



Claiming publications in RPS

If you have set up searching in RPS, regular searches will be performed and details of your published work will be pulled in from databases like Scopus and Web of Science. After finding a publication, RPS will either put it in a pending list for you to manually review and 'claim', or it will claim it for you automatically (after recognising identifiers such as your email address or ORCID ID).

This guide explains how to review a publication that RPS thinks is yours, and either claim or reject it. We recommend setting up automatic publication claiming (see our 'Automatic publication claiming' guide) in order to reduce the number of publications that need to be manually reviewed and claimed in this way.

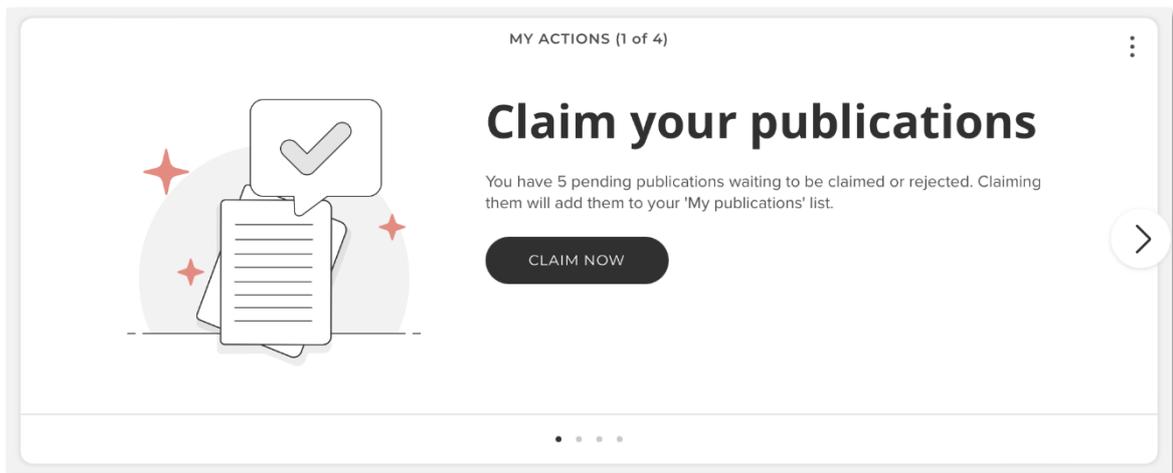
RPS email alerts

RPS will send you email notifications when you have publications in your pending list to review. You should not rely on these notifications as reminders to upload, as they may be sent after your funder's deadline for uploading your manuscript to RPS has passed. Notifications will **not** be sent for publications that are automatically claimed (i.e. using your email address or ORCID).

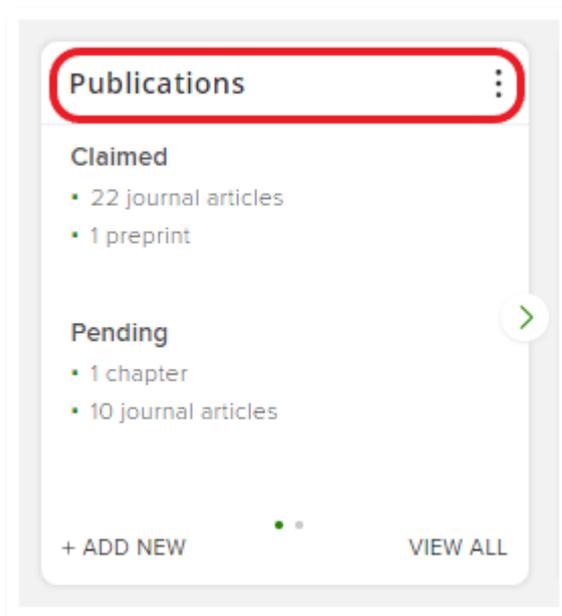
Instead, check your publications list frequently and upload your final manuscript as soon as it is accepted for publication. Output details retrieved by RPS after publication will be merged with manually created records.

Claiming/rejecting publications in RPS

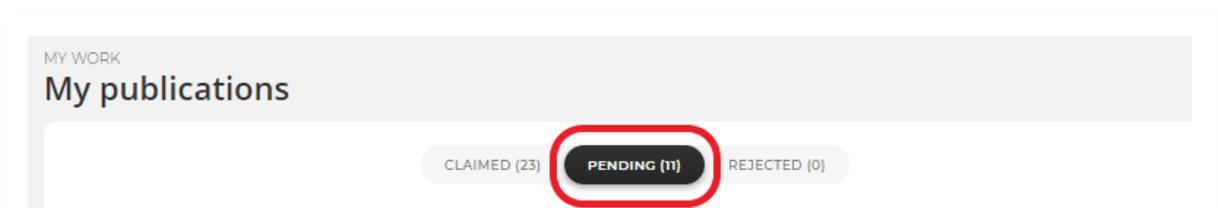
1. **Log in to RPS** at <http://rps.ucl.ac.uk/> using your usual UCL credentials.
2. Check the 'My Actions' section under the welcome message – scroll through by using the arrow buttons and look for the following notification:



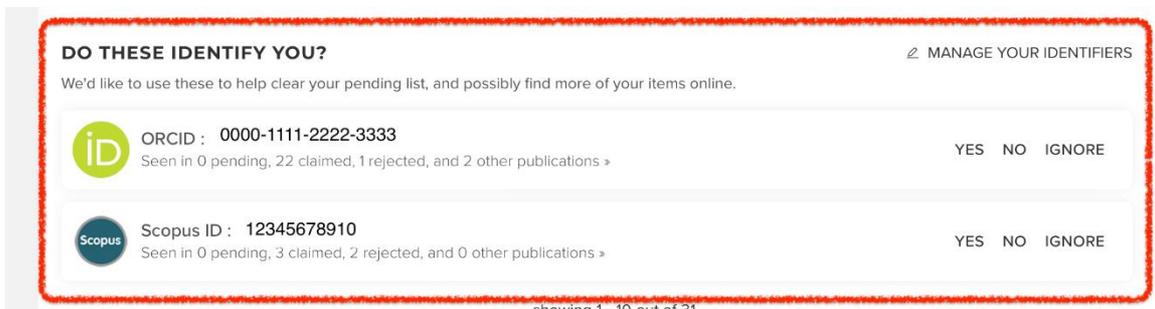
Click on 'claim now'. You will also be able to reject publications by clicking on this button. Alternatively, view your list of publications by clicking on 'Publications' link:



And click on the 'pending' tab:



3. You may be prompted to confirm, reject or ignore author identifiers that are frequently found in your search results:



Click 'Yes', 'No' or 'Ignore' for each identifier, then scroll down the page to your list of pending publications. See our 'Automatic publication claiming' guide for more on setting up author identifiers.

4. Review each publication in the list, and click 'Reject' or 'Claim':



5. If RPS is either failing to find your publications, or finding publications that do not belong to you, review your search settings (see our 'RPS Search Settings' guide).
6. If a publication is missing from your RPS profile and is not listed in your pending area, add it using the instructions available in our 'Record a publication in your RPS profile' guide.

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>

Last updated: October 2022



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