



My Publications

a guide

La Trobe University Library

<http://www.latrobe.edu.au/library>

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/co-authored 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 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' page. At the top, there is a logo for 'LA TROBE UNIVERSITY DEV MY PUBLICATIONS'. Below the logo, the heading 'My Publications Login' is centered. Underneath the heading, the instruction 'Enter your La Trobe University credentials and click Login:' is displayed. There are two input fields: 'Username' and 'Password'. Below these fields is a green button labeled 'LOGIN'.

Once logged in you will be at the home tab.

Homepage


MY ACTIONS (1 of 2)





Fix the broken connection for your ORCID account

Connecting to your ORCID account helps us find your publications across the web. You can also choose to send your publications from My Publications to your ORCID account.

[FIX CONNECTION](#)



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[EDIT MY PROFILE](#)

Publications

Claimed

- 146 journal articles
- 6 journal items
- and 21 more publications >

Pending

- 3 journal articles
- 1 Book Chapter
- 2 Conference Papers

+ ADD NEW VIEW ALL

Grants

Claimed

- 2 grants

VIEW ALL

Professional activities

You have no professional activities.

+ ADD NEW VIEW ALL

Teaching activities

You have no teaching activities.

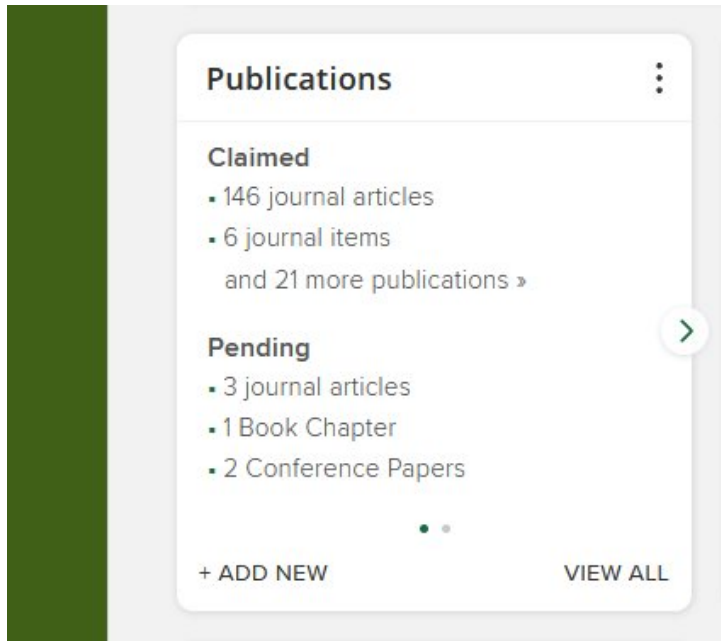
+ ADD NEW VIEW ALL

2. Claim or reject your authored/co-authored publications

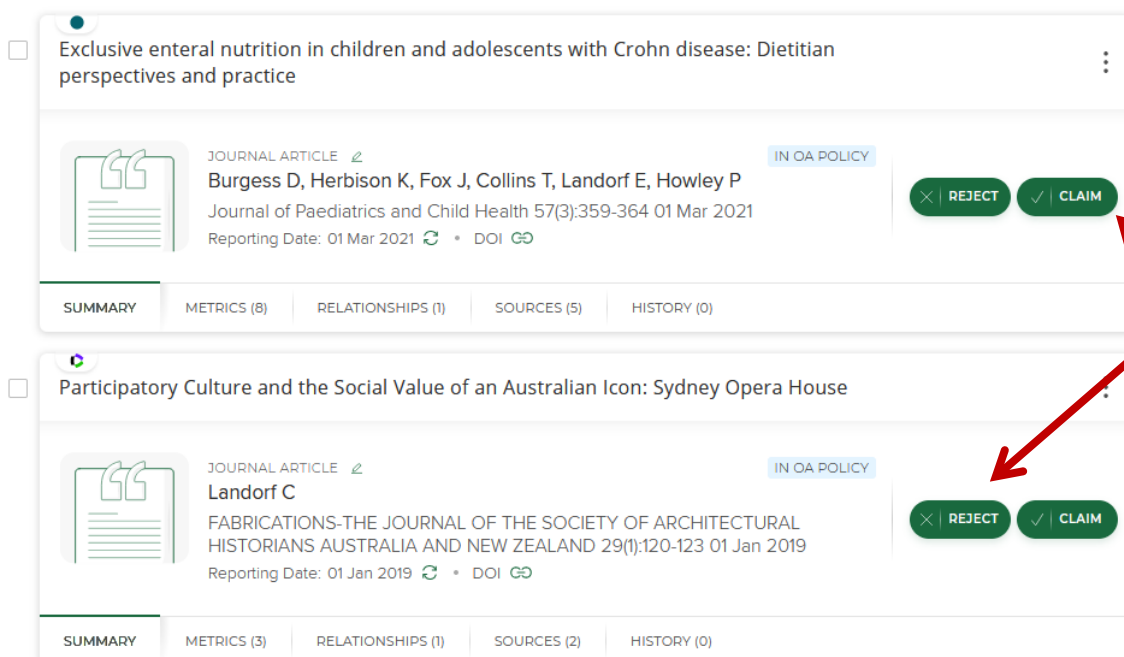
My Publications searches external databases to find publications that may belong to you and harvests them into a Pending list. If you have unclaimed publications you will be prompted to claim or reject them on the home tab.

