## **UC Publication Management System Deposit Guide**

Dear Janice Tsoh,

Making your research publications openly available enables researchers, policy makers, and the public worldwide to read and benefit from immediath and practical information to help address today's problems, inform the communand inspire future research. UC's Open Access Policies empower researchers to make their scholarly articles freely available to the public in eScholarship, UC's open access repository. 1. The UC Publication Management System regularly searches PubMed, Scopus, Web of Science, Crossref, and other databases for publications that may be yours. Twice a month, it sends you an email if there are any new publications to verify and deposit. Click the link in your email to get started or go directly to <u>oapolicy.universityofcalifornia.edu</u>.

The UC Publication Management System has located publications that appear to be authored or co-authored by you:

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View your publication details

2. Select your UC campus and log in using your campus credentials. If you are a joint appointee of a UC campus and the Lawrence Berkeley Lab, log in using the campus option.

3. You'll be presented with a list of recent publications which may be yours. Use the "Claim" button to verify those you've authored, or the "Reject" button to reject any that are not. A long list is often due to having the same name as another author. (See the next page for tips: *Auto-claim publications and improve search results*)

4. When you claim a publication covered by UC's Open Access Policies, you'll be prompted to:

- Upload a file;
- Provide a link (if the article is already openly available); or
- Claim an existing PDF (if one has been found in a linked open access repository); and
- Add a <u>Creative Commons reuse licence</u> to specify how you want others to use your work.

Then click to submit.

5. Once your deposit is complete, you are returned to your list of recent publications, in case you need to verify others. You will receive additional email notifications when we discover new publications authored by you.

## Auto-claim publications and improve search results

The UC Publication Management System searches multiple databases for your name variants, affiliation, and other data to find publications which may be yours. If you see more or fewer publications than you'd expect to in your "Pending" list or if the publications listed are inaccurate, **adjust your** <u>Name-based Search settings</u> used to find publications that may be yours and **connect your personal identifiers**, such as your <u>ORCID iD</u>, to improve results.

### Adjust your Name-based Search settings

Add the name(s) you publish under to help find your work. The default settings are *Lastname, Firstname* or *Lastname, Initials*. If you have a common name, we recommend using only your full name (e.g. "Zhang, Wei") to help reduce false results. Note: More variants usually increases the number of results.

Name-based search t	erms	
Name variants: *		0
(last name first)	Zhang, Wei	
	Zhang-Smith, W.	8

Specify your current UC institution or previous UC institutions where you were employed. While you can claim earlier publications from other institutions, the open access policies only apply to publications you authored while working for UC.

Addresses:		0
	University of California Irvine	8
	University of California San Francisco	8
	Univ Calif San Francisco	8

You can also add the date when you first started publishing scholarly articles at UC.

### **Connect your personal identifiers**

Under <u>Automatic Claiming</u>, confirm your personal identifiers such as your ORCID iD or Scopus Author ID to automatically claim any publications connected to those identifiers now and in the future.

#### Do these identify you?

We'd like to use these to help clear your pending list, and possibly find more of your items online.

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You may also connect email addresses, profiles, and identifiers by choosing from the options at the bottom of the page.

