🖨 **Print version**

Registering publications on the internet

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Introduction

An essential part of scholarly work is registering and documenting publications and their citations, especially in the databases Web of Science and Scopus. Due to the fact that the names and surnames of authors are frequently published in different ways (e.g. the whole name vs. initial, name and surname with or without diacritics, etc.), it is often difficult to unambiguously identify publications written by the given author. Moreover, authors frequently publish in other ways than in journals registered in Web of Science and Scopus, e.g. in journals not registered in these databases, their unpublished texts often appear in various online repositories, on the author's own website, etc. At the same time, the authors are interested in whether other people may benefit from their texts, i.e. whether their texts are read and cited. As a result, there is a need for a tool that would meet all these requirements and could identify unambiguously all of an author's publications, and potentially also record how often publications are read/cited.

The aim of the following text is to provide a brief introduction to well-known and well-established tools that enable authors to easily inform others about their publication activity, its readership and citation index.

Publons

## Registering publications and their citations in Web of Science

Publons is a system developed by the Clarivate Analytics and is available on this website https://publons.com. This system enables authors to register their scholarly work and in case of registering in Web of Science also a systemic monitoring of its citations. Each author registered in the Publons is assigned a unique identifier which allows identifying their scholarly works unambiguously, provided that the authors register their works consistently by means of this service. Furthermore, it specifies the linking of the author's data with publications registered in Web of Science.

Publons provides the following services:

- registering bibliographic entries of publications registered in Web of Science or entries imported from other sources (citation is not monitored in this case),

- systemic monitoring of citations of publications registered in Web of Science and automatic calculation of h-index,

- providing access to an overview of publications and their citations by means of a web page with a unique identifier of the given author,

- analysing collaboration between an author and other authors or institutions, even with respect to their geographic location,

- linking of registered entries with EndNote Basic, the online citation manager,

- pairing the account with the user's account in the ORCID network (more information about this network will be introduced later),

- in the event that publications have been registered properly, identifying the author in InCites, another service of the Thomson Reuters company for analysing the performance of an institution, the structure of its cooperation with other institutions, etc.

How to sign up

1. Open the link https://publons.com. If you already have an account in Web of Science or in EndNote Basic click on Log In and enter your name and password. If you don't, click on *Register*.
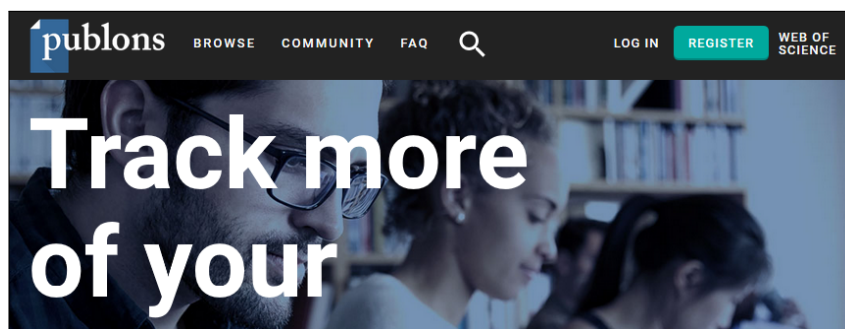
2. A registration form will be displayed to new users. Here please enter your email address, password, first name and last name. After confirming the required information, click on the *Register* button and a page will be displayed where employees of Masaryk University should complete the following fields in the way given below.

When completing Publons, the system offers the information entered before, in order to unify the data. It is necessary to proceed in a uniform way:

- **Institution**: Masaryk University (the English name of the institution)
- **Sub-org/Dept**: Faculty of Medicine (the English name of your faculty/your institution)

Introducing the page with author's profile

The public web page of the profile where the overview of your publications and their citations in Web of Science can be found.

Click on *Publications* to enter more publications into your list of publications.

Click on *Peer reviews* to enter your peer reviews into your list of peer reviews.

After adding the data, you can change them.

How to update author's profile and add further affiliations

If you want to edit your profile and add for example information on other institutions on whose behalf you published some of your works, proceed as follows:

1. On the home page click on the *Settings* icon and then on the *Settings* link.
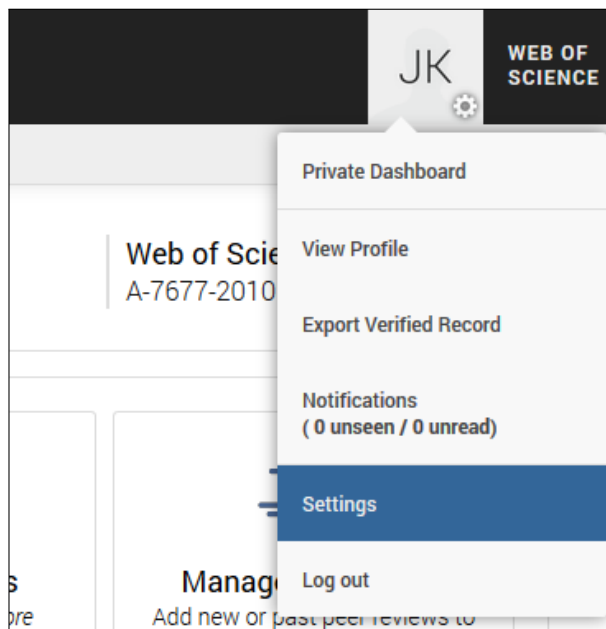
2. On the next page click on the respective tab (*Profile*, *Affiliations*, etc.), then a field with information will be displayed which you can editor complete. If you currently work at multiple institutions at the same time, click on the *Add Another* button.
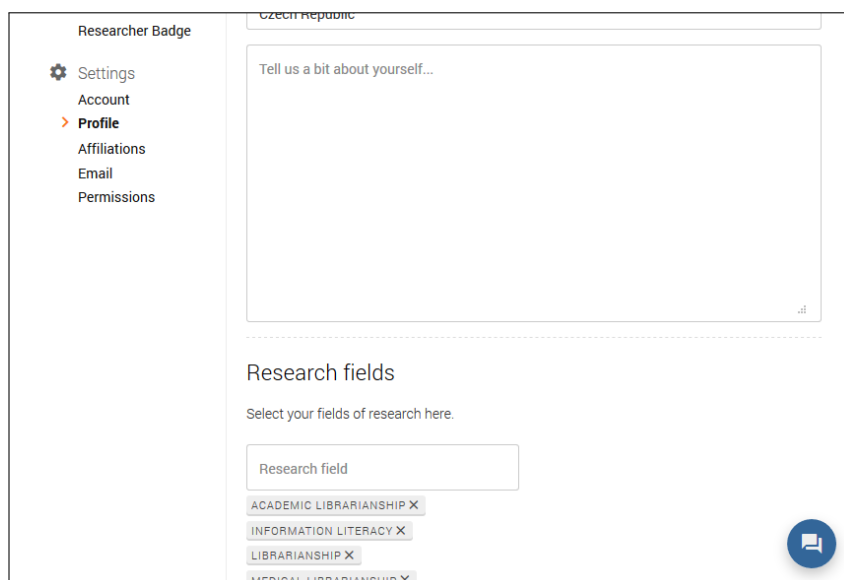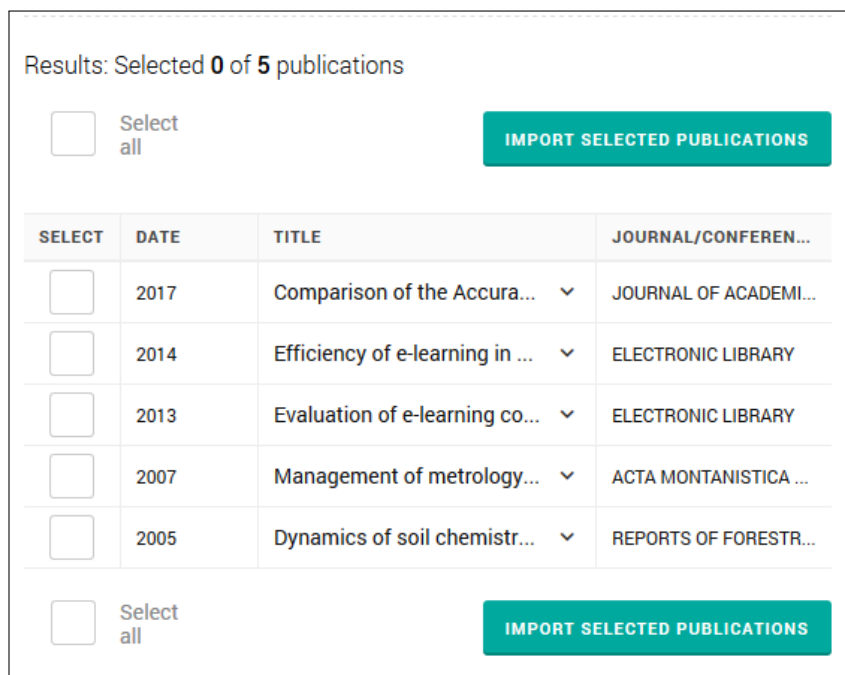
How to add publications

1. Click on *Publications* and the *Import Publications* to display a page where you can add the bibliographical data regarding your publications by copying them from Web of Science or its constituent databases or importing from ORCID, by identifier or by uploading a file with data you previously exported in RIS format from another database.
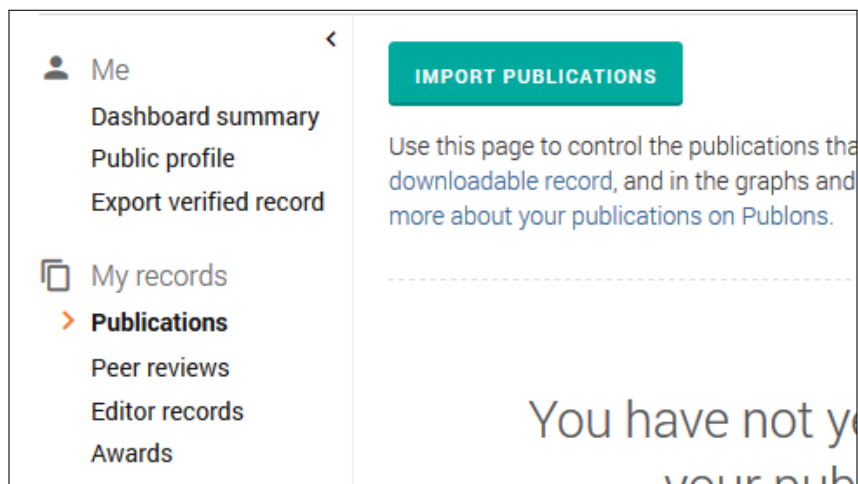
To monitor citations of your publications automatically in Web of Science, we recommend choosing the first option. If you click on *Search Web of Science*, you will copy items from Web of Science Core Collection which serves as a basis for creating overviews of publications and their citations for the purpose of the Registry of Information about Results (RIV), habilitation and professorship procedures at Masaryk University.

2. If you chose the first option (*Import from Web of Science*), a search engine will automatically display publications that match your email addresses and/or names. Click on *See My Web of Science Publications* button to display the found publications. Select your publications and click on the *Import Selected Publications* button.

