



**L-Università  
ta' Malta**

## **Setting up a Google Scholar User Profile (GSUP)**

A Guide to create a Google Scholar User Profile & add publications in it

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## 1. Introduction

This user guide is aimed at academic staff to help them create and to add their publications in a Google Scholar User Profile.

Having a Google Scholar User Profile will enhance the visibility of the researcher and the UM and it will showcase their research and publications. It will also enable UM academics to generate the publications list for their UM Profile.



*What is a Google Scholar User Profile?*

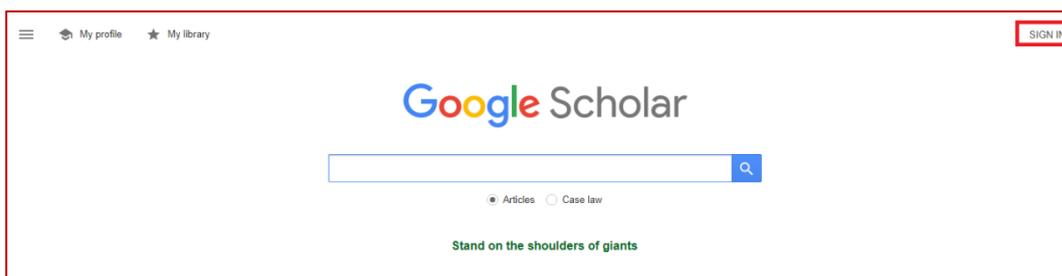
- A Google Scholar User Profile provides a simple way for authors to keep track of citations to their articles.
- It allows you to check who is citing your publications, graph citations over time and compute several citation metrics.
- Your publications can be added automatically or manually to your GSUP.

## 2. Creating a GSUP

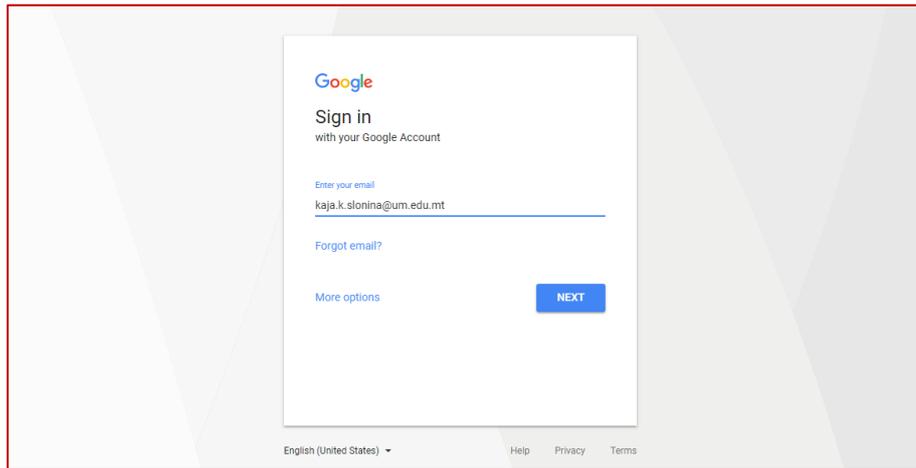
1. In your browser (Firefox or Google Chrome) type the following URL:

<https://scholar.google.com/>

2. Click on the 'SIGN IN' button at the top right corner of the page.



3. Type in your entire UM email address in the provided field:



4. You will be redirected to the UM log-in page:

- In the **Username** field, type your UM Username e.g. jbor1
- In the **Password** field, type your password.
- Click **Login** button.

5. You will be redirected to the Google Scholar main interface.

6. Click on the 'My Profile' button at the top left corner of the screen:



7. Fill in the following form:

Google Scholar

1 Profile Track citations to your articles. Appear in Scholar.  
kaja.k.slonina@um.edu.mt [Switch account](#)

2 Articles

3 Settings

Name

Full name as it appears on your articles

Affiliation

E.g., Professor of Physics, Princeton University

Email for verification

E.g., einstein@princeton.edu

Areas of interest

E.g., general relativity, unified field theory

Homepage (optional)

E.g., <http://www.princeton.edu/~einstein>

Next

- In the **Name** field, type in your name without any prefixes or suffixes, such as degrees.
- In the **Affiliation** field, type in “University of Malta”.
- In the **Email for verification** field, type in your UM email address.
- The fields **Areas of interest** and **Homepage** are optional.

8. Google Scholar will automatically offer you groups of articles that you published:

Google Scholar

Profile ✓

2 Articles

3 Settings

Articles: 0 →

Kaja Slonina

Select groups of articles that you wrote.

