
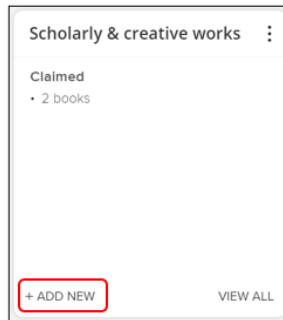


#5 - Purdue Elements: Adding and Editing Records – Scholarly & Creative Works

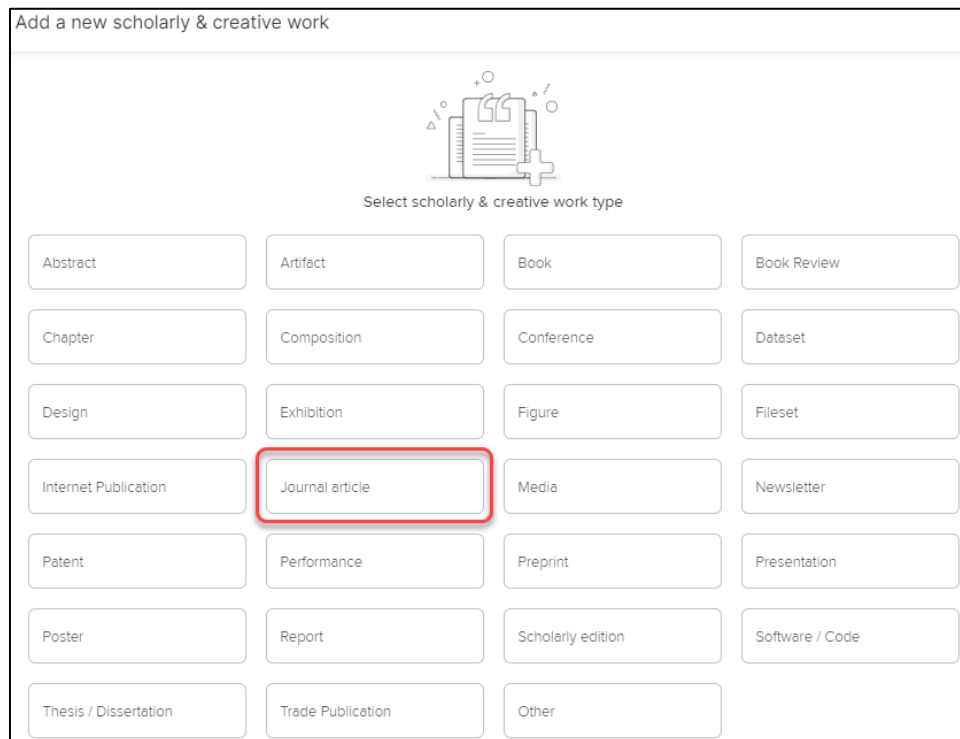
If the user’s scholarly and creative works have not been automatically harvested or imported, the user can enter them into Purdue Elements manually.

I. Adding Records

Scholarly works can be added via the “Scholarly & Creative Works” tile located on the user’s Homepage, by clicking on the “Add New” option (alternately, by clicking on “View All” option and then on  icon in the top right corner).



A pop-up window will appear. Select an option for scholarly work type, for instance, “Journal Article.”



In most cases, the process of adding a publication consists of three steps:

- Let's get Started
- Tell us More
- Link to Funding

1. **Let's Get Started** – to check whether the publication already exists in Elements, the user may search by publication title, publication title, keywords or DOI.

Note: This step can be skipped by clicking on the “Skip” option – this action will take the user directly to the entry form under the “Tell us More” step.

Searching by publication title, title keywords or DOI may locate publication in either Elements or an external database. Then, the user can claim publication by clicking on the “Claim” button. The publication will be placed on Claimed Scholarly & Creative Works List.

Add journal article

Let's get started | Tell us more | Link to funding

i Enter your journal article title or DOI
Your journal article may already exist in **Elements**, so to save time you can search for it here and claim it. Titles returned may contain any of your search words.

