Adjunct Assistant Professor, Department of Physics, Washington University at St Louis, Jan 2010 - present; Academic Visitor, Imperial College London, Jan 2007 - present; PhD Student, Imperial College London, Jan 2000 - Jan 2007) and 'Non-academic employment'. On the right side, there are sections for 'Other profiles' (Google Scholar, arXiv, ORCID, ResearcherID), 'Co-authors' (a pie chart showing 31 co-authors, with Carl Bender (17), Dorje Brody (10), and Lane Hughston (4) highlighted), 'Links' (View all links), and 'Find a colleague' (Last name (e.g. Smith)).

# Claiming author identifiers


Elements will suggest **author identifiers** based on your name-based search settings, including identifiers from ORCID, Dimensions, Scopus, ResearcherID, arXiv, figshare and SSRN.

Approve or reject the identifiers using the Yes and No buttons. Elements will automatically retrieve publications in databases using these identifiers and place them in the 'Mine' or 'Not Mine' folders.



If the system does not find all of your identifiers, you can enter them by clicking on the "Add..." link.

The system will automatically import the address associated with your organisation but you can add additional email addresses you may have published with previously.

## Automatic claiming




 Please tell us about the identifiers that are used to identify you in external data sources.  
The more you can tell us, the less often you will be asked to verify which items are yours.

**Do these identify you?**  
We'd like to use these to help clear your pending list, and possibly find more of your items online.





	<a href="#">ur:01123321343_51</a> Dimensions Researcher ID Seen in <a href="#">2 pending</a> , <a href="#">26 claimed</a> , <a href="#">0 rejected</a> , and <a href="#">0 other</a> publications.	YES NO IGNORE
	<a href="#">8973030600</a> Scopus ID Seen in <a href="#">0 pending</a> , <a href="#">27 claimed</a> , <a href="#">0 rejected</a> , and <a href="#">0 other</a> publications.	YES NO IGNORE

Mine (5) Not Mine (0) Ignored (1)

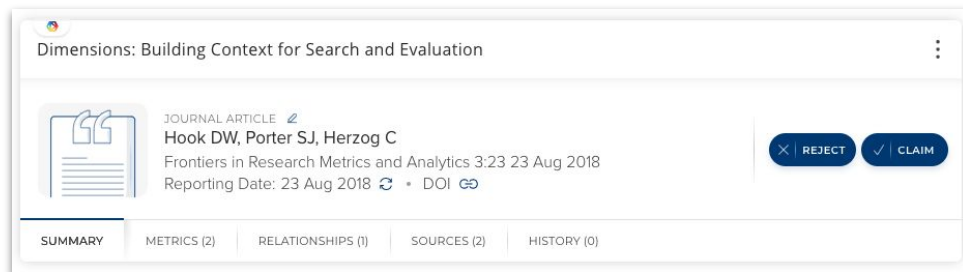
**Add external profiles**

  [Dimensions Researcher ID](#)  [Scopus ID](#)

**External profiles**  
Items associated with the following profiles will be automatically claimed for you:

	<a href="http://arxiv.org/a/hook_d_1">http://arxiv.org/a/hook_d_1</a> arXiv Author Identifier	
	dwh figshare for Institutions account Your figshare for Institutions account is controlled by system-wide settings and cannot be removed.	

# Claiming or rejecting publications



Elements will email you when it finds new publications in the online databases that match your search terms. These will be placed in the **Pending** list of your records to await your approval. One of the actions in your **My Actions** list will take you to the pending publications.

Claim or reject individual publications using the **tick** or **cross** buttons. Or you can select a number of publications using the checkboxes, then **claim** or **reject** the marked publications with the large buttons at the top of the list.

Claimed publications will move to the **Claimed** list and rejected to the **Rejected** list.

If you have lots of items that do not belong to you, work with your System Administrator or Research Manager to clear the Pending list, modify your search settings to improve the accuracy of the searches, and re-run your search.

# My Publications

Your My Publications page, you can view various forms of data about your articles by clicking on the tabs at the bottom of the record.




