

*My Publications* is the system for recording and promoting your research publications and creative outputs. The system automatically searches electronic databases such as Web of Science and Scopus, and locates publications assigned to an individual. The information recorded in *My Publications* is also used to create your publicly visible academic profile.

What you need to do:

- Claim or reject your authored/co-authored publications
- Manually add any missing publications/creative outputs
- Check your name and name variants

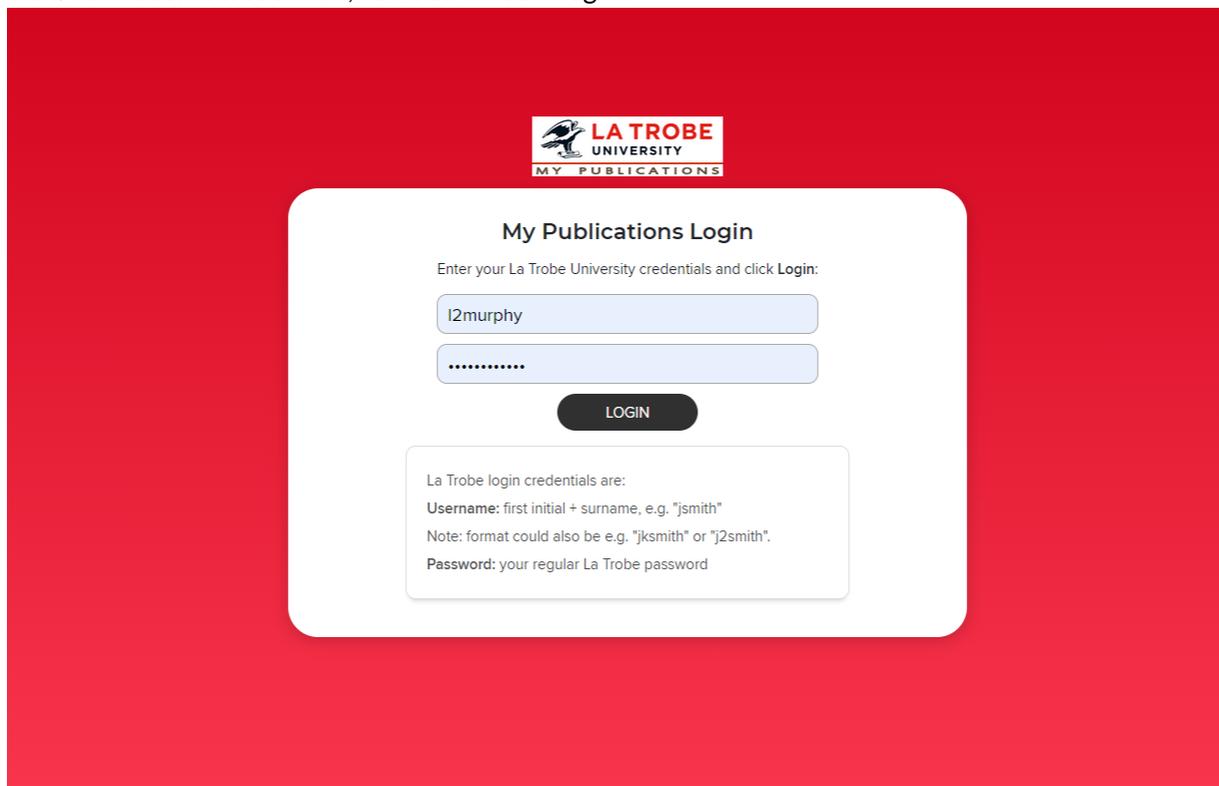
Website: <https://www.latrobe.edu.au/library/research-support/my-publications>

Help: [libraryresearchsupport@latrobe.edu.au](mailto:libraryresearchsupport@latrobe.edu.au)

## Log in to My Publications

You can access My Publications directly here: <https://mypublications.latrobe.edu.au>

Use your La Trobe University staff details, e.g., Jsmith. HDR students should log in with their staff/institutional credentials, not their student log in.





