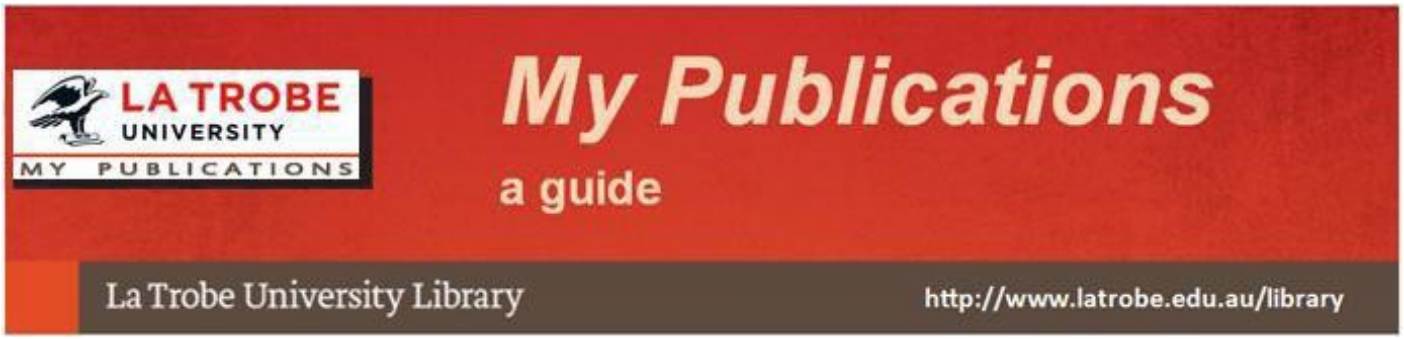


My Publications is the system for recording and promoting your research publications and creative outputs. The system automatically searches electronic databases such as Web of Science and Scopus, and locates publications assigned to an individual.

What you need to do:

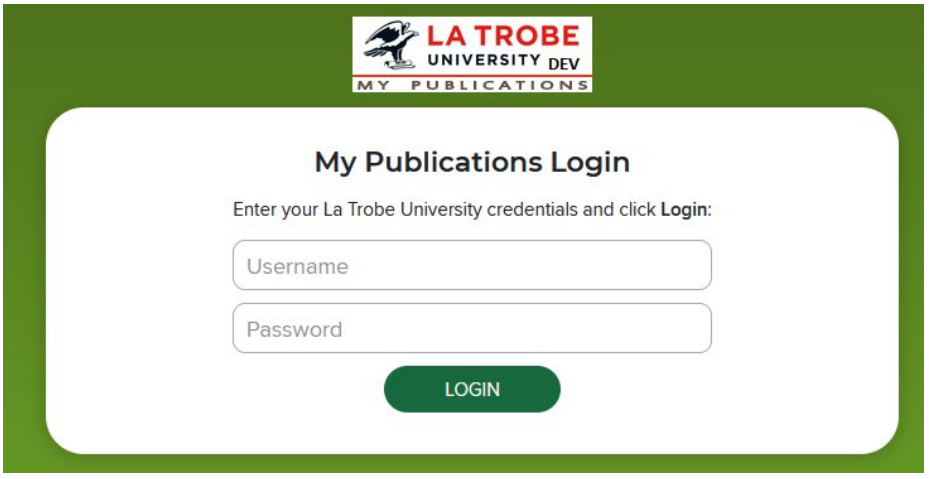
- Claim or reject your authored/co-authored publications
- Manually add any missing publications/creative outputs
- Check your name and name variants
- Submit the output/evidence

Website: https://www.latrobe.edu.au/library/research-support/my-publications
Help: libraryresearchsupport@latrobe.edu.au