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 toolbar buttons at the top of your publications list.



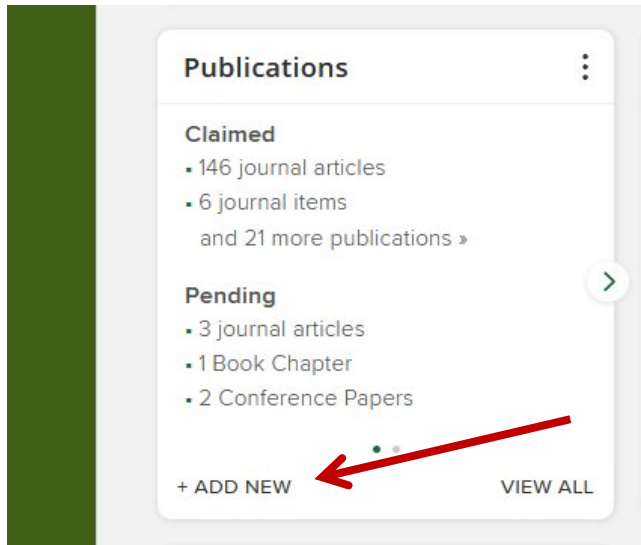
Click on the “Claim” or “Reject” buttons to claim or reject publications

3. Manually add any missing publications/creative outputs

Publications not automatically harvested from external databases need to be added manually. These 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 duplicate records in the system.

To add a manual record:

1. Click on the “Add New” link in the Publications section on your My Publications home page:



2. Select the appropriate publication type for the output you wish to add (e.g. “Research Report”):

Add a new publication



Select publication type

Journal Article	Book	Book Chapter	Conference Paper
Research Report	Original Creative Work	Curated Public Exhibition/Event	Live Performance of a Creative Work
Recorded/Rendered Creative Work	Thesis	Research Data	Preprint

CANCEL

3. At the *Let's get started* prompt, enter the search information in the text box. If the search engine does not find your publication, click on "Skip" to manually add your publication.

Add Research Report

Let's get started [Tell us more](#)

i Enter your Research Report title

Your Research Report 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.

Title

Management of planter heel pain in general practice in Australia

[Skip](#) [Search](#)

[Cancel](#)

4. At the *Tell us more* prompt, complete all of the required fields on the screen:

Add Research Report

Let's get started [Tell us more](#)

What do I need to do?
Add details of the Research Report

A Research Report for an External Body is a written research output commissioned or solicited by an external body such as a government department or private company.

Providing evidence of the report
To submit a copy of the report (which is required for AWPS purposes, if the report is not freely available through a web URL), either email a copy to repository@latrobe.edu.au or use the folder **LIBRARY_Non-Traditional-Research-Outputs** found under the university's "Dropzone" (and email repository@latrobe.edu.au to advise of the submission through Dropzone).

Information entered on this form is discoverable by other users of the publications module.

*** What is your relationship with this Research Report?**

Author of Editor of
 Translator of Contributor to

*** nominate**

Yes

*** Title of report**

Management of planter heel pain in general practice in Aus [Ω](#)

*** Type of research report**

Public sector research report
 Industry research report
 Not-for-profit research report
 Other research report

*** Authors**

No Authors - please add... [?](#)

Enter information about your research output in the relevant fields

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>


The screenshot shows the OPAL deposit process. At the top, there are three tabs: "Let's get started", "Tell us more", and "Deposit". Below the tabs, a message states: "You are about to deposit this Journal Article to OPAL".