Title or DOI
macroeconomic conditions and the...
Skip Search

In Elements - Showing 1 result [Explain these results](#)
Macroeconomic Conditions and the... • Dec 2010
Claim

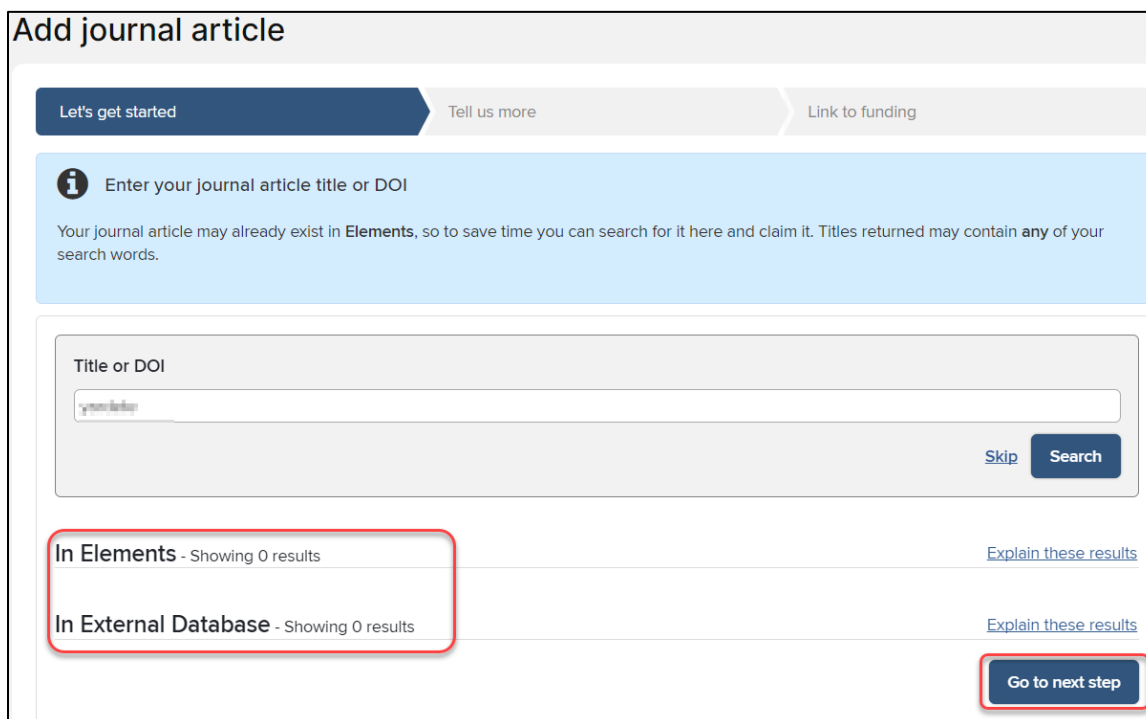
In External Database - Showing 20 results [Explain these results](#)
Macroeconomic Conditions and... • SSRN Electronic Journal
Claim
Global Financial Conditions... • IMF...
Claim

If a publication has been previously claimed, the search result will indicate “Already Claimed.” In that case, no further action is necessary.



The screenshot shows a search result in the 'Elements' database. The title is 'Computerized chemical synthesis' and the date is '10 Aug 2007'. A red box highlights the text 'Already claimed' in green, indicating that the publication has been previously claimed.

If the user’s publication was not located by the search, proceed to the entry form by clicking on the “Go to next step” button:



The screenshot shows the 'Add journal article' entry form. It has three steps: 'Let's get started' (active), 'Tell us more', and 'Link to funding'. The first step contains an information icon and the text: 'Enter your journal article title or DOI. Your journal article may already exist in Elements, so to save time you can search for it here and claim it. Titles returned may contain any of your search words.' Below this is a search input field with the placeholder 'Title or DOI' and a 'Search' button. Below the search field, there are two sections: 'In Elements - Showing 0 results' and 'In External Database - Showing 0 results'. A red box highlights the 'Go to next step' button at the bottom right.