In order to add new publications, we recommend the following way: At the beginning of every year repeat this process to check new publications.

3. The list of publications is now a part of your profile. Here you can find bibliographic information about every publication, possibly the DOI (Digital Object Identifier) with a link to the full text of the publication on the publisher's webpages, and also information about citations in Web of Science.

Citation metrics

If you click on *Public Profile* and then on *Metrics*, a graph with citations of publications including the value of the h-index, the number of entries in the list, and their average citation index will be displayed.
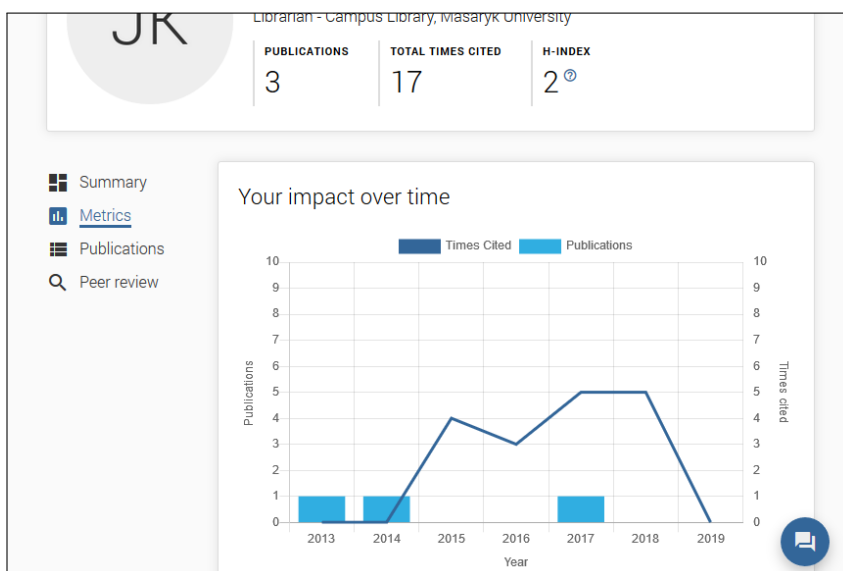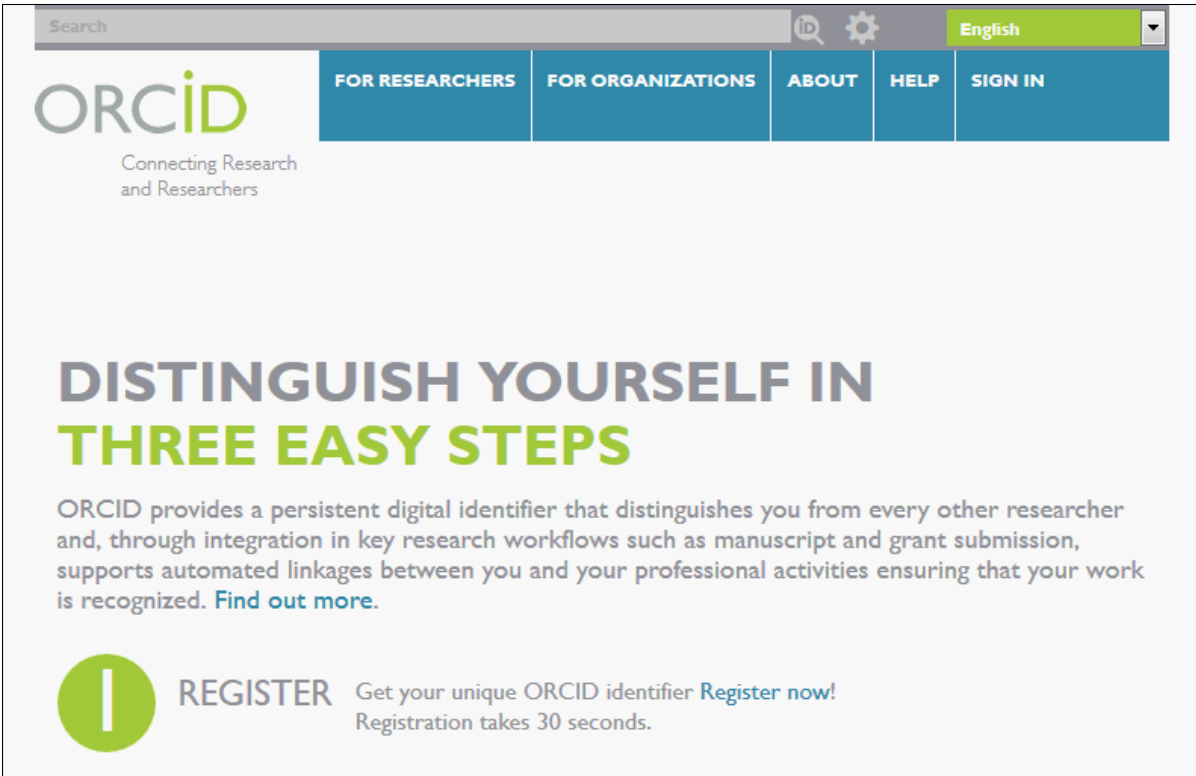
ORCID

Identifier of researchers and their publications

ORCID (Open Research and Contributor ID) is an interface created by an independent community. Its purpose is to simplify identification of individual researchers, information about them and their publications. It is not uncommon in various systems and databases (e.g. Web of Science, Scopus, CrossReff) that the name of one author appears in various versions (e.g. with diacritics or without), which complicates searching for the author's publications, not only to their home universities, but also for the authors themselves. The aim of the ORCID interface is to link authors' profiles created in ORCID with records of their publications in selected databases including Web of Science and Scopus.