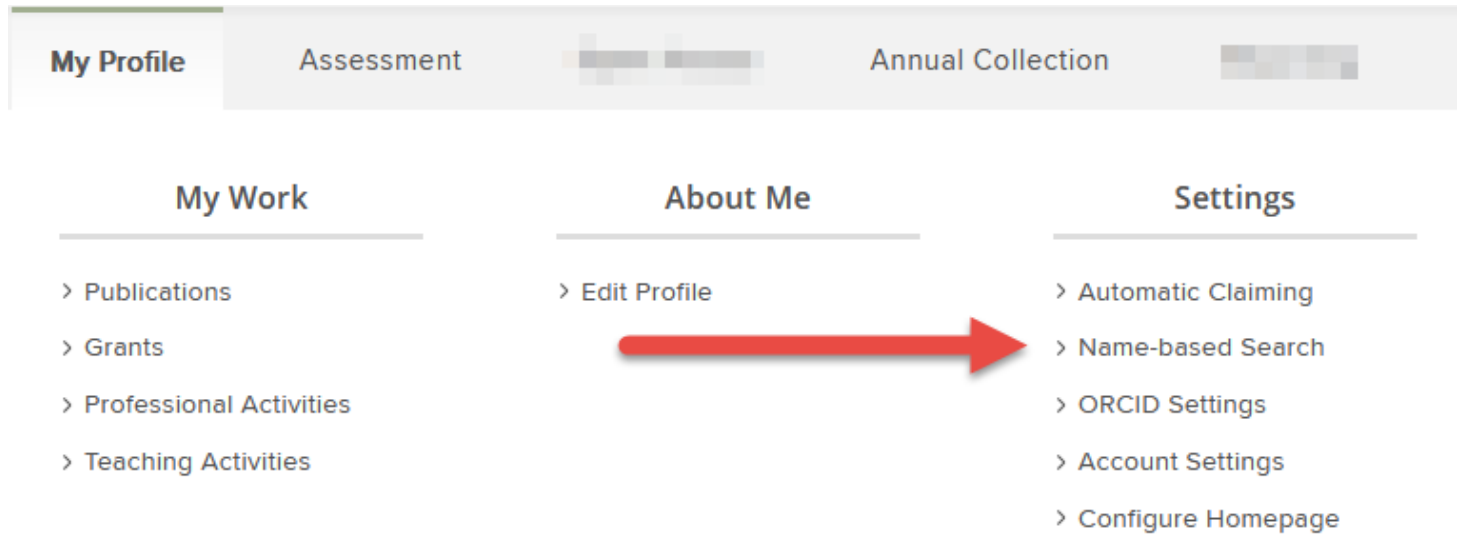
On the left, there is a "Deposit advice" section with a sub-section for "Institutional advice". It contains the following text: "For advice with depositing publications into OPAL please contact the Scholarly Publications team repository@latrobe.edu.au. For further information go to <https://www.latrobe.edu.au/library/research-support/opal>. When depositing Journal Articles you should check the Sherpa Romeo re-use and licensing advice below."

The main area is titled "1. Prepare deposit (step 1 of 3)". It has two tabs: "Upload a file" (active) and "Add OA location". Under "Upload a file", it says "Choose a file from your local machine:". Below this, there is a "Choose file:" label, a "Browse..." button, and the text "No file selected.". There are also two buttons: "Deposit Without Files" and "Use this file". At the bottom right of this section is a link "Skip this step".

A callout box with a black border and white background is positioned on the right. It contains the text: "Select browse to upload your file, or skip this step". Two red arrows point from this box: one to the "Browse..." button and another to the "Skip this step" link.

