

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.

What you need to do:

- Claim or reject your authored/coauthored publications
- Manually add any missing publications/creative outputs
- Check your name and name variants
- Submit the output/evidence

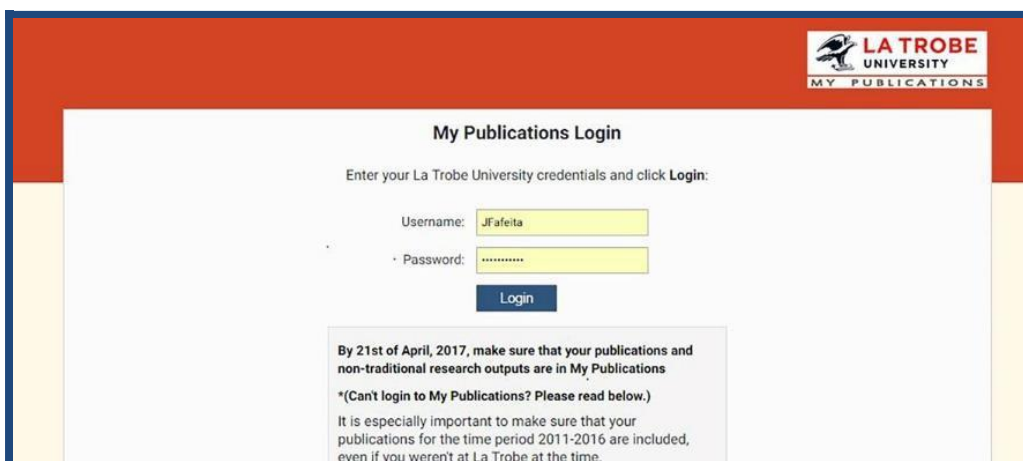
Website: <https://www.latrobe.edu.au/library/research-support/my-publications>

Help: libraryresearchsupport@latrobe.edu.au

1. Login to My Publications

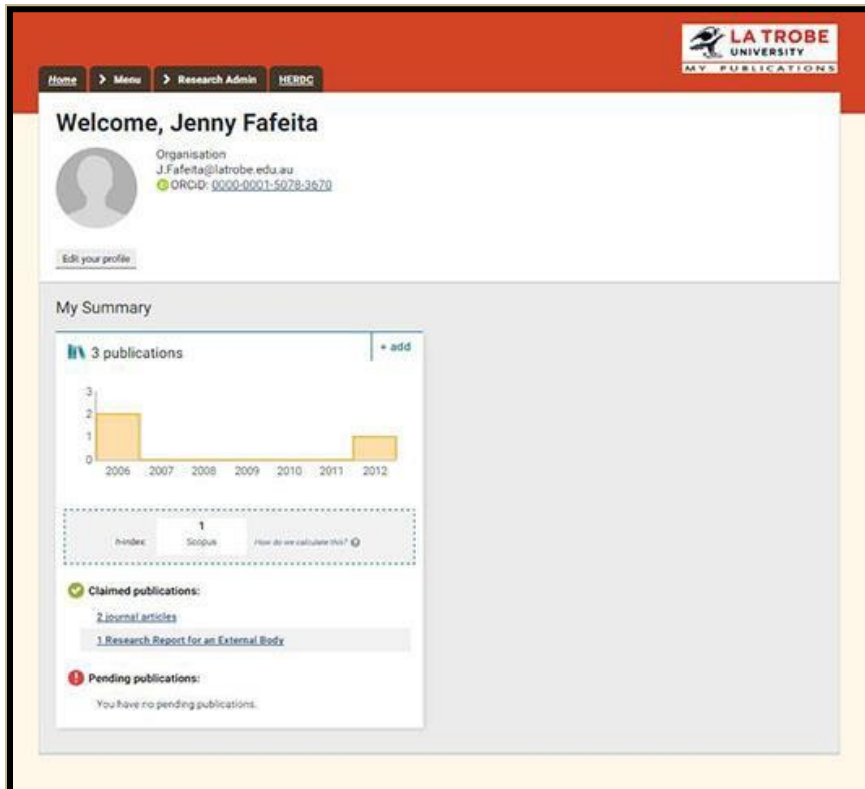
Login to My Publications: <https://mypublications.latrobe.edu.au>

Use your La Trobe University staff or student login details, e.g., Jsmith.
HDR student employed casually should log in with their staff credentials.



