

# Claiming scholarly works & managing your pending queue

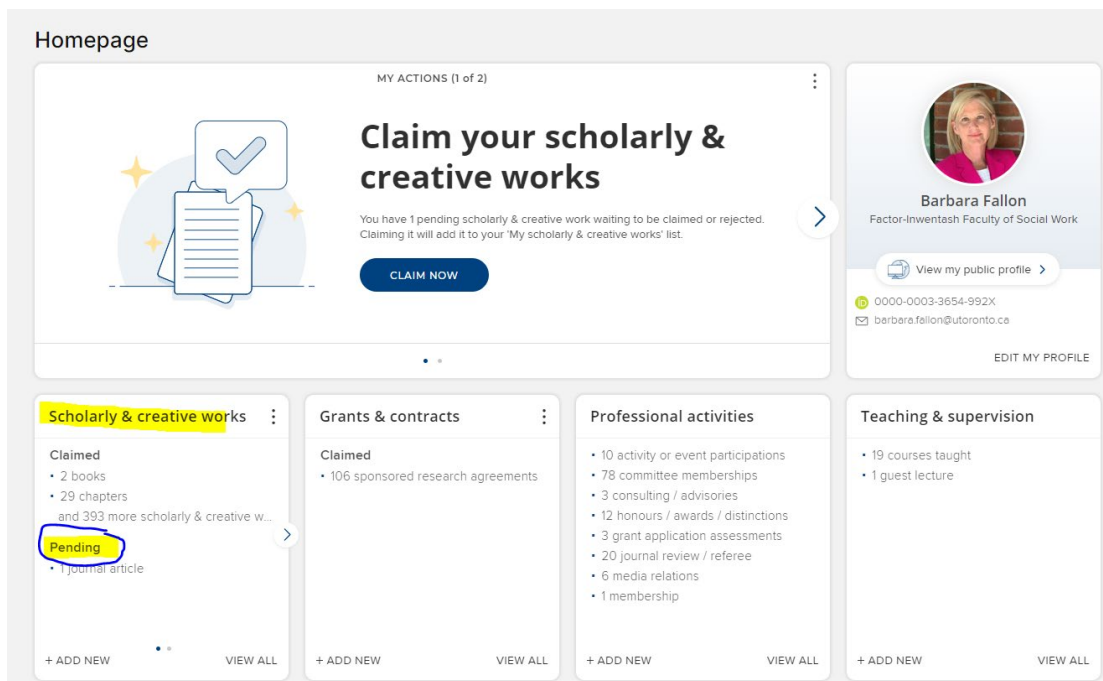
One of the main features of [Elements](#) is the capability to automatically harvest publications from sources such as Scopus, Web of Science and PubMed. This process is facilitated by a name-based search.

You may notice items in your Scholarly & Creative Works pending queue – on the homepage – from time to time. For first time users, the pending queue may contain hundreds of records. This guide will explain how to claim the publications that are yours and reject any that may have been ingested erroneously (e.g., for individuals with common names) – don't worry, you don't need to manage each publication individually!

To ensure your search is as accurate as possible, you can review and modify the variants of your name and include names of any institutions to which you have published under (under **My Profile** → **Settings** → **Name-based search** from the main menu). Please refer to our [community site](#) for more information.

## To claim your publications:

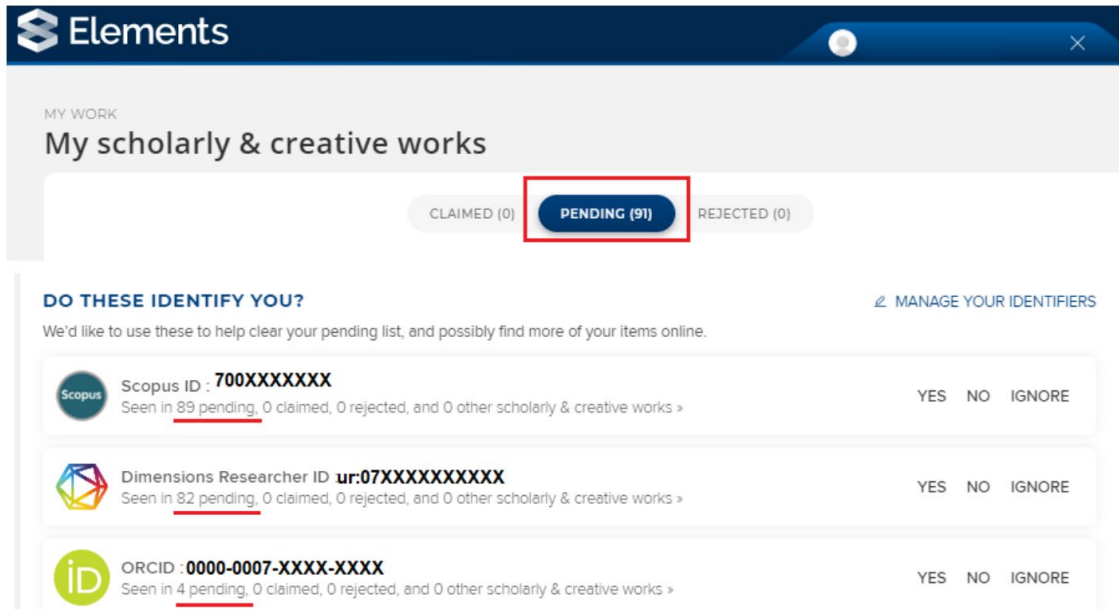
1. Log into [Elements](#) and navigate to your pending queue.