How to create an ORCID account

Open the following link http://orcid.org in your browser and click on Register now. Complete the registration form on the next page (name, surname, e-mail, password, etc.) and your ORCID account is created.

Introducing the author's profile page

In the left panel, information about your person will be displayed, those with the edit icon can be changed.

In the upper part of this panel, you will find your identification number in ORCID which serves also as the URL of your profile.

In the bottom section, *Other IDs* you can find links to your accounts in other systems which you have added to your ORCID account.

The main part of the page contains information on your education, employment, publications, etc. Individual items may be entered by clicking on the link *+Add education*, *+Add employment*, etc.

In the next section you will learn how to add publications.

How to add a publication to your ORCID account

1. On the webpage with your profile, in the section Works click on +Add works and select from the menu to either download the record of your publication from one of systems linked with ORCID (*Search & link*), or to import a previously created list in BibTeX format (*Import BibTeX*), or to add the publication manually (*Add manually*).

We recommend using *Search & link*, because then your publications are linked with other systems.

2. A list of databases is then displayed from which you can download the records of your publications. In order to improve identification of your publications, it is useful to download your publications from all available databases. The system ORCID unifies all duplicates into one record which is complemented by information on which databases contain the given publication. Records from

Web of Science can be downloaded only with ResearcherID; i.e. you need to have an account in ResearcherID to which you download records from Web of Science first.
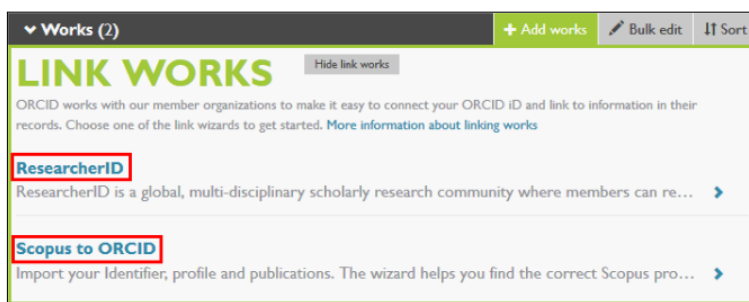

3. After choosing a database, you must give consent by clicking on *Authorize* in order to provide the selected data about you to the source from which you want to get the records with the ORCID account.
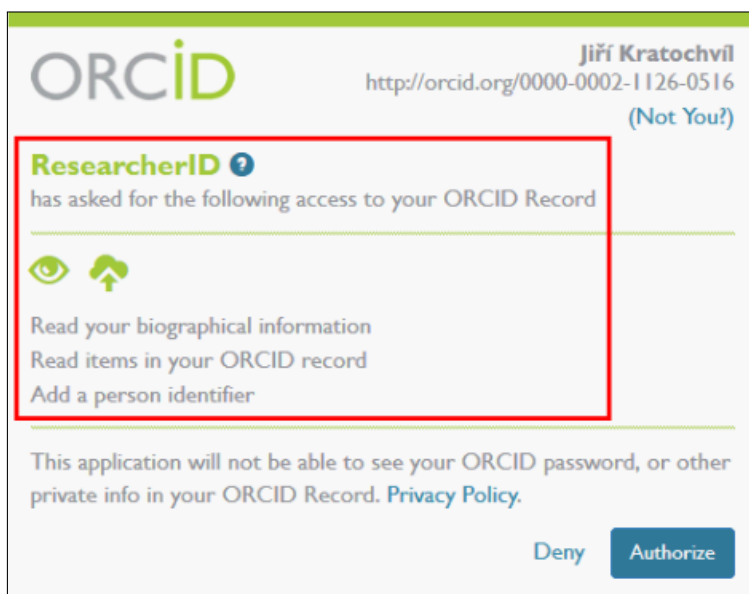
4. Afterwards the respective source will open; for example, in case of ResearcherID by clicking on the Go button you determine which data from ResearchID will be downloaded into your ORCID account.
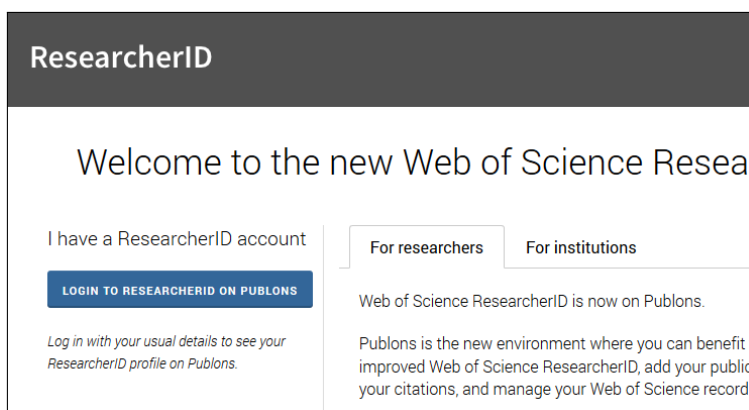
In Scopus you determine first which of the authors found you are, after this records of publications linked to your name will be displayed, and only then you can download those to ORCID.
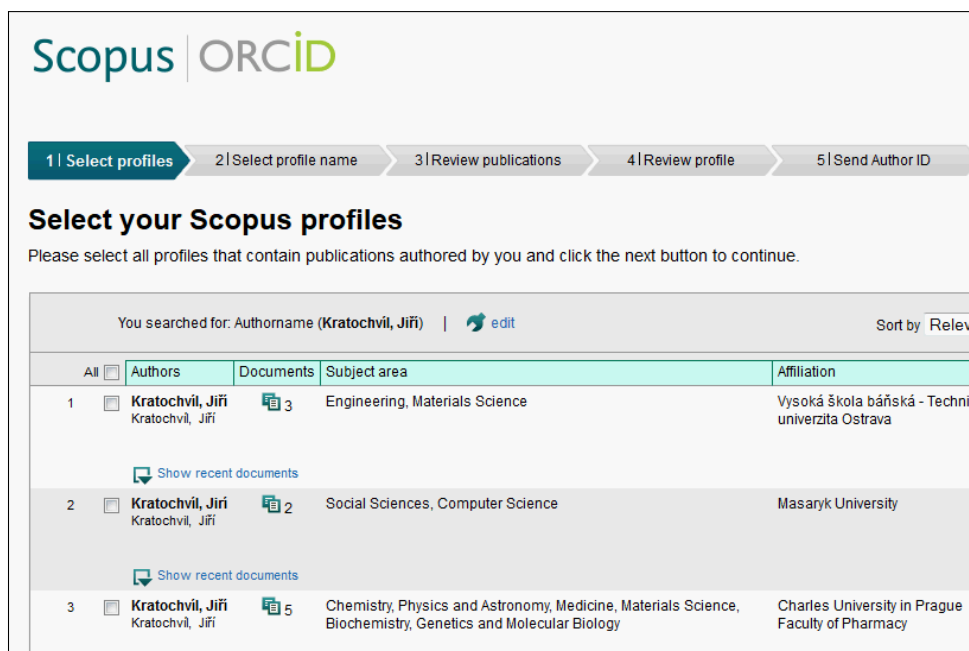
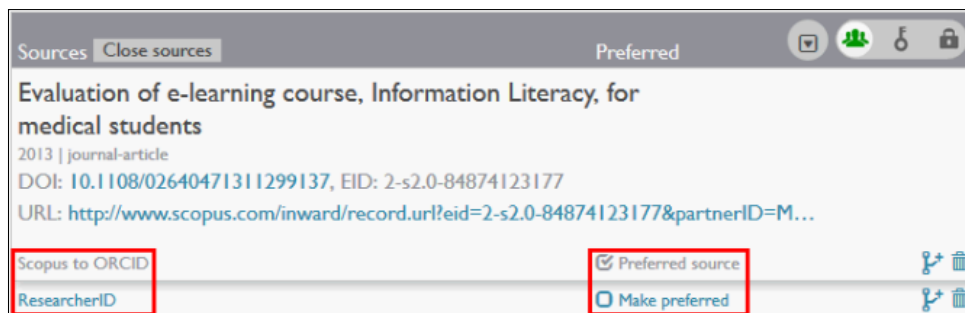5. The part of the records which have been downloaded multiple times from various sources contains the link *Preferred source*. Click on this link and a list of records will be displayed on the left. Click on *Make preferred* at the line of the source you want to display as a primary source.