### My Publications Login

Enter your La Trobe University credentials and click **Login**:

LOGIN

La Trobe login credentials are:

**Username:** first initial + surname, e.g. "jsmith"

**Note:** format could also be e.g. "jksmith" or "j2smith".

**Password:** your regular La Trobe password

You will see your dashboard for viewing all your research outputs.

The screenshot shows the 'My Publications' dashboard for Lauren Murphy. At the top, there is a red header with the La Trobe University logo and the user's name. Below the header, the dashboard is titled 'Homepage' and features a 'MY ACTIONS' section with a 'You're up-to-date!' message. To the right is a profile card for Miss Lauren Murphy, La Trobe University, with contact information and a 'View my public profile' button. The main content area is divided into four sections: 'Publications' (5 journal articles, 7 conference papers), 'Grants' (no claimed grants), 'Professional activities' (1 distinction/award, 1 fellowship, 5 memberships), and 'Teaching activities' (no teaching activities). Each section has '+ ADD NEW' and 'VIEW ALL' buttons.

## Claim or Reject your Authored/Co-Authored Publications

My Publications searches external databases to find publications that may belong to you and harvests them into a Pending list. If you have unclaimed publications you will be prompted to claim or reject them on the home tab.

To claim or reject publications:

1. Click the "Pending" heading in the "Publications" section on your My Publications home page

This image is a close-up of the 'Publications' section from the dashboard. It shows a 'Claimed' section with 146 journal articles, 6 journal items, and 21 more publications. Below that is a 'Pending' section with 3 journal articles, 1 book chapter, and 2 conference papers. At the bottom of the section are '+ ADD NEW' and 'VIEW ALL' buttons.

2. For each publication in your Pending list click the “claim” or “reject” button to claim or reject each publication. You can also bulk claim by using the toolbar buttons at the top of your publications list.

Exclusive enteral nutrition in children and adolescents with Crohn disease: Dietitian perspectives and practice

JOURNAL ARTICLE [↗](#) IN OA POLICY

Burgess D, Herbison K, Fox J, Collins T, Landorf E, Howley P  
Journal of Paediatrics and Child Health 57(3):359-364 01 Mar 2021  
Reporting Date: 01 Mar 2021 [↻](#) • DOI [G](#)

REJECT CLAIM

SUMMARY METRICS (8) RELATIONSHIPS (1) SOURCES (5) HISTORY (0)

Participatory Culture and the Social Value of an Australian Icon: Sydney Opera House

JOURNAL ARTICLE [↗](#) IN OA POLICY

Landorf C  
FABRICATIONS-THE JOURNAL OF THE SOCIETY OF ARCHITECTURAL HISTORIANS AUSTRALIA AND NEW ZEALAND 29(1):120-123 01 Jan 2019  
Reporting Date: 01 Jan 2019 [↻](#) • DOI [G](#)

REJECT CLAIM

SUMMARY METRICS (3) RELATIONSHIPS (1) SOURCES (2) HISTORY (0)

3. Click on the “Publications” link to see a detailed list of your publications

LA TROBE UNIVERSITY

MY PUBLICATIONS

Lauren Murphy

MY WORK

My publications

CLAIMED (12) PENDING (0) REJECTED (44)

showing 1 - 10 out of 12

view: 10 per page

prev 1 2 next

sort by: Reporting date (newest first)

EXPORT REJECT

focus on: summary

Filters

Publication type

- Journal Article
- Book
- Book Chapter
- Conference Paper
- Research Report

Relationship type

- Author of
- Editor of
- Translator of
- Contributor to

Title

Reporting date

From To

Label

Imitating Antiquity: Pseudo-Antique Ceramics in a Renaissance Collection

CONFERENCE PAPER [↗](#) IN OA POLICY

Murphy L

43rd Annual ASCS Conference and Meeting, Hobart, 08 Feb 2022-11 Feb 2022.  
43rd Annual ASCS Conference and Meeting Conference Abstracts. 55-55. 2022  
Reporting Date: 01 Jan 2022 [↻](#)

