UCL Research Publications Service (RPS)
Quick Start Guide

Access the RPS via UCL Discovery: www.ucl.ac.uk/research/publications/. Click Maintain your publications (RPS) in the left-hand panel, in the section For UCL authors. Log in with your UCL username & password. For the best RPS performance please use Firefox or, if using Internet Explorer, use version 7 or higher.

RPS Home Page
Claim publications

The system will email you when it finds new publications in the online databases that match your search terms. These will be placed in the ‘pending’ section of your records to await your approval. To view and claim or reject these publications, click on the link in the alert message at the top of your home screen.

Claim a publication if it is yours and it will be added to your publications list. Reject a publication if it is not yours and it will be added to your ‘Not mine’ list (RPS will not ask you about it again). Claim or reject publications using the green ‘tick’ or the red ‘cross’ in their header bars. Or you can select a number of publications using the check-boxes in their header bars, then claim or reject the marked publications with the large buttons at the top of the list.

You can adjust your default search settings to help refine the retrieval of your publications, either to increase the number (where items are being missed) or to reduce the number (where items that are not yours are being retrieved), see page 7 for instructions.

?? Publications in your RPS profile that have related details within arXiv may automatically benefit from full text retrieval using the ‘arXiv messenger’ tool. This is an easy way to increase your Open Access content in UCL Discovery as it saves you locating your arXiv files. See the RPS Frequently Asked Questions for details.
Summary view of publications

To review all of the information associated with a publication, click the title. Alternatively, use the following summary view to review data.

- **Workspace**: add a publication to your workspace. Used to join matching publications together (see separate guide for instructions).
- **Favourite**: set a publication as a favourite. Publications marked as favourite will be displayed in your My Profile page.
- **Visibility**: to hide or unhide a publication from public view.

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**Journal Rankings**

- **ISSN**
- **SHIP**
- **SR**
- **ERA2010**
- **Impact Factor**

<table>
<thead>
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<th>ISSN</th>
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<th>ERA2010</th>
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<td>0.194</td>
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**Citation Counts**

- **Scopus**: 32
- **WoS**: 28
- **WoS Lite**: 53

**Altmetrics score**

- ?
Detailed view of publications

This is the detailed view of a publication, including connections and files deposited in the repository.

Summary: a summary view of the publication's bibliographic and bibliometric data.

Data Sources: click the plus to see a detailed view of the bibliographic data by source and to select a different preferred source.

Connections: a list of the publication's links to other elements.

Edit/Add manual record: you may add or edit information about a publication using a manual record.

Repository: use Manage full text to send files to the UCL Discovery repository. See the separate guide for instructions.

Reporting: Date(s): defaulted to the publication date(s) of the bibliographic data.

Edit this Element: mark publication as favourite. Add the publication to Workspace.

Data sources

Connections to Other People and Elements (4)

Repositories

Repository:

There are no repositories for this item in the repository.

This is a Public green journal. You may place any submitted version or accepted version of the publication in UCL Discovery, depending on your institution's policy.

Connections:

Publications

No publications are related to this publication.

Grants

No grants are related to this publication.

Users

No authors are related to this publication.

Details on the publication:

Matthias P. Mannan, S. Driver J, Hoath M.

Citation:


Repository:

Manage full text to send files to the UCL Discovery repository. See the separate guide for instructions.
Add publications manually

If you have items to add to the system which are not retrieved automatically, such as book chapters, you can add them manually. Click on the plus buttons on the home screen or click ‘Add a new publication’ on the My Publications screen to add manual publications. Assisted entry is available for books and chapters via Google Books, and for journal articles via DOI lookup.

Assisted Entry: Books and Chapters

Search Google Books to pre-populate the manual record.

Assisted Entry: Journal article

Search CrossRef for the publication’s DOI and pre-populate the manual record.

Manual record

Fill in all the details of the publication that are available. It is not essential to complete all the fields, but please note that it is important to enter a publication date (even if the publication is not traditionally ‘published’) as this field is required for sorting and reporting.
Choose a delegate to edit publications for you

If you are too busy, you can delegate editing rights to another member of UCL staff (this should only be done with the delegate’s permission), in order for them to help you. Set a delegate under ‘Account settings’.

Your delegate(s) will receive copies of your email alerts and will be able to log in (using their own credentials) and ‘impersonate’ you to edit your records. The delegate should click the icon to stop impersonating and return to their own RPS profile.

Importing records from other sources

If you hold records in a reference management application (such as Endnote or Reference Manager) you can import them into the RPS via the link in the ‘Publications’ sub-menu.

For the best results, export records from your reference management application using RIS format and then import them to the RPS. The ‘help’ page contains a downloadable guide to the process of importing and exporting records.
Refine your search terms

Searches take place periodically during the day and will include you every time your search settings are updated. You can improve the completeness and accuracy of your search by adjusting the search terms. Warning: do not over-rerestrict your search terms or some of your publications will be missed.

The RPS will initiate a search within 2 hours (?) after you have saved your search settings, and will send an email when it finds new publications for you to approve.
Add database-specific search terms

Initially, each database will use the ‘default’ 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. Avoid using the Advanced option unless absolutely necessary; using this option disables your default common search terms and so you will need to include them within the advanced search string. Simply open the Advanced settings for Web of Science (Lite), enter your researcherid and click Save at the bottom of the screen.
My profile

Your user profile is available to all users in the system. It contains your photo, email address, your co-authors at UCL and a list of your publications, grouped into recent, favourite and all tabs.

Links: the total number of links you have made to your elements at UCL. See the next section.

Note: your h-index and citations are not visible to other users.

Your elements: publications and grants are grouped into recent, favourite and all tabs.
Explore publications at UCL

You can browse and search publications by other academics at UCL by clicking on ‘explore’ in the main menu. You can save your searches and refer back to them regularly to see when new items appear.