You can add publications manually if they are not found in the online databases. If a publication has already been entered in Elements by another Griffith user, you can simply click “Claim.” If the record is found in an external database through assisted search, you can simply “Add” it.

Note: If your publication is an eligible major research output (e.g. A1, B1, C1, E1, Q1, etc), tick the Eligible research output checkbox when filling in the manual entry form. All eligible outputs are assessed and verified by the Office for Research.

**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 +add on the home page.
STEP 3
Select the relevant type from the choices offered. In this example, we will select “journal article”.

STEP 4
Your publication may already exist in Elements. Search for it first. If located, claim it.

Enter the Title or DOI, then click Search.
STEP 5

The search results display. If your publication appears in the list, click **Claim** to claim it. If you cannot locate the publication in the list, click **Skip** to continue adding it manually.
**STEP 6**

Use the manual entry form to enter details of the research output, noting that mandatory fields are marked with an *.

In addition to the guidance text at the top of the page (in the blue section, under the heading “What do I need to do?”), you can also obtain field-specific help by clicking the ? symbol.

If required, add other authors in the ‘Add another person’ section of the form. Be sure to provide institution and country details for authors that are not affiliated with Griffith University.

FOR code is mandatory, and you can add up to three FOR codes for an output.

Importantly, if your publication is eligible as a major research output, check the Eligible research output? checkbox. When finished, click the Save button.
STEP 7
If required, link the publication to funding by selecting the relevant grant by clicking the checkbox of the relevant grant, and clicking the button.

In this example, no grant is associated with this publication so we click Not externally funded.

STEP 8
A “Thank you” message confirms the publication has been successfully added. You can click View your publication details to view it.
STEP 9

The publication details display, showing that this is a manually added record (Data source is "Manual").

Note that you can make further edits to the record by clicking "Edit record".