Google Citations

Registering publications and their citation on the Internet

One of the services provided by Google is Google Scholar Citations (GSC) which enables you to register your publications and their citations on the Internet. Unlike the classical citation databases such as Web of Science and Scopus, in which citations are monitored only in a specific selection of journals and books, GSC also provides information on citations of other publications not registered in the databases mentioned above and also of scholarly works freely available on the Internet (e.g. a text published on a personal website). It offers a possibility for the author to learn more about who else has used their work as a source and cited it or referred to it.

GSC is a service free of charge for owners of Google accounts and is available at the link https://scholar.google.com/citations.

How to create a Google account

Open the Google search engine (http://www.google.com) and in the right upper corner click on SignIn.
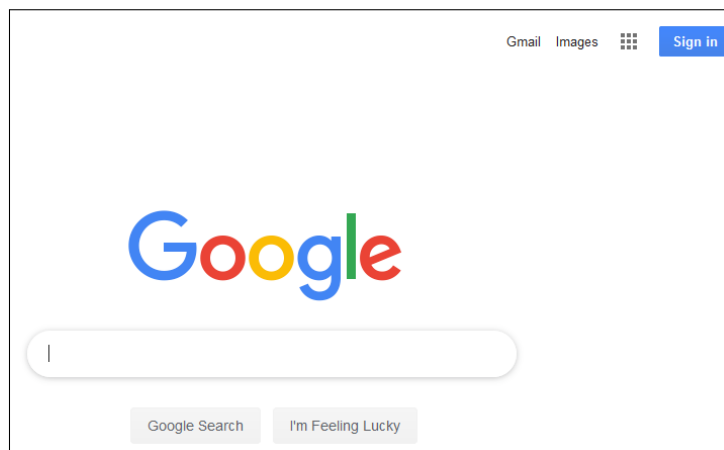
On the next page enter the e-mail address you commonly use and then you will be asked to create a password for your Google account. After you enter it a wizard will activate by means of which you can easily complete the registration.
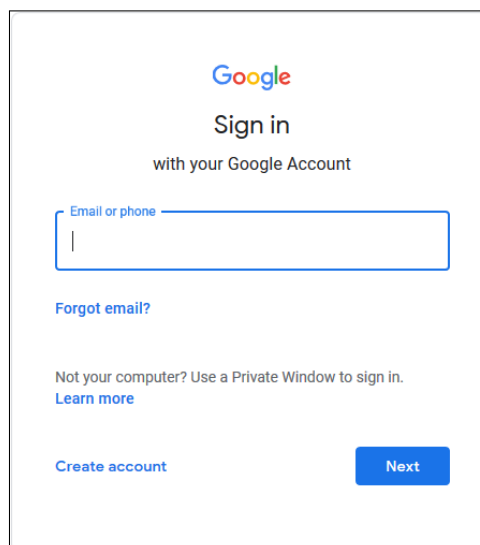
Introducing the author's profile page

Open the address https://scholar.google.com/citations to display your profile.