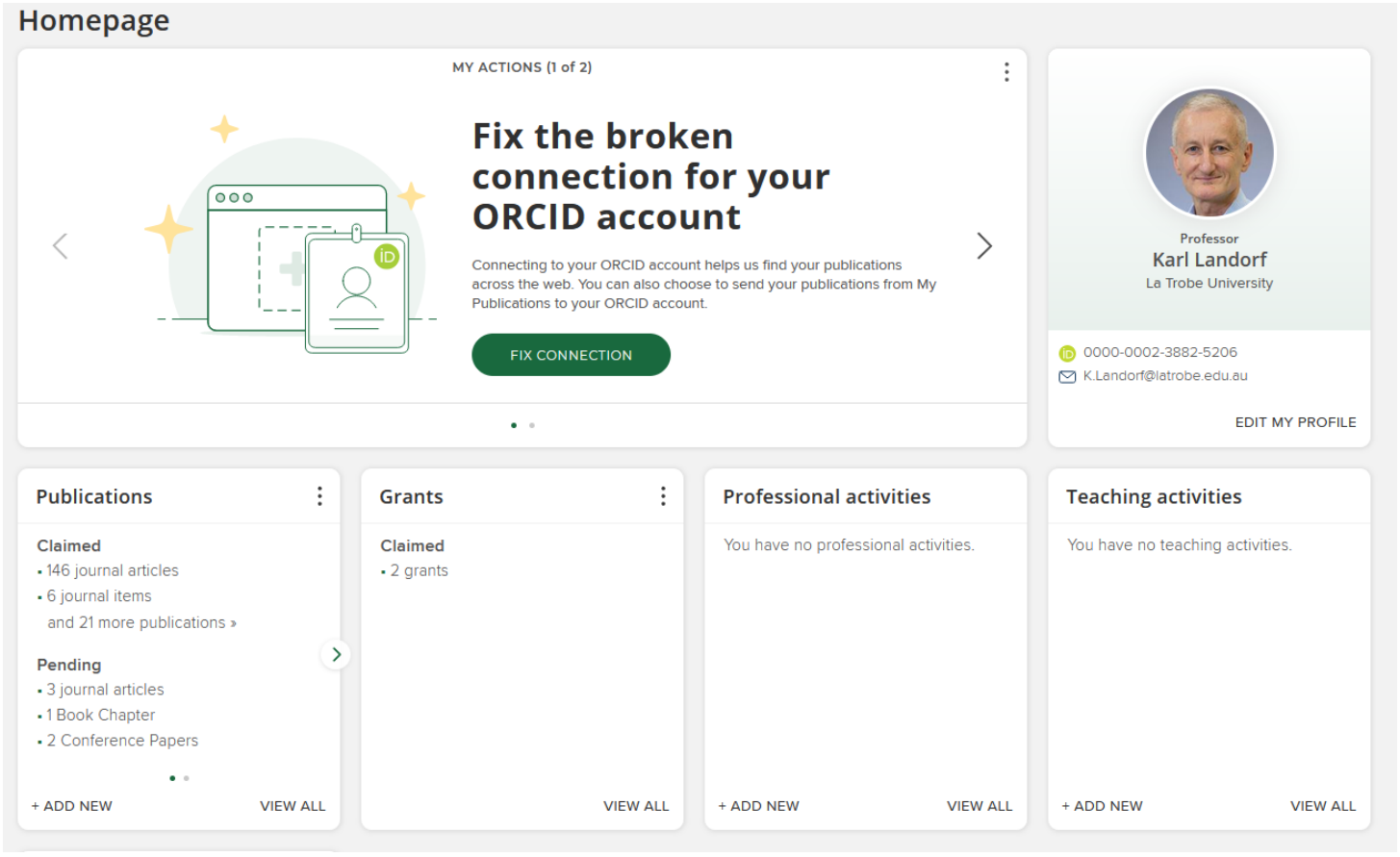
1. Login to My Publications

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.



Once logged in you will be at the home tab.

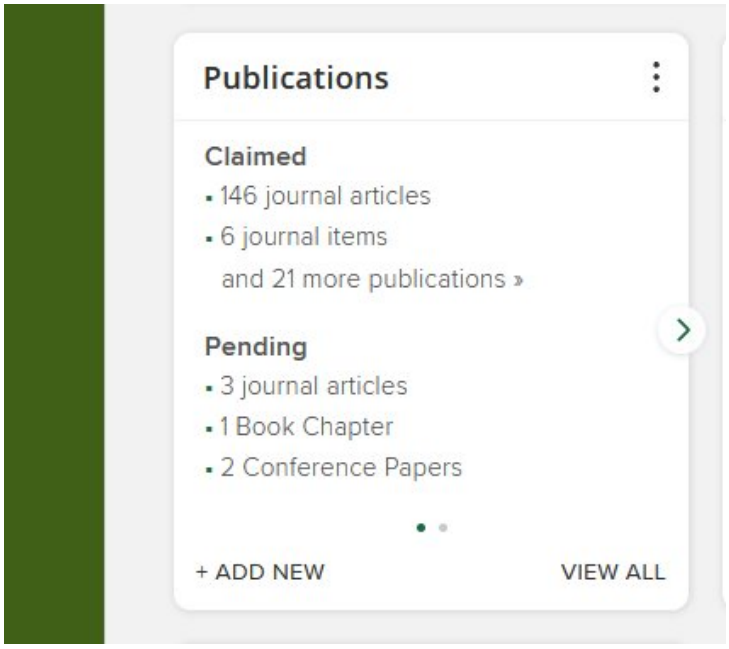


2. Claim or reject your authored/co-authored publications

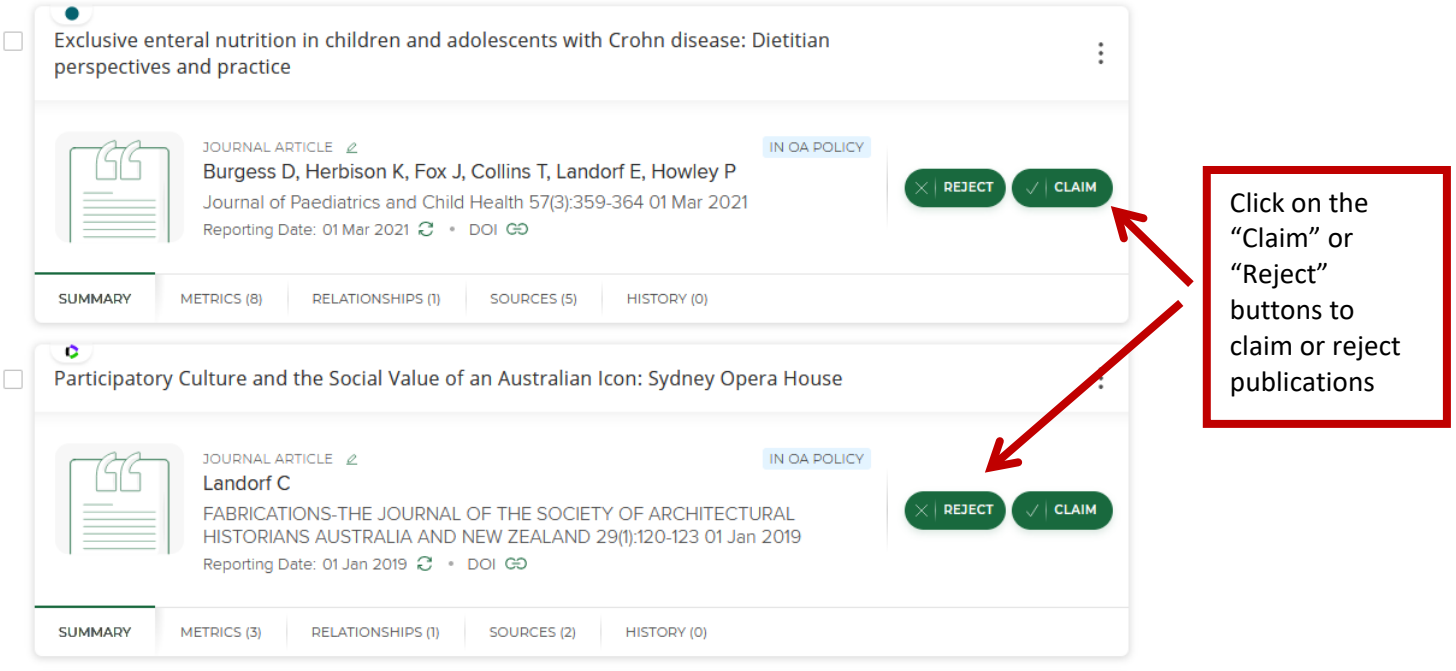
My Publications searches external databases to find publications that may belong to you and harvests them into a Pending list. If you have unclaimed publications you will be prompted to claim or reject them on the home tab.

