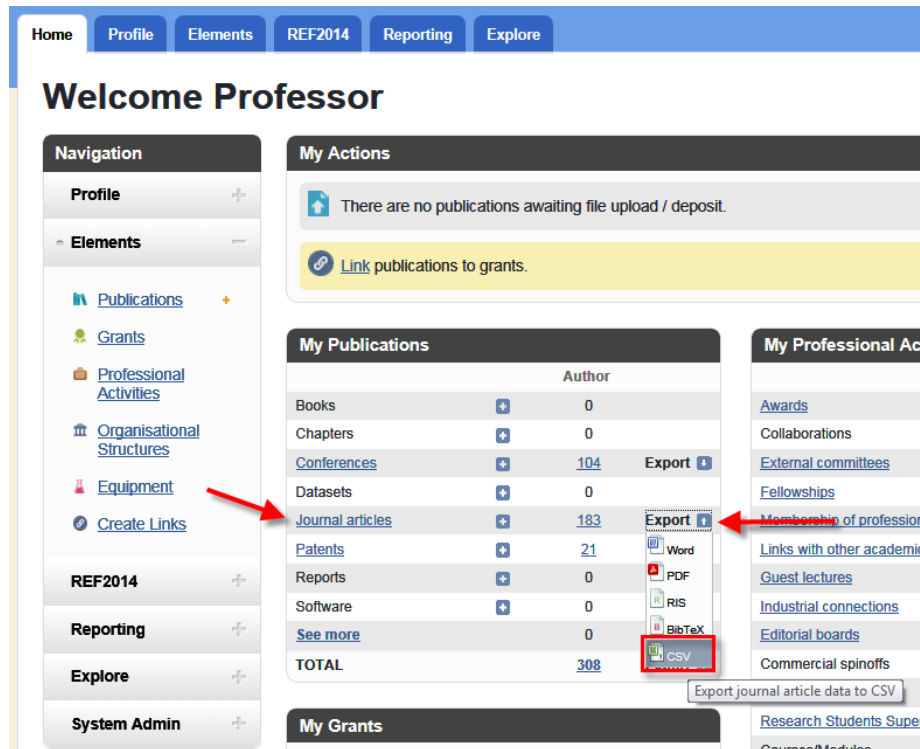


HOW TO ADD PUBLICATIONS DATA TO RESEARCHFISH USING SYMPLECTIC

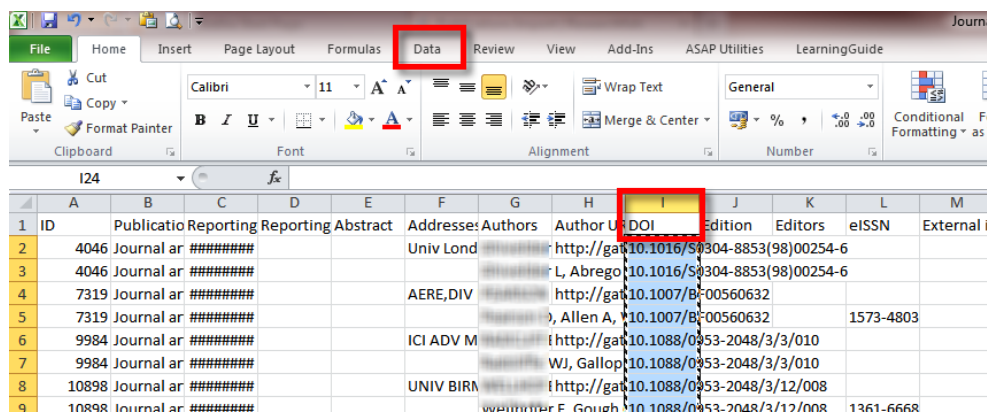
- 1) Log into the Imperial portal of **Symplectic Elements**:
<https://www.imperial.ac.uk/symplecticelements/login.html?returnurl=default.html>
- 2) In the **My Publications** section, click **Export** next to **Journal articles**, and select **CSV** format:



(NOTE: This can also be performed for **Conferences**, though fewer records have DOIs associated with them)

- 3) **Open the CSV document in Excel:**

Column I shows the DOI (*“digital object identifier”*) of all publications.
Copy Column I



HOW TO ADD PUBLICATIONS DATA TO RESEARCHFISH USING SYMPLECTIC

- 4) Log into Researchfish: <https://www.researchfish.com>
- 5) Go to **My Awards** and click on the relevant **Award Name**.

researchfish® Head of Research Support Services Cindy Lai
Connect to ORCID Log out

