Using Symplectic Elements

*Symplectic Elements* is a leading Research Information Management system used by universities around the world. Elements searches a growing number of well-known journal databases to bring papers published by researchers. It is used like this:

- *Symplectic Elements* trawls through a growing number of well-known online data sources such as Scopus and Web of Science to find (Journal articles, books, conferences, chapters) publications by LSBU Staff.

- When a new publication is found for staff, they will receive an email alert informing them, and a link to *Symplectic*. Staff will then need to login using their LSBU username and password.

- A list of publications which they are associated with will be presented.

- Publications which they want to go forward to the Research Excellence Framework under their name can be approved.

**Contents of the training helpsheet:**

- Logging into *Elements*
- Navigating *Elements*
- Viewing found material (claiming/declining articles/publications)
- Configuring the default search settings to narrow searches for publications
- Exporting an article from Google Scholar
- Importing an article into *Elements* from Google Scholar
- Assigning delegates
- Impersonating another user

This helpsheet will show you how to use *Elements*.

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**Logging into Elements**

1. From an LSBU PC, go to researchpubs.lsbu.ac.uk
2. Log in with your LSBU username and password.
Navigating Elements

Once you have logged into Elements, you will see the home screen, which contains various widgets depending on the module configuration.

Navigating Elements (Home)

1. **My Actions**: Notice of pending publications
2. **My Publications**: Claimed/pending publications by type and relationship
3. **Publication History**: A bar chart showing publications per year
4. **Co-Authorships**: A list of co-authors within LSBU
5. **My Data Sources**: Online data sources that are currently searched. Details of the most recent and the next searches
6. **My Search Settings**: The terms currently used to search the online data
7. **My h-index**: Is an indicator of the completeness of user’s publication data in Elements.
Navigation Elements continued…

Three complimentary menus makes navigating **Elements** easy and informative.

1. **Persistent Header**: The black header at the top of **Elements** persists on all pages. It shows who is logged in and contains links to **Workspace**, **Inbox**, **Account Settings** and **Help**.

2. **Area Tabs**: The main areas in Elements are easily accessed via the tabs:
   - Home
   - My Profile
   - My Elements
   - Reporting (depending on role)
   - Explore

3. **Sitemap**: The **Elements** sitemap will be expanded according to the area that is accessed and will always reflect where you are in the system.
Viewing Found Material

This is where you claim or reject journal articles/publications.

**Viewing found material**

The system will list journal articles (and other publications that you are associated with).

1. You can either **Claim** or reject link under **My Actions** to view all pending articles.

2. Or you can click the links under the column **Author** to view accepted or pending articles per category.

3. **Once** either of the pending article links are selected, the articles that need approval will be listed.

4. Your publications are grouped into three areas, which are accessed via the tabs named:
   - **Mine**: found online and claimed, or manually added
   - **Pending**: found online and not yet claimed
   - **Not mine**: found online and rejected

5. To view the publication you will need to click on the hyperlink of the pending article.

6. To **claim** a publication, and move it to the **Mine** area and also for it to be put forward to the **Research Excellence Framework** under your name, click on the **green tick**
   
   To **reject** a publication, and move it to the **Not mine** area, click on the **red cross**

If an article is co-authored and is to be put forward to the REF, you should liaise with them and choose decline (red cross) from the list.
Viewing found material continued...

Summary view of publications once claimed

The summary view of each publication includes pertinent bibliographic detail, DOI link and Publication type.

If present, bibliometric data for the publication is displayed:
- Journal Rankings
- Citations
- Altmetrics

1. **Publication tabs**
   - Summary
   - LSBU Users: users associated with the publication
   - History: log of all changes made to the publication
   - Data Sources: lists the records that exists for the publication
   - Links: list of relationships the publication has to other elements and users

2. **Journal Rankings**: Depending on the configuration of Elements, various journal ranking will be displayed against the ISSNs of the publication

3. **Citations**: Depending on the configuration of Elements, publication citation counts from Scopus, Web of Science and Web of Science Lite are displayed

4. **Altmetric**: The Altmetric score reflects the online attention that a publication has received. For further details go to altmetric.com
Configuring the default search settings

Elements use a series of personal search terms to look for your publications in the online databases. Your initial search settings will be displayed on the home screen. Usually, the initial default search settings will include your name with initial(s) and may also include address terms related to LSBU.

If you find that the system does not identify all your publications, you should amend/configure your search terms.

**Configuring Search Settings**

1. Click on **My Search Settings** on your home screen
   
   You can then start to configure/amend the search terms

2. **Name variants**: The name variant used initially will be derived from LSBU phonebook system, but this may not be the form you always use when you publish. You should add all combinations of your name and initials under which you publish. You just type in the name variant text box and click on **+**

3. **Addresses**: Surname is relatively common, so you should include a set of address terms that relate to LSBU, in order to constrain the search. You just type in the address text box and click on **+**

4. **Start date**: If you wish to restrict the search to run from a certain date, enter it in the start date field

5. **Keywords**: If you find you have a namesake in another field of work, adding keywords may help to exclude their publications from your search results.

6. **Journals**: If you know that your publications are restricted to just a few journals and wish to exclude any others, enter the journal names.
Google Scholar (Export/Import)

Elements allow the import of publications from Google Scholar.

**Export publication/article**

1. Login to Google Scholar
2. Then click on Export
3. Export the articles/publications you would like and save them somewhere on your computer

*Note: All popular formats are accepted in Elements including Bib Tex, EndNote & RefManager*
Import Google Scholar to Elements

1. When you are logged into Elements, click on the Elements tab in the Navigation block.

2. You then click on the plus icon next to Publications and then import.

3. Search for the exported publication/article by clicking Choose File. Then select the file type you exported from Google Scholar and click on Upload.

4. It will now show you if the publication/article is matched to an existing publication, after you have reviewed it click on Import.

5. Once it has been imported, the imported publication/article will be shown on your home screen.
Assigning a Delegate

You can delegate the rights to edit your records to an assistant or other member of staff.

Assigning a Delegate

1. Click on Account Settings in the header menu.

2. To add the appropriate delegate(s), type their surname in the Name box, select the correct person and click on Add delegate.

Your delegate will now be able to log into the system using their own username and password, then click on "impersonate" on their home screen to access your details.

Note: All members of LSBU’s staff should appear on the drop-down list. If your chosen delegate does not appear, check with the Elements administrator.
Impersonating another user

If you have been given the right to act as a delegate for another user, you will see the Impersonate Another User option in the header menu. You can then impersonate that user and all the options in the menu will relate to that user’s records. By impersonating the user you can claim or decline articles on their behalf.

1. Click on the Impersonate Another User link

2. Then, you can either type in the person’s name and select Set filters or find the person from the list and click on the link.

3. You will now be “impersonating” the person and can claim or decline articles on their behalf if you have been given the right to act as a delegate.