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.

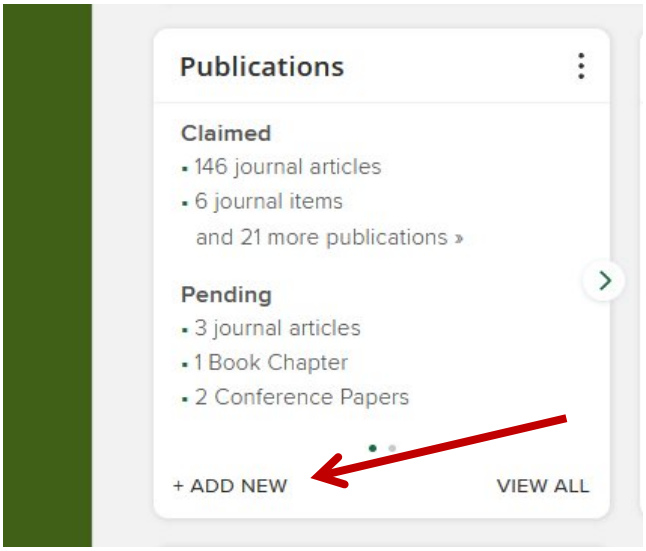


3. Manually add any missing publications/creative outputs

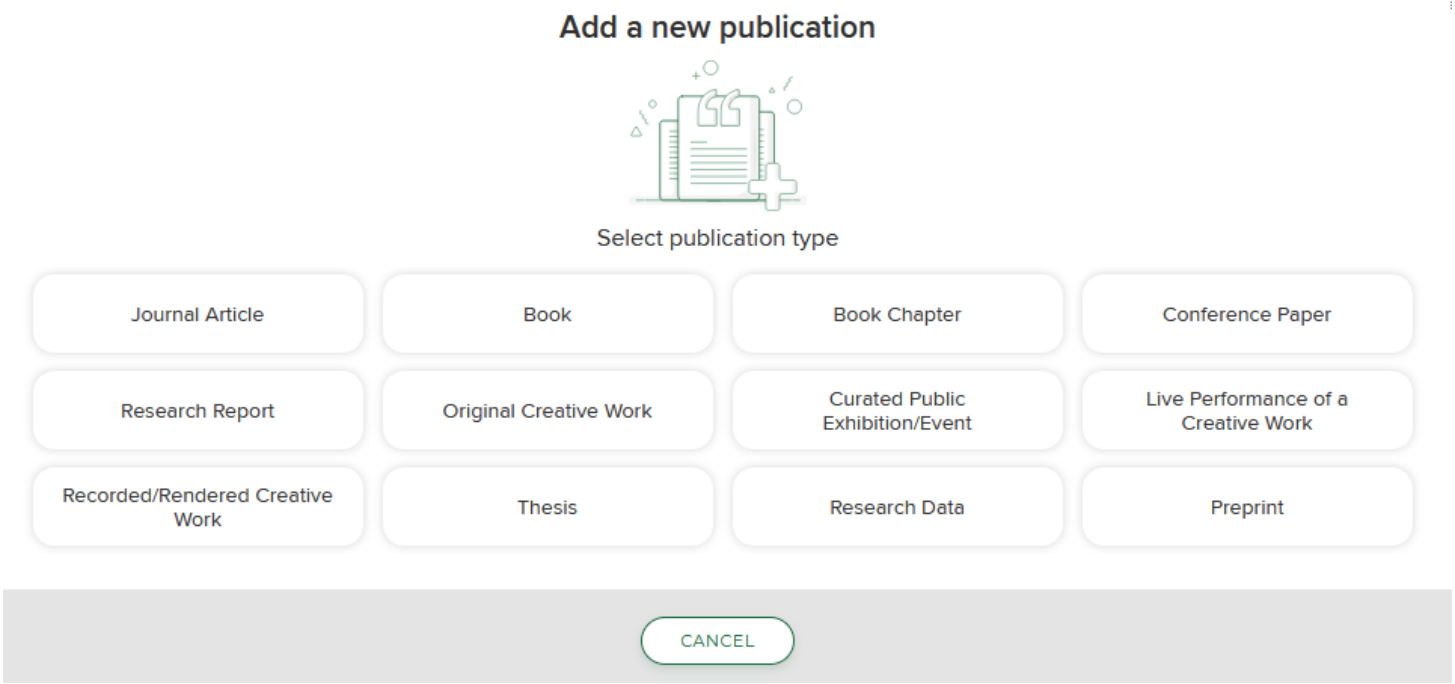
Publications not automatically harvested from external databases need to be added manually. These will mainly be reports, creative works, books, book chapters and contributions to published conference proceedings. The software encourages you to do a search first to ensure that you do not create duplicate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