Kaja Slonina 1 ARTICLE

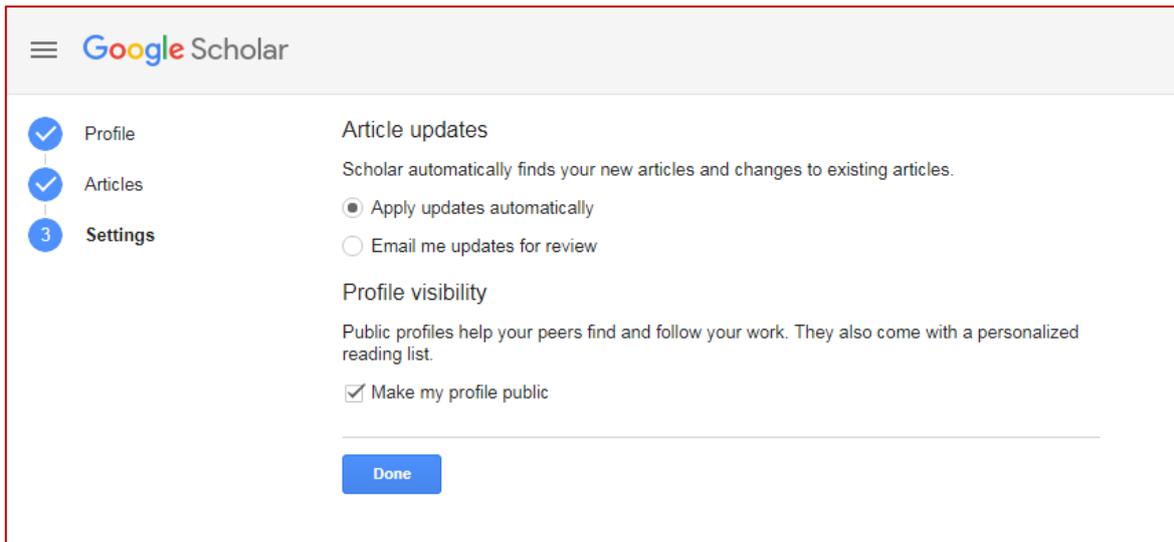
[Open access policy for the University of Malta: an overview](#)  
K Slonina - 2018

Anna Cwynar 8 ARTICLES

[Investigation of oxidative stress in patients with alopecia areata by measuring the levels of malondialdehyde and ceruloplasmin in the blood](#)  
A Cwynar, D Olszewska-Slonina, R Czajkowski... - Advances in Dermatology and Allergology ..., 2017

[The influence of displacement compounds on the binding of ochratoxin A to human serum albumin examined with fluorescence anisotropy methods](#)  
T Wybranowski, B Ziomkowska, A Cwynar... - Optica Applicata, 2014

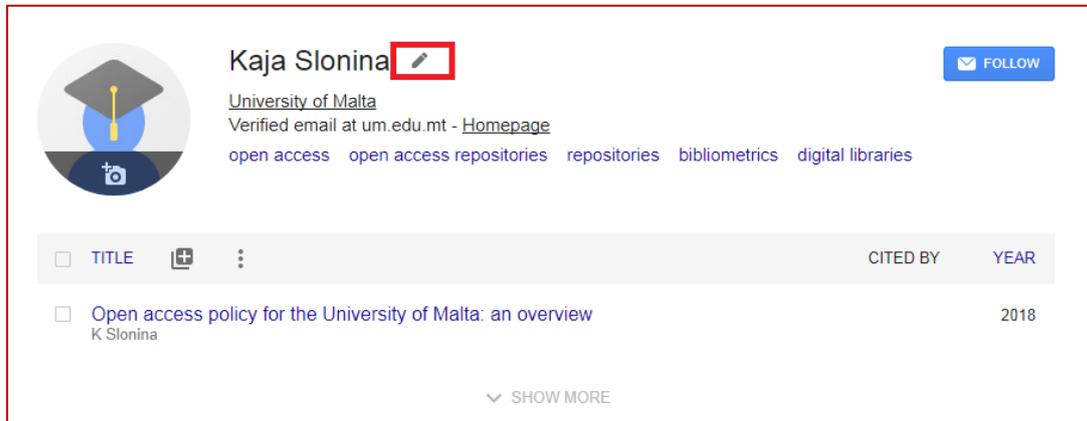
9. You can influence the way your articles will be added into your profile by selecting the **‘Apply updates automatically’** or the **‘Email me updates for review’** options:



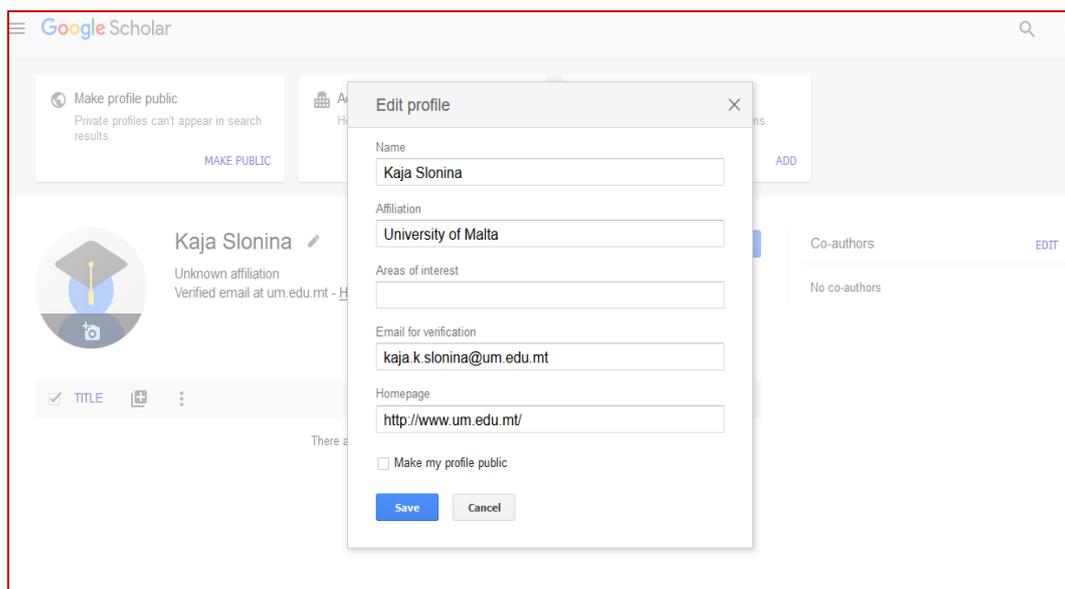
10. Select the **'Make my profile public option'** to make sure that your GSUP is eligible for inclusion in the Google Scholar search results.

### 3. Editing your GSUP

1. Click on the pen icon next to your name to edit your profile.



2. You can amend your personal information as well as the visibility of your profile.





- If some of your articles are not automatically retrieved by Google Scholar, you can input them manually by clicking on the plus icon and selecting 'Add articles manually':

Kaja Slonina

[University of Malta](#)  
Verified email at um.edu.mt - [Homepage](#)  
[open access](#) [open access repositories](#) [repositories](#) [bibliometrics](#) [digital libraries](#)

[FOLLOW](#)

<input type="checkbox"/>	TITLE		CITED BY	YEAR
<input type="checkbox"/>	Open access repositories of Malta: an overview			2018

[Add article groups](#)  
[Add articles](#)  
**[Add article manually](#)**  
[Configure article updates](#)

SHOW MORE

- Select the appropriate type of publication and fill in the following bibliographic information. Once complete, click the check mark icon at the top.

Journal Conference Chapter Book Thesis Patent Court case Other

Title

Authors   
For example: Patterson, David; Lamport, Leslie

Publication date   
For example, 2008, 2008/12 or 2008/12/31.

Journal

Volume

Issue

Pages

Publisher

5. To set up how your articles will be added into your GSUP, click 'Configure article updates', select one of the options displayed on the screen and click 'Update settings':

The screenshot shows a user profile for Kaja Slonina, University of Malta. The profile includes a profile picture, name, affiliation, and a 'FOLLOW' button. Below the profile is a list of articles. A dropdown menu is open over the first article, 'Open a... of Malta: an overview', showing options: 'Add article groups', 'Add articles', 'Add article manually', and 'Configure article updates' (highlighted with a red box). The article list has columns for 'TITLE', 'CITED BY', and 'YEAR'. A 'SHOW MORE' link is visible below the article list.

The screenshot shows the 'Configure article updates' settings screen. It features two radio button options: 'Automatically update the list of articles in my profile. (recommended)' and 'Don't automatically update my profile. Send me email to review and confirm updates.' A blue 'Update settings' button is located at the bottom of the screen.

## 5. GSUP Help

If you have any questions about the Google Scholar User Profile or if you encounter any difficulties, feel free to make use of any of the following options:

- **GSUP help:** Click on the link below to display an official comprehensive manual:

<https://scholar.google.com/intl/en/scholar/citations.html>

- **Email the Open Science Department:** Send an email to the following email address:

[oar.lib@um.edu.mt](mailto:oar.lib@um.edu.mt)