The screenshot displays the 'Homepage' interface. At the top, there is a 'MY ACTIONS (1 of 2)' section with a large banner titled 'Claim your scholarly & creative works'. The banner includes an illustration of a document with a checkmark and a 'CLAIM NOW' button. Below the banner, it states: 'You have 1 pending scholarly & creative work waiting to be claimed or rejected. Claiming it will add it to your 'My scholarly & creative works' list.' To the right of the banner is a profile card for Barbara Fallon, Factor-Inwentash Faculty of Social Work, with options to 'View my public profile' and 'EDIT MY PROFILE'. Below these are four category cards: 'Scholarly & creative works' (highlighted in yellow), 'Grants & contracts', 'Professional activities', and 'Teaching & supervision'. The 'Scholarly & creative works' card shows 'Claimed' items (2 books, 29 chapters, and 393 more) and a 'Pending' item (1 journal article), with the 'Pending' label circled in yellow. Each category card has '+ ADD NEW' and 'VIEW ALL' options.

2. **Review the suggested research IDs.**

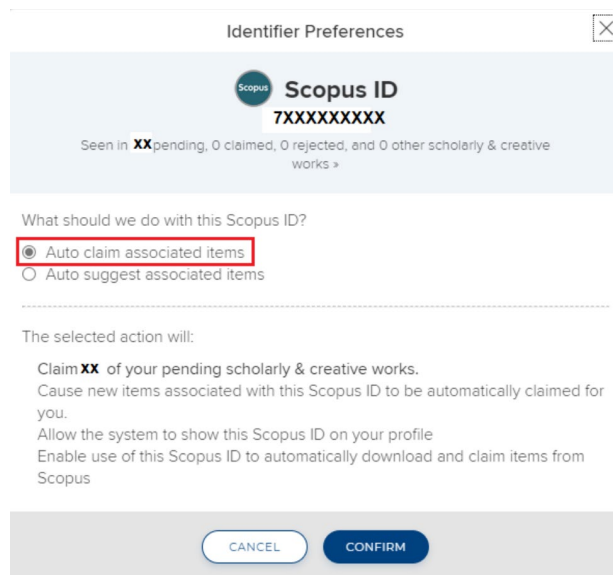
If this is the first time you are reviewing your profile, there may be [research identifiers](#) to review and claim. It is best to **first review and claim or reject the suggested identifiers** as it will allow you to manage all the publications associated with the identifier in bulk. This will save a great deal of time!



3. To review each suggested ID, click on the hyperlinked ID number. This will open the source page (i.e., Scopus, Dimensions, ORCID, etc.).

4. **If the ID belongs to you**, click **YES** and choose your **Identifier Preferences** for future items.

- The default is “**Auto claim associated items**”. **We recommend that you use this default** to ensure your publications flow automatically, minimizing the need to review each publication.
- If you would like to review each new publication ingested into Elements with this ID, choose “Auto suggest”.
- You can always change the preferences later.



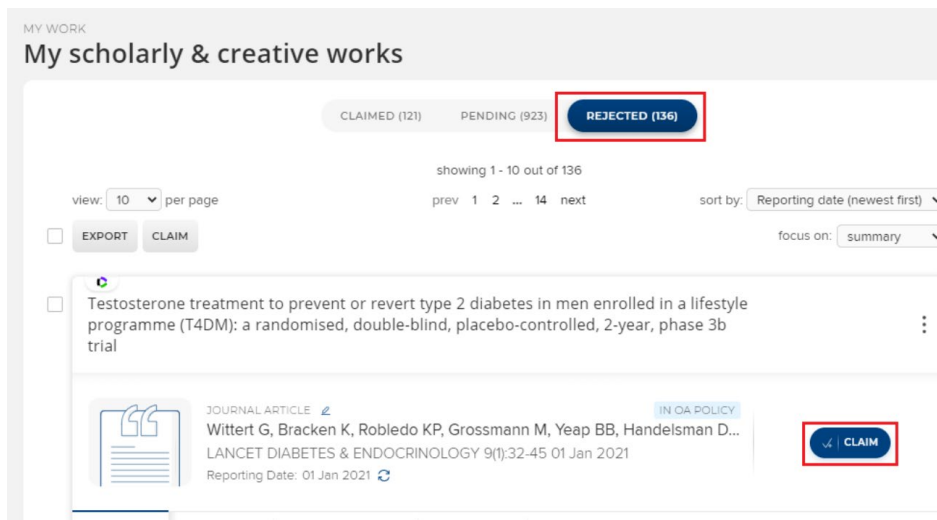
5. **If the ID does not belong to you**, click **NO** and choose your **Identifier Preferences** for future items.
  - We highly recommend choosing “*Auto reject associated items*” (default) AND selecting “*Reject X scholarly & creative works that you previously claimed...*” (if applicable) to ensure these publications are removed from your pending queue.
6. Once you have reviewed all suggested identifiers, **refresh the pending queue** by navigating back to your Elements homepage. The pending number should now be much lower.
  - NOTE: If there are still hundreds of publications left in your pending queue, you may need to adjust your name variants under My Profile → Settings → Name-based Search. We can also help – just email us!
7. You can individually claim or reject the remaining publications or select several (selection box to the left of the title) and claim or reject in bulk. Again, after the research IDs have been reviewed, the number of one-off review of publications should be minimal.