2. **Tell Us More** step is an entry form where the user provides publication details.

- Required fields are marked with red asterisks (*).
- Guidance is provided for some fields marked with a large question mark (?).
- In the “Scholarly & Creative Work Privacy” section the user can set up overall privacy level for the publication (each level is described when the user clicks on the corresponding button). This step is optional.
- In the next required section - “What is Your Relationship with this (publication type)?”:
 - First, the user should select their role with the publication (Author, Editor, Translator or Contributor)
 - Then select privacy level for this section only, i.e., their relationship with this publication (each level is described when the user clicks on the corresponding button).
- As the “Essential Information” section fields are populated, the user should make sure to provide all required information.

- If the user adds other publication authors, the publication will be added to the other users' pending list of publications, and they will need to claim (or reject) it.
- Note: the last field in the section, "AACSB Classification," is only used by the Daniels School of Business.
- When done filling out the form, click "Save." The publication was claimed and placed on the user's Claimed Scholarly & Creative Works list. A confirmation will be displayed that the publication has been added.

The screenshot shows the 'Add journal article' form. At the top, there are three buttons: 'Let's get started', 'Tell us more' (highlighted with a red box), and 'Link to funding'. Below this is a section for 'Scholarly & creative work privacy' with three radio buttons: 'PRIVATE', 'INTERNAL', and 'PUBLIC' (selected with a green checkmark). Below these buttons is the text: 'This scholarly & creative work may be displayed publicly by Purdue University.' The next section is 'What is your relationship with this journal article?' with four radio buttons: 'Author of', 'Editor of', 'Translator of', and 'Contributor to'. Below these is a 'Relationship privacy' section with three radio buttons: 'PRIVATE', 'INTERNAL' (selected with a green checkmark), and 'PUBLIC'. Below this is the text: 'This scholarly & creative work may be displayed publicly by Purdue University. Its relationship to you will be visible to other users of Elements but should not be displayed publicly.' The 'Essential Information' section includes 'Sub types' with radio buttons for Article, Letter, Review, Corrigendum, Addendum, Rapid Communication, and Editorial Comment. It also has fields for 'Title', 'Authors' (with 'No Authors - please add...' and 'Add a person' link), 'Author URL', 'Editors' (with 'No Editors - please add...' and 'Add a person' link), and 'Addresses' (with 'No Addresses - please add...'). At the bottom, there are fields for 'Name', 'Organisation', 'Department', 'Street address', 'City', and 'State or province'.

3. Link to Funding – the user can link their publication to the corresponding funding held in Purdue Elements - if there is one:

- Select a grant from the list; filters on the right can be used to locate the appropriate funding more easily
- Click on “Link Selected”
- Click “Done”
- A message will be displayed indicating that the publication is linked to funding

Link funding

Let's get started
Tell us more
Link to funding

i Make sure your work is linked to the relevant grants to stay eligible for future funding

TODO: Default [link funding guidance text](#)

First
Showing 5

Sort by: Title (A to Z)

10 results per page 1-10 of 61187 1 2 ... 6119

Select all on page Link Selected Unlink Selected Done

<input type="checkbox"/>	100750 Delta Air Lines Techno Economics Study, Atlanta, GA, Spring 2007 <small>Delta Air Lines Contract to Timothy Poppe, 07 Feb 2007</small>
<input checked="" type="checkbox"/>	100048 Internationalizing Agriculture Program: Partnership for Empowering Women Entrepreneurs and Rural Communities <small>USDA/ARS/ARS/ARS Institutional Grant to Marlene Rognoni, 01 Sept 2011 - 31 Aug 2014</small>
<input type="checkbox"/>	100048 A Theoretical Model of Flow Compensation Following a Vascular Occlusion <small>NATIONAL INSTITUTES OF HEALTH INSTITUTIONAL GRANT TO PERCI DIMITRI, 01 Sept 2018 - 31 Aug 2022</small>
<input type="checkbox"/>	100048 A Window on Tissue - Using Facial Movements to Control a Robotic Endoscope <small>NATIONAL INSTITUTES OF HEALTH INSTITUTIONAL GRANT TO ERIC RESON, 01 Jul 2012 - 30 Jun 2014</small>
<input type="checkbox"/>	100048 A Window on Tissue - Using Facial Movements to Control a Robotic Endoscope <small>NATIONAL INSTITUTES OF HEALTH INSTITUTIONAL GRANT TO ERIC RESON, 01 Jul 2012 - 30 Jun 2014</small>

