#2 - Purdue Elements: Optimizing Your Search Settings

Users may need to adjust their search settings so that Elements can deliver the best results from its automatic search. If users do not see their publications or see too many publications, the search terms may need to be modified.

Your search settings are preloaded with:
- Name: "Lastname, Firstname initial." or "Lastname, Firstname"
- Addresses: "Purdue University" and "Purdue Univ"

Modifying these search terms by adding Name variants and/or Addresses may improve the number of publications seen. The synchronizer will create a Boolean search string based on the information entered in these fields.
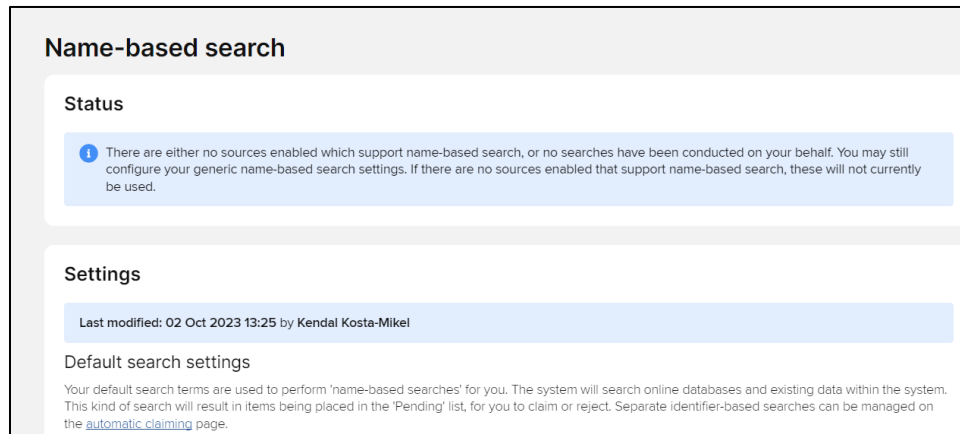
Modifying Search Settings

Click on the three bars at the top left of the home page to locate "Name-based Search."

Select the "My Profile" tab, then under "Settings", select "Name-based Search."
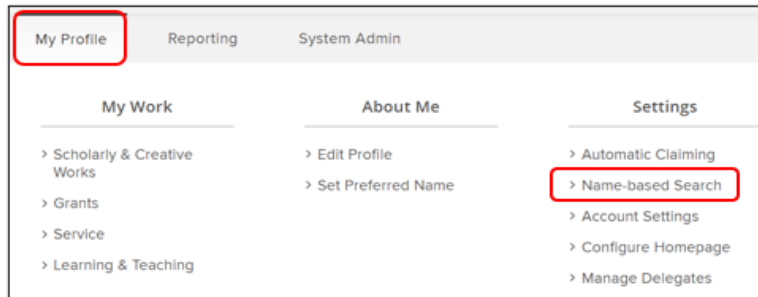
Selecting "Name-based Search" will take you to the following page where you can make updates:

Name Variants

- Add a separate name variant for all the names you have published under.
- Include all the other name variants such as maiden name or other first names.
- Use the "Lastname, Firstname Initial." and "Lastname, Firstname" formats.
- Do not use the "Firstname, Lastname" format.
- Click "Add" after each variant you have entered.
- By adding name variants, the search is broadened. In the example below, the results will include "Doe, Jack" or "Doe, J" or "Doe, John:"

Name variants * When adding name variants, please use the format "Lastname, Firstname/initials". ⑦	Doe, Jack	ADD
	Doe, J.	✎ | 🗑
	Doe, John	✎ | 🗑

Addresses

- If using address keywords, enter the smallest meaningful word or term in an address ("Oxford" and not "Oxford University" or "Berkeley" and not "Berkeley, California")
- To find your publications from previous institutions, you can also add the city of the institution at which you published.
- Adding affiliation or address information will narrow the search.
- About affiliation abbreviations: Different data sources use different conventions. The farther back in time one searches, the less unified the databases tend to be. Therefore, when adding affiliations, the recommendation is to use both the full name and the abbreviated version.
- Within a field the Boolean OR is used, but between fields the Boolean AND is used.
  - Adding on to the example, the results will include
  - ["Doe, Jack" or "Doe, J" or "Doe, John"] AND ["Purdue University" or "Purdue Univ" or "Berkeley"]
- You can also switch to Advanced View to add keywords in a search format where logical operator OR is used