First, you profile will be empty, but after completing the individual information, it will be displayed similarly to this illustrative figure.

Click on the *Upravit* (*Edit*) button to add other information about yourself, e.g. your job, fields of expertise, etc.

In the column *View All*, the GCS citation metrics provides information on the overall number of citations of all publications listed in the given profile, the calculated value of the h-index and i10-index, which tells you about the number of publications with at least 10 citations. In the right column you will find results of metrics for the last five years.

Click on the *Přidat* (*Add*) button to add new records of publications (see how below).

The list of the records includes the name of the text, information about authors and according to the type of the document other data such as the name of the publisher, name of the journal, etc. The list can be ordered according to the title, number of citations or the year of publishing by clicking on the respective link in the bar above the list.

How to add a publication to the author's profile

1. In your profile click on the *Add* button and open the page with the selection of names and publications which Google suggested as those which you may have authored.

2. On the page with individual records mark those publications whose author or co-author you are and save your selection by clicking on the *Add* button at the very bottom. Previously saved entries cannot be added again, which you can see as a notification next to the publication that is already in your profile (nothing is marked in our example, because these are works by another person of the same name – note by JK).

3. After adding your publications, you should repeat the process with all the other names suggested by Google to verify whether there might be any other publication whose co-author, editor, etc. you are.

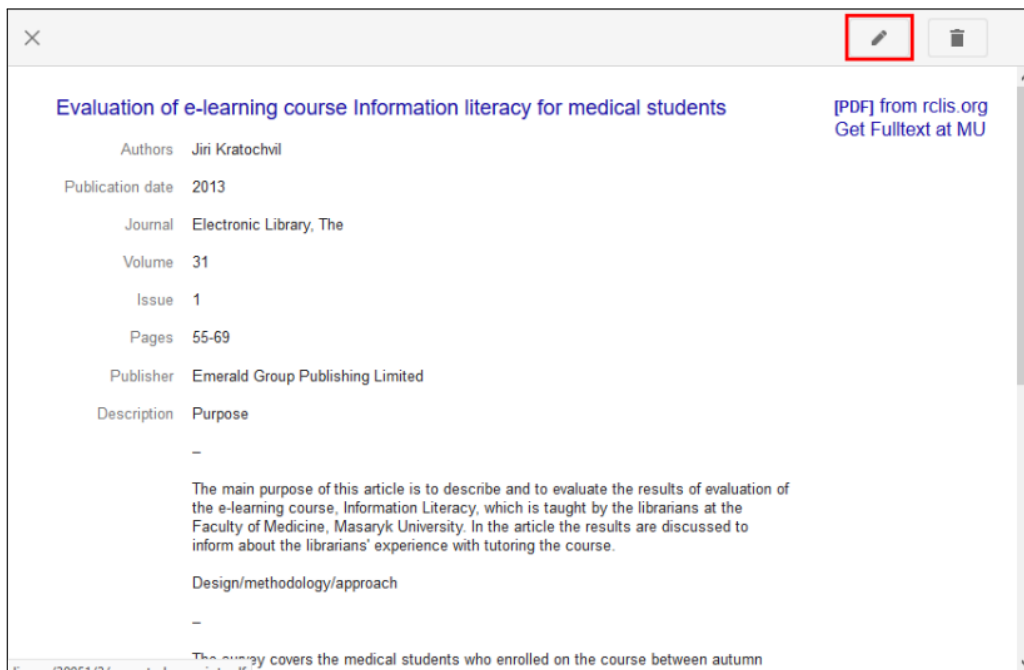# Editing the saved records

1. If you need to edit an already saved record (e.g. enter some missing data), click on the title of the respective record in the list of your publications and after it is displayed click on the *Edit* button.

