

*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)

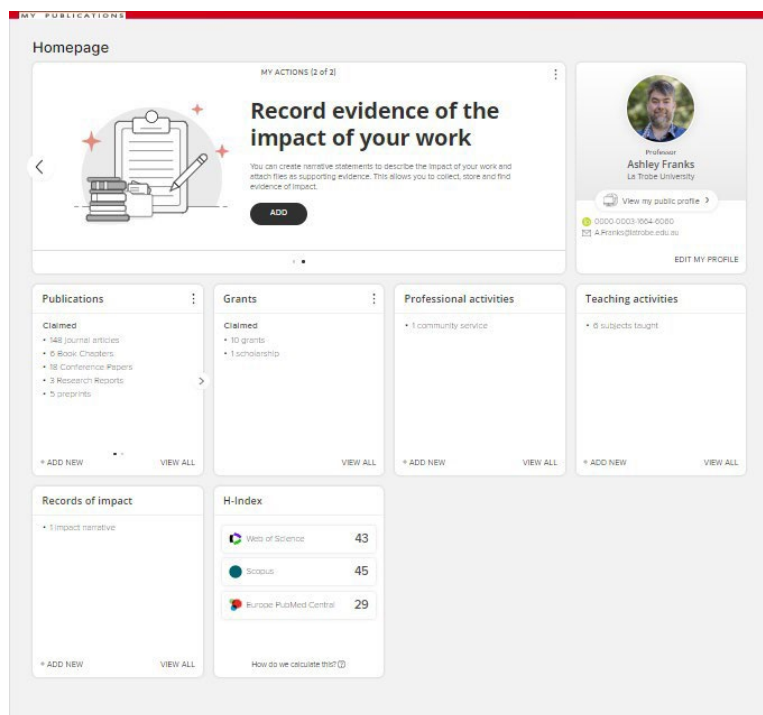
## Log in to My Publications

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.

A screenshot of the 'My Publications Login' form. It features the La Trobe University logo at the top. The form has two input fields for 'Username' and 'Password', followed by a 'LOG IN' button. Below the button, there is a section titled 'La Trobe login credentials are:' with instructions: 'Username: first initial + surname, e.g. "jsmith"', 'Note: format could also be e.g. "ksmith" or "j2smith"', and 'Password: your regular La Trobe password'. At the bottom, there is a link to edit the academic profile and contact information for the Library Research Support Team.

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

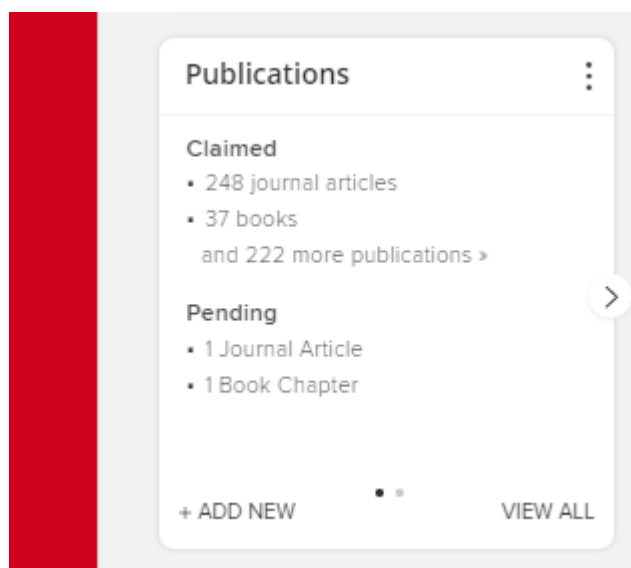


## Claim or Reject your Authored/Co-Authored Publications

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.



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 tool bar buttons at the top of your publications list.