To add a manual record:

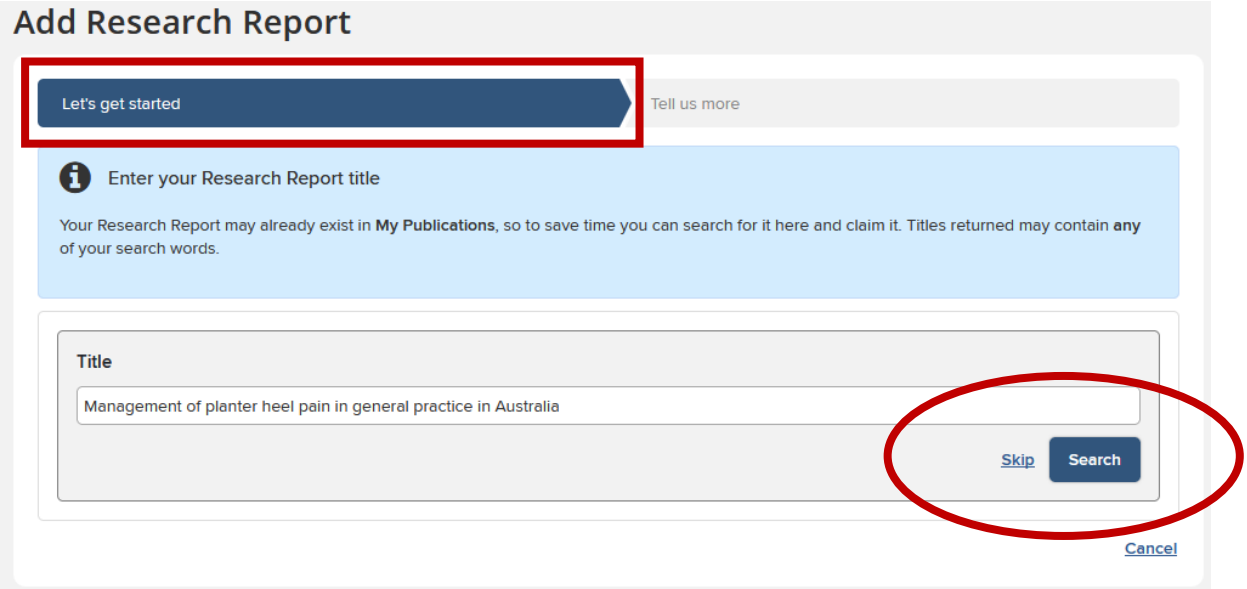
1. Click on the "Add New" link in the Publications section on your My Publications home page:



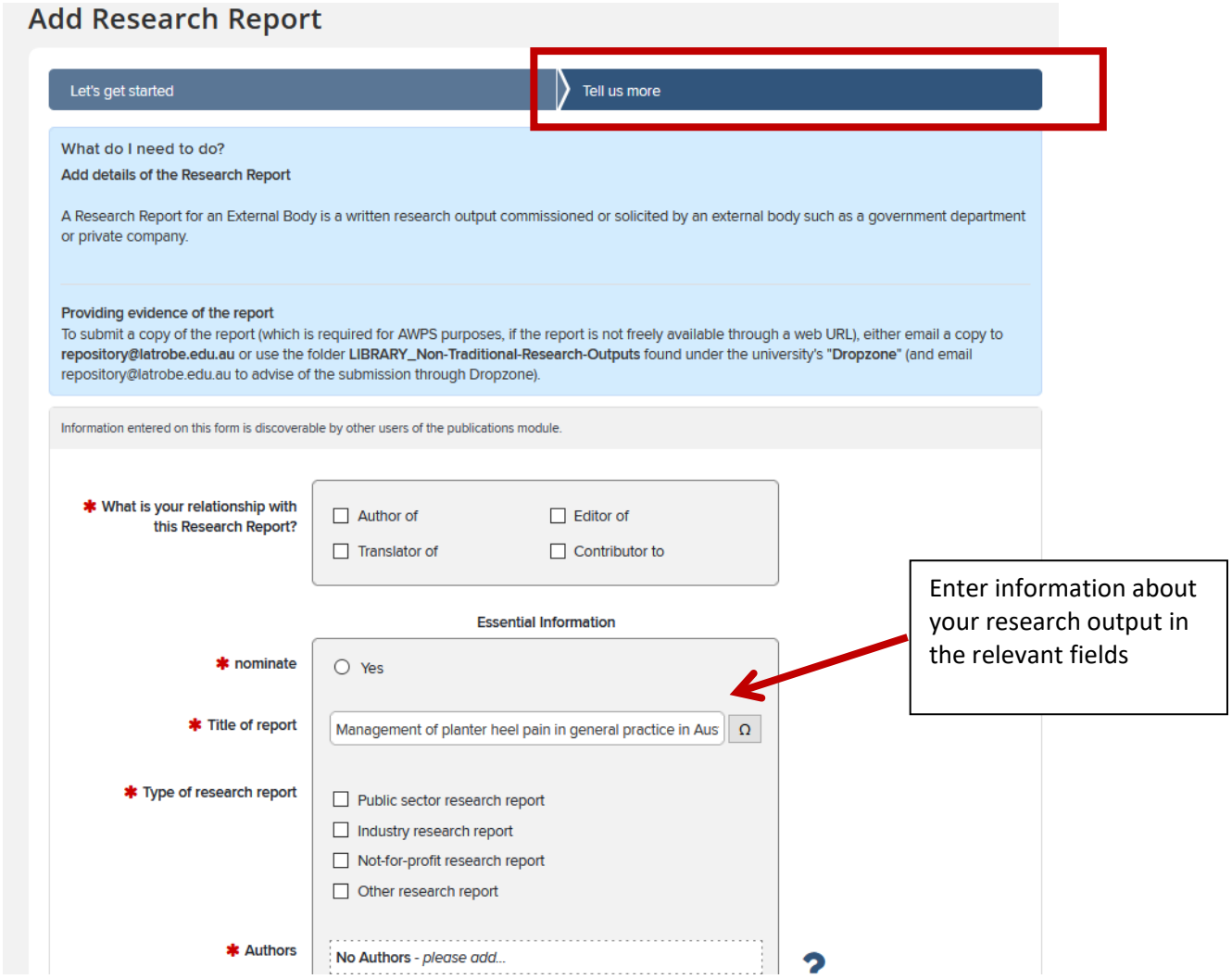
2. Select the appropriate publication type for the output you wish to add (e.g. "Research Report"):