4. Check your name and affiliations

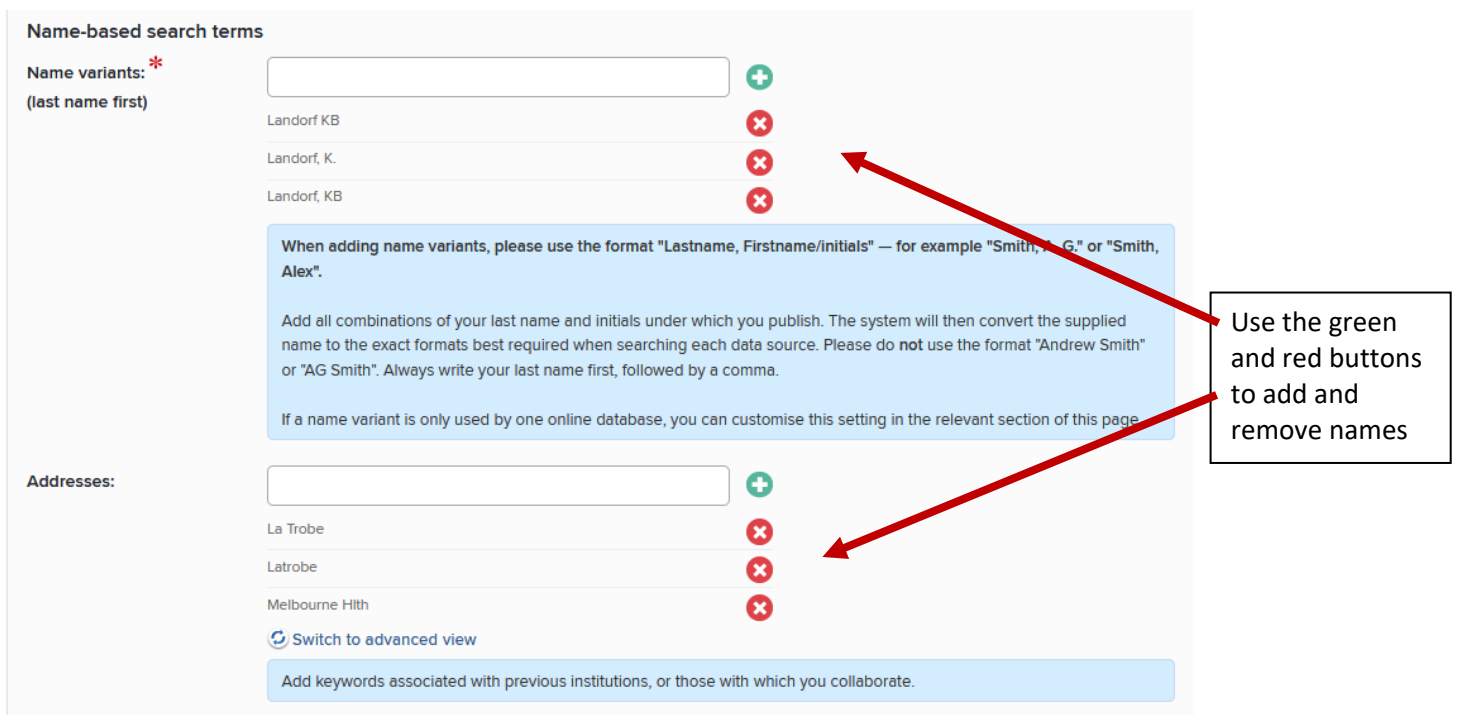
To help the system automatically harvest in publication from other systems, it's important that all of your name variations and affiliations are recorded in My Publications. To do this, go to the top banner, click on the menu icon , then under *My Profile* → *Settings* click on **Name-based Search**



Scroll down to the *Name-based searches* heading.

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

Add any previous affiliations in the *Addresses* field.



The screenshot shows the 'Name-based search terms' and 'Addresses' fields. The 'Name-based search terms' field has a list of name variants: Landorf KB, Landorf, K., and Landorf, KB. The 'Addresses' field has a list of addresses: La Trobe, Latrobe, and Melbourne Hlth. A callout box explains the format and button usage:

When adding name variants, please use the format "Lastname, Firstname/initials" — for example "Smith, J. G." or "Smith, Alex".

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. Please do not use the format "Andrew Smith" or "AG Smith". Always write your last name first, followed by a comma.