DEPOSIT

SUMMARY METRICS (0) DEPOSITS (0) LABELS (1) RELATIONSHIPS (1) SOURCES (1) HISTORY (3)

The Decline and Fall of Lucanian Vase Painting

CONFERENCE PAPER [↗](#) IN OA POLICY

Murphy L

The Australasian Society for Classical Studies Conference, Online, 08 Feb 2021-11 Feb 2021. ASCS 42. 36-36. 2021  
Reporting Date: 01 Jan 2021 [↻](#)

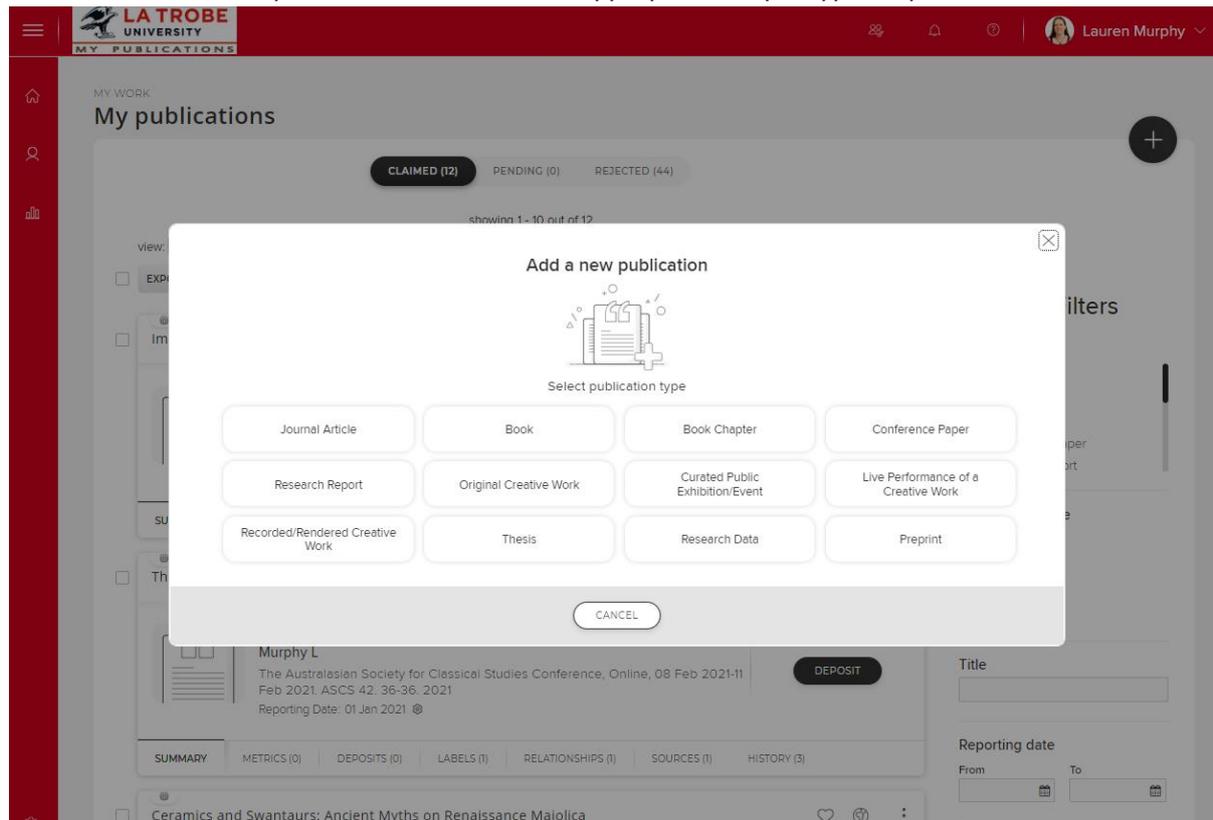
DEPOSIT

SUMMARY METRICS (0) DEPOSITS (0) LABELS (1) RELATIONSHIPS (1) SOURCES (1) HISTORY (3)

