



Quick start guide

Symplectic Support

support.symplectic.co.uk



Home page

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

Click on your photo to go to your Profile page. The **Edit profile** button will also take you to your Profile, but in edit mode.

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:

- Claim publications
- Add author identifiers
- Deposit publications
- Add records of impact

Labels in the **My Summary** section are active links. Click on any one to go to that activity type or add manual records by selecting **+ add**.

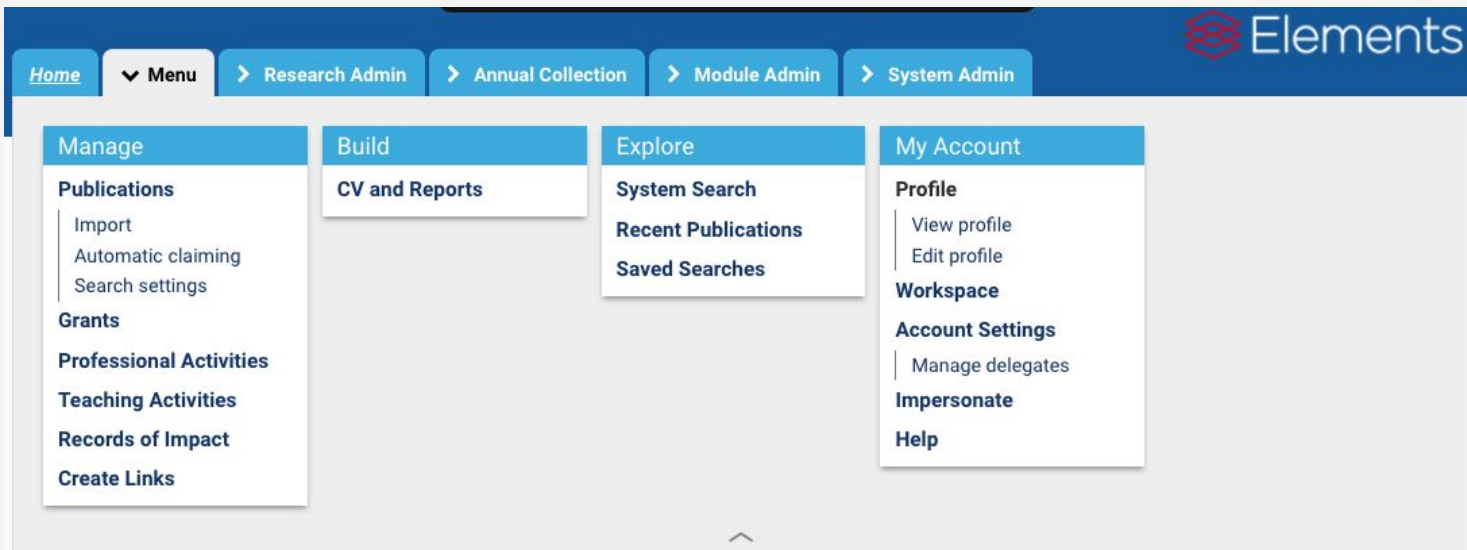
The screenshot shows the Elements web application interface. At the top, there's a navigation bar with 'Home', 'Menu', 'Research Admin', 'HERDC', 'Module Admin', and 'System Admin'. The user is logged in as 'Daniel Hook' from the 'Lilliput Department of Physics'. The main content area is titled 'Welcome, Professor Daniel Hook' and includes a profile picture, a name, and a department. There are buttons for 'Edit your profile' and 'Deposit your work'. Below this is the 'My Actions (9)' section, which lists several tasks: 'There are 6 publications for you to claim or reject', 'Start your Annual Exercise', 'Add your ORCID to help us find your publications across the web', '21 arXiv files were found online for 21 of your publications', 'Accepted for publication? Please deposit your work', and 'Record evidence of the impact of your work'. The 'My Summary' section shows '24 publications, plus 6 pending' with a bar chart showing publication counts from 2006 to 2014. Below the chart is a table with columns for 'Index', 'Web of Science', 'Scopus', and 'Europe PMC'. The 'My Summary' section also includes '0 records of impact', '0 professional activities', and '0 teaching activities', each with a '+ add' button.