The screenshot shows the 'My Publications Login' page. At the top right is the La Trobe University My Publications logo. The main heading is 'My Publications Login'. Below it, the instruction reads: 'Enter your La Trobe University credentials and click Login:'. There are two input fields: 'Username:' with the text 'Jfafeita' and 'Password:' with a masked password '.....'. A blue 'Login' button is positioned below the password field. At the bottom, a grey box contains a notice: 'By 21st of April, 2017, make sure that your publications and non-traditional research outputs are in My Publications *(Can't login to My Publications? Please read below.) It is especially important to make sure that your publications for the time period 2011-2016 are included, even if you weren't at La Trobe at the time.'

Once logged in you will be at the home tab.



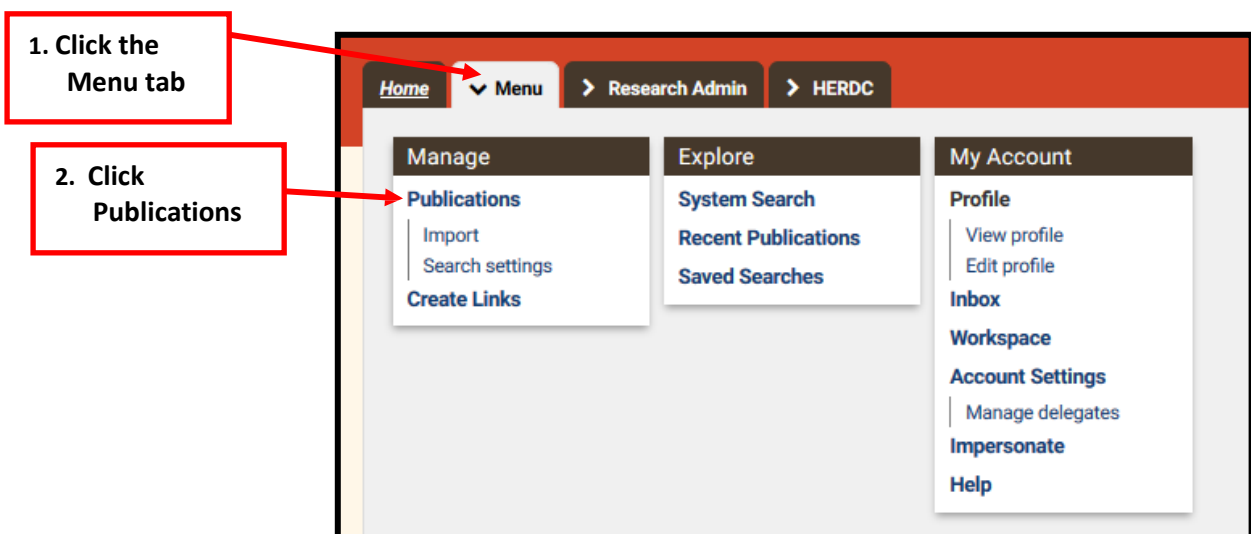
2. Claim or reject your authored/coauthored publications

My Publications searches external databases to find publications that may belong to you and puts them in a Pending list.

