

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.

=	🌒 My profile	🖈 My library		SIGN IN
			Google Scholar	
			٩	
			Articles Case law	
			Stand on the shoulders of giants	

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

Google Sign in	
Sign in with your Google Account	
Enter your email kaja.k.slonina@um.edu.mt	
Forgot email?	
More options NEXT	
English (United States) - Help Privacy Ter	ms

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

Sign in to UM IT Account	
Email address or Username	
Password	
Sign in Sign in Problems?	
UM IT Account password is only requested at https://accounts.um.edu.mt/	
Make sure to sign out (top right) when done.	

- 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:

😑 🐟 My profile \star My library		
	Google Scholar	
	Articles Case law	
	Stand on the shoulders of giants	

7. Fill in the following form:

Profile	Track citations to your articles. Appear in Scholar. kaja.k.slonina@um.edu.mt Switch account
Articles	Name
Settings	
	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)

- 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		
✓2	Profile Articles	II I	Articles: 0 \rightarrow
3	Settings	Kaja Slonina	Q
		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 mal ceruloplasmin in the blood A Cwynar, D Olszewska-Slonina, R Czajkowski Advances in Dermatology and Allergology	
		The influence of displacement compounds on the binding of ochratoxin A to human serum albu fluorescence anisotropy methods T Wybranowski, B Ziomkowska, A Cwynar Optica Applicata, 2014	umin examined with

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:

=	Google Scholar	
⊗ - ⊗ - 3	Profile Articles Settings	Article updates Scholar automatically finds your new articles and changes to existing articles. Apply updates automatically Email me updates for review Profile visibility Public profiles help your peers find and follow your work. They also come with a personalized reading list. Make my profile public Done

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.

1		<u>University of N</u> Verified email	nina <u>Ialta</u> at um.edu.mt - <u>Homepage</u> open access repositories	repositories	bibliometrics	digital libraries	Follow
	Ð	:				CITED BY	YEAR
Coper K Slo		policy for the Ur	niversity of Malta: an over	view			2018
			✓ SHOW	/ MORE			

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

≡ Google Scholar						9
Make profile public Private profiles can't appear in search results.	A H	Edit profile Name Kaja Slonina	×	ns. ADD		
Kaja Slonina Unknown affiliation Verified email at um e		Affiliation University of Malta Areas of interest Email for verification kaja k.slonina@um.edu.mt			Co-authors No co-authors	EDIT
⊻ TTLE 🔲 :	There a	Homepage http://www.um.edu.mt/ Make my profile public Save Cancel				

4. Adding publications into your GSUP

1. To add your publications into your Profile, click on the plus icon and then on 'Add articles'.

	Kaja Slonina	1		Follow
	<u>University of Malta</u> Verified email at um.e	du.mt - <u>Homepage</u>		
ta	open access open a	access repositories repositories bibliomet	rics digital libraries	
	* *		CITED BY	YEAR
	irticle groups	of Malta: an overview		2018
	Inticles			
Add a	rticle manually	V SHOW MORE		
Confi	gure article updates			

2. Google Scholar will automatically retrieve articles for you (those that are indexed in Google Scholar). Select all your articles and click the check mark icon at the top.

×	Articles: 2
	Kaja Slonina Q
	 Select articles that you wrote.
	Open access policy for the University of Malta: an overview K Slonina - 2018
	✓ Investigation of oxidative stress in patients with alopecia areata by measuring the levels of malondialdehyde nd ceruloplasmin in the blood A Cwynar, D Olszewska-Słonina, R Czajkowski Advances in Dermatology and Allergology, 2017
	Difusión del fondo documental de la Biblioteca Digital Hispánica a través de Wikipedia: descripción y evaluación P Sánchez García - 2014
	Ocena wiedzy żywieniowej poznańskich kajakarzy o bogatych źródłach witamin i składników mineralnych W Chalcarz, N Popierz-Rydlewska, T Wudarski - Roczniki Państwowego Zakładu Higieny, 2011
	Bibliografia publicystyki historycznej na łamach prasy Śląska Cieszyńskiego za rok 1994 S Król - Pamiętnik Cieszyński, 1995
	 Efektywność metody analizy śladów w kształtowaniu wyobrażenia motorycznego o technice jazdy narciarza zjazdowego U Szczepanik - Rozprawy Naukowe Akademii Wychowania, 2013

3. 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':

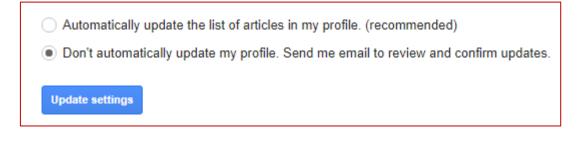
1	Kaja Slonina University of Malta Verified email at um open access open		digital libraries	Follow
			CITED BY	YEAR
K Slonina Add a	article groups articles article manually gure article updates	of Malta: an overview ✓ SHOW MORE		2018

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

×										 Image: A second s
	Journal	Conference	Chapter	Book	Thesis	Patent	Court case	Other		
Title										
Authors		. D-# D	a de la como							
Publication date	For example	e: Patterson, D	avid; Lampor	t, Leslie						
	For example	e, 2008, 2008/	12 or 2008/12	2/31.						
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':

1	Kaja Slonina University of Malta Verified email at um.ec open access open ac		■ FOLLOW digital libraries
TITLE	e :		CITED BY YEAR
Open ar K Slonina		of Malta: an overview	2018



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