Home Page

Sign into Symplectic Elements and you will see the home page.

Notice of pending publications

My Publications: approved/pending publications by type and relationship.

My Professional Activities: a summary of your professional activities.

My Grants: summary of your grants.

Co-Authorships at Organisation: a list of co-authors within your institutions.

My Search Settings: the terms currently used to search the online data sources

My Repository Status: a breakdown of your deposited publications and their copyright status

Publication History: a bar chart showing publications per year

My Data Sources: the online data sources that are currently searched.

Details of recent and future searches

My Delegation: Anyone to whom you have delegated rights to help with your records

What you see on the home page is determined by the content and your institution’s licence and configuration of Elements.
Claim publications

The system will email you when it finds new publications in the online databases that match your search terms. These will be placed in the ‘pending’ section of your records to await your approval. To view and claim or reject these publications, click on the link in the alert message at the top of your home screen.

Claim or reject publications using the green ‘tick’ or red ‘cross’ buttons in their header bars. Or you can select a number of publications using the check-boxes in their header bars, then claim or reject the marked publications with the large buttons at the top of the list.
Summary view of publications

To review all of the information associated with a publication, click the title. Alternatively, use the following summary view to review data:

- **Workspace**: Add a publication to your workspace (used to join matching publications together)
- **Favourite**: Set a publication as a favourite (use of this function also depends on your institution). N.B. Publications marked as favourite will be displayed in your My Profile page.
- **Visibility**: Set the visibility of a publication

**Journal Rankings**: available rankings depend on your institutions subscriptions

**Citations**: available rankings depend on your institutions subscriptions

**Altmetrics score**:
Detailed view of publications

This is the detailed view of a publication, including connections and files deposited to the repository.

**Summary:** a summary view of publication’s bibliographic and bibliometric data

**Data Sources:** detailed view of the bibliographic data by source

**Connections:** a list of the publication’s links to other elements

**Keywords:** a list of keywords associated with the publication (as sourced from data sources, and manually added)

**Repository:** files deposited to the repository for the publication

**Reporting Date(s):** defaulted to the publication date(s) of the bibliographic data

**History:** a list of all the events related to the publication

**Edit this Element:** Mark publication as favourite.
Add the publication to Workspace
Add publications manually

Click on the plus buttons on the home screen or click ‘Add a new publication’ on the My Publications screen to add manual publications. Assisted entry is available for books and chapters via Google Books, and for journal articles via DOI lookup if enabled by your institution.

Assisted Entry: Books and chapters
Search Google Books to pre-populate the manual record.

Assisted Entry: Journal article
Search CrossRef to pre-populate the manual record.

Manual record
Fill in all the details of the publication that are available. It is not essential to complete all the fields.
Choose a delegate to edit publications for you

If you are too busy, you can delegate editing rights to another member of staff, in order for them to help you. Set a delegate 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 edit your records.

Importing records from other sources

If you hold records in a reference management application (such as EndNote, Reference Manager or BibTeX) you can import them into Symplectic Elements via the link in the ‘Publications’ sub-menu.

The ‘help’ page contains a downloadable guide to the process of importing and exporting records.
Refine your search terms

Searches take place periodically during the day and will include you every time your search settings are updated. You can improve the accuracy of your search by going to ‘search settings’ under Publications in the ‘my elements’ menu. Search terms for each online database can be set individually.

Symplectic Elements will initiate a search 30 minutes after you have saved your search settings, and will send an email when it finds new publications for you to approve.
Add database-specific search terms

Initially, each database will use the ‘default’ search terms. To add database-specific search terms (e.g. a subject category for arXiv), expand the view by clicking on the plus sign next to the database name.
My profile

Your user profile is available to all users in the system. It contains your photo, email address, your links at your institution, your co-authors and a list of your elements. Publications, Grants and Professional Activities are grouped into recent, favourite and all tabs.

Links: The total number of links you have made to elements at your institution. See the next section.

Note: your H-index and citations are not visible to other users.

Your elements:
Publications, Grants and Professional Activities are grouped into recent, favourite and all tabs
Explore elements in your institution

You can browse and search publications and other elements by other academics in your institution by clicking on ‘explore’ in the main menu. You can save your searches and refer back to them regularly to see when new items appear.