

Home Screen

Sign into **BRIAN** with your BU Login and you will see the home screen, which contains a summary of your details and links to common tasks. NB The underlying software for BRIAN is called Elements.





APPROVE PUBLICATIONS FOUND IN THE ONLINE DATABASES

The system will email you when it finds new publications in the online databases that match your search terms. These will be placed in the 'pending' section of your records to await your approval.

To view and approve or decline these publications, click on the link in the alert message at the top of your home screen.

Alternatively, you can click on 'publications' in the main 'my elements' menu, then click on the 'pending' filter button at the top of the list. Approve or decline publications using the green 'tick' or red 'cross' buttons in their header bars.

Or you can select a number of publications using the check-boxes in their header bars, then approve or decline the marked publications with the large buttons at the top of the list.





TOOLS IN THE PUBLICATION SUMMARY BOXES

University





ADD MANUAL PUBLICATIONS

Click on the links at the top of the home screen, or expand the 'Summary' section at the top of the main publications screen, to add other types of publications not found in the online databases.

Fill in all the details of the publication that are available. It is not essential to complete all the fields.

Make sure you click on 'save' when finished.

Google Books

For books and chapters, you can also download information from Google Books to help complete the form. To search Google Books, type search terms into the first screen after choosing to add a book or chapter, then choose the correct publication from the list that appears.

The manual entry form will then be populated with the details received from Google Books and can be amended if necessary. Chapter titles, additional authors and page numbers will be needed

To enter all the book details by hand instead, click on 'skip this step' on the first 'add new book' screen.

Importing records from other sources

If you hold records in a reference management application (such as EndNote, Reference Manager or BibTeX) you can import them into *BRIAN* via the link in the 'my elements' sub-menu. The 'help' page contains a downloadable guide to the process of importing and exporting records.

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As most publishers allow the Accepted Version of journal articles to be made available this is the version we recommend authors deposit via BRIAN. The Accepted Version is the authorcreated final version that incorporates referee comments and is accepted for publication. It should not have the publisher's typesetting or logo applied.

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Published version



Supplementary files of various file formats can also be deposited as files or as zipped folders.

A listing of publishers, their journals and policy on archiving in BURO is provided by theSHERPA/RoMEO project; see http://www.sherpa.ac.uk/romeo.php.

BURO staff will liaise with the copyright holder regarding the inclusion of full text for other publication types.

Depositing files step by step

Below the title of each record you will see a set of six tabs. Click on the 'Full text' tab (the second tab from the right). Click on the link 'Manage full text' where it says 'Manage full text' for this publication.



The File management box will open. Browse and select the file(s) you wish to deposit. Click on Upload'. As indicated above, please include your final version in the first instance.

Books are rarely allowed, although some publishers will permit the use of a sample chapter.

BURO staff can liaise with the publishers on your behalf to check permissions.

Click on 'Grant' **grant** to confirm you are depositing the file(s) for possible dissemination via BURO. This process does not transfer copyright to BURO

When you have deposited the files you wish to transfer to BURO click on 'Home' in the top left hand corner of the screen to return to your BRIAN profile home page.



REFINE YOUR SEARCH TERMS

New searches take place periodically during the day. *BRIAN* will send a fortnightly email when it finds new publications for you to approve.

To improve the accuracy of the search, click on 'search settings' in the 'my elements' menu.

Search terms for each online database can be set individually.

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Add database-specific search terms

Initially, each database will use the 'default' search terms.

To add database-specific search terms (e.g. a subject category for arXiv), expand the view by clicking on the plus sign next to the database name. This is not recommended unless you have a very common last name.

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