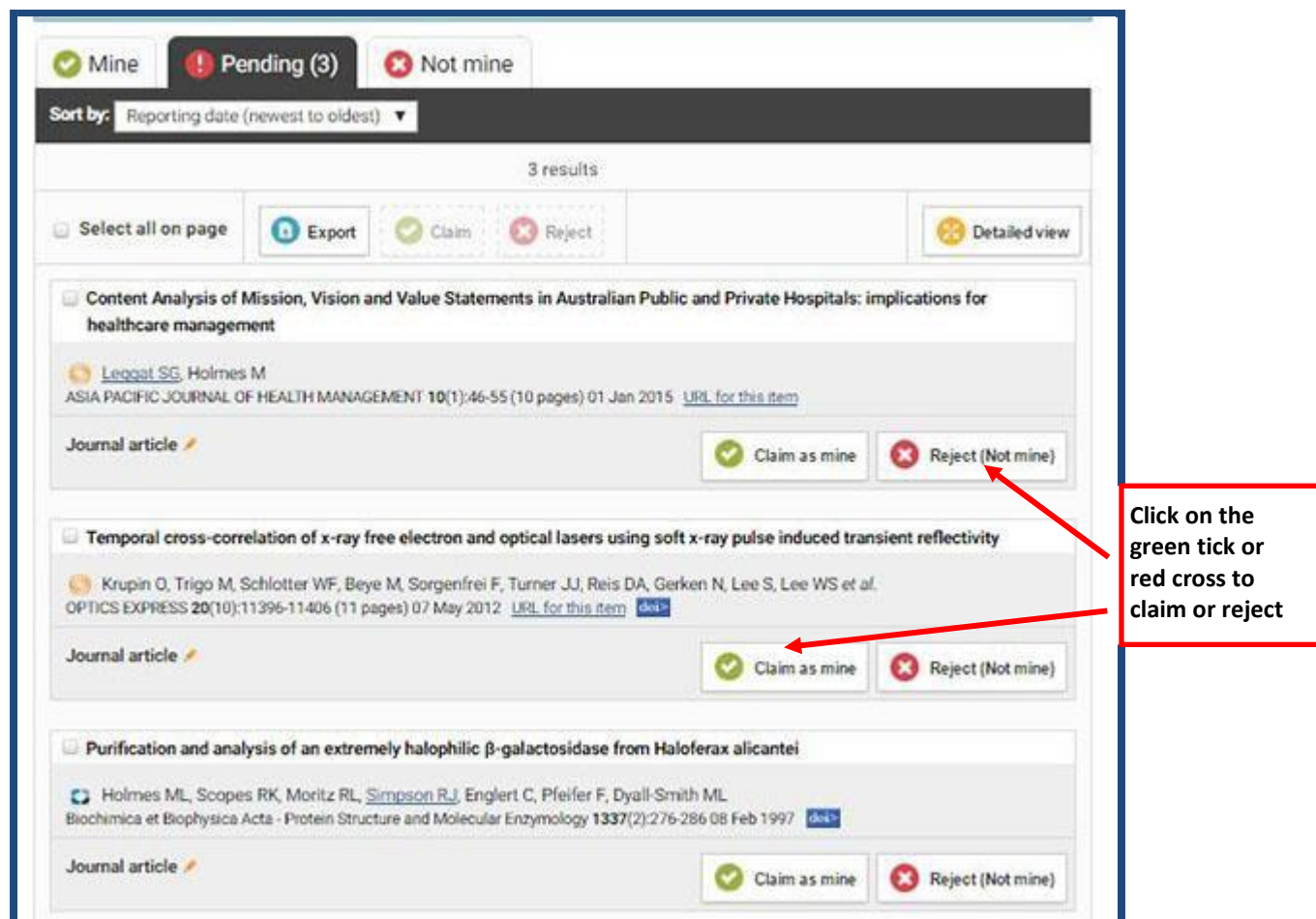
If you have unclaimed publications you will be prompted to claim or reject them on the home tab.

To claim or reject publications:

1. Click the *Menu* tab
2. Under *Manage*, click *Publications*.



3. Under *My publications*, click the *Pending* tab.
4. For each publication in your **Pending** list click the green tick to claim or the red cross to reject. You can also bulk claim by using the toolbar buttons.



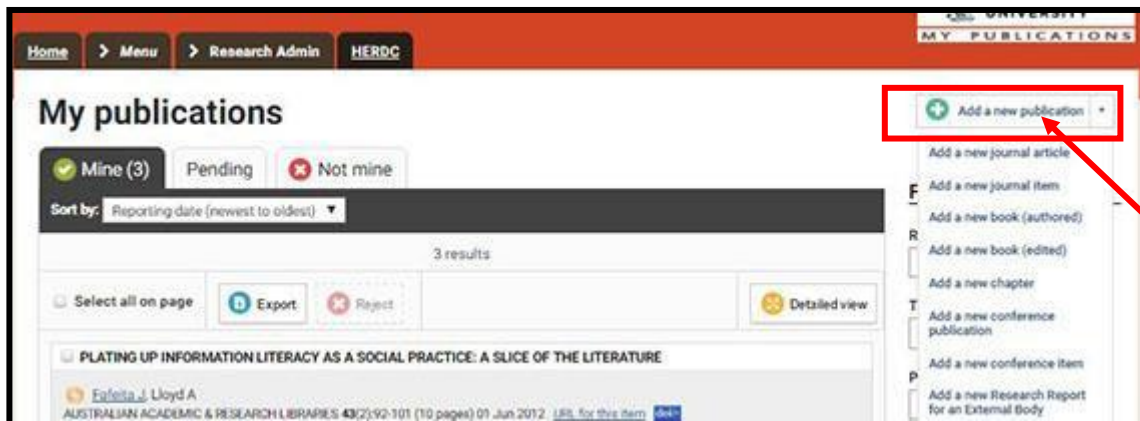
3. Manually add any missing publications/creative outputs

