Quick start guide
elements.lshtm.ac.uk
Elements

Elements is the School’s Research Information System. It allows you to:

- Manage your publications and profile data
- Deposit accepted manuscripts to Research Online
- Produce CVs tailored to School review and promotions procedures
- Link publications to grants
- Record evidence of impact, qualifications and professional activities.

All existing publications and authorship records (as of September 2018) have been imported from the Research Online repository, so you will not have to reclaim records that have already been linked to you as an author.

To capture missing and future publications, Elements will perform name- and ID-based searches of online databases including PubMed, Scopus, and Web of Science. You may need to fine-tune your search settings on first use.

You will be reminded periodically to claim or reject new publications, but you are encouraged to deposit accepted manuscripts for new publications at the point of acceptance for publication.
Home page

You will see the Home page after logging into Elements at elements.lshtm.ac.uk.

Click on your photo to view 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.
Menu

You can use the top menu to navigate around Elements.

The sections in the main menu from left to right allow you to: Manage your publications and other activities, Build your CV, Explore data in the system. The My account section contains various areas specific to you.
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. Elements include Publications, Professional Activities and Grants.

You are able to export your Profile information in a variety of formats using the CV and Reports button.

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

(Currently, the biographical information on university webpages are joined up to Gateway, but in a future stage will be joined to Elements)
Claim or reject publications

One of the actions in your My Actions list on the home page will take you to your pending publications page.

When Elements finds new publications related to you in online databases (including PubMed, Web of Science and Scopus), these will be placed in the Pending list of your records to await your approval.

It is best to login and check your Elements account regularly for new actions.

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.

If you have lots of items that do not belong to you, modify your search settings to improve the accuracy of the searches, and re-run your search.
Search settings

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

If you want to add address terms, it is best to start with the smallest meaningful terms. You can also add abbreviations here (e.g. LSHTM and London sch hyg). If the system recognises that you have a common surname, you may have address terms preloaded.

Don’t forget to click Save when you’re finished editing your search settings.

You can click Run my searches to return new publications for you to claim or reject. This is not immediate: the information at the top of the search settings page will tell you whether or not the search has completed.

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. These fields are not recommended.
Claim author identifiers

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

Under Menu > Manage > Publications > Automatic Claiming you can 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.

Tip: If you are unsure if a particular ID is related to you, you can click Ignore, which will mean any future publications associated with that ID will be presented to you to approve/deny, rather than automatically claimed/rejected.
My publications

You can view your list of publications by clicking through under the My summary section on the home page.

The various metrics about your publications can be toggled on or off using the Compact view/Detailed view button.

The tabs below the article title allow you to view other users in your institution who are associated with the article (e.g. co-authors, editors), 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 favourite, hide the item, add the item to the workspace, or reject the item.
Favourite publications

You can select which articles appear on your public LSHTM webpage.

Use the heart symbol to select your favourite publications. A heart symbol will then be displayed next to the title.

These publications should appear on your personal webpage within a day.

Click the heart outline to un-favourite an article (and remove it from your webpage).
Open access deposit

There are two ways to deposit the full text of articles to LSHTM Research Online.

(1) After claiming a publication, you can click the deposit icon to begin your deposit.

(2) For newly accepted articles that are not being published open access, it is best to create a manual record and deposit the full text at the same time. On the home page click the accepted for publication button (see next page).

If your article is open access via the publisher (i.e. it was published under a Creative Commons license) then the final published version can be deposited.

If the article is not open access, please provide the accepted manuscript in the first instance (the final draft accepted after peer review, but before the publisher’s copyediting and typesetting).

To be REF-eligible, articles need to be deposited within 3 months of acceptance for publication (unless they are published open access via the publisher under a Creative Commons license).

Deposits will be reviewed by the Research publications Team before being made live in LSHTM Research Online.
Manual Entry

You can always add publications manually if they are not found in the online databases or if it is a newly accepted article (which is in press but not published) and you want to ensure REF-eligibility.

Select + add on the home page.

There is automatic checking to confirm you do not create a duplicate - just enter the title or DOI and click search.

If it is not already in the system, and you have searched using a DOI, Elements will attempt to pre-populate the manual entry form - this saves you time and improves the accuracy of the record.

You can claim or skip to continue to the next step.
For some publications you will need to fill in the details manually. Required fields are marked with an * and essential fields displayed by default.

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

**For in press (accepted) articles:** fill out as many details as you are able to, including the acceptance date.

When the article is published, the system should automatically join the manual entry with the final metadata (including page numbers, etc.)

Don’t forget to upload a file for deposit to LSHTM Research Online if it is a journal article. You can always return to the publication record later if you are unable to do this when you create the record.
Duplicates and joining records

The system should automatically join records when it finds duplicates. If you have duplicate records in your profile that have not been joined, you can do this manually in your workspace.

Go to your list of publications and select the publications you would like to join using the cart icon. Then, go to your workspace using the cart icon in the top-right of the Elements screen.

To join the publications, select the relevant records in your workspace and click Join. Make sure to clear the workspace when you’ve finished.

Tip: if you have created a manual record for a newly accepted article, and the title has changed before publication, you may need to join the manual record with the later published record brought in by Elements if this hasn’t been done automatically.
Manage delegates

You can grant another individual the right to edit your profile by making them a delegate. Add a delegate 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.
Further help can be sought via ServiceDesk.