



Gutenberg Research Elements – How to start

Gutenberg Research Elements is the research information system of JGU. The Registration in the portal is now possible under the following link: <https://researchelements.uni-mainz.de/>.

The following steps are recommended for the first application:

Step 1 (optional): Add ORCID iD

Step 2: Set up search settings

Step 3: Run my searches

Step 4: Claim publications

Step 5 (optional): Automatic claiming

Step 6 (optional): Import publication lists

Step 7 (optional): Embedding publication lists on websites

Step 8 (optional): Activate the public profile in Gutenberg Research Elements

Step 1 (optional): Add ORCID iD

The ORCID iD is a unique digital identifier for researchers (researcher ID), which you can use to avoid incorrect assignments of publications in the case of name matches.

1

The first time you log in, you will be required to add your ORCID iD in the "My Actions" section on your home page.

2

By clicking on "Add your ORCID iD" you will be redirected to the ORCID website. There you can register or log in. When you log in to ORCID, your ORCID profile will be linked to your profile in Gutenberg Research Elements.

Note: *Entries that you have entered in your publication list in ORCID with a DOI are automatically transferred to your 'mine list'. However, this only applies to entries whose DOI is found in one of the external bibliographic databases. If the search for a DOI entry deposited in ORCID in the external bibliographic databases remains fruitless, no automatic assignment of this publication to your 'mine list' takes place.*



3

Can I send my publications from Research Elements to ORCID?

Yes, please follow the steps below:

- a. Select "ORCID Settings" under "Settings". Under "Configure Connection", link your ORCID to Gutenberg Research Elements.
- b. Select the permissions of your ORCID account. You can choose between "read data and write publication data to my ORCID account", "Send all publications to ORCID including those with privacy levels of private or internal", "Only send favorite publications".
- c. For more information, see our handout on "How can I send publications from Gutenberg Research Elements to my ORCID account?".

Step 2: Set up search settings

Once you have configured name-based search settings in your profile, it is possible to transfer information about your publications from external bibliographic databases to Gutenberg Research Elements.

1

Under « **My Profile** → **Settings** → **Name-based search** » you will find the corresponding settings mask to edit your name details, select the required databases and start your search.

2

Set up Name-based search: Your name is automatically set in the search settings (usually by last name, first name). You can change the search criteria by assigning name variations (e.g. last name, initials) or address options (e.g. Mainz) via the + symbol and delete them with x.

Note: A restriction via the address option proves to be particularly helpful if many entries are found in the bibliographic databases via your name that do not belong to your person.

3

Choose databases: By clicking on «**Search by name**» you can put a check mark next to the required database.

4

Save your settings by clicking on «**save**».



Step 3: Run my searches

Once you have set up your search settings, you can start searching on the external bibliographic databases on the same page.

- 1 To do this, go to **«My Profile → Settings → Name-based Search»** and click on **«Run my searches»**.
- 2 Directly afterwards, the time of the search is displayed and the search is performed automatically in the background. As soon as the corresponding searches are completed, the status **«Last search succeeded»** appears.

Note: *The publications found in the selected databases are often displayed on your 'Pending List' with a small time delay. Clicking "Run my Searches" multiple times does not speed up the search.*

Step 4: Claim publications

Once you have started the publication search in the selected databases (there may be a delay in displaying the publications), the publications found will appear on your pending list.

- 1 You can access the pending list via **«My Profile → My Work → Publications»**.
- 2 With the check mark you can confirm publications as your own publication (claim) or reject them with the cross. Publications that have been confirmed move to the 'Claimed list'. Rejected publications will later appear in the 'Rejected list' and will no longer be suggested to you during a new search run.

Step 5 (optional): Automatic claiming

It is also possible to claim publications automatically. To do this, you must make the following setting:






- 1 By **«My Profile → Settings → Automatic Claiming»** you will find the ORCID from step 1 and it will suggest other author IDs (e.g. ResearcherID, Scopus ID, email addresses) based on your name-based search settings.
- 2 A precondition for automatic claiming is that a researcher ID is assigned to the publications in the databases.



Note: By clicking on the corresponding profile services, you have the option to link your existing researcher IDs to Gutenberg Research Elements. To do so, you will be asked to enter the ID or redirected to the login page of the selected profile service. Here you can usually log in directly with your username or email address and password (Sign in/Login).

Add external profiles



 [Add arXiv Author Identifier](#)  [Add figshare.com account](#)  [Add ORCID](#)  [Add ResearcherID](#)  [Add Scopus IDs](#)

3

After you have accepted your IDs, Gutenberg Research Elements will automatically identify publications matching your researcher IDs in the external bibliographic databases and transfer them to your 'mine list'.

Step 6 (optional): Import publication lists

If the search in the external bibliographic databases did not bring the required success or if you want to transfer data from other databases, you can alternatively import publication lists to Gutenberg Research Elements.

1

Import files can be generated in external databases (MathSciNet, PSYINDEX, WISO, JSTOR, etc.) or in the literature management programs Citavi or Endnote.

Note: Depending on the database, the lists can be exported directly in the required format (BibTeX or Reference Manager/EndNote) or copied and pasted into a text document (editor or Notepad++) and saved as *.txt. Afterwards, the file extension can be renamed to *.bib.

2

Under «**My Profile** → **Tools** → **Import Publications**» you can upload bibliographic data as BibTeX (*.bib) or Reference Manager/EndNote (*.ris) by browsing your PC, selecting the appropriate file format and clicking «**Upload**».

Note: Take a look at the publications found before you click on "Import". New entries and entries already found in the system are displayed separately.

Step 7 (optional): Embedding publication lists on websites

With the shortcode [fis-publication] you can display publication lists from Gutenberg Research Elements on your WordPress pages. You can find more information in the support document [Einbindung von Publikationslisten auf Webseiten](#).



Note: We recommend that all users check their publication list before integrating it into websites and make any necessary adjustments to the data records.

Step 8 (optional): Activate the public profile in Gutenberg Research Elements

1

You can activate your profile in Gutenberg Research Elements for a public view to present your publications, grants, professional activities as well as the projects to a larger network of scientists outside the university and to make this information more easily accessible. Interested parties can also contact you via your profile. The profile pages in Gutenberg Research Elements are set to "internal" mode, which means that your profile page is only visible in Gutenberg Research Elements. You can set this to "public" and unlock the page that way. This can be done as follows:

Go to your profile page ("Profile") in Gutenberg Research Elements.

2

On the profile page, there is a bar above the profile photo that indicates the visibility status of your profile page on the left ("internal", "public" or "private"). By clicking on your visibility status, you can learn more about each visibility level or visit the following page: [Privacy](#).

3

To switch the visibility status, click "Switch to edit mode" in the bar on your profile page.

4

An edit mode for your profile page will open in the new window. The information that is publicly visible in your profile is marked with "public".

5

To change the visibility of individual information, click on the "Edit" button next to the respective information. Here you can change the information and set the visibility. Afterwards you have to save this ("save").

6

You can also undo the unlocking of your profile by setting your entire profile page to "private". This can be set in the edit mode on the right side. In this case, none of the information on the profile page will be displayed on Research Profiles.

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Further information

For further information, please feel free to visit our homepage with FAQs at <https://www.ub.uni-mainz.de/de/gutenberg-research-elements> or send us an email at researchelements@uni-mainz.de.

Your FIS project team!