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.

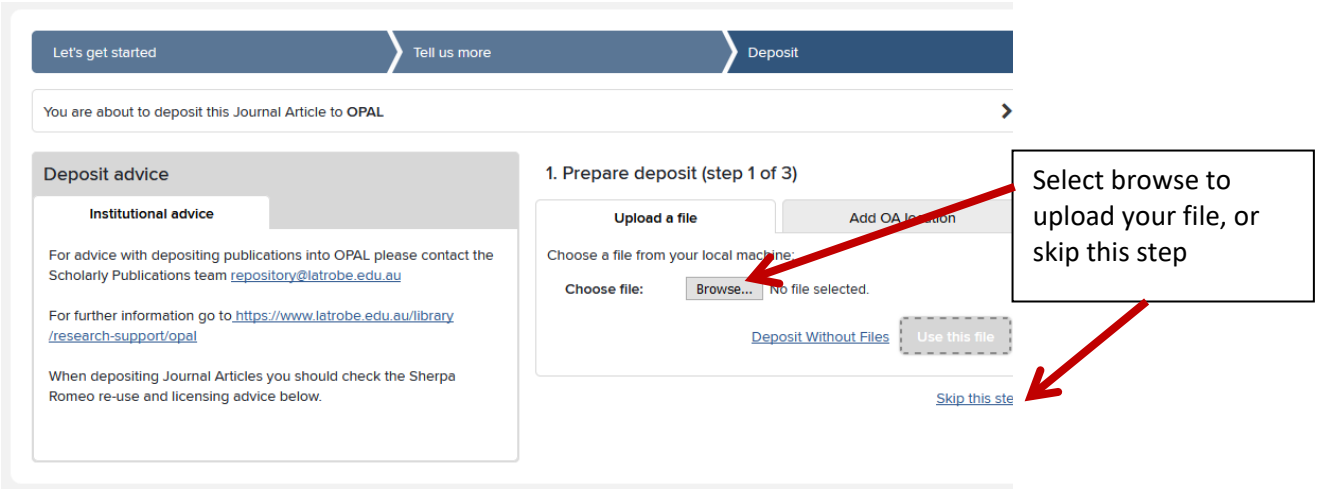


4. At the *Tell us more* prompt, complete all of the required fields on the screen:



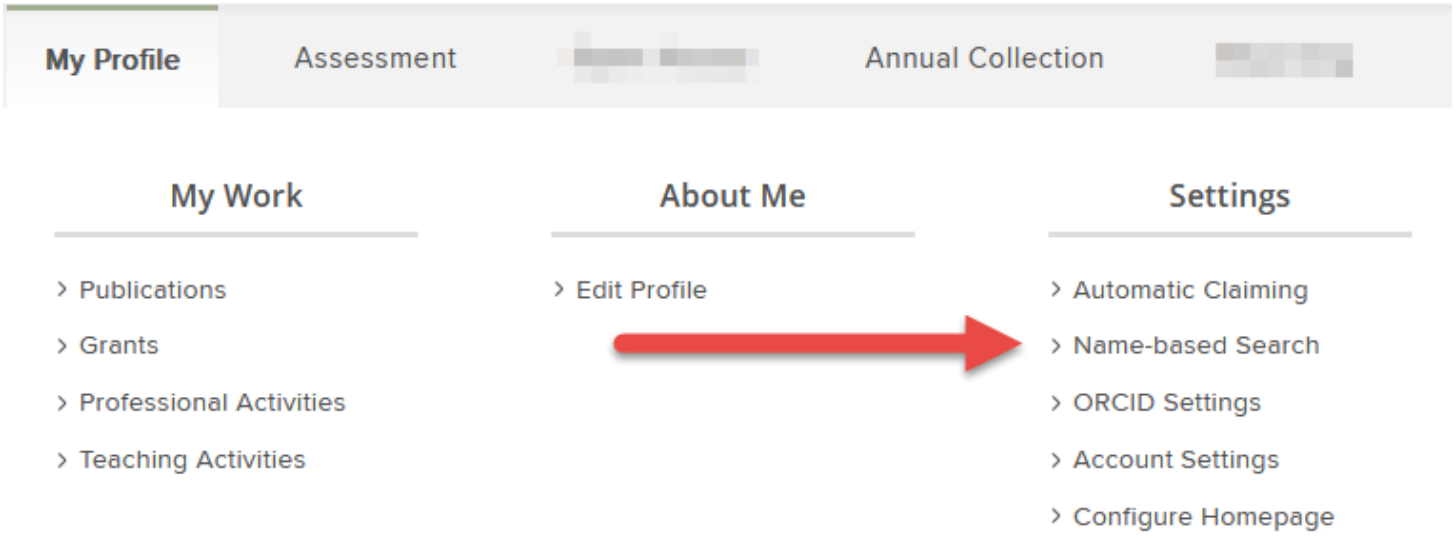
5. Click *Save*

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



4. Check your name and affiliations

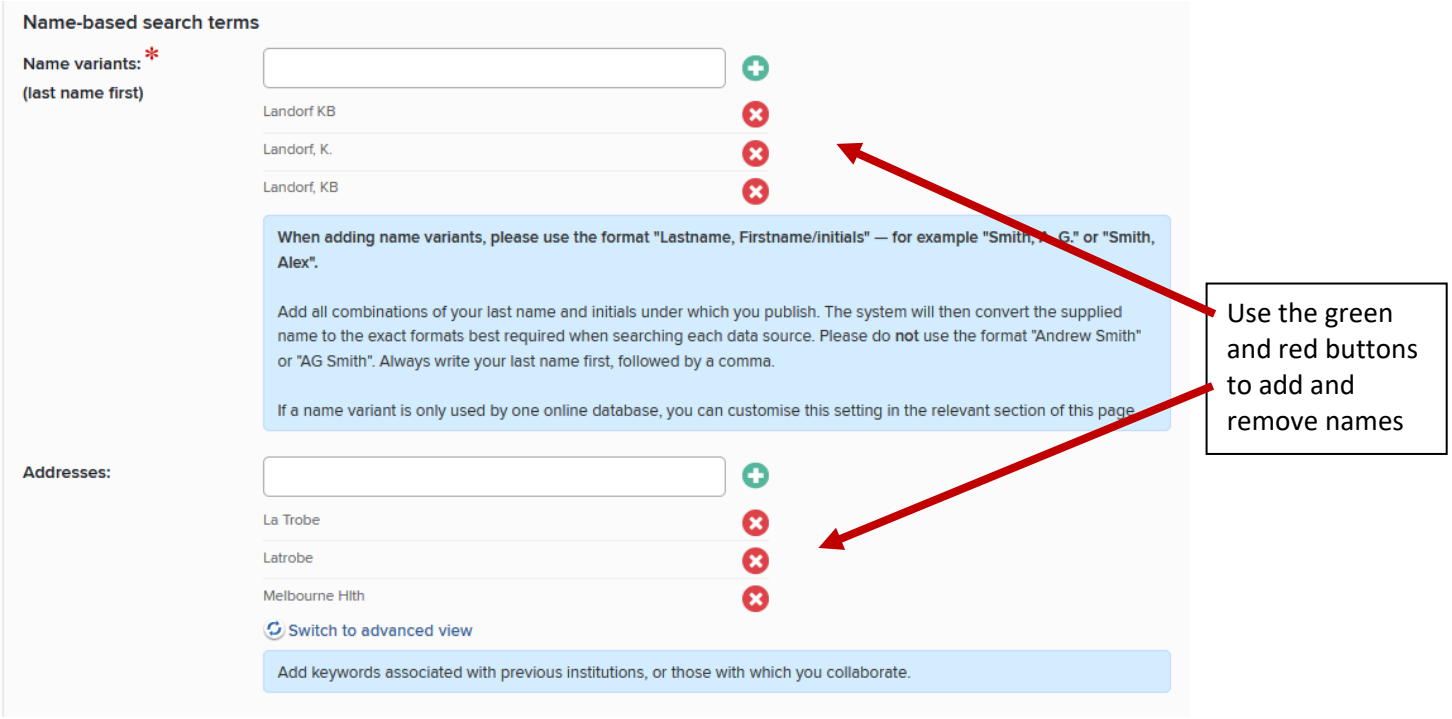