Publications not automatically harvested from external databases need to be added manually. This will mainly be reports, creative works, books, book chapters and contributions to published conference proceedings. The software encourages you to do a search first to ensure that you do not create duplicates.

Please note that there are TWO ways to manually add missing publications/creative outputs Both methods will be described below.

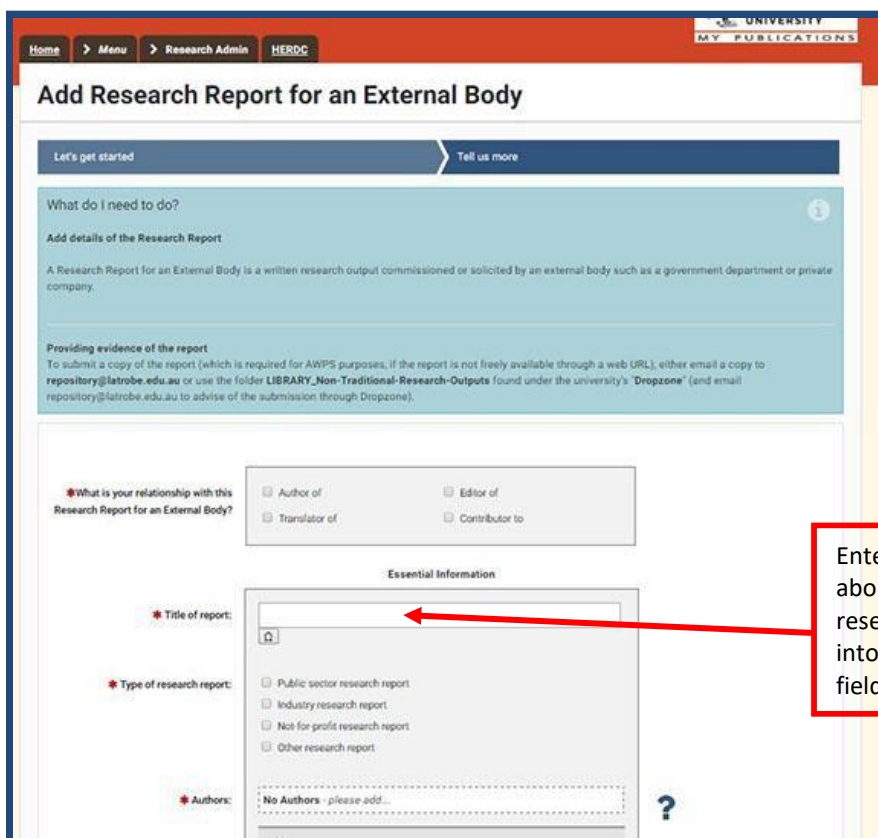
The First Method

1. Click the *Menu* tab
2. Under *Manage*, click *Publications*.
3. Click the *Add a new publication* icon on the top right hand side.



Click to expand the menu

4. Select the publication type you wish to add from the drop down menu. In the following example, select *Add a new Research Report for an External Body* to add a research report.
5. At the *Let's get started* prompt, enter the search information in the text box. If the search engine does not find your publication (e.g. zero results) click on "Skip" to manually add your publication.
6. At the *Tell us more* prompt, complete all of the required fields on the screen. Please note that research statements for research reports are being handled separately by the Research Office.