Addresses Add keywords associated with previous institutions, or those with which you collaborate.	Berkeley	ADD
	Purdue University	✎ | 🗑
	Purdue Univ	✎ | 🗑
	⟳ SWITCH TO ADVANCED VIEW	

Advanced Terms

- This section allows you to specify additional information to narrow the results returned by name-based searches
- Select the down arrow to get the expanded view of the section; to collapse expanded view select the up arrow

Start Date
- By adding a start date, you limit the automated search to exclude publications before this date.
- This is useful if you are seeing many results from before you started publishing.

Keywords
- Allows users to limit search to specific keywords.
- Simple View can be switched to Advanced View, where logical operator OR is used.
- Use this field carefully, as using keywords could result in the exclusion of relevant results.

Journals
- You can add specific journals to your search settings.
- If this filter is selected, you can search for publications from a specific journal title, not from a database.
- Simple View can be switched to Advanced View, where logical operator OR is used.
- Use this field carefully, as using the journal field could result in the exclusion of relevant results.

Specific Article IDs
- If searches are not picking up specific articles from a database, you can add Specific Article IDs.
- Select the down arrow to expand the section.

- First, select source from the dropdown menu and then enter the Proprietary ID in the second field
- For example, select the online database "PubMed" and enter the Article ID "28399583" to add it to the retrieval queue of the PubMed article with PubMed ID 28399583

Source-specific Settings and Overrides

A separate training document has been prepared for this section and is available on the Elements website.
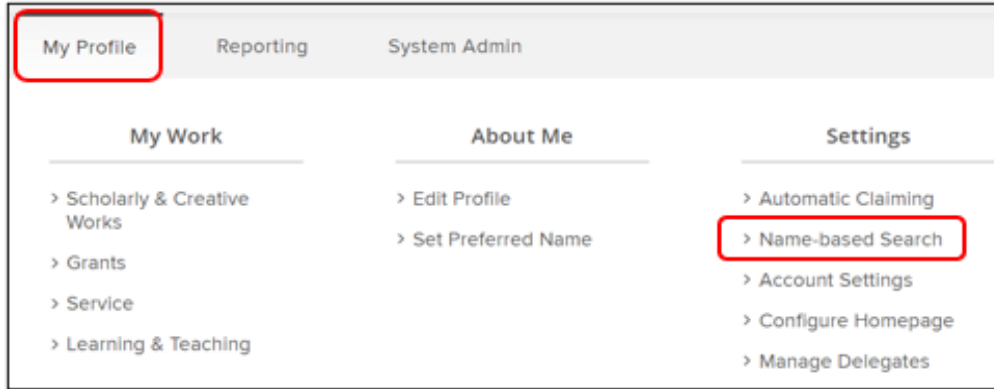
Save Edits

Once all the edits have been made, select "Save" at the bottom of the page.

Frequently Asked Questions – From Symplectic

I need to add some additional search terms and clear my Pending Publications. What are the steps to do this?
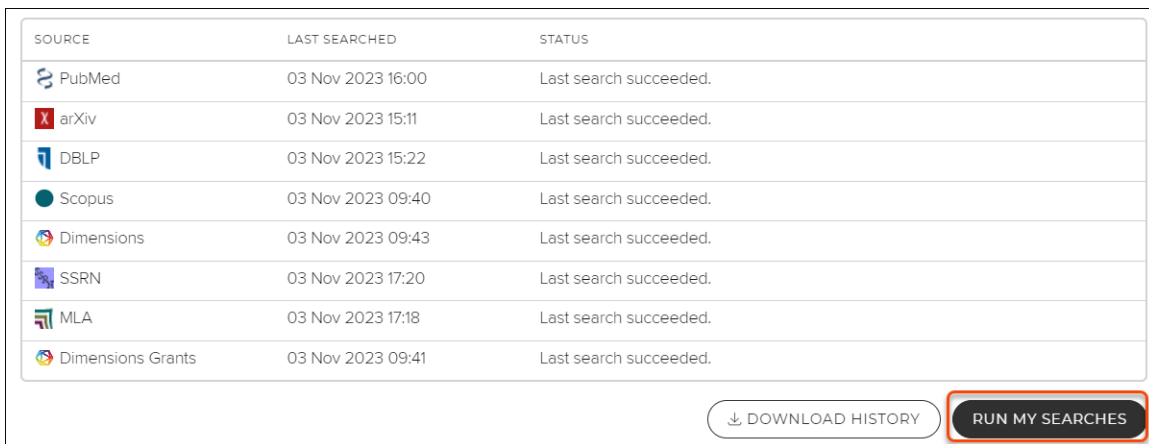
- First, go to My Profile > Settings > Name-based Search and add the additional search terms.