Index	Web of Science	Scopus	Europe PMC
11	11	11	1

Menu

Researchers can use the top menu to navigate around Elements.

The menu tabs available will depend on your rights in the system.



The sections in the main menu from left to right allow you to: **Manage** your elements, **Build** your CV and Assessment, **Explore** data in the system. The **My account** section contains various areas specific to you.

The menu items available will depend on the configuration and licence at your institution.

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 **External profiles**.

The screenshot shows a web browser displaying the user profile for Professor Daniel Hook on the Symplectic Elements platform. The browser address bar shows 'symplecticelements.com/v5'. The user is logged in as 'Daniel Hook' and has options to 'LOG OUT' or 'IMPERSONATE ANOTHER USER'. The navigation menu includes 'Home', 'Menu', 'Research Admin', 'HERDC', 'Module Admin', and 'System Admin'. The profile header for 'Professor Daniel Hook' includes a placeholder image, his name, and contact information: 'Lilliput Department of Physics' and 'd.hook@lilliput.edu'. There are buttons for 'Edit profile' and 'CV and Reports'. The 'External profiles' section lists links for Google Scholar, arXiv, Scopus, and ResearcherID. The 'Co-authors' section features a pie chart showing collaborations with Carl Bender (15) and Lane Hughton (3). The 'Overview' section contains a bio: 'I am an academic visitor in the Theoretical Physics group at Imperial College London and a visiting professor at Washington University in St Louis. I work on complex extensions of quantum and classical mechanical systems. My main collaborators are Professor Carl Bender and Dr Dorje Brody. I'm interested in many aspects of quantum theory, especially non-standard approaches such as geometric or PT-Symmetric quantum theory. I have also done research in quantum statistical mechanics. I am the co-founder and Director of Symplectic Limited, a research management software company. In this context I'm interested in bibliometrics and work closely with Jonathan Adams, Tim Evans (Imperial) on complex network based models for citations and collaboration analysis. I recently wrote a "Global Research Report" with Jonathan Adams and Christopher King on the status of research in Africa (available from the Thomson Reuters website)'. The 'Experience' section lists 'Academic appointments' (Honorary Adjunct Assistant Professor, Louisiana State University System, Jan 2010 - present; Academic Visitor, Imperial College London, Jan 2007 - present; PhD Student, Imperial College London, 2000 - 2007) and 'Non-academic employment' (Managing Director, Digital Science, 2015 - present; Director, Research Metrics, Digital Science, 2013 - 2015; Director, Symplectic Ltd, 2003 - present). The 'Education' section is titled 'Degrees'.

Claim author identifiers

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

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

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


Don't forget to add all of your email addresses. The system will only automatically import the address associated with your affiliation.

Automatic publication claiming

Please tell us about the identifiers you use to publish your work. The more you can tell us, the less often you will be asked to verify which publications are yours.

Does this ORCID identify you?

We'd like to use this ORCID to help clear your pending publication list, and possibly find more of your publications online.

 [0000-0001-9746-1193](#)
ORCID seen in [1 pending](#), [22 claimed](#), [0 rejected](#), and [0 other](#) publications.




Me (5)

Add external profiles

[Add figshare.com account](#) [Add ORCID](#) [Add Scopus IDs](#) [Add SSRN Author ID](#)

External profiles

Publications associated with the following profiles will be automatically claimed for you.

-  http://arxiv.org/a/hook_d_1 arXiv Author Identifier >
-  [dhook](#) figshare for Institutions account >
-  [C-4764-2008](#) ResearcherID >

Claim or reject 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 **green tick** or **red 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 **Mine** list and rejected to the **Not mine** 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.

