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.
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*.

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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.

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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.
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.

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.

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.
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.

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.
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 (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)

To submit evidence of NTROs 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.


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