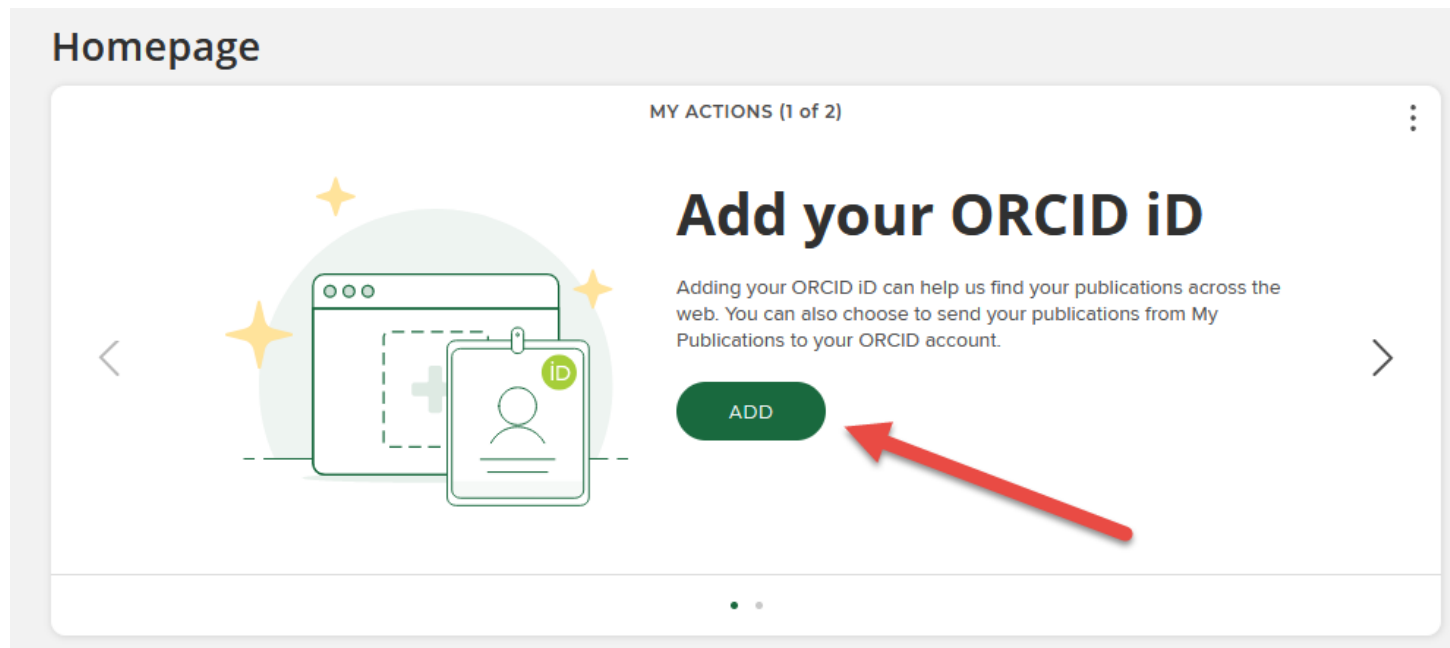
If a name variant is only used by one online database, you can customise this setting in the relevant section of this page.

Use the green and red buttons to add and remove names

5. Adding / Configuring your ORCID

When you log into your My Publications account, you may see a message asking you to add your ORCID or fix your broken ORCID connection.

Adding your ORCID, do the following:



1. Click on the “Add” button

You will then be taken to the ORCID site where you can log in using your ORCID username and password. If you don't already have an ORCID then it's recommended that you click on “Register now” to create an ORCID.

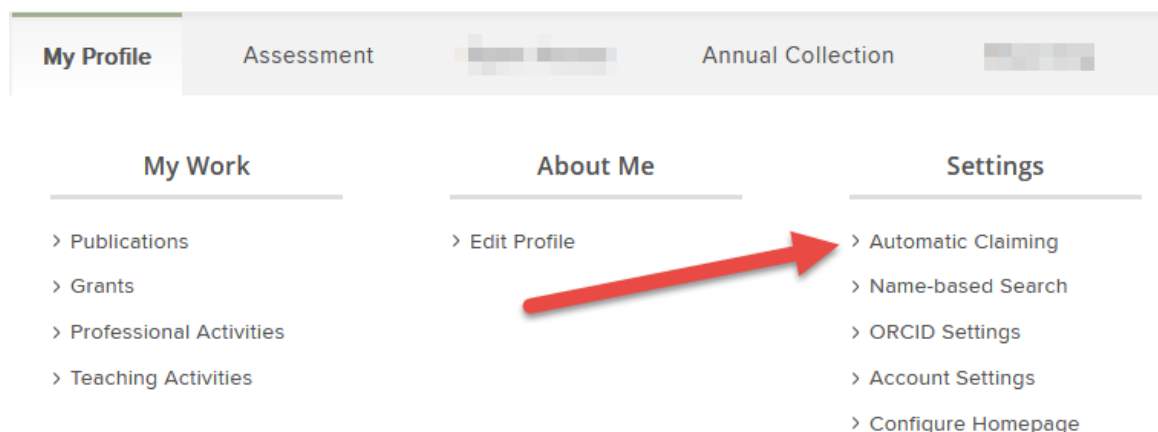
2. Give La Trobe University permission to connect to your ORCID when asked.