More actions

Not externally funded

Grant not listed

0 filters have been set.

Filters

Title

Type Any [Add another](#)

Reporting date from

Reporting date to

Related to Any

Link status Any

Grant number

More Actions:

- **Not Externally Funded** – Click on this option if there is no external funding for the publication. The publication was claimed, and a message will be displayed indicating that the publication is marked as not externally funded.
- **Grant not Listed** - If a grant is not listed, this step can be skipped for now (by clicking on the “Grant not listed” button) and the publication details can be edited later.

Link funding

Let's get started
Tell us more
Link to funding

i Make sure your work is linked to the relevant grants to stay eligible for future funding

TODO: Default [link funding guidance text](#)

First
Showing 5

Sort by: Title (A to Z)

More actions

Not externally funded

Grant not listed

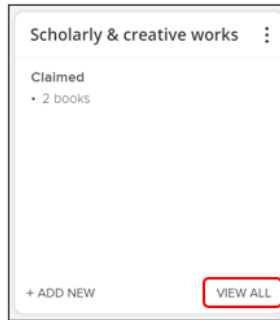
0 filters have been set.

Filters

II. Editing Records

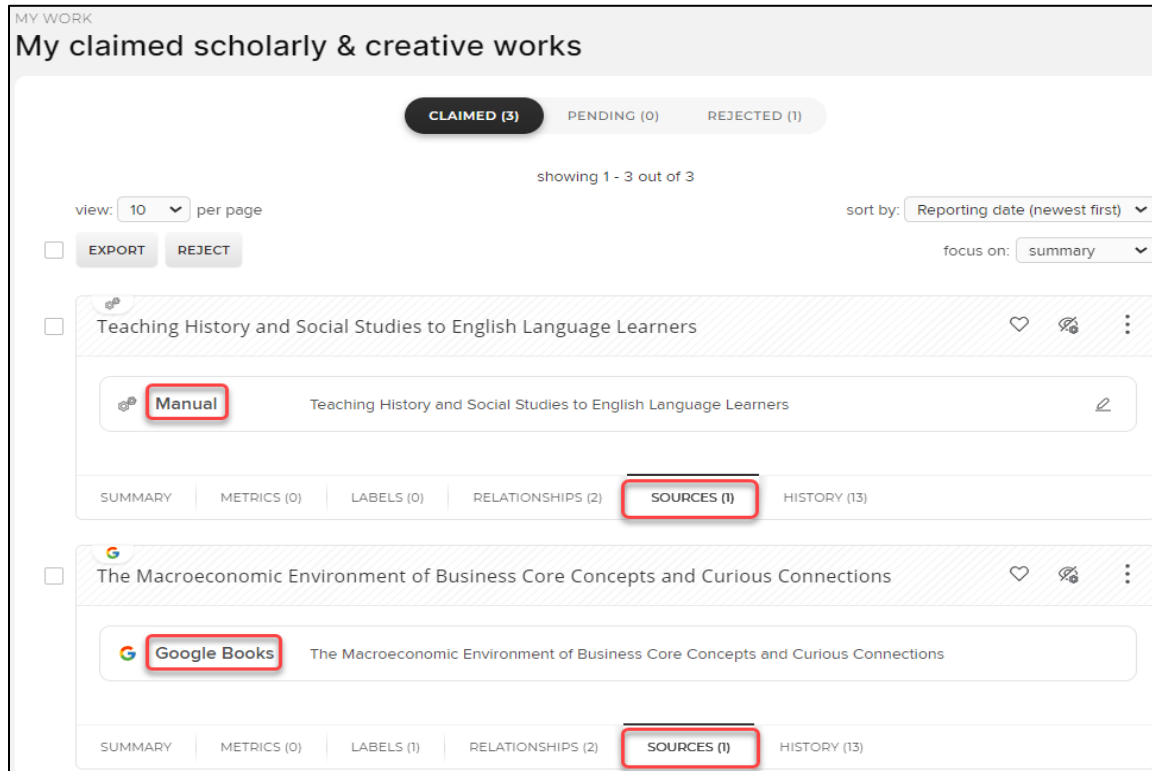
Manually added records can be edited to ensure all information is correct and/or to add new information.