The screenshot shows the 'My scholarly & creative works' page. At the top, there are three tabs: 'CLAIMED (121)', 'PENDING (923)', and 'REJECTED (136)'. The 'PENDING (923)' tab is selected and highlighted with a red box. Below the tabs, there are controls for 'view: 10 per page', 'prev 1 2 ... 93 next', and 'sort by: Reporting date (newest first)'. There are also buttons for 'EXPORT', 'CLAIM', and 'REJECT', with 'CLAIM' and 'REJECT' highlighted by red boxes. The main content area displays two publications. The first publication is 'Carrier recombination and diffusion in high-purity diamond after electron irradiation and annealing' by Grivickas P, Scajev P, Kazuchits N, Lastovskii S, Voss LF, Conway AM, Maz... It is a 'JOURNAL ARTICLE' from 'APPLIED PHYSICS LETTERS 117(24):6 pages Article number ARTN 242103 14 Dec 2020'. It has 'REJECT' and 'CLAIM' buttons highlighted with red boxes. The second publication is 'Comprehensive assessment of spatter material generated during selective laser melting of stainless steel' by Obeidi MA, Mussatto A, Groarke R, Vijayaraghavan RK, Conway A, Kasch... It is a 'JOURNAL ARTICLE' from 'MATERIALS TODAY COMMUNICATIONS 25:9 pages Article number ARTN 101294 01 Dec 2020'. It also has 'REJECT' and 'CLAIM' buttons highlighted with red boxes. At the bottom of each publication card, there are tabs for 'SUMMARY', 'METRICS (6)', 'RELATIONSHIPS (1)', 'SOURCES (3)', and 'HISTORY (0)'.

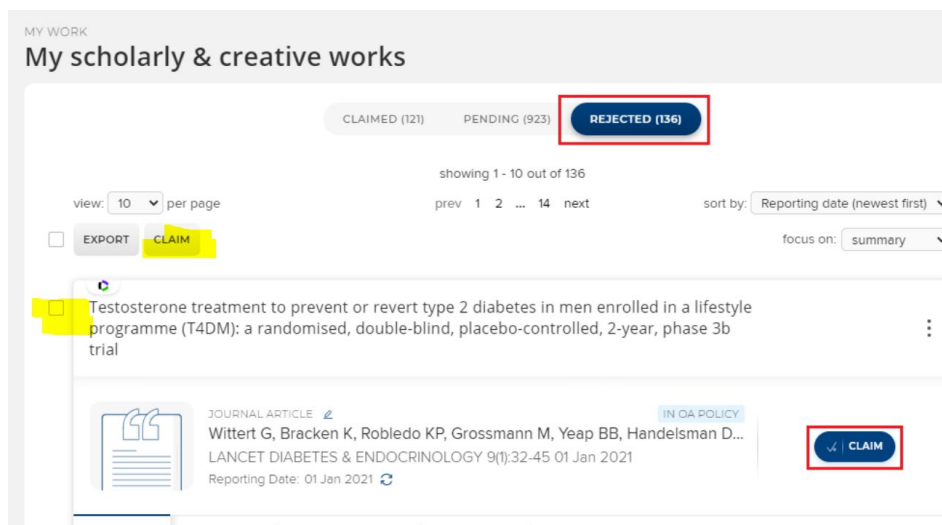
### How to claim scholarly work that was reject by accident:

You may have accidentally rejected a publication (or many) that does indeed belong to you – it happens! To retrieve the publication(s):

1. Click into your **Rejected** works and find the publication(s) in question. Click on the **Claim** button to claim the rejected publication.



- You can also do this in bulk for many scholarly works by checking the box next to each title and clicking **Claim** at the top.



- If you need to claim an entire research ID, go to **My Profile** → **Settings** → **Automatic Claiming** and manage the ID preferences from there.

Happy curating!