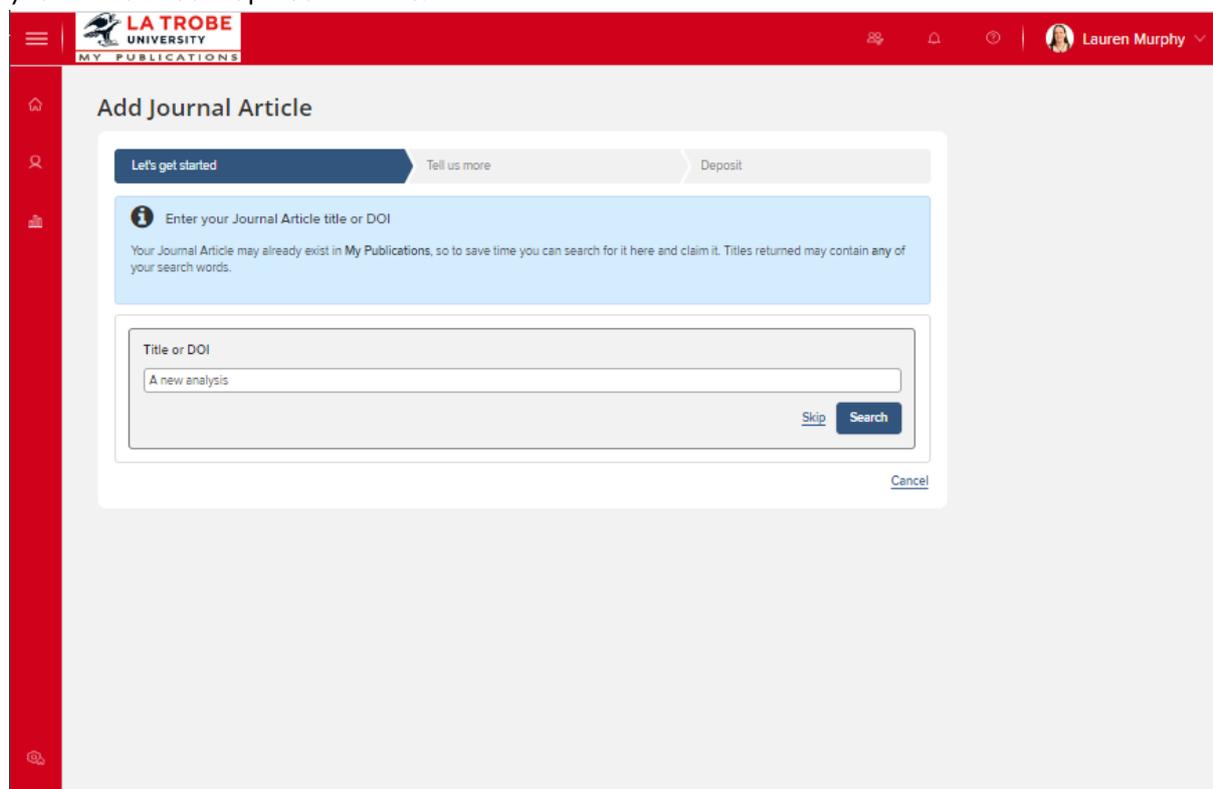
Ceramics and Swantaurs: Ancient Myths on Renaissance Maiolica