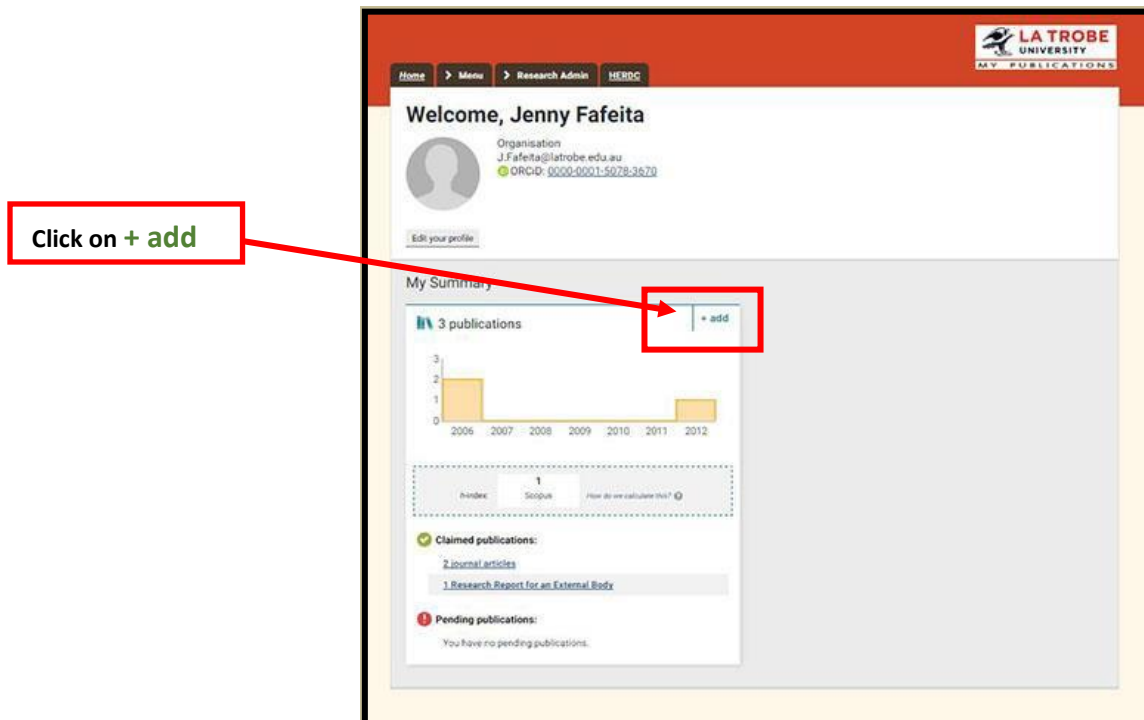


Enter information about your research output into the required fields

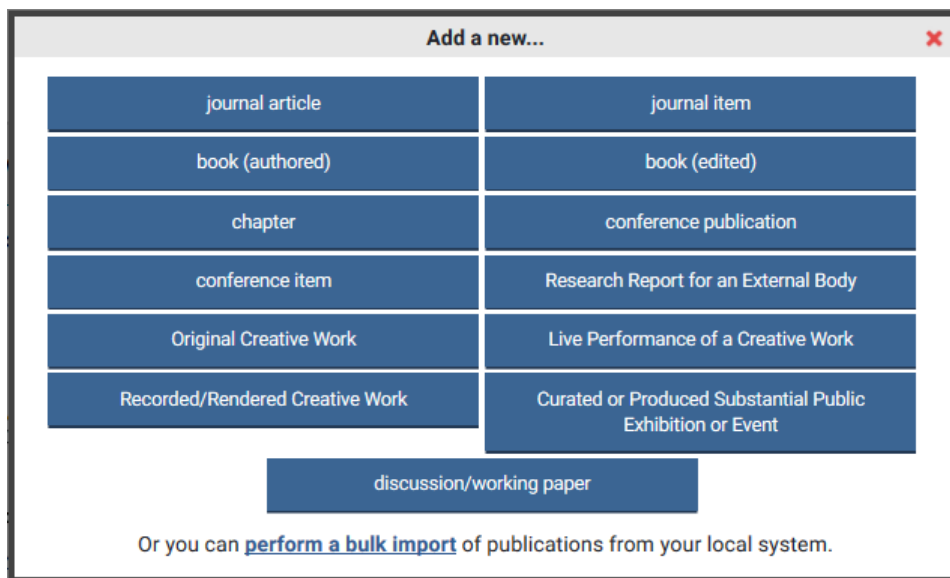
7. Click *Save & Continue*.