To help the system automatically harvest in publication from other systems, it's important that all of your name variations and affiliations are recorded in My Publications. To do this, go to the top banner, click on the menu icon , then under *My Profile* → *Settings* click on **Name-based Search**



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.

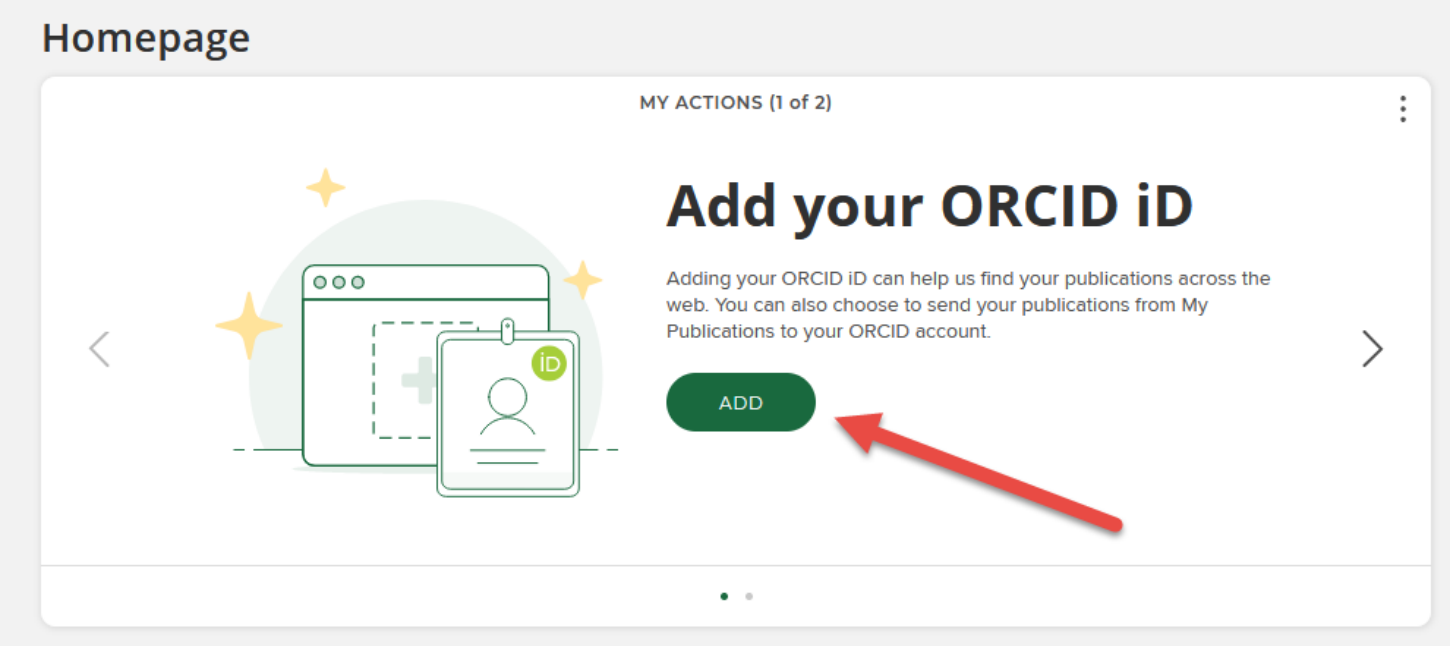
Add any previous affiliations in the *Addresses* field.



