

## **#2** - Purdue Elements: Optimizing Your Search Settings

Users may need to adjust their search settings so that Elements can deliver the best results from its automatic search. If users do not see their publications or see too many publications, the search terms may need to be modified.

Your search settings are preloaded with:

- Name: "Lastname, Firstname initial." or "Lastname, Firstname"
- Addresses: "Purdue University" and "Purdue Univ"

Modifying these search terms by adding <u>Name variants</u> and/or <u>Addresses</u> may improve the number of publications seen. The synchronizer will create a Boolean search string based on the information entered in these fields.

### Modifying Search Settings

Click on the three bars at the top left of the home page to locate "Name-based Search."



Select the "My Profile" tab, then under "Settings", select "Name-based Search."

My Profile Reporting	System Admin	
My Work	About Me	Settings
> Scholarly & Creative	> Edit Profile	> Automatic Claiming
Works	> Set Preferred Name	> Name-based Search
> Grants		> Account Settings
> Service		> Configure Homepage
> Learning & Teaching		> Manage Delegates

Selecting "Name-based Search" will take you to the following page where you can make updates:

Name-based search	
Status	
There are either no sources enabled which support name-based search, or no searches have been conducted on your beh configure your generic name-based search settings. If there are no sources enabled that support name-based search, these be used.	
Settings	
Last modified: 02 Oct 2023 13:25 by Kendal Kosta-Mikel	
Default search settings	
Your default search terms are used to perform 'name-based searches' for you. The system will search online databases and existing This kind of search will result in items being placed in the 'Pending' list, for you to claim or reject. Separate identifier-based searches the <u>automatic claiming</u> page.	



## Name Variants

- Add a separate name variant for all the names you have published under.
- Include all the other name variants such as maiden name or other first names.
- Use the "Lastname, Firstname Initial." and "Lastname, Firstname" formats.
- Do not use the "Firstname, Lastname" format.
- Click "Add" after each variant you have entered.
- By adding name variants, the search is broadened. In the example below, the results will include "Doe, Jack" or "Doe, J" or "Doe, John:"

Name variants • When adding name variants, please use the format "Lastname, Firstname/initials".	Doe, Jack	ADD
	Doe, J.	ŧ
	Doe, John 🧕	ê

## Addresses

- If using <u>address keywords</u>, enter the smallest meaningful word or term in an address ("Oxford" and not "Oxford University" or "Berkeley" and not "Berkeley, California")
- To find your publications from previous institutions, you can also add the <u>city</u> of the institution at which you published.
- Adding affiliation or address information will narrow the search.
- About affiliation abbreviations: Different data sources use different conventions. The farther back in time one searches, the less unified the databases tend to be. Therefore, when adding affiliations, the recommendation is to use both the full name and the abbreviated version.
- Within a field the Boolean OR is used, but between fields the Boolean AND is used.
  - Adding on to the example, the results will include
  - ["Doe, Jack" or "Doe, J" or "Doe, John"] AND ["Purdue University" or "Purdue Univ" or "Berkeley"]
- You can also switch to Advanced View to add keywords in a search format where logical operator OR is used

Addresses Add keywords associated with previous institutions, or those with which you collaborate.	Berkeley		ADD
	Purdue University		Ê
	Purdue Univ	<u>_</u>	Ê
(	Switch to advanced view		

## Advanced Terms

- This section allows you to specify additional information to narrow the results returned by name-based searches
- Select the down arrow to get the expanded view of the section; to collapse expanded view select the up arrow



Advanced terms ⑦ Start date, Keywords, Journals		$\sim$
Advanced terms ② Start date, Keywords, Journals		^
Start date Valid formats: dd/mm/yyyy, 28 Sept 2023, Sept 2023, 2023		
Keywords	${\cal C}$ switch to advanced view	ADD
Journals		ADD

## Start Date

- By adding a start date, you limit the automated search to exclude publications before this date.
- This is useful if you are seeing many results from before you started publishing.