The Second Method

1. From the Home screen click on **+ add**



2. The **Add a new...** choice box will appear.



3. Select the publication type you wish to add from the choice box. In the following example, select **Add a new Research Report for an External Body** to add a research report.

4. At the **Let's get started** prompt, enter the search information in the text box. If the search engine does not find your publication (e.g. zero results) click on "Skip" to manually add your publication.

The screenshot shows the 'Add journal article' form. At the top right is the La Trobe University logo and 'MY PUBLICATIONS'. A navigation bar includes 'Home', 'Menu', 'Research Admin', and 'HERDC'. The main heading is 'Add journal article'. Below it is a 'Let's get started' button and a 'Tell us more' link. A light blue box contains the text: 'Enter your journal article title or DOI' and 'Your journal article 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.' Below this is a text input field labeled 'Title or DOI'. To the right of the field are 'Skip' and 'Search' buttons. At the bottom right is a 'Cancel' link.

5. At the **Tell us more** prompt, complete all of the required fields on the screen. Please note that research statements for research reports are being handled separately by the Research Office.

The screenshot shows the 'Add Research Report for an External Body' form. At the top right is the University logo and 'MY PUBLICATIONS'. A navigation bar includes 'Home', 'Menu', 'Research Admin', and 'HERDC'. The main heading is 'Add Research Report for an External Body'. Below it is a 'Let's get started' button and a 'Tell us more' link. A light blue box contains the text: 'What do I need to do?' and 'Add details of the Research Report'. Below this is a text input field labeled 'Title of report:'. To the right of the field is a red callout box with the text: 'Enter information about your research output into the required fields'. Below the title field are several sections: 'Providing evidence of the report', 'What is your relationship with this Research Report for an External Body?' (with radio buttons for Author of, Editor of, Translator of, and Contributor to), 'Essential Information' (with a radio button for Public sector research report, and checkboxes for Industry research report, Not for profit research report, and Other research report), and 'Authors:' (with a text input field and a question mark icon).

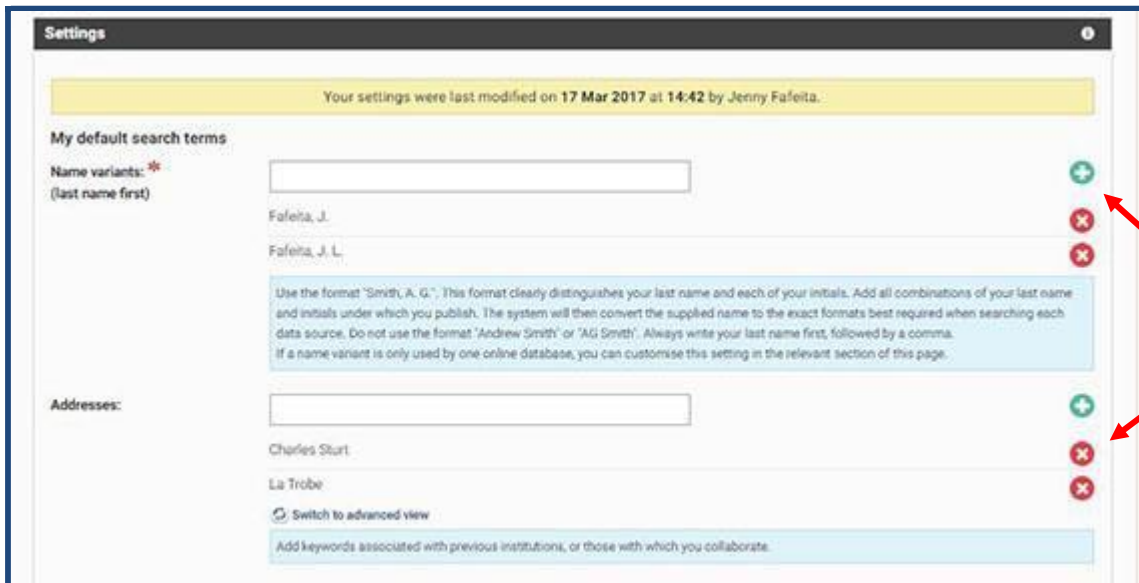
4. Check your name and affiliations

From the home tab, click on the menu tab, then under *Manage* click on **Search Settings**

Scroll down to the *Settings* heading.