# Manually add any missing publications

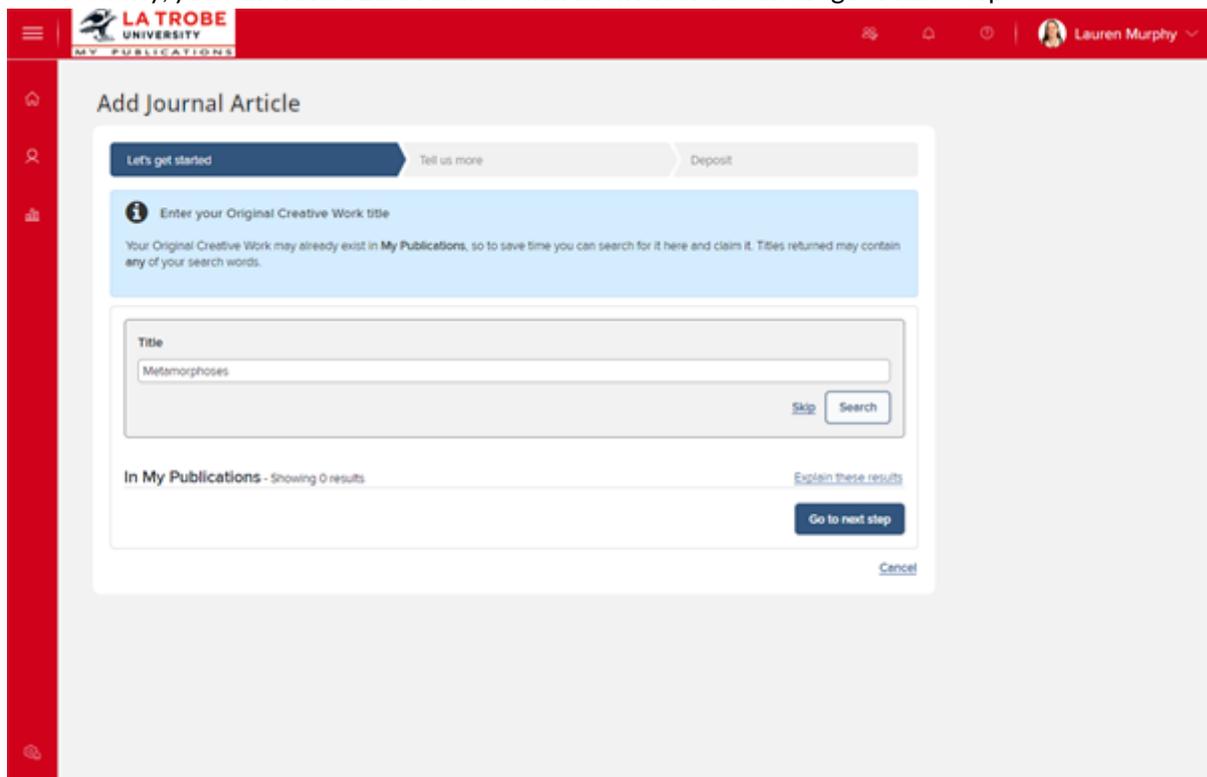
1. Click on the “+” symbol and select the most appropriate output type for your work.



