This guide contains instructions on how to set up and populate a Google Scholar Citations profile, and to ensure it is eligible for inclusion in Google Scholar search results. For more information about Google Scholar Citations profile, please visit http://scholar.google.com.au/intl/en/scholar/citations.html

Registration

You will need to create a google account if you do not already have one.

Go to Google Scholar, click on My Citations.

Sign in with your Google account.

Step 1: Profile

Complete as many fields as possible. You may enter the URL to your Curtin staff profile, or other author profiles in the Hompage field. Click Next step.

Track citations to your publications. Appear in Google Scholar search results for your name.

- Name: Janice Chan
  - Use your full name as it appears on your papers. For example: Margaret Mead
- Affiliation: Curtin University
  - For example: Professor of Computer Science, Stanford University
- Email for verification: Janice.Chan@curtin.edu.au
  - Use an email address at your institution. For example: youname@mit.edu
- Areas of interest: Institutional repository, open access, library publishing, altmetrics, scholar
  - For example: Artificial Intelligence, Conservation Biology, Pricing Theory
- Homepage: http://orcid.org/0000-0001-7300-3489
  - For example: http://example.edu/~youname

Next step

Step 2: Articles

In the next screen, click See all articles to review all possible matches and ensure they are yours.
Select articles that you authored, and click **ADD**.

**Step 3: Updates**

You can choose to allow Google Scholar to update your profile automatically. You may want to think about whether you prefer to regularly check and make corrections to your profile, or be notified to approve publications that Google Scholar recognises as yours.

- **We'll use a statistical authorship model to identify new articles that you write. We may also update bibliographic information for articles in your profile or identify duplicate article entries, which could be merged or deleted. How would you like to handle these changes?**
  - Automatically update the list of articles in my profile. *(recommended)*
  - Don't automatically update my profile. Send me email to review and confirm updates.

- **You can also add and remove individual articles, update their bibliographic data, and merge duplicate records. Rest assured, our automatic updates will preserve your edits and will not override them.**

- **We'll collect and display citations to your articles from all of Google Scholar. The citations will update automatically to reflect changes in your profile and in Google Scholar.**

**Make your profile available for inclusion in Google Scholar search results**

Your profile will remain private until you are ready to make it public. In order to be included in Google Scholar search results, make sure that you have made your profile public, and have a verified Curtin email address.
Make your profile public

Go to your profile, click Edit.

Check the box Make my profile public. Click Save.

Verify your Curtin email address

If you have entered your Curtin email address in step 1 of the registration process, you should have received an email from Google Scholar. Click on the verification link in the email to complete the verification process.

Your profile will now be eligible for inclusion in Google Scholar search results.

Help

For further information and assistance, please contact the Research Support Team at:

- Curtin Business School ORD-Support-CBS@curtin.edu.au
- Health Sciences ORD-Support-HTH@curtin.edu.au
- Humanities ORD-Support-HUM@curtin.edu.au
- Science & Engineering ORD-Support-SAE@curtin.edu.au