In the *Name variants* field, enter each variant of your name (and initials) under which you have published. Delete incorrect name variants.

Add any previous affiliations in the *Addresses* field.

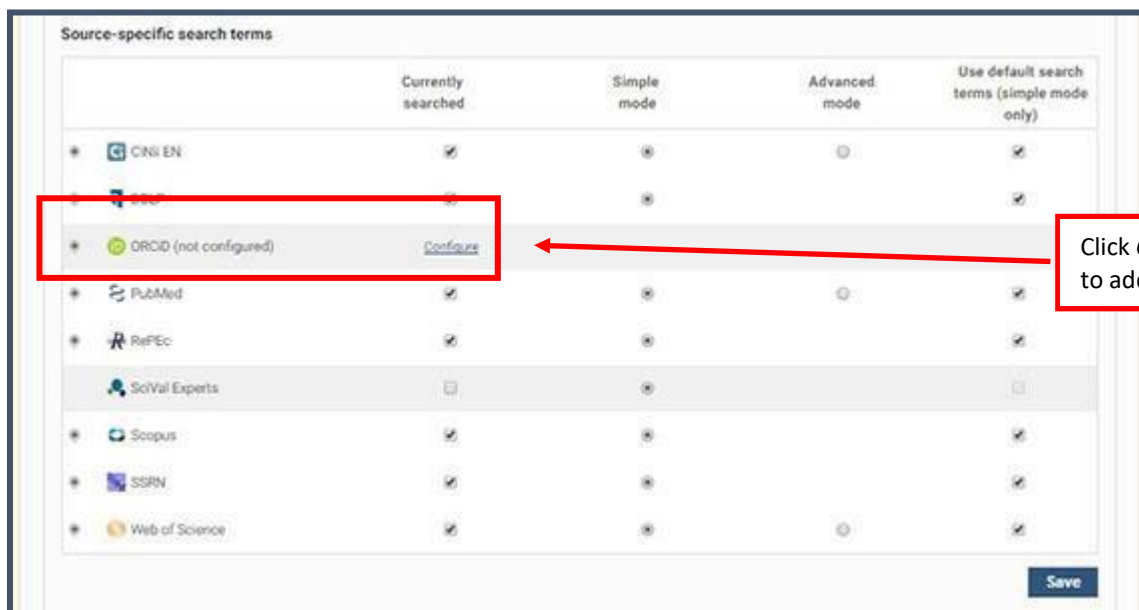


The screenshot shows the 'Settings' page with a yellow notification bar at the top stating 'Your settings were last modified on 17 Mar 2017 at 14:42 by Jenry Fafeita.'. Below this, the 'My default search terms' section has a 'Name variants' field with a text input and a list of variants: 'Fafeita, J.' and 'Fafeita, J. L.'. Each variant has a green '+' button to add and a red 'x' button to remove. A blue tooltip explains the naming format: 'Use the format "Smith, A. G.". This format clearly distinguishes your last name and each of your initials. Add all combinations of your last name and initials under which you publish. The system will then convert the supplied name to the exact formats best required when searching each data source. Do not use the format "Andrew Smith" or "AG Smith". Always write your last name first, followed by a comma. If a name variant is only used by one online database, you can customise this setting in the relevant section of this page.' Below the name variants is an 'Addresses' field with a text input and a list of addresses: 'Charles Sturt' and 'La Trobe'. Each address has a green '+' button to add and a red 'x' button to remove. At the bottom, there is a 'Switch to advanced view' link and a text input for 'Add keywords associated with previous institutions, or those with which you collaborate.'

Use the green and red buttons to add and remove names

Scroll down to the *Source-specific search terms* heading.

Where known, add author IDs from services such as ORCID, Scopus, Web of Science, and SSRN etc.



The screenshot shows the 'Source-specific search terms' table with the following columns: 'Currently searched', 'Simple mode', 'Advanced mode', and 'Use default search terms (simple mode only)'. The table lists several sources: CINI EN, ORCID (not configured), PubMed, RePEc, SciVal Experts, Scopus, SSRN, and Web of Science. The 'ORCID (not configured)' row is highlighted with a red box, and a red arrow points to the 'Configure' link in the 'Currently searched' column. A blue 'Save' button is located at the bottom right of the table.

