

# Automatic publication claiming in RPS

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## What is automatic claiming?

RPS searches external databases (like Scopus or Web of Science) to find publications that may belong to you. By default, these are put in a pending list for you to manually review and claim - however you can choose to have RPS automatically claim publications for you (i.e. without you reviewing them), if they contain any of the following identifiers:

- email addresses
- arXiv Author Identifier
- figshare.com account
- ORCID
- ResearcherID
- Scopus ID
- SSRN Author ID

By adding or confirming the identifiers listed above, you can minimise the number of publications that are sent to your 'pending' publications list, and you will be asked to verify your publications less frequently. This guide explains how to set up automatic claiming using these identifiers.

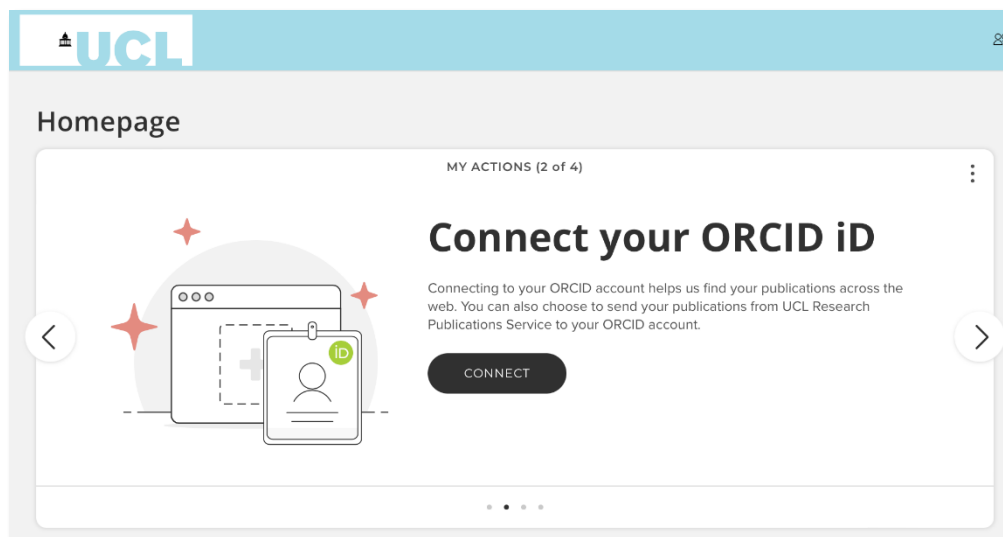
Please note: you will **not** be sent emails prompting you to review publications that are automatically claimed - they will appear in your publications list as soon as RPS finds them. You must remember to monitor your publications list in RPS and upload files in time to comply with the REF open access policy.

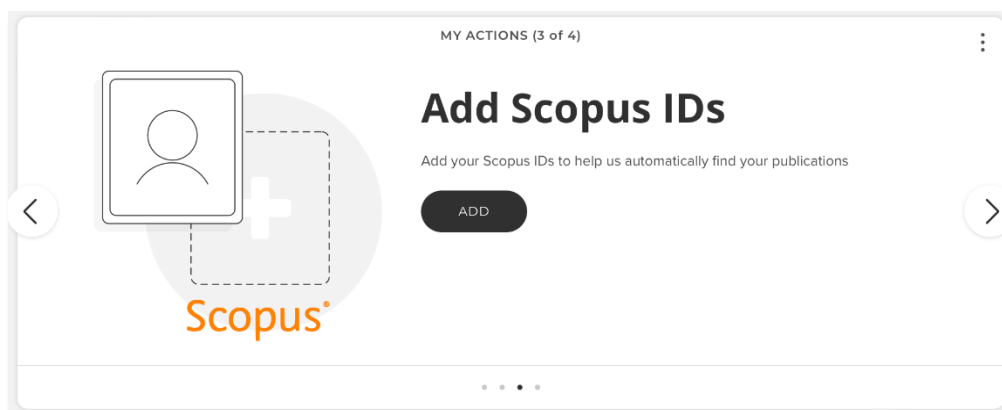
To set up or amend the searches that RPS regularly performs for your publications, see our 'RPS Search Settings' guide. All RPS guides are available here:

<https://ucl.ac.uk/library/open-access/guides>.