- Second, go to the Home page and click on the three dots to open the menu. Click "Clear pending."
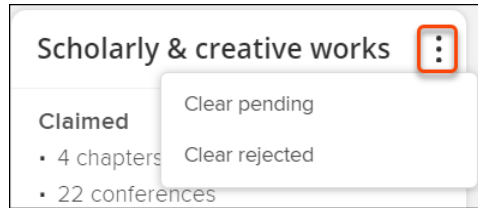
- Third, return to the Name-based search settings page and click the 'Run my searches' button.

Even after I clear my pending and update my search settings, I have hundreds of Pending publications. What's wrong?

Check the publications to see how many authors they have. If you are seeing lots of articles with dozens or even hundreds of articles, the likely cause is that your name and affiliation data match those of someone who does research in High Energy Physics (HEP), where papers routinely have dozens, even hundreds of co-authors. An easy way to check if this is the case is to look at the titles of the journals. If you see a lot published in The Astrophysical Journal or Physical Review, then you share a name with a HEP researcher. Your only option is to reject them; fortunately, Elements makes this easy.

- First, increase the number of items per page up to 100:
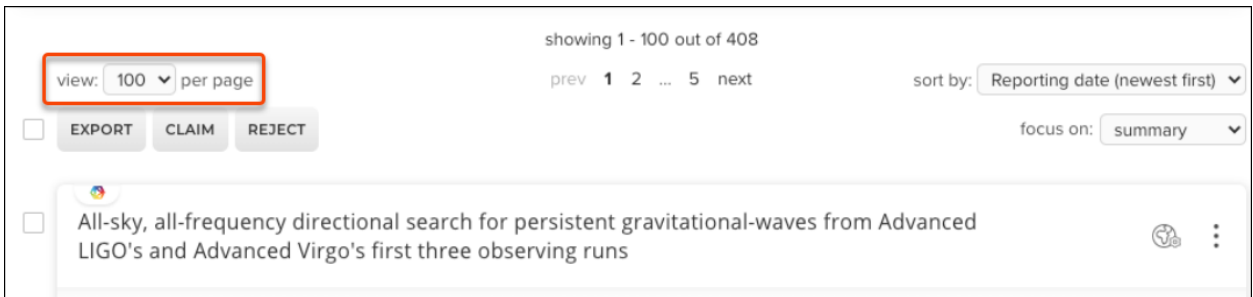
- Then, set the "Author count" filter (in the toolbar on the right side of the page) to '50 or more.'
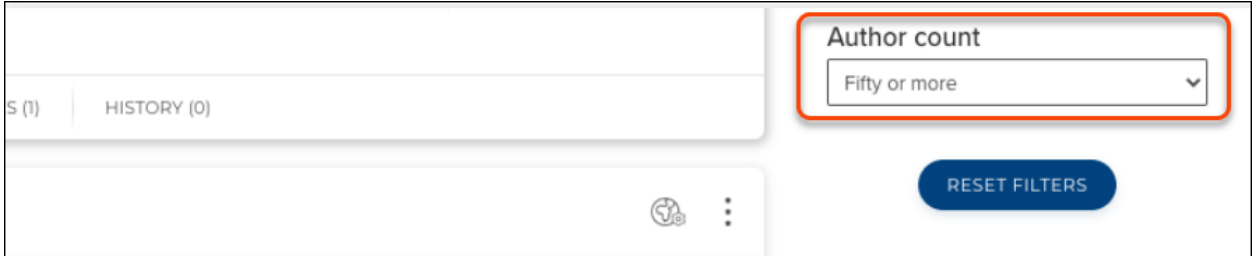
- And, finally, tick the 'Select all' check box and reject in batches of 50.