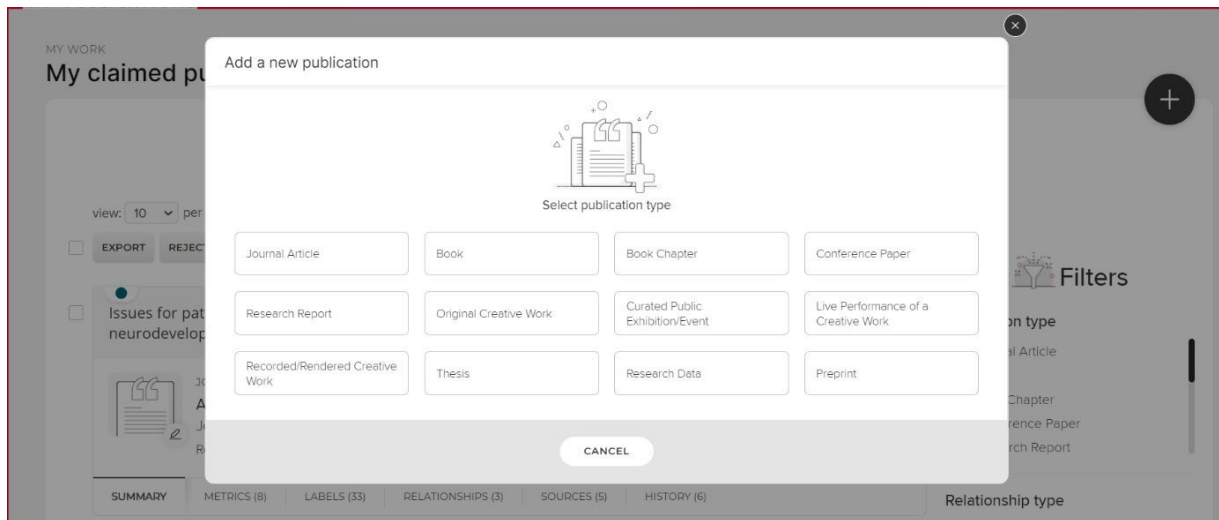
The screenshot shows a user interface for managing publications. At the top, there are controls for 'view: 10 per page', 'sort by: Reporting date (newest first)', and 'focus on: summary'. Below these are three buttons: 'EXPORT', 'CLAIM', and 'REJECT'. Two orange arrows point from the 'CLAIM' and 'REJECT' buttons to the corresponding buttons on a publication card below. The publication card is for 'Technology Entrepreneurship: Fintech Lending in Indonesia' by Akyuwen R, Nanere M, and Ratten V. It includes a 'BOOK CHAPTER' icon, the title, authors, journal information, and a reporting date of 01 Jan 2022. At the bottom of the card are two buttons: 'REJECT' and 'CLAIM', with orange arrows pointing to them from the top buttons. Below the card are tabs for 'SUMMARY', 'METRICS (3)', 'RELATIONSHIPS (3)', 'SOURCES (3)', and 'HISTORY (14)'.

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

The screenshot shows the 'My claimed publications' page. At the top, it says 'MY WORK' and 'My claimed publications'. Below this are three tabs: 'CLAIMED (180)', 'PENDING (0)', and 'REJECTED (7)'. The 'CLAIMED (180)' tab is active. There are controls for 'view: 10 per page', 'prev 1 2 ... 18 next', and 'sort by: Reporting date (newest first)'. Below these are 'EXPORT' and 'REJECT' buttons. A 'Filters' sidebar is on the right, with sections for 'Publication type' (Journal Article, Book, Book Chapter, Conference Paper, Research Report), 'Relationship type' (Author of, Editor of, Translator of, Contributor to), 'Title' (input field), 'Reporting date' (From and To date pickers), and 'Label' (input field). The main content area shows a list of publications. The first publication is 'Issues for patchy tissues: defining roles for gut-associated lymphoid tissue in neurodevelopment and disease' by Abo-Shaban T, Sharna SS, Hosie S, Lee CYQ, Balasuriya GK, McKeown SJ, et al. It is a 'JOURNAL ARTICLE' from 'Journal of Neural Transmission' 130(3):269-280, 01 Mar 2023. Below the title are tabs for 'SUMMARY', 'METRICS (8)', 'LABELS (33)', 'RELATIONSHIPS (3)', 'SOURCES (5)', and 'HISTORY (6)'. The second publication is 'Altered gastrointestinal tract structure and microbiome following cerebral malaria infection' by Knowler SA, Shindler A, Wood JL, Lakkavaram A, Thomas CJ, de Koning-Wa... It is a 'JOURNAL ARTICLE' from 'Parasitology Research' 122(3):789-799, 01 Mar 2023. Below the title are tabs for 'SUMMARY', 'METRICS (8)', 'LABELS (29)', 'RELATIONSHIPS (7)', 'SOURCES (5)', and 'HISTORY (10)'. The third publication is 'Soil types differ in the temporal response of the priming effect to nitrogen addition: a study on microbial mechanisms'.

## 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.”

The screenshot shows the 'Add Original Creative Work' page in the 'MY PUBLICATIONS' system. At the top, there are two buttons: 'Let's get started' (highlighted in blue) and 'Tell us more'. Below this is a light blue information box with an 'i' icon, stating: 'Enter your Original Creative Work title. Your Original Creative Work may already exist in My Publications, so to save time you can search for it here and claim it. Titles returned may contain any of your search words.' The main form area has a 'Title' input field containing 'Biomacromolecules', with 'Skip' and 'Search' buttons to its right. Below the search area, it says 'In My Publications - Showing 0 results' with a link to 'Explain these results' and a 'Go to next step' button. A 'Cancel' link is at the bottom right.