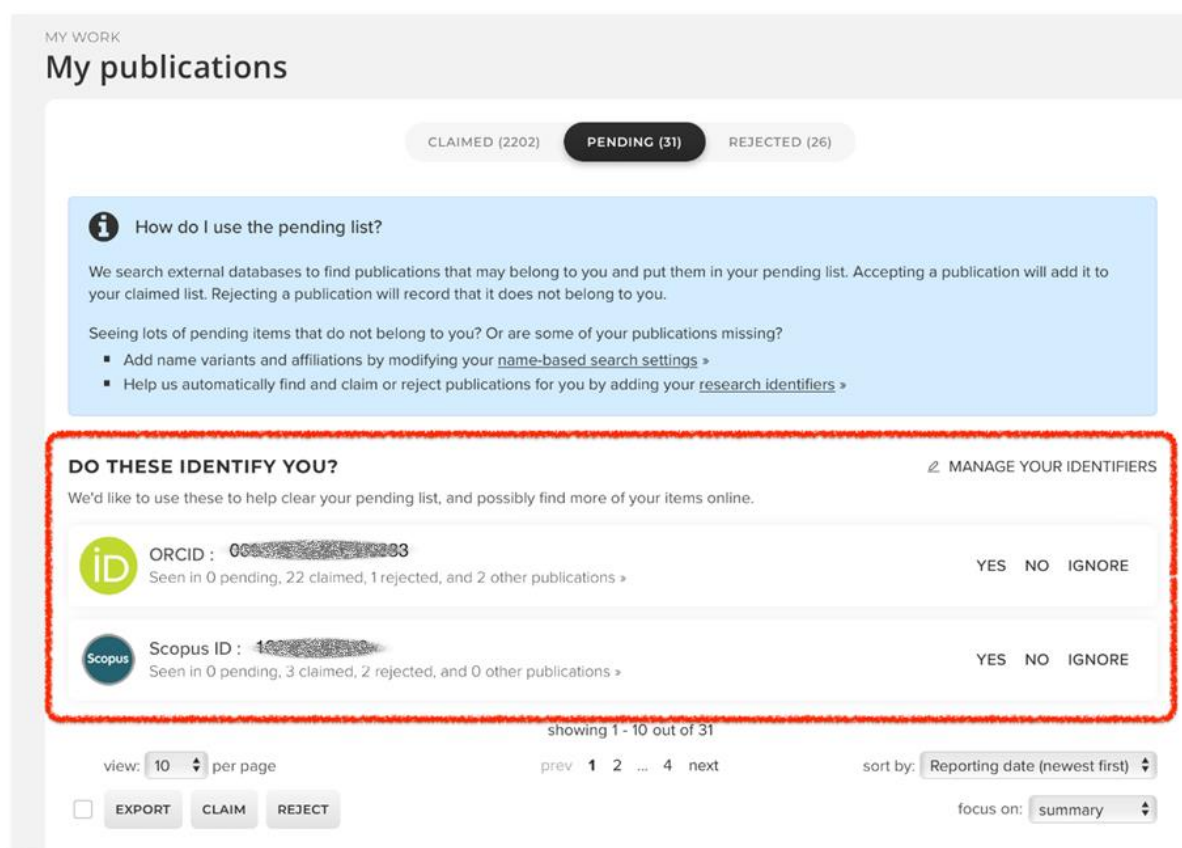
## Automatic claiming prompts

You may be prompted to add identifiers from the Home page, after logging in to RPS:





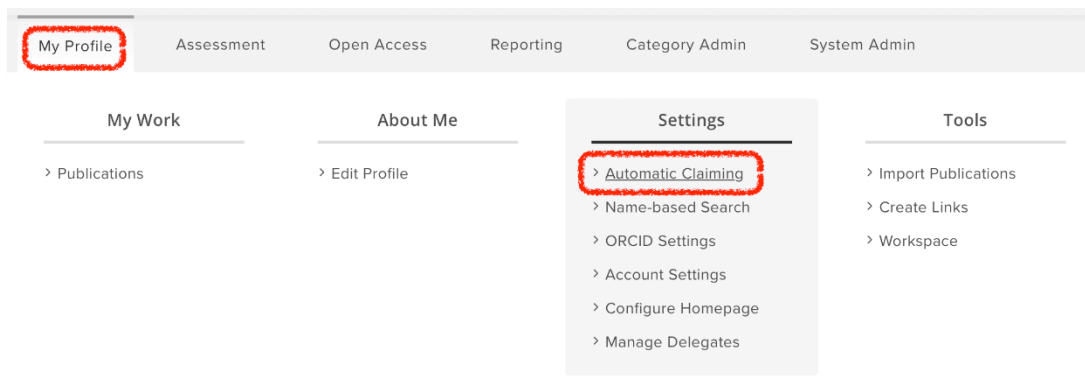
You may also be prompted to confirm identifiers that are frequently found in your search results, when you check the 'pending' tab of your publications list:



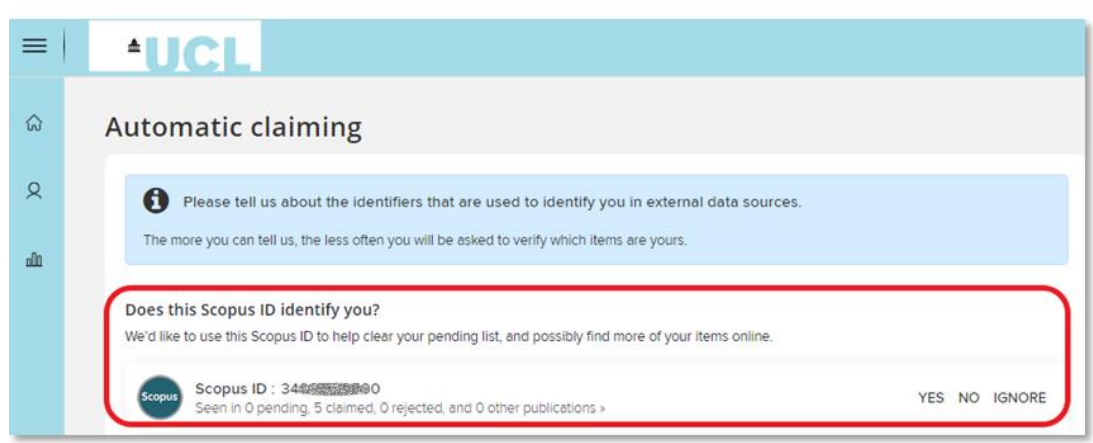
Choose 'Yes' or 'No' to claim or reject publications based on an identifier, or 'Ignore' to take no action when the ID is recognised on your publications.

## Automatic claiming by author IDs

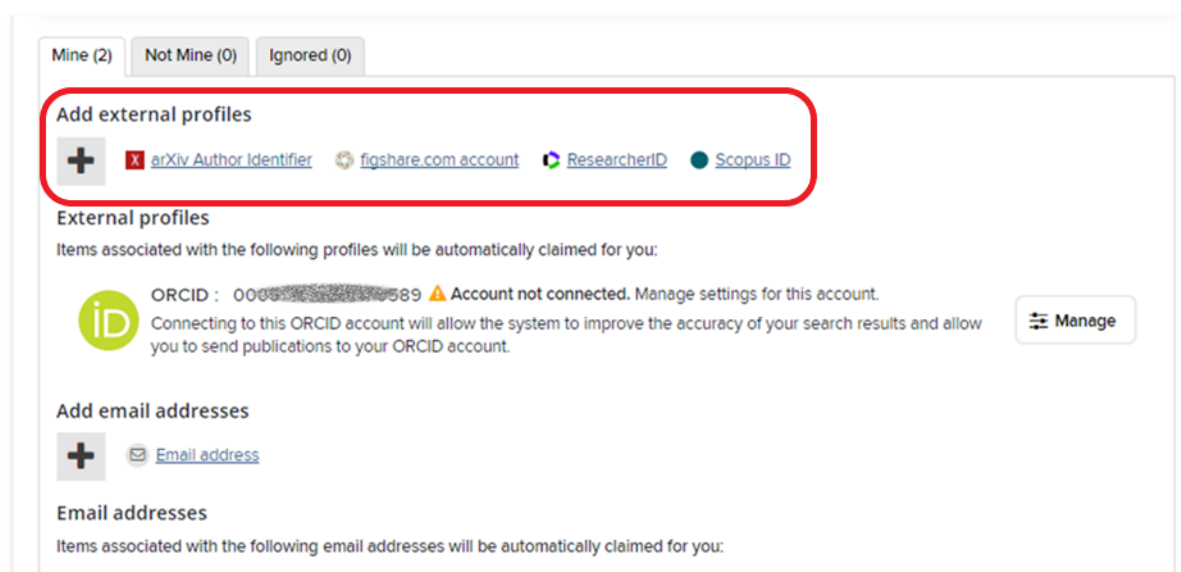
To view the full list of available author identifiers, click on the menu icon in the top left of the screen then navigate to 'Automatic claiming' in 'Settings' under 'My Profile' (My Profile > Settings > Automatic Claiming). Alternatively enter 'Automatic claiming' in the 'search for a page' box on the top right of the page.