6. Linking your Scopus profile to your My Publications account

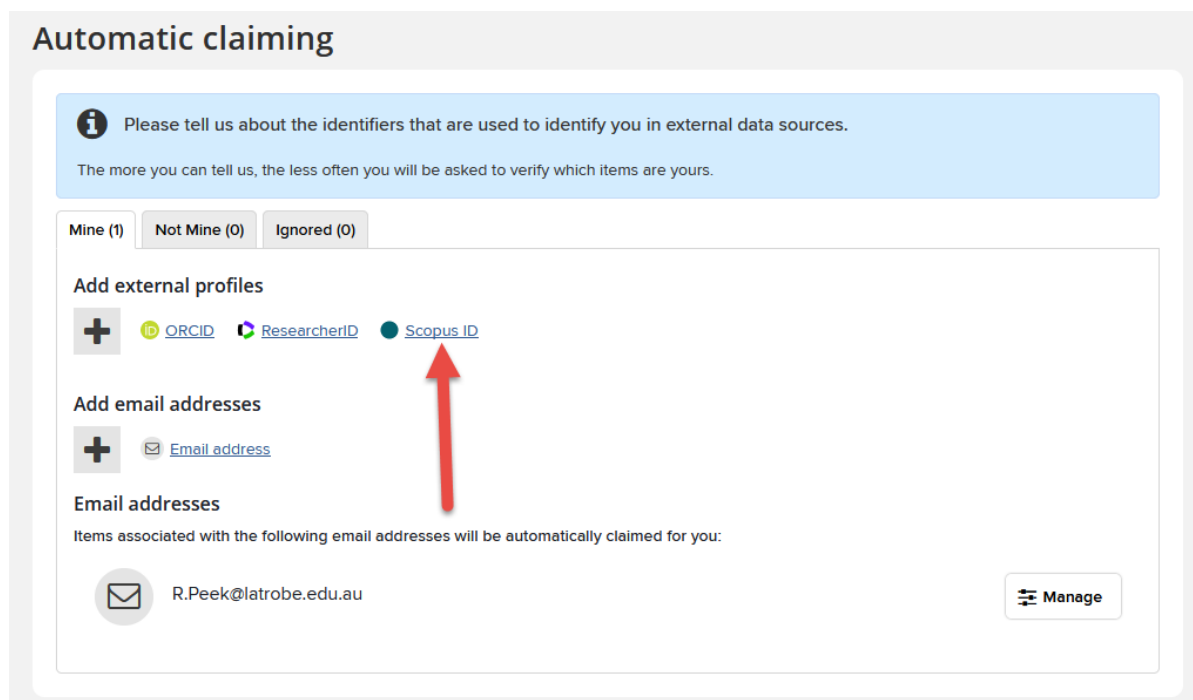
Linking your Scopus, ResearcherID and ORCID to your My Publications account enables the system to automatically harvest any publications linked to those accounts into My Publications.

To link your Scopus ID:

1. Go to the top banner, click on the menu icon , then under *My Profile* → *Settings* click on **Automatic Claiming**



2. Click on “Scopus ID” on your Automatic Claiming page:

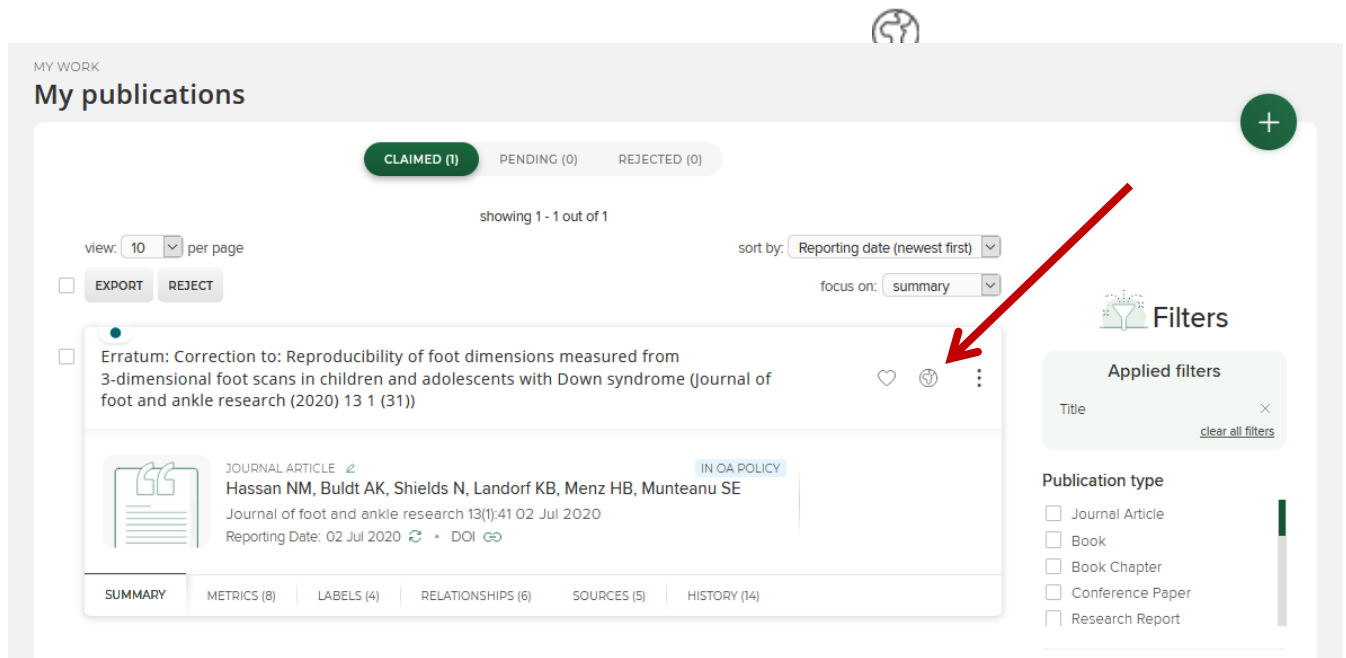


3. Enter your Scopus ID in the box provided. At this point you can perform a search at Scopus to confirm that you’ve entered the correct number before clicking “Next”.
4. When asked what the system should do with your Scopus ID, select “Auto claim associated items” (default option) and click “Confirm”.

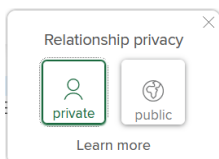
7. Hiding a publication from your Scholars profile

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:

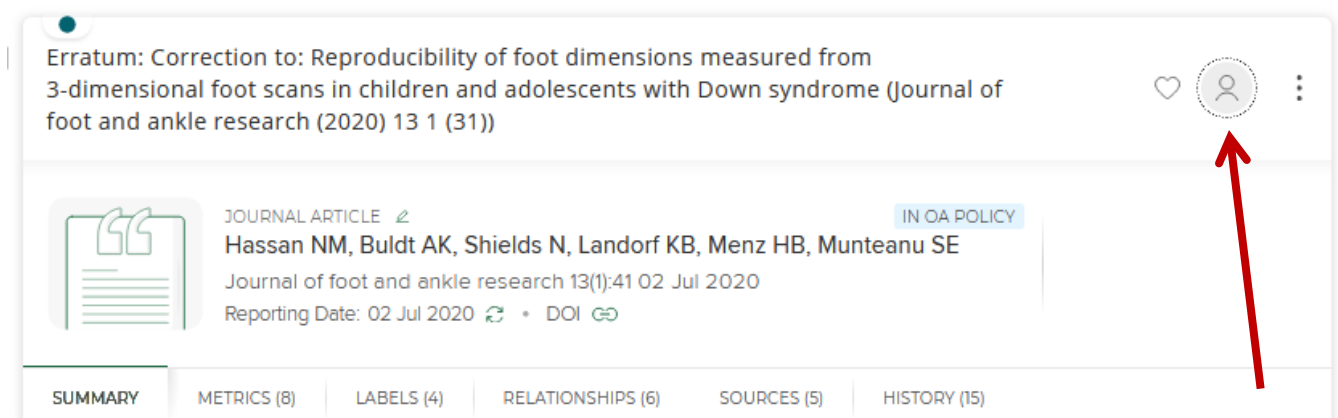
1. Find the entry you want to hide in your list of publications and then click “relationship privacy setting icon” which appears on the top right of the entry. The default setting is “public” which is identified by the “world” symbol:



2. Select “private”:



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



8. 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). Note that research statements are *not* required for research reports.

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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