



RPS search settings

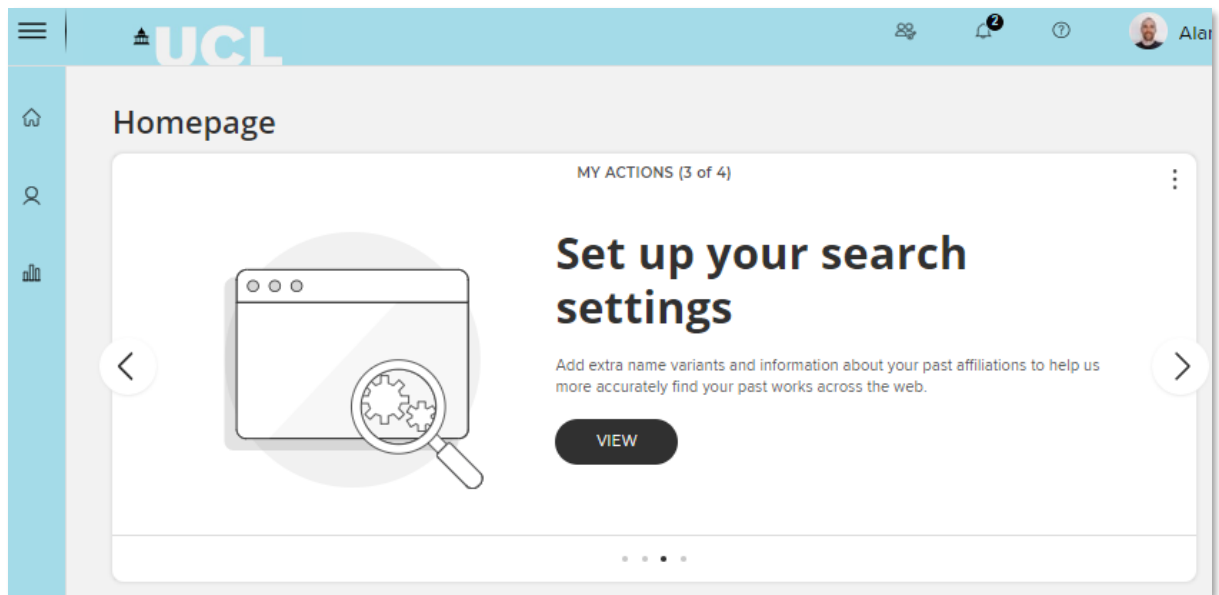
In some disciplines, RPS finds records of papers in databases like Scopus and Web of Science, based on your RPS search settings. After finding a publication, RPS will either put it in a pending list for you to manually review and 'claim', or it will claim it for you automatically after recognising identifiers such as your email address, or ORCID ID (see our 'Automatic publication claiming' guide for more details; all RPS guides are available on our RPS pages: <https://www.ucl.ac.uk/library/open-science-research-support/open-access/ucls-research-publications-service-rps>).

This guide will help you set up and configure accurate name-based searching for your publications in RPS.

Please note: 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 funders' deadlines for uploading the paper to RPS have passed. Notifications will **not** be sent for outputs that are automatically claimed. Instead, check your publications list frequently and upload your final manuscript as soon as it is accepted. Publication details retrieved by RPS after publication will be merged with manually created records.

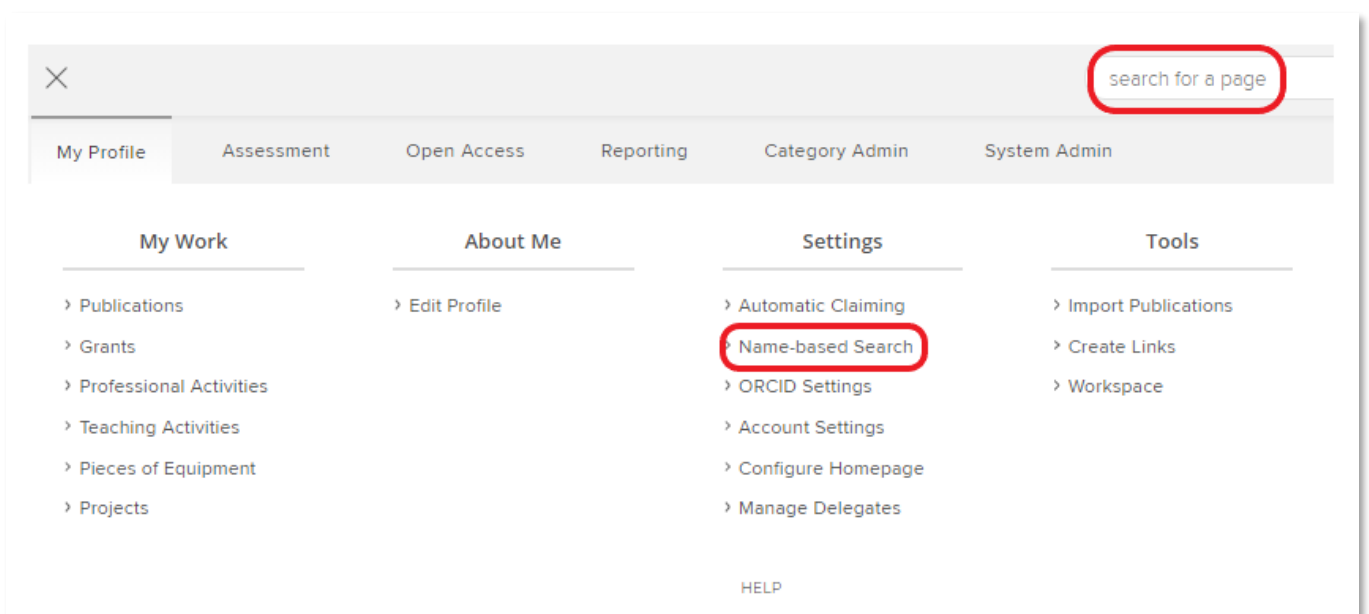
To turn on and set up searching in RPS:

1. Log in to RPS at <http://rps.ucl.ac.uk>
2. Check the 'My Actions' section under the welcome message – scroll through by using the arrow buttons. If you see the following message, searching is turned off:



Click 'view' to be taken to your Named-based search page.

