

You should also upload a copy of the accepted manuscript (the version post peer review but prior to any copyediting or layout work). You can also add manual records for items which you would like to display on your profile prior to publication, such as books.

If you are not sure if you should add a manual record contact sro@sussex.ac.uk

Older publications

If you are updating your profile to include older material that has already been already3

2) Search for the publication using the Title or DOI.

It is possible that the publication is already in Elements but not associated

If the author is at Sussex, Elements will find them in the system, and ask for confirmation that it is the right person:

If the author is not at Sussex, Elements will add them straight to the list of authors and mark with the text 'Not known within Symplectic Elements

It is important that author names match the exact format in which they appear on the publication, including punctuation and capitalisation. If you have entered a name incorrectly, or need to change it, click on the "edit link next to the name:

Correct the name, then click '

Journal field

If you begin inputting a journal title in the Journal field, Elements will suggest titles:

If the correct journal title appears in the list, click on it and Elements will also autofill the ISSN and Publisher fields for the journal:

Once you have finished filling in the form as completely as possible, click the 'Save' button at the bottom of the page to continue to the next step:

This is an example of a complete record

*NB: if you need to associate your publication with a **Sussex Research Group**, you can do this under the **Additional Information** field at the bottom of the form.*

4) Linking the publication to funding.

This page will list all grants assigned to you in Elements. If your publication is linked to any of this funding, you can create the link here. First, tick the grant(s) linked to the publication:

Link funding

The screenshot shows the 'Link funding' page with a progress bar at the top containing three steps: 'Let's get started', 'Tell us more', and 'Link to funding'. Below the progress bar is an information box with a blue header and text: 'Make sure your work is linked to the relevant grants to stay eligible for future funding. Add funding by selecting the appropriate grant if linked to your work. Grants are imported via a grants feed from R&E once awarded - contact us on 01223 336444 if you need to investigate and forward your query if necessary.' Below this is a section titled 'Digital Scientists' with the text 'Woodland P and Phipps E, Technology in Society'. A heading asks 'Which grants are associated with this publication?'. There is a 'Sort' dropdown and a '25 results per page' indicator. A 'Select all on page' button is on the left. On the right are 'Link Selected' and 'Unlink Selected' buttons. A table lists grants, with the first one 'Dementia and Technology' having its checkbox selected and circled in red. To the right of the table are input fields for 'Title' and 'Type'.

Once you have selected the relevant grant(s), click on the 'Link Selected' button, and select Grant from the drop down:

This screenshot shows the same 'Link funding' page, but the 'Link Selected' button is highlighted with a red rounded rectangle. The rest of the page content is identical to the previous screenshot.

Updated