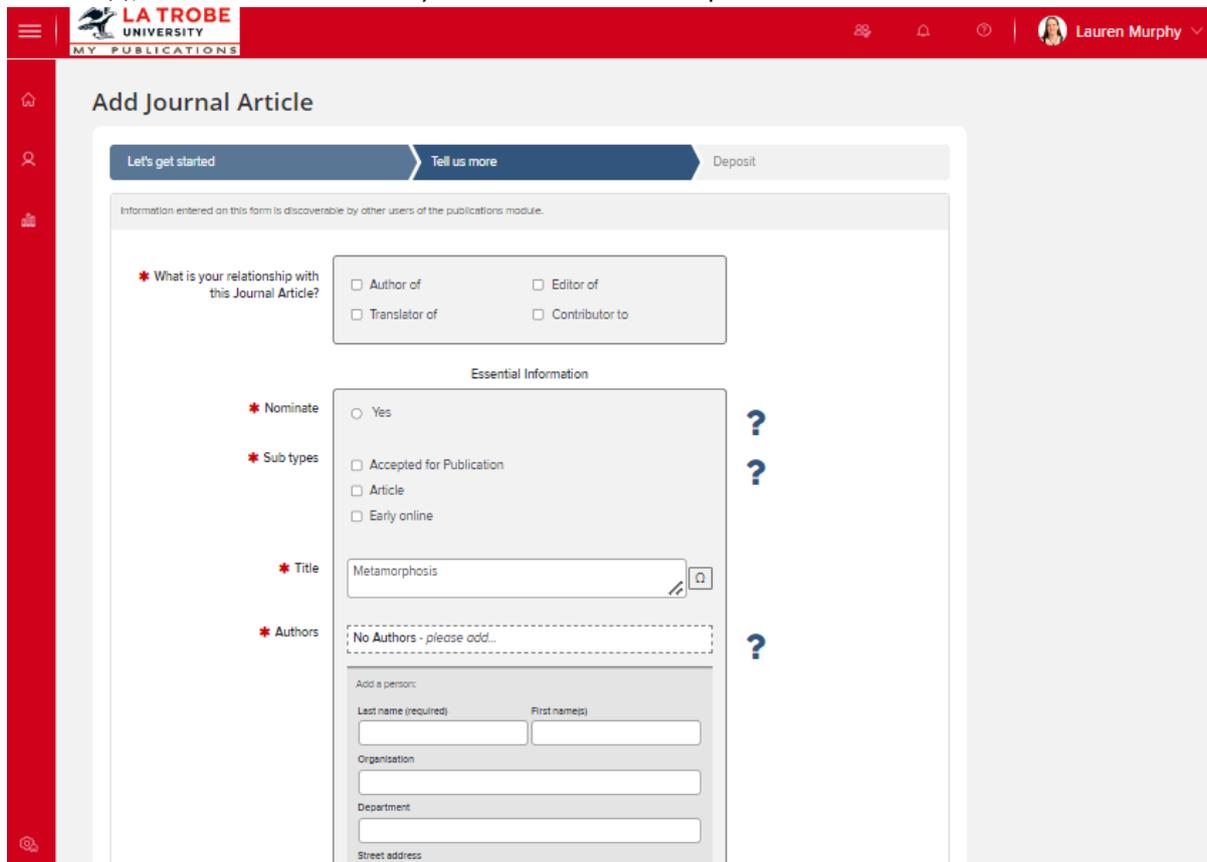
2. Enter the title of your research output. The website will ask you to do a search first to ensure that you do not create duplicate records.



3. Most likely, you will receive zero results. Click on the blue button to “go to next step.”



4. The next step is to fill in as many fields in the record as accurately as possible. Some fields have a red asterisk (\*), and these are mandatory fields that must be completed for the record to be saved.



5. Click Save

6. After saving your publications, you'll be prompted to deposit an accepted version of your publication in OPAL. If you have an accepted version of your paper that you wish to make openly available, it can be uploaded here. If not, this step can be skipped. Library staff will check copyright and licensing policies and if there are no restrictions the full text will be loaded and linked in OPAL. You can find more information about OPAL here: <https://www.latrobe.edu.au/library/research-support/opal>

LA TROBE UNIVERSITY  
MY PUBLICATIONS

Lauren Murphy

## Deposit publication: Metamorphoses

Let's get started | Tell us more | Deposit

You are about to deposit this Original Creative Work to OPAL

### Deposit advice

#### Institutional advice

For advice with depositing publications into OPAL please contact the Scholarly Publications team [repository@latrobe.edu.au](mailto:repository@latrobe.edu.au)

For further information go to <https://www.latrobe.edu.au/library/research-support/opal>

When depositing Journal Articles you should check the Sherpa Romeo re-use and licensing advice below.