**Summary** shows the basic bibliographic data, while **Metrics** displays the Times Cited and Altmetric data. **Labels** presents all of the ontologies available to be associated with the publication, while **Relationships** lists all of the other Elements users who are linked to the record.

Finally, **Sources** shows a list of the data sources that comprise the publication object and **History** is the log of all activities performed against the record.

To **change** the publication type select the **pen icon**, once selected you have a drop down menu of available types, **save** the new type.

This change will be recorded in history notes. If you **change your mind** you can always change it back without any loss of data.

Perception, prestige and PageRank


JOURNAL ARTICLE   
Zeitlyn D, Hook DW  
PLoS ONE 14(5):e0216783 28 May 2019  
Reporting Date: 28 May 2019  • DOI 

DEPOSIT


SUMMARY METRICS (8) DEPOSITS (0) LABELS (14) RELATIONSHIPS (2) SOURCES (8) HISTORY (0)


International collaboration clusters in Africa

ARTICLE METRICS (4) JOURNAL METRICS (3)

Altmetric  3




Dimensions  47

Scopus  26

WoS  43

SUMMARY METRICS (7) DEPOSITS (0) LABELS (19) RELATIONSHIPS (2) SOURCES (6) HISTORY (0)

Perception, prestige and PageRank

JOURNAL ARTICLE   
Zeitlyn D, Hook DW  
PLoS ONE  Edit object type 28 May 2019  
Reporting Date: 28 May 2019  • DOI 

DEPOSIT

SUMMARY METRICS (8) DEPOSITS (0) LABELS (14) RELATIONSHIPS (2) SOURCES (8) HISTORY (0)

# Depositing publications to your repository

After claiming a publication, **upload** it into your repository or **enter an OA location**.

Your institution can **add customized deposit advice**, as well as provide detailed SHERPA/RoMEO advice.

If your article is already available somewhere in Open Access form, you can simply enter the OA location URL.

If you need to **set an exception** for your article (embargo or other access restrictions), choose an item from the pre-configured exception list and add a comment.

The screenshot displays a digital repository interface with two publication entries. The top entry is titled "Perception, prestige and PageRank" and is associated with the file "Perception, prestige and PageRank.pdf". It shows a "FIRST DEPOSIT: 13 OCT 2020" status, a "Last refreshed: 13 Oct 2020 18:49:15" timestamp, a "LIVE" status indicator, and a "VIEW" button. The entry has tabs for SUMMARY, METRICS (8), DEPOSITS (1), LABELS (14), RELATIONSHIPS (2), SOURCES (9), and HISTORY (1). The bottom entry is titled "Behavior of eigenvalues in a region of broken PT symmetry" and is identified as a "JOURNAL ARTICLE". It lists authors "Bender CM, Hassanpour N, Hook DW, Klevansky SP, Sünderhauf C, Wen Z" and provides publication details: "Physical Review A 95(5):052113 01 May 2017" and "Reporting Date: 01 May 2017". It includes a "DEPOSIT" button and a "DOI" link. This entry has tabs for SUMMARY, METRICS (4), DEPOSITS (0), LABELS (4), RELATIONSHIPS (3), SOURCES (5), and HISTORY (0). The interface includes navigation tabs for "FIGSHARE FOR INSTITUTIONS", "RT2 DSPACE", and "EPRINTS", and a refresh icon.



# Adjusting your Search Settings

Your search settings are preloaded with your name (usually in the form of LASTNAME, IN and LASTNAME, FIRSTNAME), but you can improve these settings by adding **Name variants** or **Address** terms.

**Tip:** Use the smallest meaningful word or term in an address. For example, enter “Oxford” and not “Oxford University.”

**Tip:** Additional search terms are restrictive. If you add **Keywords** or **Journals**, then Elements will only retrieve articles that include those keywords or published in those journals.

Don't forget to click **Save** when you're finished editing your search settings!

### Name-based searches ⓘ

These settings let you influence how the system performs 'name-based searches' for you, both at online databases and within existing data in the system. This kind of search will result in items being placed in your Pending list(s), for you to claim or reject.

