Elements allows you to "claim" your publications automatically, based on email addresses and/or matches in researcher identifier systems (e.g. ORCID). Any publications that are claimed automatically appear in your publications list. General staff who generate research outputs need to also initially “turn on” source-specific name-based searching.

The steps to set up “auto-claiming” only need to be performed once. Elements will then automatically claim your publications from that point forward.

**STEP 1**

Log in to [Symplectic Elements](#) using your Griffith University login details. The landing (Home page) page will display your name and basic profile information.

**STEP 2**

Select **Name-based search** under **Menu > My Account > Data Source Search**.
## STEP 3

Scroll down the page to the **Source-specific name-based search terms** section.

Check the checkbox/es of the data source/s most relevant to you, ensuring you select at least one as a minimum.

<table>
<thead>
<tr>
<th>Data Source</th>
<th>Search by name</th>
<th>Simple mode</th>
<th>Advanced mode</th>
<th>Use default search terms (simple mode only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>arXiv</td>
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<tr>
<td>ONI EN</td>
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<td>DBLP</td>
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<td>Griffith Research Online (GRO)</td>
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<td>Web of Science</td>
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</tbody>
</table>

Click the **Save** button to save the settings.

## STEP 4

Select **Automatic claiming** under **Menu > My Account > Data Source Search**.
STEP 5

A list of data sources may appear under the “Do these identify you?” section. Click on the Yes, No or Ignore button beside each identifier. If you are unsure whether an identifier is yours, click on the identifier’s link to check the identifier’s profile at its data source.

Note that Elements has harvested these identifiers from data sources based on search settings already in the system and an algorithm that looks for identifiers associated with your harvested publications.

STEP 6

If a known identifier is not listed in the suggestions, click the required database name under the Add external profiles section, and add your identifier.

Ensure you add your ORCID to the identifier list. If you do not have an ORCID, you can register by clicking on Add ORCID.

STEP 7

You can also auto-claim publications via email addresses, by clicking the Add email addresses hyperlink.
STEP 8

Enter your required email address. Click OK to save.

Elements will also review the metadata in your claimed publications and suggest other email addresses. As with publication identifiers, you have the option to have the publications pushed into your "Mine" or "Pending" folders.

STEP 9

Use **Name-based search** to refine your search and find all your publications especially if you have published using a different name variation, or, if you have many publications in **Pending** that are not yours. Default search settings are your Lastname, First initial, but you can refine these settings by adding **Name variants** or **Addresses**.

Select **Name-based search** under **Menu > My Account > Data Source Search**.
STEP 10

In the **Name variants** field, add all variations of your name that appear in your publications, e.g.

- Smith, Jonathan Andrew
- Smith, Jonathan A
- Smith, Jonathan
- Smith, Jon A
- Smith, J. A
- Smith, J.

Use LAST NAME, FIRST (Initial or full name), as above. Do not use FIRST NAME LAST NAME, as this may result in the wrong publications being retrieved.

Click the **+** button to add more Name variants as required.

Click **Save** when finished.

STEP 11

On the same **Name-based search settings** page, you can also add in the ‘**Addresses**’ section all variations of your institutional affiliation that might appear in your publications (including previous institutions, if you wish), e.g.

- GU
- Griffith University
- Griffith Uni
- Griffith Business School
- GBS

Click the **+** button to add more Addresses as required.

Click **Save** when finished.