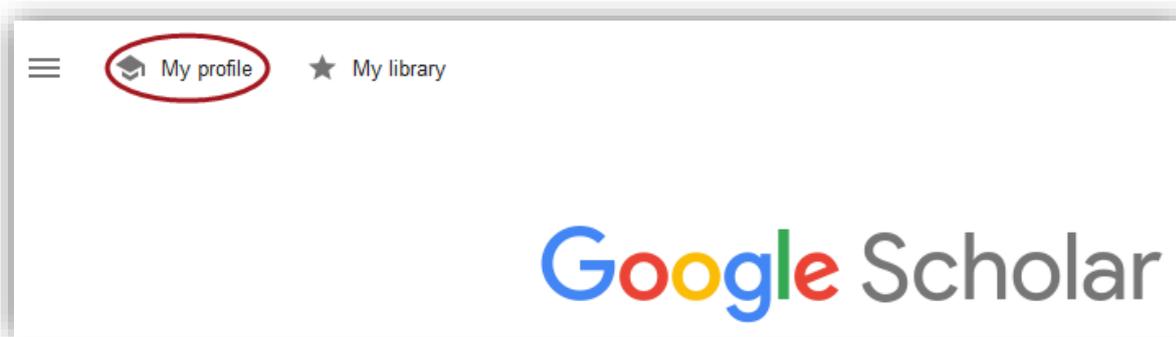




Set up your Google Scholar Profile

1. Go to <https://scholar.google.com.au/>
2. Sign in to your Google account (at top right of screen) or create one if required.
NOTE: If you prefer, you can choose to use your Western Sydney email address by choosing the “Use my current email address instead” option under the email box.
3. Click on ‘My Profile’ to set up your Google Scholar Profile. This is also where you can edit your profile in the future.



4. Fill in your details. Enter your Western Sydney University email address in the ‘Email for verification’ field, so that your affiliation can be verified and therefore your profile will be eligible for inclusion in Google Scholar search results (your email address will not display on your public profile).

You might choose to add some ‘Areas of interest’ keywords that will appear on your profile; or your Staff Profile as your ‘Homepage’.

5. Click ‘Next’.
6. On the next page, you’ll see groups of articles written by people with names similar to yours.

Track citations to your articles. Appear in Scholar.
[Switch account](#)

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)

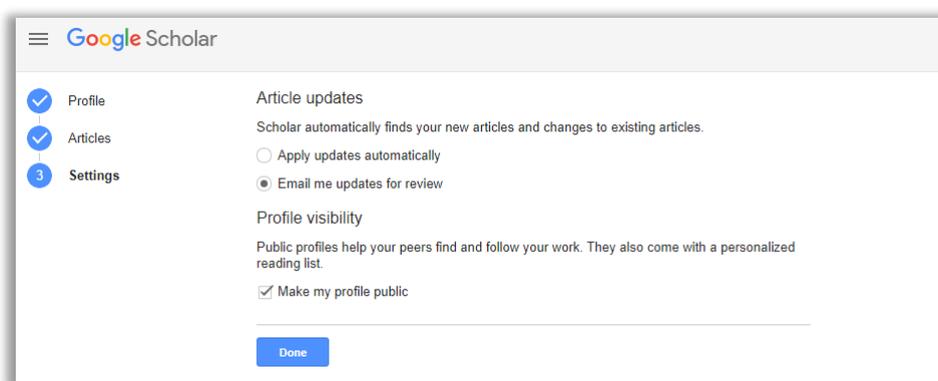
E.g., <http://www.princeton.edu/~einstein>

7. You can either tick the relevant boxes to "Select groups of articles you wrote" next to each article group that is yours, or click the list icon at the top of the page to "Select articles that you wrote" and only add specific articles from the list.

If you don't see your articles in either of these options, enter your name or the title of your publication/s in the search box to do a regular Google Scholar search, and then add your articles one at a time. Feel free to do as many searches as you like.

8. Once you've added all your articles, it will ask you what to do when the article data changes in Google Scholar. You can either have the updates applied to your profile automatically, or you can choose to review them beforehand. In either case, you can always go to your profile and make changes.

NOTE: It is advisable to request Google Scholar to 'Email me updates for review'. This way you can ensure that your profile contains only those publications that you have verified as yours. If you do select 'Apply updates automatically', you will need to check your profile regularly to ensure articles by similarly named authors are not incorrectly attributed to you, and vice versa!



Also, ensure that you have ticked the box to **make the profile public** so that it appears in Google Scholar search results.

9. Final touches ...

Add a professional photo, click the verification link sent to your supplied email, double check the list of articles.

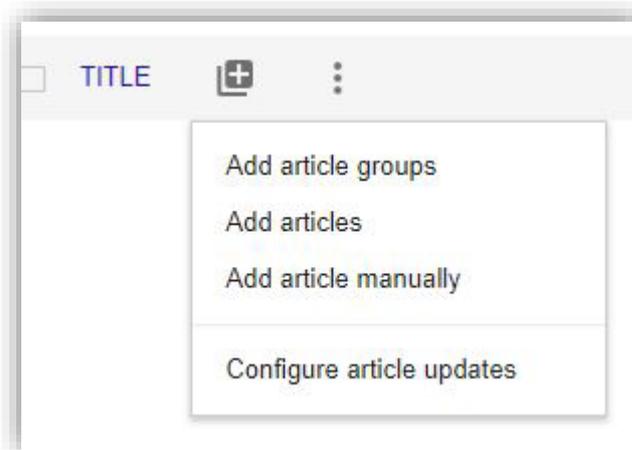
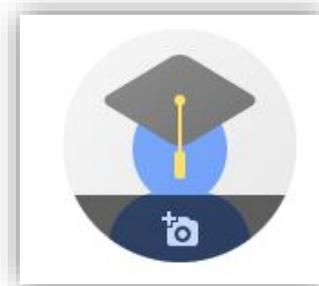
10. Click 'EDIT' next to 'Co-authors' to search for co-authors and link to their Google Scholar profiles.

11. To add publications you can use the **+** button and choose an entry option.

12. Choosing 'Add article groups' or 'Add articles' allows you to search for (using authors, keywords, or article title) and choose articles which are already indexed by Google Scholar.

13. If your search doesn't find the right article, click 'Add article manually'. Choose the publication type across the top of the form then fill in as many details as possible.

14. NOTE: Archiving your publications to [ResearchDirect](#) (Western's Institutional Repository) will help Google Scholar index your publication. Remember to check which version of your paper you are permitted to archive, and



always link to an Open Access URL if available.

15. To update your profile details at any time click on the pencil icon next to your name.
16. To delete articles have been added to your profile by mistake, select the articles you would like to remove. Then, choose the "Delete" option from the Actions menu.
17. After you have made your profile public you can set up email notifications for when your publications are cited. Use the 'Follow' button to enable this feature.

Additional Help

Google Scholar Citations Help: <https://scholar.google.com.au/intl/en/scholar/citations.html#setup>

Western Sydney University Library website: [Library FAQs](#)

Western Sydney University Library staff: [School Librarians](#)