The screenshot shows the 'My publications' page in the Elements application. The user is logged in as Sabih Ali. The page has a navigation menu with options: Home, Menu, Research Admin, Annual Collection, Module Admin, and System Admin. The main content area is titled 'My publications' and includes a help box about the 'Pending list'. Below this, there are filters (0 filters have been set), a relationship type dropdown (Author of), and a title input field. The publication type is set to 'No filter'. The reporting date from and to fields are empty. The journal is also empty. The SHERPA RoMEO colour is 'No filter'. The repository status is 'No filter'. The OA policy is 'No filter'. The waiver request is 'No filter'. The acceptance date is 'Any'. The publication date is 'Any'. The main list shows 33 publications, with 10 results per page. The first publication is 'Sugary beverage and food consumption, and leukocyte telomere length maintenance in pregnant women' by Leung CW, Laraia BA, Coleman-Phox K, Bush NR, Lin J, Blackburn EH, Adler NE, Epel ES, published in the European Journal of Clinical Nutrition 70(9):1086-1088 01 Sep 2016. It has 10 altmetrics, 0 RCR, 0 Dimensions, 0 EPMC, 0 Scopus, and 0 WoS. It is ranked 1.07 SNIP, 1.27 SJR, and 3.19 Impact Factor. The second publication is 'Association of dimensional psychological health measures with telomere length in male war veterans' by Bersani FS, Lindqvist D, Mellon SH, Epel ES, Yehuda R, Flory J, Henn-Hasse C, Bierer LM, Makotkine I, Abu-Amara D et al., published in the Journal of Affective Disorders 190:537-542 15 Jan 2016. It has 2 altmetrics, 0 RCR, 0 Dimensions, 0 EPMC, 0 Scopus, and 0 WoS. It is ranked 1.39 SNIP, 1.69 SJR, and 3.19 Impact Factor.

Summary view

On the summary page, you have the option to view either the slim **Compact view** or the more robust **Detailed view**, which includes Journal Rankings and Citation metrics.

The screenshot displays a summary page for the article "Human telomere biology: A contributory and interactive factor in aging, disease risks, and protection". The page includes navigation tabs for "Summary", "Demo System users (1)", "History (0)", "Data sources (4)", "Full text", and "Links (1)". The article is by Blackburn EH, Epel ES, and Lin J, published in Science 350(6265):1193-1198 on 04 Dec 2015. It features reporting date information and an edit link. The main content area is divided into three sections: Altmetrics (showing a score of 34), Citation Metrics (with a table for RCR, Dimensions, EPMC, Scopus, and WoS), and Journal Rankings (for Science, showing SNIP, SJR, and Impact Factor). At the bottom, there are icons for repository actions (deposit, view full details, favorite, hide, workspace, reject) and a label "Journal article" with a pencil icon, and a button for "In Open Access policy".

Citation Metrics				
RCR	Dimensions	EPMC	Scopus	WoS
-	-	22	9	-

Journal Rankings		
SNIP	SJR	Impact Factor
7.84	10.11	3.19

The tabs below the article title allow you to view other **users in your institution** who are associated with the article (co-authors, editors, translators), the **history of the item** (claimed, merged, split, edited), the list of **data sources** where the item was found (including manual), and all the **links** associated with the item (grants, professional activities, etc.).

Clicking the icons at the bottom of the record will take you into a workflow that will (left to right) **deposit** the item in your repository, **view full details**, set the item as a **favorite**, **hide** the item, add the item to the **workspace**, or **reject** the item.

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.