2. A page will appear where you can edit or complete individual information, while at the heading of the form with the fields there are tabs for choosing the type of the document. After you finish editing, click on the *Save* button located both at the top and at the bottom.
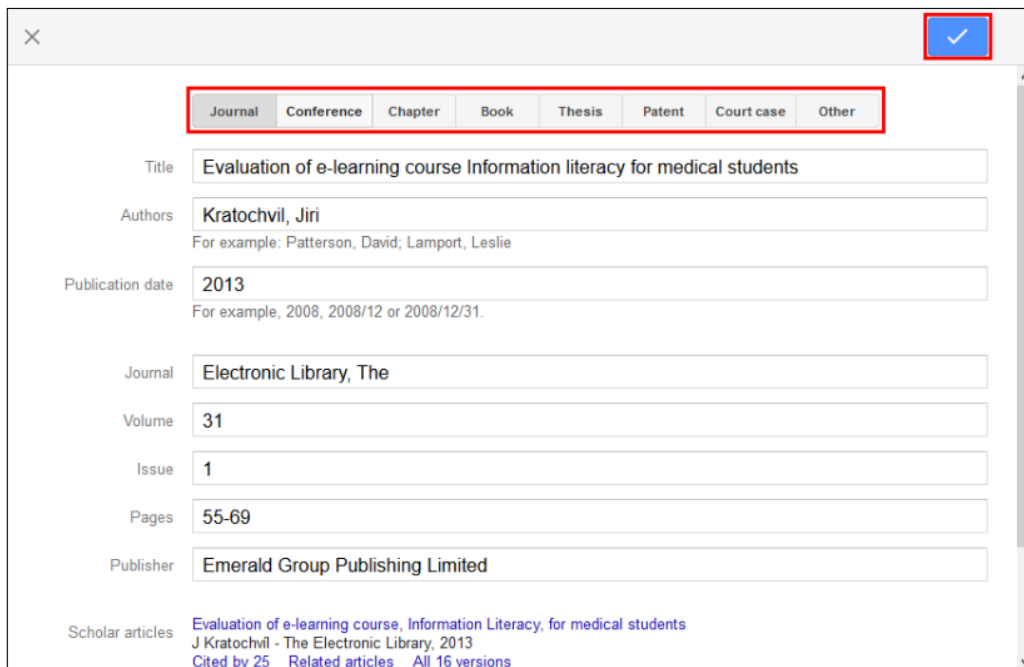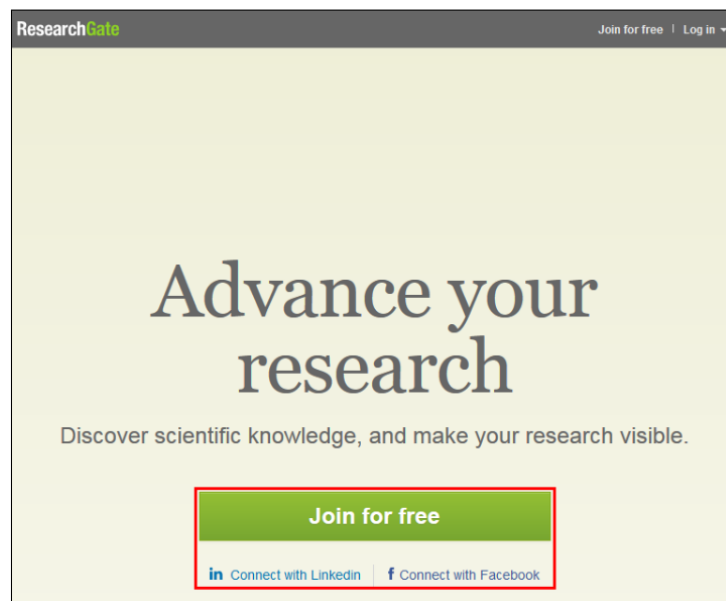
ResearchGate

A social network for making full texts available and documenting their downloads

ResearchGate is, like Academia.edu, a free social network where registered users may publish their full texts and monitor their visit rate. Just a remainder: uploading your text here must not violate copyright laws and it also needs to be considered whether the publisher of the final version of the text allows making another variant of the text freely available (preprint, final published version, etc.)

ResearchGate provides to their registered users de facto the same functions as Academia.edu; i.e. you can upload various details about yourself, publish texts, display metrics of visit rate of the texts, etc. Moreover, based on the texts uploaded and their types, ResearchGate determines a so-called RG score for every registered user. This score is a numeric indicator expressing the reputation of the given user in the scholarly world. It is calculated based on the number and type of publications in the profile and their visit rate by other readers. Unlike Academia.edu, ResearchGate offers an extra service by providing information about job offers to registered users. These offers are specifically aimed at the user's professional specialization and their scope of interest.

How to create a ResearchGate account

Open the address http://www.researchgate.net and either create a new unique account by clicking on the left upper link or a green button Join for free, or you can sign up with your Facebook or Google+ accounts by means of the links under the green button. As a part of the registration process, you enter into the form various information about yourself, such as name, surname, e-mail address, etc.

After creating your account, you will log in via the Log in button located in the right upper corner either with your e-mail address and password or through links connecting ResearchGate with Facebook and Google+.

Introducing the author's profile page

The number of RG Score serves as a link to a detailed statistics for its calculation.

Information about the author with the possibility to edit it.

The tabs serve for displaying general information about the author (*Overview*), list of their publications (*Contributions*), detailed information about the author (*Info*), specific metrics (*Stats*) and attained RG Score (*RG Score*).

A brief overview of the number of publications, their visit rate, citations and cumulative impact factor.

A preview with the last three uploaded publications.

Buttons for inserting texts of contributions published officially (*Add your publications*) and those not published (*Add unpublished work*).

The link to statistical overviews of your institution.

An overview of the author's skills and expertise which may be edited.

An overview of people whose profiles the author follows (*Following*) and also of people who on the contrary follow the author's profile (*Followers*).

How to add a record and full text to the author's profile

1. On the web page with the author's profile click on *Add your publications* to upload texts which were published or on *Add unpublished work* in case they had not been published.

2. If you choose unpublished work, a window for selecting the file you want to upload and with a field for entering the title will be displayed. In the event that you choose to upload an already published work, a page with the following menu will appear: *Journal articles*, *Conference papers*, *All other research.* From this menu, you select the respective type of the document (for books select *All other research*).