The user should access their scholarly works via the “Scholarly & Creative Works” tile located on the Homepage, by clicking on the “View All” option.

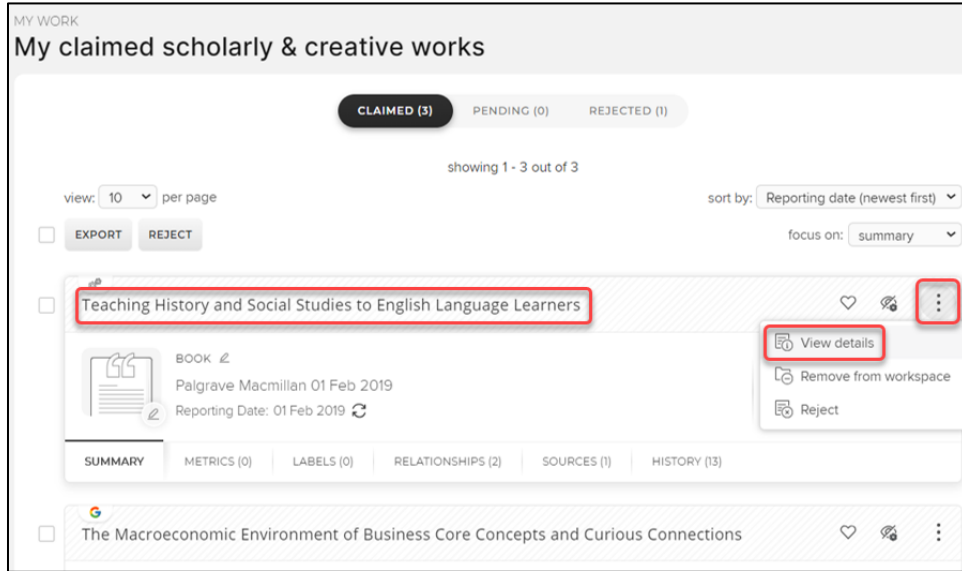


The Claimed list will be displayed by default.