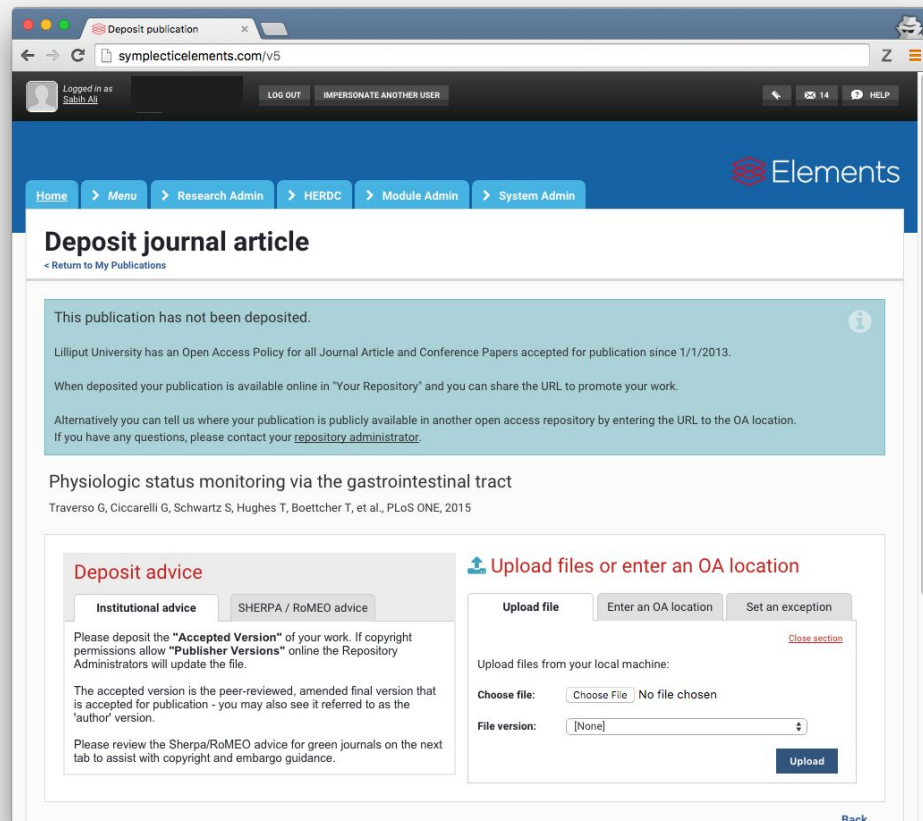
Deposit

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 shows a web browser window with the URL `symplecticelements.com/v5`. The user is logged in as `Subit AE`. The page title is **Deposit journal article**. A light blue banner contains the following text:

This publication has not been deposited.

Lilliput University has an Open Access Policy for all Journal Article and Conference Papers accepted for publication since 1/1/2013.

When deposited your publication is available online in "Your Repository" and you can share the URL to promote your work.

Alternatively you can tell us where your publication is publicly available in another open access repository by entering the URL to the OA location. If you have any questions, please contact your [repository administrator](#).

The article title is **Physiologic status monitoring via the gastrointestinal tract** by Traverso G, Ciccarelli G, Schwartz S, Hughes T, Boettcher T, et al., PLoS ONE, 2015.

Below the article title, there are two main sections:

- Deposit advice:** This section has two tabs: **Institutional advice** (selected) and **SHERPA / RoMEO advice**. The Institutional advice text reads: "Please deposit the **Accepted Version** of your work. If copyright permissions allow **Publisher Versions** online the Repository Administrators will update the file. The accepted version is the peer-reviewed, amended final version that is accepted for publication - you may also see it referred to as the 'author' version. Please review the Sherpa/RoMEO advice for green journals on the next tab to assist with copyright and embargo guidance."
- Upload files or enter an OA location:** This section has three tabs: **Upload file** (selected), **Enter an OA location**, and **Set an exception**. Under the 'Upload file' tab, there is a text input field for the file path, a 'Choose file' button, and a 'No file chosen' label. Below that is a 'File version' dropdown menu currently set to '[None]' and an 'Upload' button.

Search Settings

Your search settings are preloaded with your name (usually in the form of LASTNAME, IN), 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!