My Awards Personal Portfolio e-Val Our Members My Account Help and Support

You Are Here My Awards Help using this page

My Awards

AWARDS I AM RESPONSIBLE FOR

St Frances Trust: Submission due by 10 Nov 2050 [Begin submission process](#)

Funder	Award name	Submission status	Days left for submission	Research Team
St Frances TRUST	Test Award for Cindy Lai	Submission required	33 years 10 months	C Lai

AWARDS WHERE I AM A RESEARCH TEAM MEMBER

Funder	Award name	Submission status	Next submission period	Research Team
There are no awards that you collaborate on				

- 6) From the list of **Common Outcomes**, click on **Publications**

Current award: Test Award for Cindy Lai

COMMON OUTCOMES

Publications	0
Collaborations & Partnerships	0
Further Funding	0
Next Destination & Skills	0

AWARD DETAILS

Title	Test Award for Cindy Lai
Award Reference	TestReference3
Research Organisation	Test Research Organisation
Principal Investigator	C Lai

RESEARCH TEAM

[MANAGE RESEARCH TEAM](#)

Name	Role
C Lai	Principal Investigator

[Add delegate or research team member](#)

- 7) Click on **+ Add new entry**

Publications

Edit award nickname

Current award: Test Award for Cindy Lai

Displaying: Publications Sorted by: Date Added Filtered by: Select one

[+ Add new entry](#)

Publications: what should I report in this section?

Publications

Use this section to record any publications which you feel should be attributed to any award in your 'My Awards' panel.

Please note:

- It is important that you attribute published/accepted publications only to the award(s) from which they have arisen.
- If your funder has asked that you provide details of any significant unpublished work, then you can also enter these here.
- You can also use this section to record details of any other publications for your personal use (for example to add to your CV), even if you do not feel they can be attributed to an award in your 'My Awards' panel.

HOW TO ADD PUBLICATIONS DATA TO RESEARCHFISH USING SYMPLECTIC

8) On the **Publications Search** page, select the **DOI** option at the top of the page.

Paste the column of DOI numbers from the **Excel CSV document** into the dialogue box. You can enter up to 100 DOIs at a time, separating each entry with a comma, space, or a new line.

Click **Search for Publications**.

Publications Search

PubMed Scopus Web of Science ORCID ISBN Theses Inspire/HEP NASA/ADS **DOI**

This search uses [Crossref](#) to search for the publication details associated with Digital Object Identifiers (DOI). Crossref is an international association of over 5,000 publishers and associations and has information on over 77 million DOIs across all disciplines. If you do not know the DOI for a publication [you can look it up](#).

DOIs to Import *

You can enter up to 100 DOIs at a time, separating each entry with a comma, space, or a new line.

(Max 8000 characters)

10.1038/nature11339 x 10.1021/cm100017s x

Search for Publications

9) The publications will be shown in a list. Select the relevant one(s) using the tickboxes.

At the bottom of the page, you need to choose which award(s) to attribute the publication(s) to. You will see tickboxes for each award in your Researchfish account, and ticking an award will attribute the publication(s) to it.

The award which you initially selected on the **My Awards** homepage will already be ticked by default. Clicking **Add to portfolio** will save your outcome and attribution.

(Max 8000 characters)

10.1021/cm100017s x 10.1136/thoraxjnl-2015-207770.123 x

Search for Publications

<input type="checkbox"/>	Type	First Author	Other Authors	Title	Journal	Year
<input type="checkbox"/>	Journal Article	Valant M	Kolodiazhnyi T, Axelsson A, Babu G, Alford N	Spin Ordering in Mn-Doped KTaO3?	Chemistry of Materials	2010
<input type="checkbox"/>	Journal Article	Pytel K	Paul-Smith M, McIntosh J, Chan M, Meng C, Pringle I, Davis L, Inoue M, Hasegawa M, Hyde S, Gill D, Nathwani A, Alton E, Griesenbach U	S117 RSIV. F/HN-mediated gene therapy enables lungs to produce therapeutically relevant levels of FVIII	Thorax	2015

Showing 1 to 2

Search for Publications

Click on one or more publications in the table above to select them for adding to the portfolio.

Can't find your publication? [Click here to add manually](#)

ASSOCIATE OUTCOME WITH AWARDS

Own awards

Award for Cindy Lai

Add to portfolio

Cancel

HOW TO ADD PUBLICATIONS DATA TO RESEARCHFISH USING SYMPLECTIC

10) You will return you back to the list of **Publications**.

At any time, you can use the **Yes/No** toggle sliders to attribute or unattribute publications to the award.



11) Note that not all publications have DOIs associated with them.

Any publications which cannot be imported via this method should be either added manually or by using an alternative identifier, such as PubMed ID, Scopus ID etc.

Publications Search