### 1. Prepare deposit (step 1 of 3)

Upload a file | Add OA location

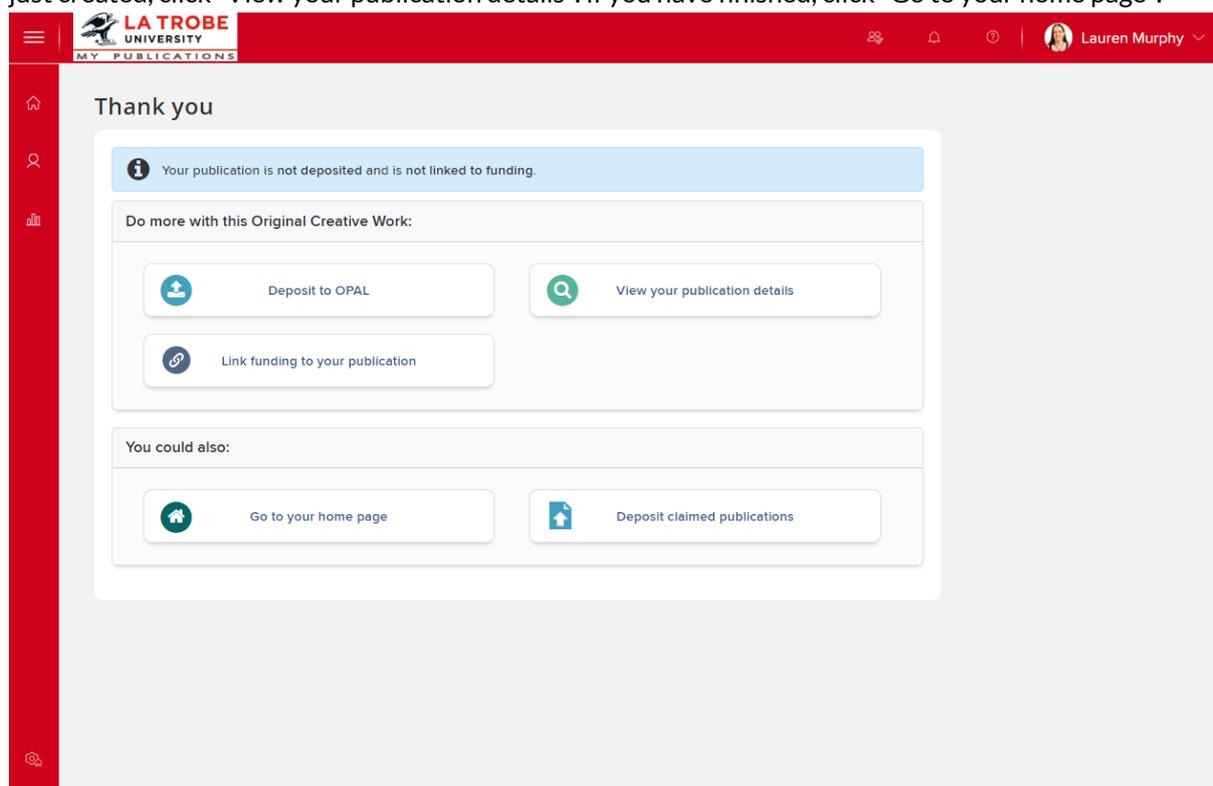
Choose a file from your local machine:

Choose file:  
Choose File No file chosen

Deposit Without Files Use this file

[Skip this step](#)

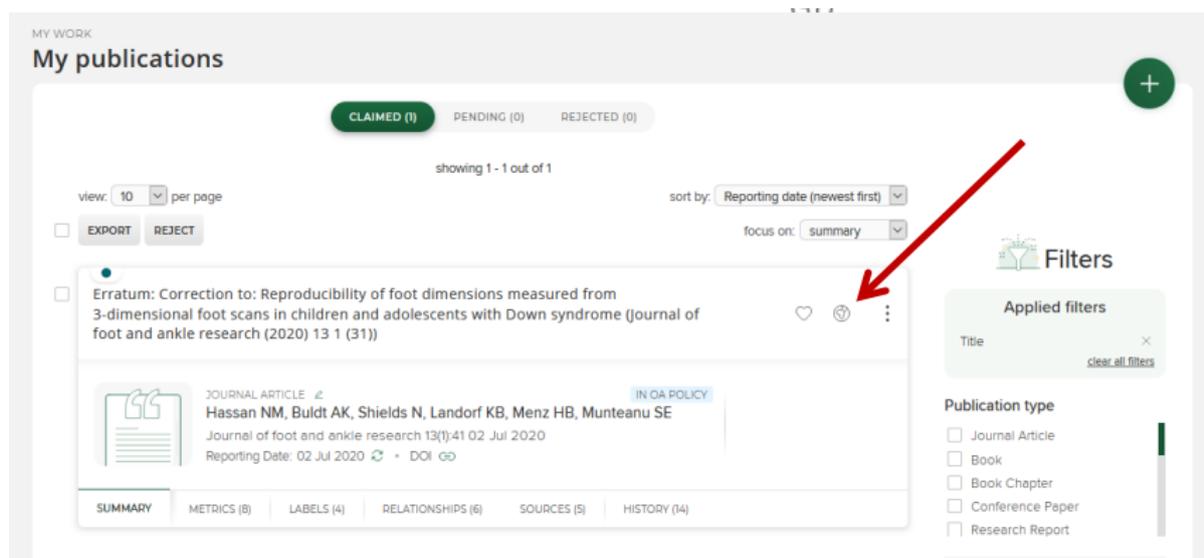
8. After uploading or choosing to “skip this step”, you will see multiple options. To see the record that was just created, click “View your publication details”. If you have finished, click “Go to your home page”.