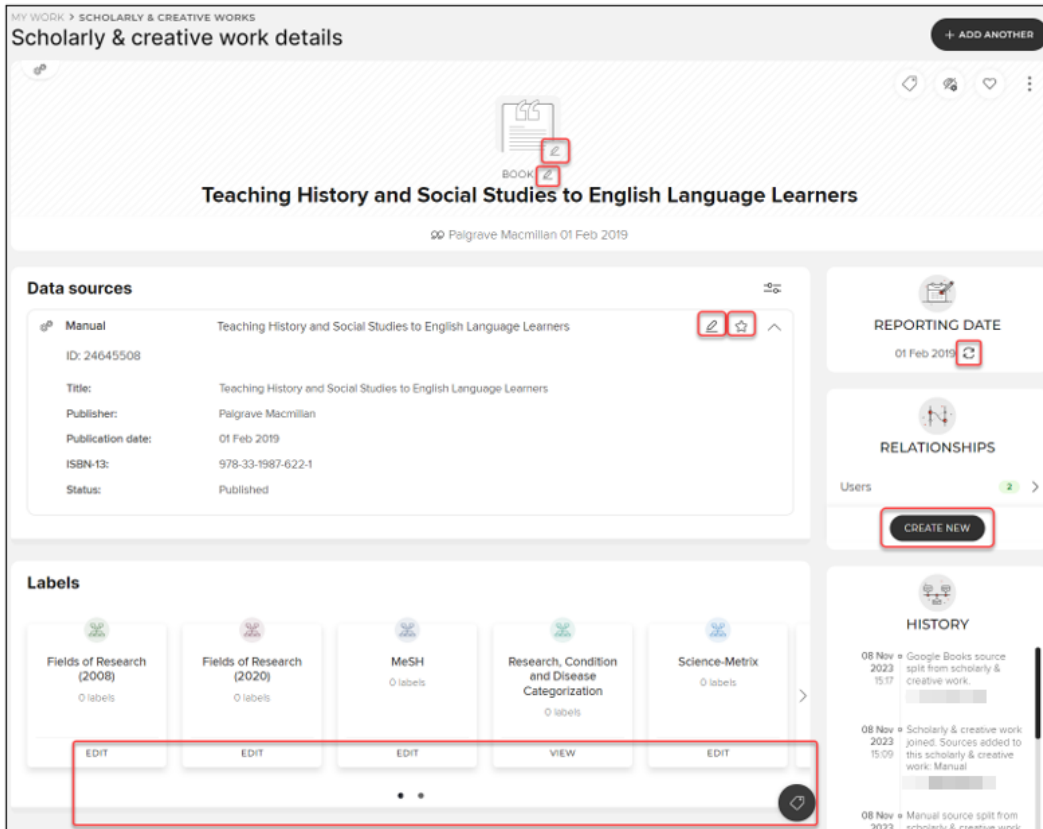
Note: Only records with manual sources should be edited. To determine a record’s source(s), the user should click on the “Sources” tab and the source(s) will be displayed. In the example below, the first record’s source is Manual, while the second record was sourced from Google Books. The first record can be edited.



On the publication record that needs to be edited, the user should click on the vertical ellipsis (:) icon and select "View Details." Alternately, the user can click on the title of the publication.



A page with record details will open:



There are several optional fields that can be edited from this view:

- Thumbnail –click on the pen icon and upload an image of the publication in one of the specified formats.
- Publication Type – click on the pen icon and select one of the types from the pop-up menu.
- Record – a new page with record form will open – for instructions, see the “Tell us more” step in the “Adding Records” section above.
- Set preferred record –click on the “Star” icon to make this a top record on the user’s record lists
- Labels – click on a specific label tile to edit a single label or click on the “Manage labels” icon to edit all labels.
- Reporting Date – click on the “Free circular arrows” icon, switch from automatic to manual date management and enter the desired date (the provided calendar feature can be used, or the user can enter reporting date in DD MMM YYYY format, for example: 08 Nov 2023).
- Relationships – click on the “Create new” button to create a new relationship link for a record. A pop-up window with menu options will open:

Create links to this scholarly & creative work

Select category to link to

Scholarly & creative work Grant Service User

Learning & teaching Group

Example:

Create a new link between a Scholarly & Creative Work and another Scholarly & Creative Work, Grant, Service, or Learning & Teaching record:

- The user should click on the desired category
- A new page will open

< RETURN TO THE PREVIOUS PAGE

Create links

Create links between...

Scholarly & creative works Grants
 Service Learning & teaching

... and...

Scholarly & creative works Grants
 Service Learning & teaching

Scholarly & creative works

You are currently defining links for a single scholarly & creative work. [Click here](#) to use filters instead.

You specified 1 item:

[Select all](#)

Teaching History and Social Studies to English Language Learners [View](#)

[Existing links \(both to users\)](#)

Or you could...