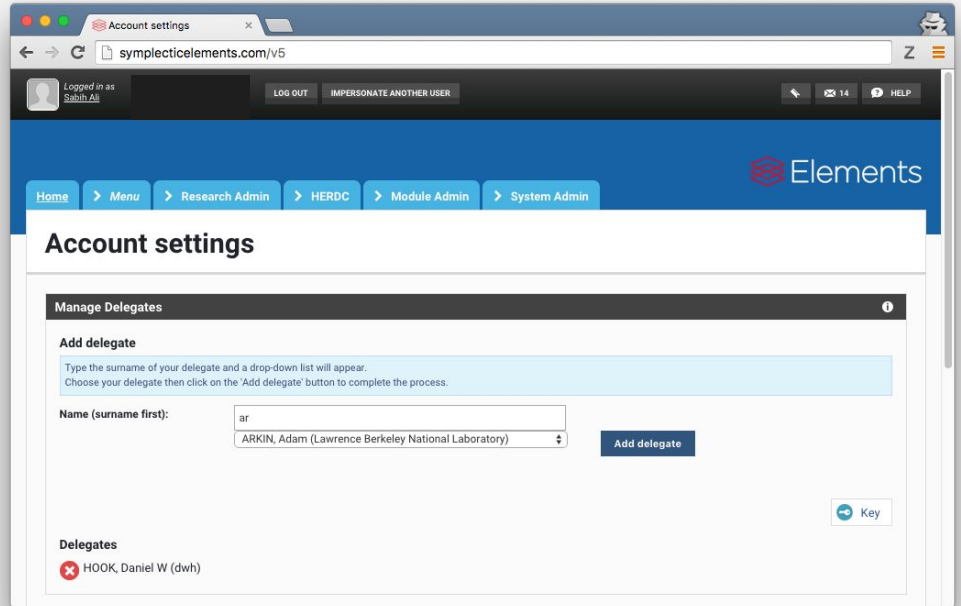
The screenshot shows the 'Settings for automated publication gathering' page in the Elements application. The page is divided into several sections:

- Status:** A table showing search progress for various sources. A 'Run my searches' button is located at the bottom right of this section.
- Settings:** A section for configuring search parameters, including:
 - My default search terms:** A text input field containing 'Langer RS' with a '+' icon to add and a '-' icon to remove.
 - Addresses:** A text input field containing 'MIT' with a '+' icon to add and a '-' icon to remove. A link to 'Switch to advanced view' is also present.
 - Online database IDs:** A dropdown menu showing 'Scopus' with a '+' icon to add and a '-' icon to remove.
- Source-specific search terms:** A table with columns for 'Currently searched', 'Simple mode', 'Advanced mode', and 'Use default search terms (simple mode only)'. It lists sources like arXiv, DBLP, figshare for Institutions, ORCID (not configured), and PubMed.

Manage delegates

You can grant a delegate (or delegates) editing rights to your account under **Account settings**.

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.



The screenshot shows a web browser window with the URL `symplecticelements.com/v5`. The user is logged in as `Sabih Ali`. The page title is `Account settings`. The navigation menu includes `Home`, `Menu`, `Research Admin`, `HERDC`, `Module Admin`, and `System Admin`. The `Account settings` page has a sub-section titled `Manage Delegates`. Under `Manage Delegates`, there is an `Add delegate` section with instructions: "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." The `Name (surname first):` field contains `ar`, and the dropdown menu shows `ARKIN, Adam (Lawrence Berkeley National Laboratory)`. There is an `Add delegate` button. Below this, there is a `Delegates` section with a list of delegates: `HOOK, Daniel W (dwh)`. A `Key` button is also visible.

Manual Entry

You can always add publications manually if they are not found in the online databases. Select **+ add** 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.

Let's get started » Tell us more » Link to funding » Deposit

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

[Skip](#) [Search](#)

In Elements - Showing 1 result [Explain these results](#)

[Complex correspondence principle](#) • 12 Feb 2010

Bender CM, Hook DW, Meisinger PN, Wang QH

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.

What do I need to do?
Guidance Text about the Publication Type

*What is your relationship with this journal article?

Author of Editor of
 Translator of Contributor to

Essential Information

* Status: Published

Date of acceptance: 07 Oct 2015 ✓

* Publication date: 07 Oct 2016 ✓

Online publication date: 01 Jan 2016 ✓

* Title: Manual Entry

? Please enter the title of this article as it will appear in publication.