**Claiming and Rejecting Publications**

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

When you log in to Elements, in the “My Actions” box you should see a message indicating whether or not you have pending publications to claim or reject.

**To Claim or Reject Pending Publications follow these steps:**

1. Click on ‘Claim Publications’ in the My Action box to go to pending publications.

2. Review the list of pending publications.

3. For each article, choose:

   ![Claim as mine](image)

   or

   ![Reject (Not mine)](image)

**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.

---

**For assistance:** CMU University Libraries ● Email: elements@andrew.cmu.edu

*Adapted with permission from CU Boulder Elements, Office of Faculty Affairs*
2. If the list of pending publications is long:
   a. Use the filters on the right 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 to claim or reject items in bulk.

Reviewing your Previously Claimed Publications
Review the claimed publications to confirm they are correctly attributed.
   1. From the home page, click on the ‘Claimed publications’ link in the “My Summary” box to go to your claimed publications.
2. Review publications on the “Mine” tab. If any of the previously claimed publications are not yours, click the red X button to reject.

3. If the previously claimed publications are yours, no further action is necessary for these items.

(Note that rejected publications will be moved under the “Not Mine” tab and can always be reclaimed if they were rejected in error.)
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.