Any identifiers that RPS has found for you will also be offered on this screen:



Identifiers that you have already set up will be displayed under the 'External profiles' section, and you can add more IDs by clicking on the links in the 'Add external profiles' area:



Click on the links to set up each identifier. The email address associated with your RPS account is used to automatically claim your publications by default and will be displayed below the 'Email addresses' header on the Automatic claiming page. For more information on using ORCID at UCL, see our 'ORCID for UCL researchers' guide.

## Automatic rejection of publications

You can also choose to automatically reject publications based on an identifier. This could be useful if you don't want RPS to show you publications by an author with the same name as you. For example, you can set RPS to reject publications for you when it recognises an email address:

Identifier Preferences

Add a new email address

nobody@nobody.com

What should we do with this email address?

☐ Auto claim associated items  
☐ Auto suggest associated items  
☒ Auto reject associated items  
☐ Ignore this email address

The selected action will:

- Cause automatic rejection of pending items where the only author or researcher that matches your name has this email address.
- Allow this system in the future to automatically infer that other identifiers (such as email addresses) appearing on the same authors are also not yours.

BACK
CANCEL
CONFIRM

Once you have added an external identifier or email, click the arrow then choose 'manage' to open additional options:

Mine (3)
Not Mine (0)
Ignored (0)

Add external profiles

+
arXiv Author Identifier
figshare.com account
ResearcherID
Scopus ID

External profiles

Items associated with the following profiles will be automatically claimed for you:

iD
ORCID : 0000-0001-8388-0009
Account not connected. Manage settings for this account.
Connecting to this ORCID account will allow the system to improve the accuracy of your search results and allow you to send publications to your ORCID account.
Manage

Scopus
Scopus ID : 3456789012
Seen in 7 pending, 5 claimed, 0 rejected, and 0 other publications >
Manage

Add email addresses

+
Email address

Email addresses

Items associated with the following email addresses will be automatically claimed for you:

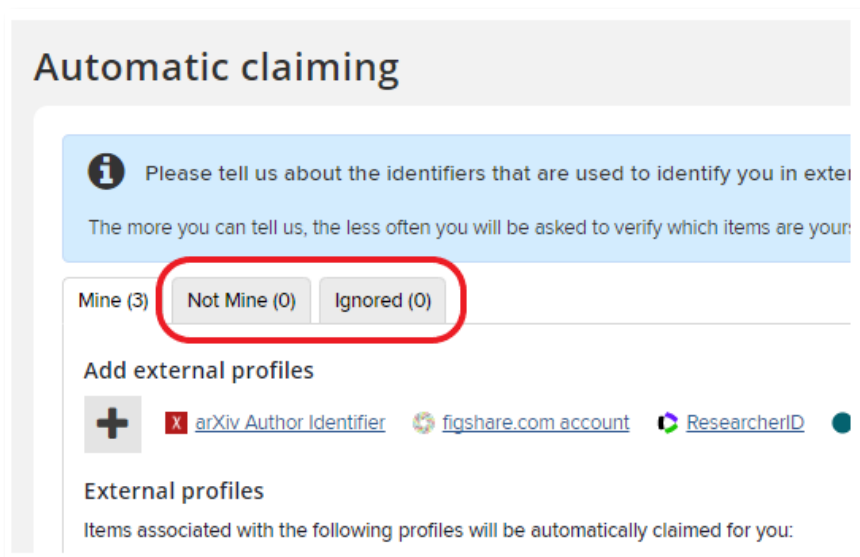
Email
example@ucl.ac.uk
Manage

For each identifier you've added, you will be able to choose between:

- Auto claim associated items: new publications associated with this ID will be automatically claimed for you.
- Auto suggest associated items: new publications associated with this ID will be placed in your pending publication list (i.e. for you to review and claim manually).
- Auto reject associated items: publications will be automatically rejected where the only author that matches your name has this ID. RPS will automatically infer that other identifiers associated with the same author (e.g. email address) are also not yours.
- Ignore: no special action will be taken when this identifier is seen.

Note: you cannot ask RPS to automatically reject publications based on your default UCL email address.

Identifiers that you are using to automatically reject publications, or that you have chosen to ignore, can be found by clicking on the 'Not Mine' or 'Ignored' tabs:



You can change the settings for these identifiers at any time by choosing the 'manage' option.

More UCL RPS guides and videos are available at:

<https://www.ucl.ac.uk/library/open-science-research-support/open-access/ucl-research-publications-service-rps>

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[open-access@ucl.ac.uk](mailto:open-access@ucl.ac.uk)

<https://ucl.ac.uk/library/open-access>