If searching is already switched on, you can update your settings by clicking on the Menu icon in the top left, then 'Name-based search settings' under 'My Profile' and 'Settings'. Alternatively search for 'Name' in the 'Search for a page' box in the top right and click on the first result.



3. In the 'Name-based search terms' section, add all variations of your name that appear in your published papers, in all formats your publishers use, e.g.

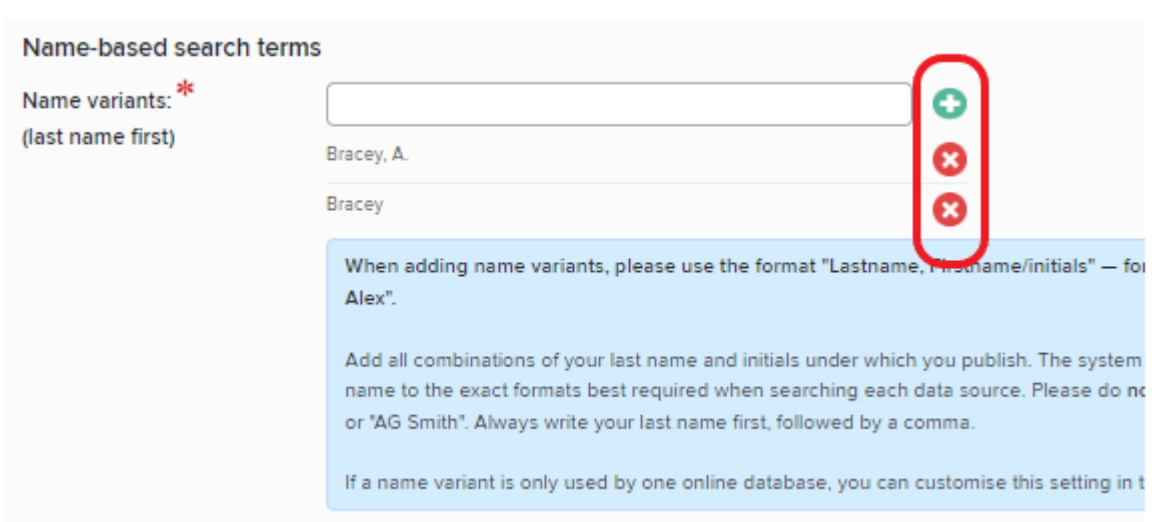
- Smith, Jonathan Andrew
- Smith, Jonathan A.
- Smith, Jonathan
- Smith, Jon A.
- Smith, J. A.
- Smith, J.

Use the format "Lastname, Firstname/initials", as above. Do not use first name first as this may result in the wrong publications being retrieved.

You can use the author identifier tool in Scopus, available here:

<https://www.scopus.com/freelookup/form/author.uri> to check name variants.

4. Use the Plus (+) and cross (x) symbols to add and remove name variants:



Name-based search terms

Name variants: *
(last name first)

Bracey, A.

Bracey

When adding name variants, please use the format "Lastname, Firstname/initials" — for Alex".

Add all combinations of your last name and initials under which you publish. The system name to the exact formats best required when searching each data source. Please do not use "AG Smith". Always write your last name first, followed by a comma.

If a name variant is only used by one online database, you can customise this setting in t

5. In the 'addresses' section, add all variations of your institutional affiliation that might appear in your published papers (including previous institutions, if you wish), e.g.

- UCL
- University College London

- Univ Coll Lond
- Institute of Neurology
- ION
- Newcastle

If there is an identifiable postcode for your institute, you could consider entering it in this section.

6. Specific article IDs can be used to retrieve individual articles that can't be found using your name-based search settings.
7. Unless you have a very common name (and so need to restrict your searches further), you are strongly advised **not** to add any additional search terms other than your name variants and institution.
8. Scroll to the bottom of the page and put a tick in the 'Search by name' column next to the databases that you want RPS to search. If in doubt, select them all. Keep 'Simple mode' selected (as below) for each - 'Advanced mode' is not recommended. Click save:

Source-specific name-based search terms

Looking for your ORCID or figshare settings? They have been moved to the [Automatic Claiming page](#). This page now only shows data sources whose data supports name-based searches.

	Search by name	Simple mode	Advanced mode	Use default search terms (simple mode only)
>				
arXiv Manage arXiv Author Identifier	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
>				
Cini EN	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
>				
Cini JP	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
>				
DBLP	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
>				
MLA	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
>				
PubMed	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
>				
Scopus Manage Scopus IDs	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
>				
UCL Discovery UAT	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
>				
Web of Science Manage ResearcherID	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

- If RPS is returning too many publications because you have a common name, contact UCL Open Access Team for advice: open-access@ucl.ac.uk.

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

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