#### Keywords

- Allows users to limit search to specific keywords.
- Simple View can be switched to Advanced View, where logical operator OR is used.
- Use this field carefully, as using keywords could result in the exclusion of relevant results.

#### Journals

- You can add specific journals to your search settings.
- If this filter is selected, you can search for publications from a specific journal title, not from a database.
- Simple View can be switched to Advanced View, where logical operator OR is used.
- Use this field carefully, as using the journal field could result in the exclusion of relevant results.

## Specific Article IDs

- If searches are not picking up specific articles from a database, you can add Specific Article IDs.
- Select the down arrow to expand the section.

Specific article IDs (0) ⑦		
Specific article IDs (0) ⑦ Article IDs	[Select source]	ADD

- First, select source from the dropdown menu and then enter the Proprietary ID in the second field
- For example, select the online database "PubMed" and enter the Article ID "28399583" to add it to the retrieval queue of the PubMed article with PubMed ID 28399583



# Source-specific Settings and Overrides

A separate training document has been prepared for this section and is available on the Elements website.

## Save Edits

Once all the edits have been made, select "Save" at the bottom of the page.



## **Frequently Asked Questions – From Symplectic**

I need to add some additional search terms and clear my Pending Publications. What are the steps to do this?

• First, go to My Profile > Settings > Name-based Search and add the additional search terms.

My Profile Reporting	System Admin	
My Work	About Me	Settings
> Scholarly & Creative Works	> Edit Profile	> Automatic Claiming
> Grants	> Set Preferred Name	<ul> <li>Name-based Search</li> <li>Account Settings</li> </ul>
> Service > Learning & Teaching		<ul> <li>Configure Homepage</li> <li>Manage Delegates</li> </ul>

 Second, go to the Home page and click on the three dots to open the menu. Click "Clear pending."

Scholarly & creative works 🔃			
Claimed	Clear pending		
• 4 chapters	Clear rejected		
22 conferences			

• Third, return to the Name-based search settings page and click the 'Run my searches' button.

SOURCE	LAST SEARCHED	STATUS
웅 PubMed	03 Nov 2023 16:00	Last search succeeded.
X arXiv	03 Nov 2023 15:11	Last search succeeded.
1 DBLP	03 Nov 2023 15:22	Last search succeeded.
Scopus	03 Nov 2023 09:40	Last search succeeded.
🚱 Dimensions	03 Nov 2023 09:43	Last search succeeded.
😽 SSRN	03 Nov 2023 17:20	Last search succeeded.
T MLA	03 Nov 2023 17:18	Last search succeeded.
🚱 Dimensions Grants	03 Nov 2023 09:41	Last search succeeded.
		UOWNLOAD HISTORY RUN MY SEARCHES



# Even after I clear my pending and update my search settings, I have hundreds of Pending publications. What's wrong?

Check the publications to see how many authors they have. If you are seeing lots of articles with dozens or even hundreds of articles, the likely cause is that your name and affiliation data match those of someone who does research in High Energy Physics (HEP), where papers routinely have dozens, even hundreds of co-authors. An easy way to check if this is the case is to look at the titles of the journals. If you see a lot published in The Astrophysical Journal or Physical Review, then you share a name with a HEP researcher. Your only option is to reject them; fortunately, Elements makes this easy.

• First, increase the number of items per page up to 100:



Then, set the "Author count" filter (in the toolbar on the right side of the page) to '50 or more.'

S (1) HISTORY (0)		_	Author count Fifty or more	]
	<b>P</b> a	:	RESET FILTERS	

• And, finally, tick the 'Select all' check box and reject in batches of 50.

	showing 1 - 100 out of 249				
view: 100 🗸 per page	prev 1 2 3 next	sort by:	Reporting date	e (newest firs	st) 🗸
EXPORT CLAIM REJECT			focus on:	summary	*
All-sky, all-frequency directional se LIGO's and Advanced Virgo's first t	earch for persistent gravitational-waves from three observing runs	Advanced		63	: