Search settings and resetting pending publications in Symplectic Elements

*Initial search settings are created automatically when your details are added to Symplectic Elements at Oxford (SE) and are completely flexible to being amended by you or your delegates. For some users, a proportion of publications may be missed for a range of reasons, such as co-authorship with collaborators from outside -the University, or the use -of different combinations of your name and initials . In these cases, your search settings will need to be amended to better fit the way you publish.*

Log in to your Symplectic account at [https://oxris.ox.ac.uk/](https://oxris.ox.ac.uk/)

A brief overview of the search settings set for an account in SE can be seen from the ‘My Search Settings’ box in the Home tab.

For all users names are stored in this format:
Lastname, Initial.

This will be submitted to each online database in an appropriate format for their requirements.

An overview of which data sources are being searched is also available in the Home tab, within the ‘My Data Sources’ box.

Searches take place periodically for each data source over a 14 day period and will include you every time your search settings are updated.

‘My Search Settings’
Names and name variants can be changed in the ‘My Search Settings’ menu. This will allow you to add or remove name variants, choose a date to begin searching from and select which databases to search from. Symplectic Elements will initiate a search 30 minutes after you have saved your search settings.
**Status:** provides details of the most recent and next search.

**Name variants:** add variants of your published names, in the format ‘Smith, J’ and select the symbol. Names cannot be edited, use the symbol to remove any errors.

**Addresses:** restrict search by your affiliations. Oxford will automatically be listed here.

**Start date:** If you wish to add a start date for the search to run from enter this here. Including a Start date will restrict the results retrieved.

**Journals:** restrict search to certain journals. If you use the Journals field, results retrieved will be restricted to items from *only* those journals.

**Source-specific 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.

**Keywords:** restrict search with keywords. You can add new keywords one by one, and the system will search for each one in turn.

**Online database IDs:** fetch publications by proprietary ID. You can add an ID for any of the data sources being searched for your account (i.e. arXiv, PubMed, SSRN, etc)

**Save changes**
**NB:** Web of Science and Unicode characters: If your name contains accented letters that are found only in the full Unicode set of characters, Web of Science may stall, returning no results from that database. If this happens, it will be shown on your main summary screen in an alert with a message something like ‘the query was rejected as illegal’ or ‘unexpected token’. To solve this problem, unlock WoS from the common search terms and change any accented characters to the plain ‘ascii’ versions with no accents. This change should mean your name is found successfully in this database from then on.

**General guidance**

- Enter every variant of your name. While the “LastName, INI” format is the most widely used, more databases are including the “LastName, FirstName” variants (Commas are not required between Last Names and initials). Check how your name is listed in databases over a span of several years as indexing rules change over time.
- Use the most important words in Addresses and avoid the use of terms like “College” or “University.” Many bibliographic databases use abbreviations for common address words, so fully spelled-out versions will not retrieve results. **Do not** enter email addresses in the address field.

- Fewer search terms are better than more. Unless you publish in a very narrow range of journals or always attach the same keywords to your publications, avoid use of the “Journals” and “Keywords” fields. Also, some databases set an upward limit of the number of terms that can be submitted.

- Online database IDs are the identifiers for publications, not the authors. If you have a PubMed or ResearcherID or ArXiv identifier, enter those in the “Source-specific search terms” section for each database.

**Resetting pending or rejected publications**
Pending and rejected publications can be reset (cleared) using the options in the ‘Other Tools’ section available in the Home tab.

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<th>Other Tools</th>
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<tr>
<td>Reset (clear) your pending publications.</td>
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<td>Reset (clear) your rejected publications.</td>
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**NB:** If you are impersonating another user, as a delegate or Research Manager, the option to clear (reset) rejected publications is not available.

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