

SETTING UP YOUR PROFILE

Step 1: Create your profile

Log on to scholar.google.com and click the “My Profile” link at the top of the page.

On the first screen, add your affiliation information and YorkU email address so Google Scholar can confirm your account. Add keywords relevant to your research interests, so others can find you when browsing a subject area. Provide a link to your faculty or lab homepage, if you have one.

Click “Next” and – your basic profile is done!

Step 2: Add your publications

Google Scholar will provide you with groups of articles it believes belong to you. Select any group that is your work. If you don’t see your articles, search and add them one at a time. Click the blue arrow to move on to the next step.

If there are publications in the article groups that you do not want included on your profile (such as newsletter items, articles that do not reflect your current research interest, or articles from other researchers who share your name), you can manually delete those after you have created your account.

Step 3: Complete your profile

Add a photo by clicking the avatar next to your name and profile information, and set your private profile to “Public” by clicking the Edit button next to your name and selecting “Make my profile public”.

Exporting your Google Scholar publications

You can export your publications in BibTeX, EndNote, RefMan, or CSV format either automatically through ORCID’s syncing capabilities or by ticking the box next to each article you want to export, clicking “Export”, choosing a file format, and saving the file.

Step 4: Add co-authors

Adding co-authors is a good way to let others know you’re now on Google Scholar. Under the “Co-authors” section, click “+” next to each suggested co-author you want to add. You can also search for more co-authors by clicking “Edit”.

Step 5: Add missing publications

If there are articles Google Scholar didn’t automatically add to your profile, click “+” under your profile photo and select “Add article manually”. Include as much descriptive information as possible, to make it easier for Google Scholar to find citations to your work, and click “Save”.

Step 6: Clean up your profile data

If Google Scholar automatically added some articles you didn’t author, you can remove them by ticking the boxes next to each incorrect article and selecting “Delete”.

Google Scholar will automatically update your profile when it finds new publications it believes are yours. (If you don’t want it to automatically update, click “+” under your profile photo, select “Configure article updates”, and update your settings accordingly.)

To keep an eye on those updates, sign up for alerts by clicking the blue “Follow” button, selecting “New articles in my profile”, and clicking “DONE”. You can also sign up to receive alerts about recommended articles and new citations to your articles.

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BENEFITS

- Provides a quick and convenient overview of your publications, ordered by number of citations
- Allows you to easily view abstracts and gain access to publicly available articles
 - Even some articles behind paywalls become more accessible, as Google Scholar regularly harvests open-source versions from other sites
- Facilitates academic coordination and open access
- Incentivizes quality and visibility of publication
- Provides formatted citations, "Cited by" and "Related articles" features, and library access links

DRAWBACKS

- Very limited filters, no capability to search by subject area or material type, or to export or email results
- Results may be a hodgepodge of sources – many of them not especially "scholarly" – and include duplicate entries
- No easy way to identify "peer-reviewed" sources
- No full-text access to many articles
- Details of its coverage, algorithm, frequency of updates are unknown

HOW TO MAKE THE MOST OF YOUR PROFILE

- Add missing publications, and remove any that were auto-added which you didn't author.
- Ensure your profile visibility is set to "public" so it can serve as a landing page for your publications and enhance your Googleability.
- Use your profile data on your CV, grant applications, annual reports, or anywhere else you want to highlight your publications' impact.
- Stay up to date by signing up to receive alerts every time you receive a new citation or have a new article added automatically, by clicking the blue "Follow" button at the top of your profile. Stay up to date on your colleagues' work as well by following their profiles.
- Set up Google Scholar email alerts for new publications of particular interest, refining your search by, for instance: keywords, items by a specific author, or items citing a known item.
- Find more practical tips and troubleshooting help at: <https://scholar.google.com/intl/en/scholar/help.html>

