Claiming and Rejecting Publications

Based on your search settings, Elements automatically feeds data about your publications from external data sources, such as Web of Science, PubMed, and CrossRef.

Publications that have been matched to your profile via your ORCID ID may be “auto-claimed.” Find more information on the “Auto-Claiming Publications” support document.

When you log in to Elements, if you have publications waiting to be claimed you will see a notice in the “My Actions” area.

To Claim or Reject Pending Publications follow these steps:

1. Click on “Claim or Reject” in the “My Actions” area to go to your pending publications.
2. Review the list of pending publications.
3. For each article, choose:
   - Claim as mine
   - Reject (Not mine)

More help for Claiming or Rejecting Publications

1. To see more or less detail, users can toggle between Compact and Detailed views using the button at the top right of the list.
2. If the list of pending publications is long:
   a. Use the filters on the left sidebar to limit results for easier claiming.
   b. Use the check boxes in front of the citation (or the select all button at the top), and use the “Claim” or “Reject” buttons at the top of the page

Reviewing your Previously Claimed Publications (in Blue)

Faculty Affairs curated historical information for some Boulder campus faculty using vitas on file. If your profile has curated publications, please review the claimed publications to confirm they are correctly attributed.

1. Click on “Menu” at the top of the page.
2. Click on “My Scholarly and Creative Works”
3. Review publications on the “Mine” tab.
4. If any of the previously claimed publications are not yours, click “Reject (Not mine).”
5. If the previously claimed publications are yours, no further action is necessary for these items.
Too many or not enough publications?

Too many pending records?
If you have a high number of publications waiting to be claimed, use the filters on the left side of the page to make the claiming process faster.
If you discover too many “Pending” articles that are not yours, there may be a problem with your search settings. Please see the “Optimizing Search Settings” document for solutions.

Not seeing enough records?
If publications are missing, there may be a problem with your search settings. Please see the “Optimizing Search Settings” document, and broaden the search terms to solve this problem.
Users may also have to add some publications manually. Please refer to the documents on adding publications manually to assist in that process.

For more assistance, contact the CU Boulder Elements Team by emailing pubsdata@colorado.edu, or call Matt Ramey at 303-735-7827.
http://www.colorado.edu/FIS/CUBE