[+ Add a new scholarly & creative work](#)

Scholarly & creative works

DOI:

Or:

Title:

Linked to:

Type:

Journal:

Published after:

Published before:

[Go!](#)

In the top section, the left side indicates the record type the user is creating a link for, while the right side indicates the record type the user is linking it to.

In the bottom left section, the record the user is creating a link for is displayed. There is an option to use filters to locate the desired record. Also, additional records can be added here to link along with the already selected record.

In the bottom right section, the user should use DOI or filters to locate the record the user would like to link to. Then, the user should click “Go!” A list of available records will be displayed.

Note: If the user already has scholarly works, they may appear in this section (instead of the filter fields). In such case, the user should select the desired record from the list. To change current filters, the user should click on the “Change” button and filter fields will appear.

Scholarly & creative works

Current filters: [Change](#)

- *Linked to:* [Clear filters](#)
- *Published:* from 27/11/2020

We've found 3 matching results:

[Select all](#)

[Teaching History and Social Studies to English Language Learners](#) [View](#)

[Existing links \(all to users\)](#)

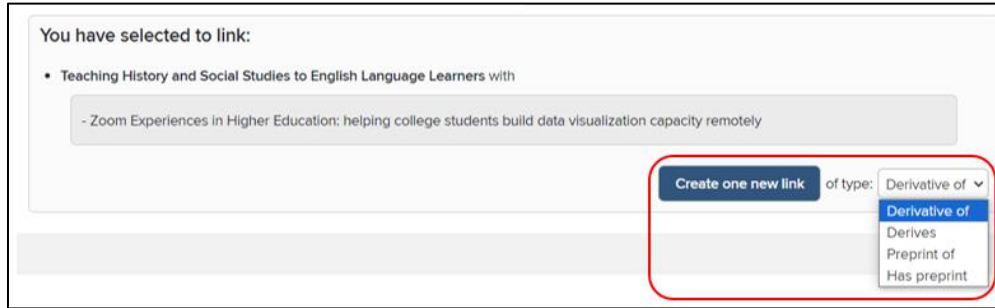
[Teaching History and Social Studies to English Language Learners](#) [View](#)

[Existing links \(3 to users\)](#)

[Teaching History and Social Studies to English Language Learners](#) [View](#)

[Existing links \(1 to a user\)](#)

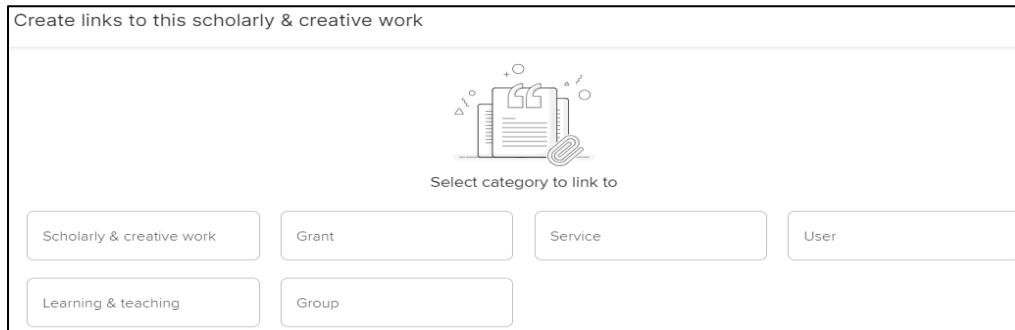
After a record is selected from the list, the following message will be displayed:



Select the record type from the dropdown menu and click “Create one new link.” The records will turn green to denote the linking.

Example: Create a new link between the user’s Scholarly & Creative Work and User or Group

- Click on the record category to link to (User or Group)



- A new page will open with a list of available Users/Groups
- Use “Name” filter on the right to find a User/Group
- Then, click on the checkmark associated with the User/Group
- Click on the “Link Selected” dropdown menu to specify User’s/Group’s role (Author, Editor, Translator or Contributor)
- Click “Done” – the Scholarly Work and User/Group are now linked.