Separate identifier-based searches can be managed on the [Automatic Claiming page](#).

Daniel Hook's settings were last modified on 13 May 2019 at 12:06 by Mr Andrew Sowerby.

#### Name-based search terms

Name variants: \*  +  
(last name first)

Hook, D. W. ×

When adding name variants, please use the format "Lastname, Firstname/initials" — for example "Smith, A. G." or "Smith, Alex".

Add all combinations of your last name and initials under which you publish. The system will then convert the supplied name to the exact formats best required when searching each data source. Please do **not** use the format "Andrew Smith" or "AG Smith". Always write your last name first, followed by a comma.

If a name variant is only used by one online database, you can customise this setting in the relevant section of this page.

#### Addresses:

+

imperial ×

washington ×

[Switch to advanced view](#)

Add keywords associated with previous institutions, or those with which you collaborate.

#### Additional search terms

This section allows you to exactly specify additional supplementary information to narrow the results returned by name-based searches. Providing information in this section will cause you to only receive results published after the provided start date, which have the supplied keywords and which were published in one of the provided journals.

Start date:

# Manage delegates and Preferred Name

You can grant a delegate (or delegates) editing rights to your account under **Set Preferred Name**.

Your delegate(s) will receive copies of your email alerts and will be able to log in (using their own credentials) and 'impersonate' you to manage and edit your records.

You can also add a preferred first and/or surname here. These settings will override the name that was imported into Elements from your HR system and will be displayed throughout Elements. It will not, however, modify your Search settings.

## Manage Delegates

**Add delegate**

Type the surname of your delegate and a drop-down list will appear. Choose your delegate then click on the 'Add delegate' button to complete the process.

Name (surname first):

**Delegates**

Daniel Hook has no delegates.

## Preferred Name

Changes will not affect name based publication search settings. A review of [search settings](#) is recommended after any change.

Adding a preferred first name and/or surname will override the name that was imported into Elements for you (e.g. from your HR systems). If a preferred name is added, this will be displayed throughout Elements.

First name:

Surname:

**Update preferred name**

# Manually adding a publication

You can always add publications manually if they are not found in the online databases. Select **+ ADD NEW** on the home page.

There is automatic checking to confirm you do not create a duplicate. Just **enter** the title and search.

For some Articles, and Books you can use “Assisted Entry” to retrieve details from CrossRef or Google Books. Enter a title, DOI or ISBN, this will pre-populate the manual entry form, we hope this saves you time and improves the accuracy of the record!

You can **claim or skip** to continue to the next step.

## Add journal article

Let's get started

Tell us more

Link to funding

**i** Enter your journal article title or DOI

Your journal article may already exist in **Elements**, so to save time you can search for it here and claim it. Titles returned may contain **any** of your search words.

Title or DOI

10.1088/1751-8113/40/32/f02

[Skip](#)

[Search](#)

**In Elements** - Showing 1 result

[Explain these results](#)

[Complexified dynamical systems](#) · 10 Aug 2007

Bender CM, Holm DD, Hook DW

**Already claimed**

**In External Database** - Showing 0 results

[Explain these results](#)

None of these? [Go to next step](#)

[Cancel](#)

# Manual Entry Form

For some types you have no option but to fill in all the details manually. Required fields are marked with an \* and essential fields displayed by default. All other fields are optional.

Guidance is provided for types at the top of the page in the blue information box and for fields where you see a large ?

Don't forget to **Save and continue**, and follow the prompts to view your publication.

## Add journal article

Let's get started [Tell us more](#) [Link to funding](#)

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

\* What is your relationship with this journal article?

Author of  Editor of  
 Translator of  Contributor to

**Essential Information**

\* Status  ?

Date of acceptance

Publication date

Online publication date

\* Title  ?

\* Authors  [edit](#)

This guide was last updated on 13 Oct 2020.

Please note, functionality may vary depending on your organisation's configurations within Elements. For more information please contact your system administrator.