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

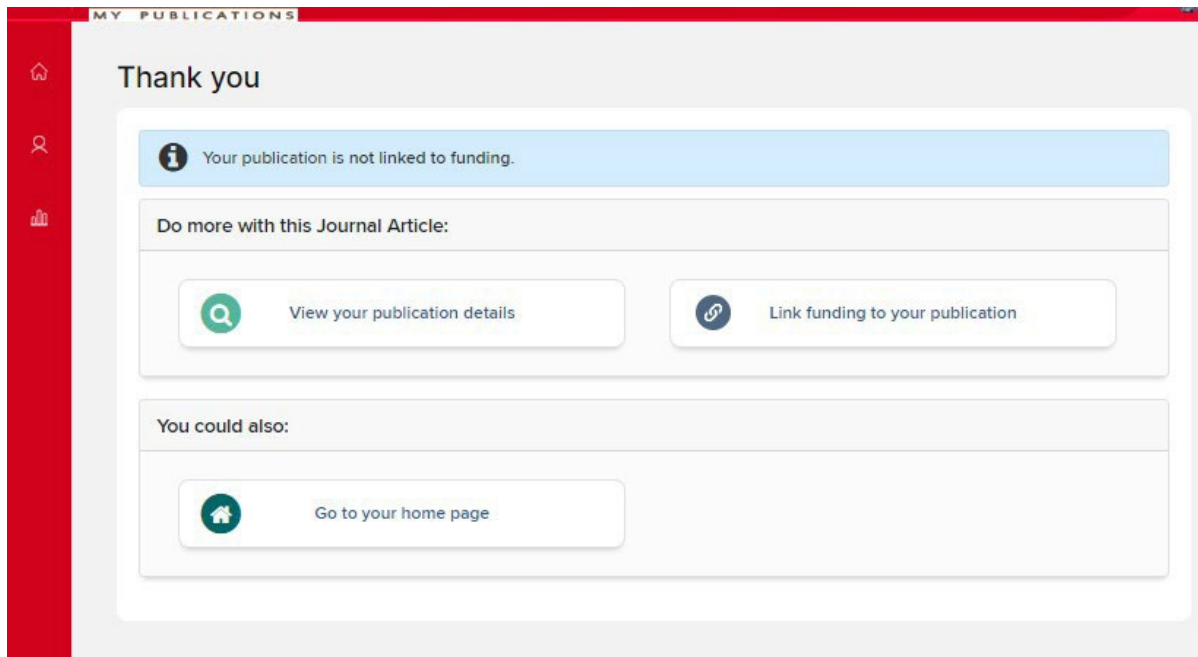
The screenshot shows the 'Add Journal Article' page in the 'MY PUBLICATIONS' system. At the top, there are two buttons: 'Let's get started' (highlighted in blue) and 'Tell us more'. The form is divided into several sections: 'Publication privacy' with buttons for PRIVATE, INTERNAL, and PUBLIC (selected); 'What is your relationship with this Journal Article?' with checkboxes for Author of, Editor of, Translator of, and Contributor to; 'Relationship privacy' with buttons for PRIVATE, INTERNAL, and PUBLIC (selected); 'Essential Information' with a 'Nominate' section (radio buttons for [None] and Yes), and input fields for Title, Authors (with a note 'No Authors - please add...' and a link 'Add a person'), Journal, and Publisher. Red asterisks (\*) mark the Title, Authors, Journal, and Publisher fields as mandatory. Question marks (?) are placed next to the Nominate and Authors sections.

5. Click Save.

6. After saving your publication, you'll be prompted to deposit your publication in OPAL. If you have a version of your paper that can be made 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>

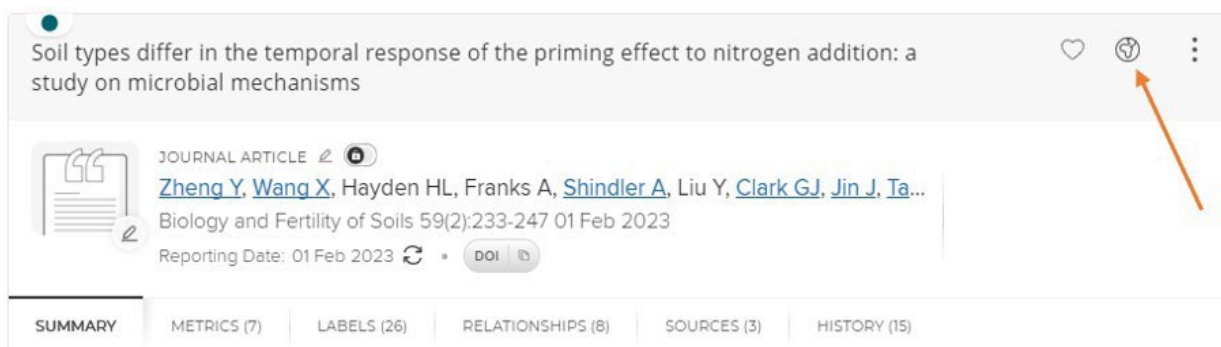
7. After uploading or choosing to "skip this step", you will see multiple options. To see the record that was just created, click "View your publication details". If you have finished, click "Go to your home page".



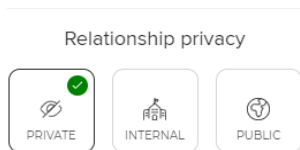
## Hiding a Publication from your Academic Profile

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"



### Privacy Summary

This publication may be displayed publicly by La Trobe. Its relationship to you will be hidden from most users of My Publications and should not be displayed publicly.

[Learn more about privacy](#)

## 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 (NTRs). In addition to the research statement provided when adding NTRs to My Publications, 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 NTRs 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 NTRs 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 May 2023*