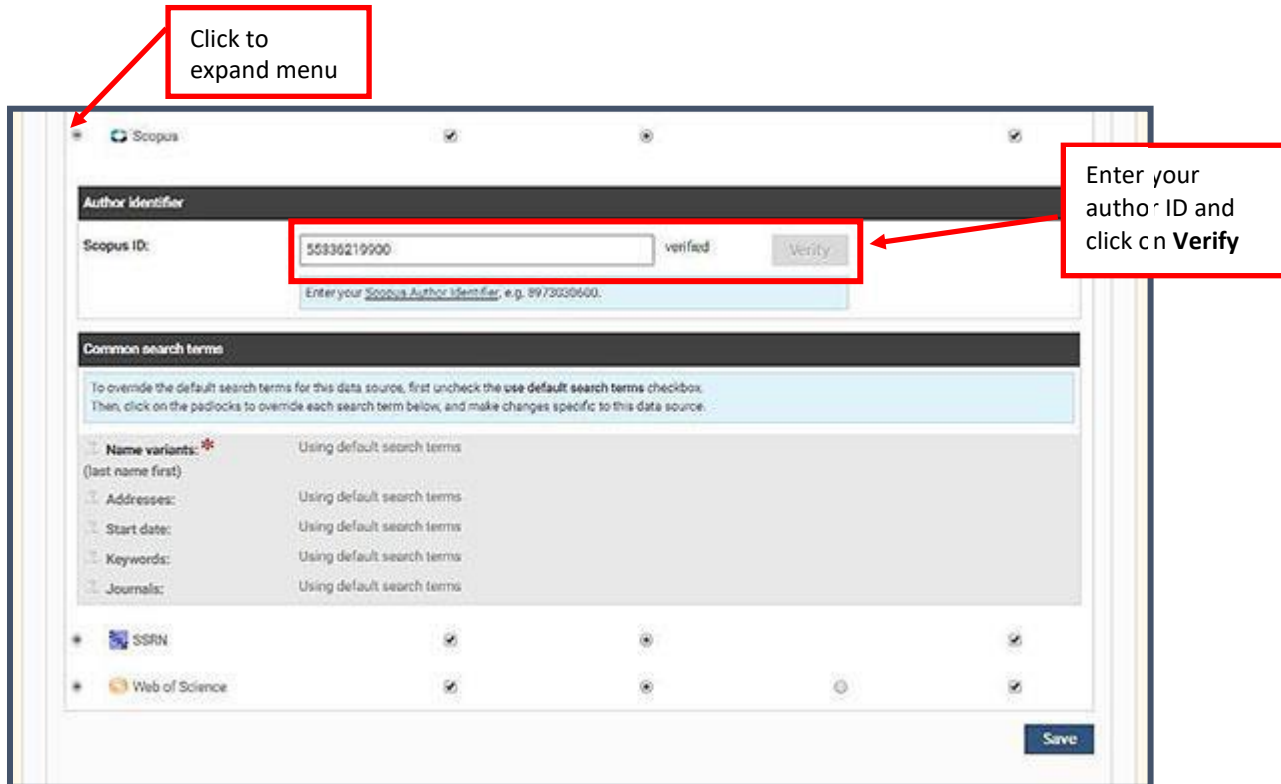
	Currently searched	Simple mode	Advanced mode	Use default search terms (simple mode only)
CINI EN	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
ORCID (not configured)	Configure	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
PubMed	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
RePEc	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
SciVal Experts	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Scopus	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
SSRN	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Web of Science	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

Click *Configure* to add ORCID

If adding your ORCID ID, click on the *Configure* link and follow the prompts.

For other services, select the database name by clicking on the plus sign to expand the menu. Then enter your ID and click on the *Verify* button.

Click on the *Save* button at the bottom of the screen.



When you are finished, log out of My Publications. The logout button is at the top left of the My Publications window.

5. Submit the output/evidence

Evidence of excellence is required for non-traditional research outputs (NTRs). In addition to the research statement provided when adding NTRs 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)

To submit evidence of NTRs email the digital files to 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.

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

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