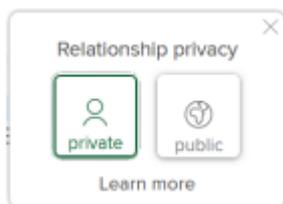
## Hiding a Publication from your Academic Profile

Publications which you might typically want to hide from your public profile include errata, retractions, pre-prints, and in some cases abstracts or non-research publications. To do this:

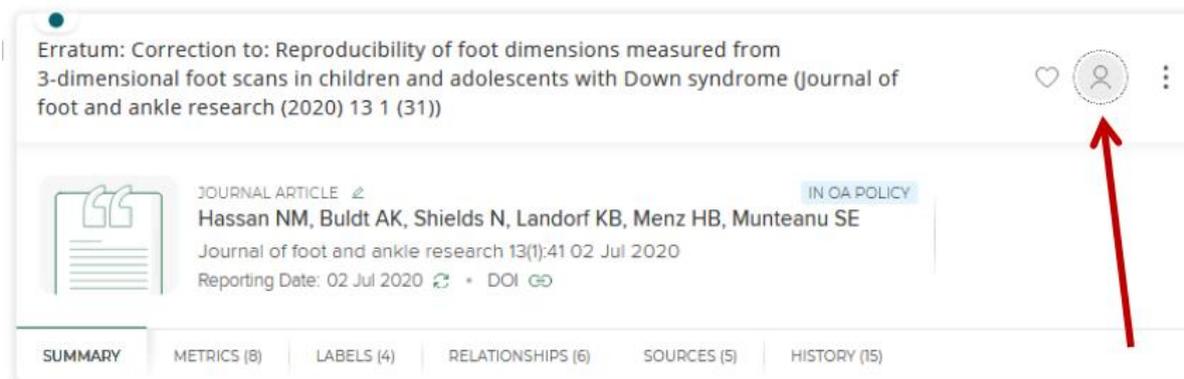
1. Find the entry you want to hide in your list of publications and then click “relationship privacy setting icon” which appears on the top right of the entry. The default setting is “public” which is identified by the “world” symbol:



## 2. Select “Private”



## 3. The privacy setting icon will now change to show that the publication is now hidden from public view.



## Submit the research output/evidence

Evidence of excellence is required for non-traditional research outputs (NTROs). In addition to the research statement provided when adding NTROs to MyPublications, additional evidence to be submitted separately can include: a copy of the work or link to the work (if web-based) and other explanatory information, published reviews or awards, a copy of a published exhibition catalogue (as appropriate). Note that research statements are not required for research reports. For more information about submitting NTROs in My Publications, please consult the guide in the FAQs here:

<https://www.latrobe.edu.au/library/research-support/my-publications>

To submit evidence of NTROs email the digital files to [repository@latrobe.edu.au](mailto:repository@latrobe.edu.au)

You do not need to submit evidence of traditional research outputs; however, the library may contact you if unable to locate evidence of a book, chapter, article or conference paper.

*Updated July 2022*