



Setting up Your Google Scholar Profile

1. Go to <https://scholar.google.com.au/>
2. Sign in to your Google Scholar account using your TOP Education email provided to you.
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 TOP Education 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).



1

Profile

2

Articles

3

Settings

Track citations to your articles. Appear in Scholar.

This account - nestor.amos@top.edu.au - is managed by top.edu.au. If you lose access to it, you will also lose access to your Scholar profile. To keep your profile forever, [sign in to your personal Gmail 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>

Next

5. Click 'Next'.

6. On the next page, you'll see groups of articles written by people with names similar to yours.

7. You can either click "Add all articles" next to each article group that is yours, or click "See all articles" to only add specific articles from that group.

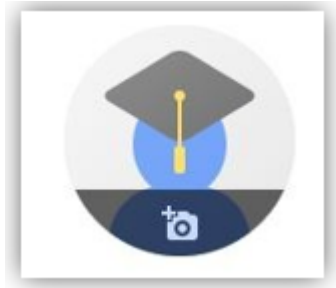
If you don't see your articles in these groups, click "Search articles" to do a regular Google Scholar search, and then add your articles one at a time. Feel free to do as many searches as you like.

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 allow Google Scholar to automatically update your profile as it will capture your publications as they become available in the search engine. Check your profile regularly to ensure articles by similarly named authors are not incorrectly attributed to you, and vice versa!

9. Final touches ...

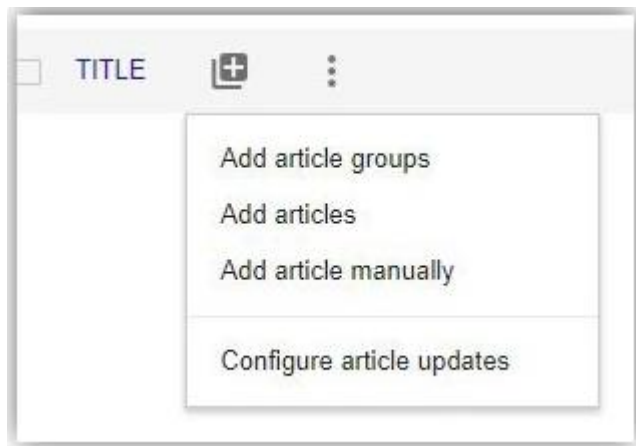
Add a professional photo, click the verification link sent to your supplied email, double check the list of articles, and, once you're completely satisfied; make the profile public so it's eligible to appear in Google Scholar search results.



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. 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 allow Google Scholar to automatically update your profile as it will capture your publications as they become available in the search engine. Check your profile regularly to ensure articles by similarly named authors are not incorrectly attributed to you, and vice versa!

14. To update your profile details at any time click on the pencil icon next to your name.

15. 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.

16. 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.

17. Additional Help:

TOP Education Library Staff: <http://library.top.edu.au/About/library-staff>

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