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.

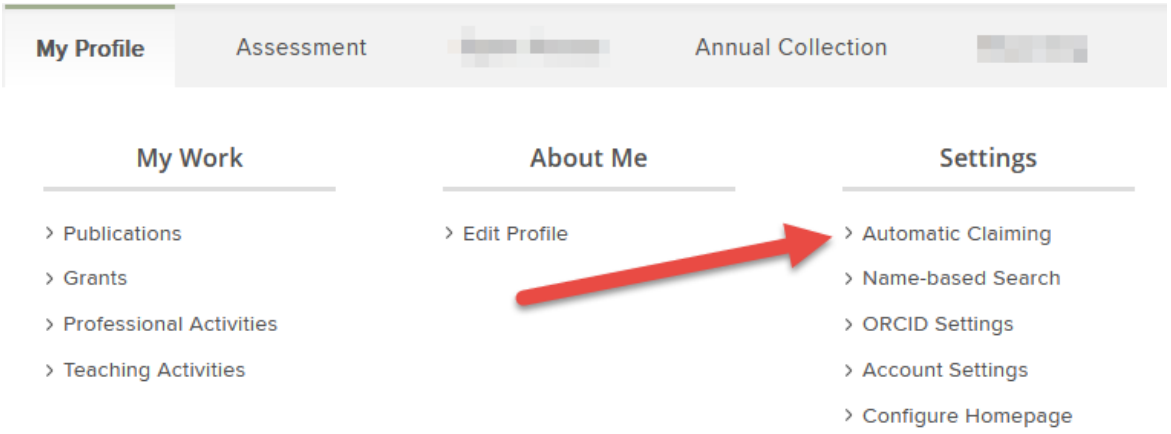
2. Give La Trobe University permission to connect to your ORCiD when asked.

6. Linking your Scopus profile to your My Publications account

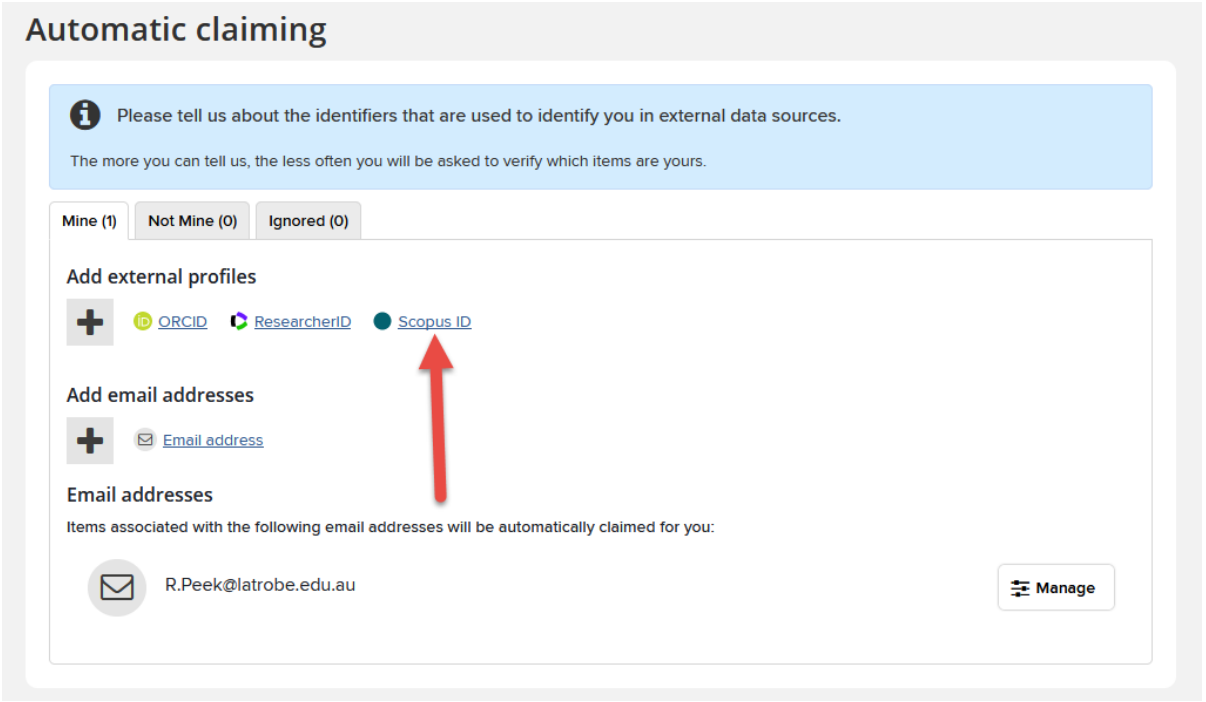
Linking your Scopus, ResearcherID and ORCID to your My Publications account enables the system to automatically harvest any publications linked to those accounts into My Publications.

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:



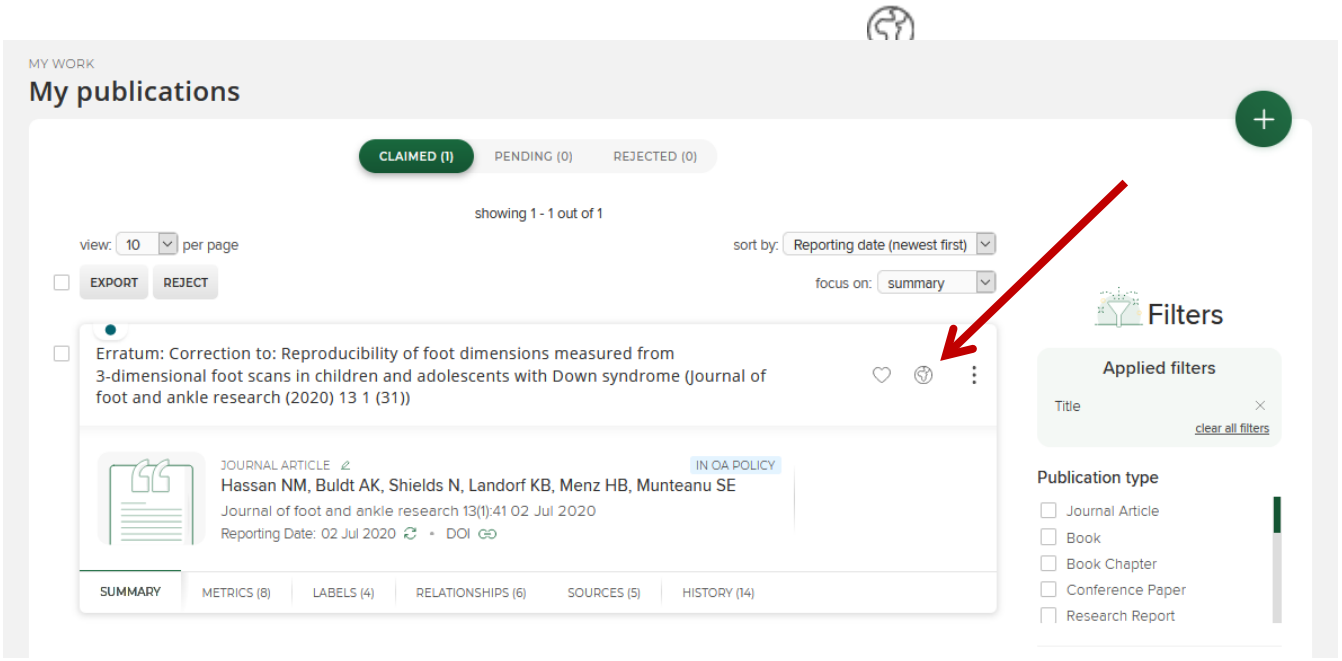
3. Enter your Scopus ID in the box provided. At this point you can perform a search at Scopus to confirm that you've entered the correct number before clicking "Next".

4. When asked what the system should do with your Scopus ID, select "Auto claim associated items" (default option) and click "Confirm".

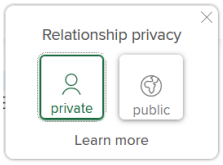
7. Hiding a publication from your Scholars profile

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:

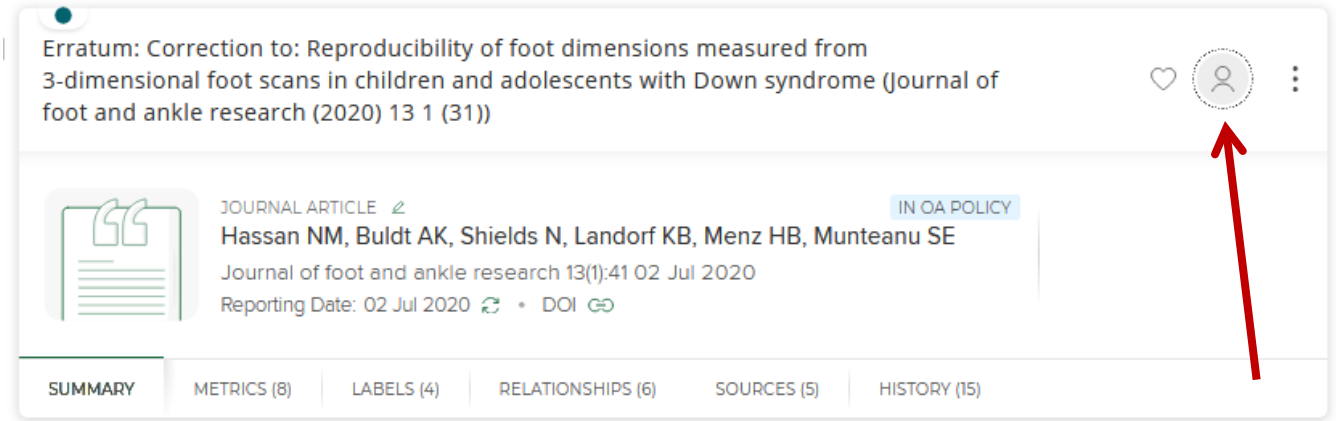
1. Find the entry you want to hide in your list of publications and then click “relationship privacy setting icon” which appears on the top right of the entry. The default setting is “public” which is identified by the “world” symbol:



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.

Updated May 2021