3. In the event that you select a journal article, a window with four tabs will be displayed. Here you can select one of the following options: choose one of the articles offered by ResearchGate, search for the article yourself, import its record from a citation manager (if you have it saved in this way) or enter it manually. After you select one of the options a window for uploading a file appears.
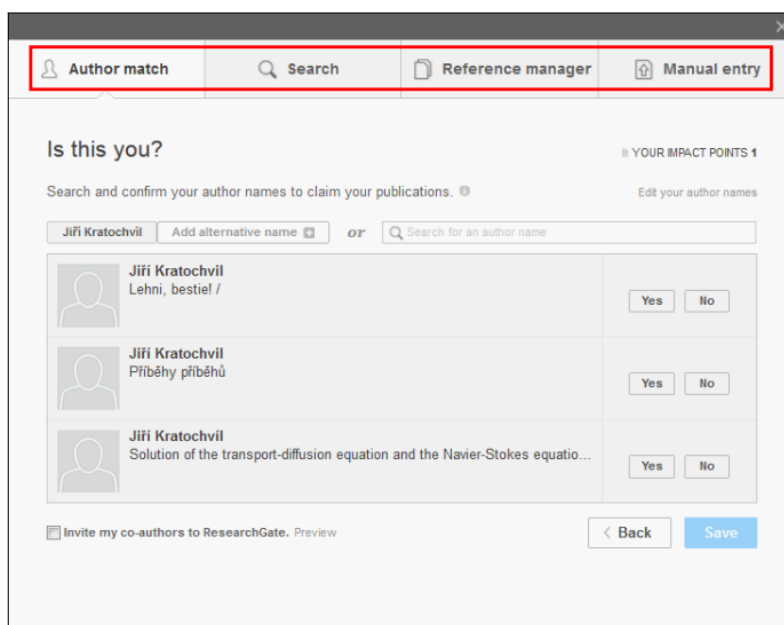
If you want to upload another document than an article, click on *Conference papers* or *All other research* and a window will display where you can upload a file and write the name of the publication.
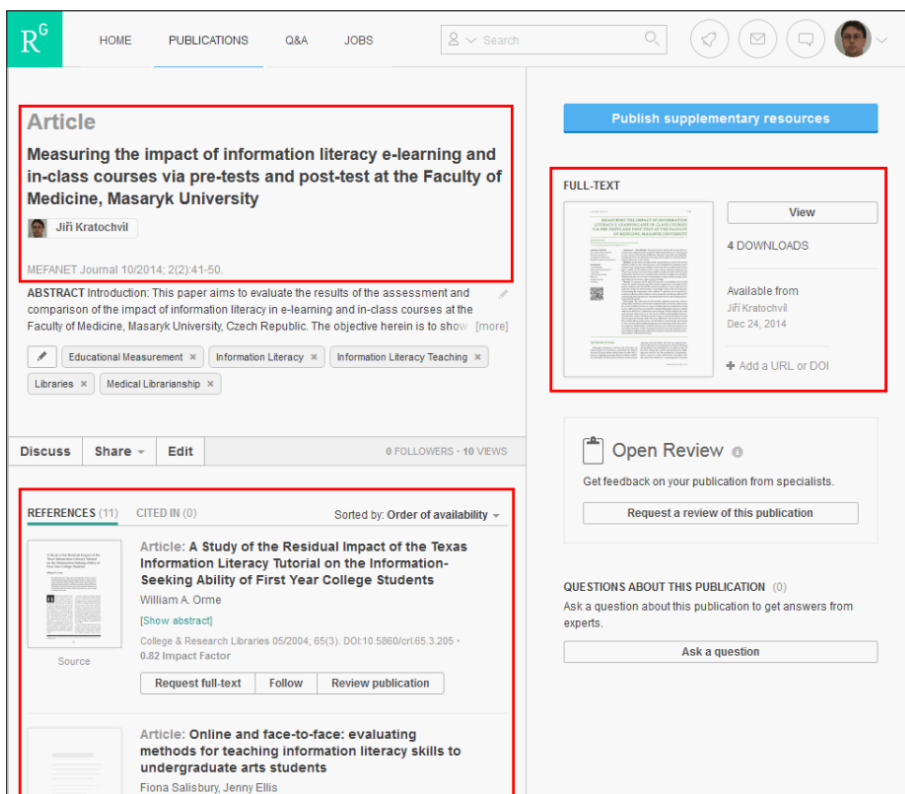
Metrics in ResearchGate

1. If you click on the Stats tab in your profile, the webpage will appear, where you can display a line graph of how many times your texts have been downloaded, their records displayed, cited and your profile visited by means of the tabs Publication downloads, Publication views, Citations and Profile. In the case of citations, the data includes both the number of other texts saved in ResearchGate which cited your texts and the number of texts that you cited.
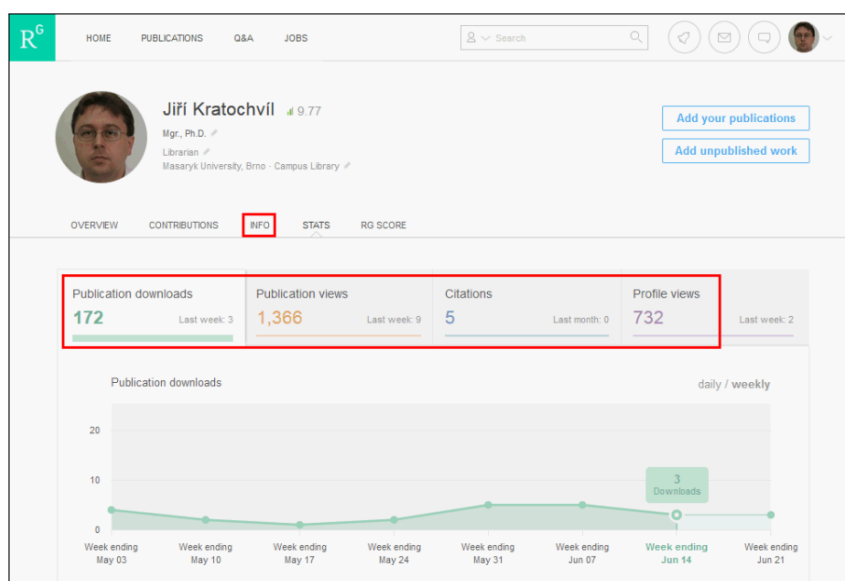

2. Click on the Contributions tab in the author's profile to display the overview of their publications.

When clicking on the title, information about the respective publication will be displayed at the top left, and a link to the full text on the top right (if uploaded before). At the bottom left you will find an overview of publications saved in ResearchGate which you have cited or which cited your text.

3. In the RG Score tab, information on the development of your involvement in ResearchGate (the number of publications, communication with other users, etc.) is stored.
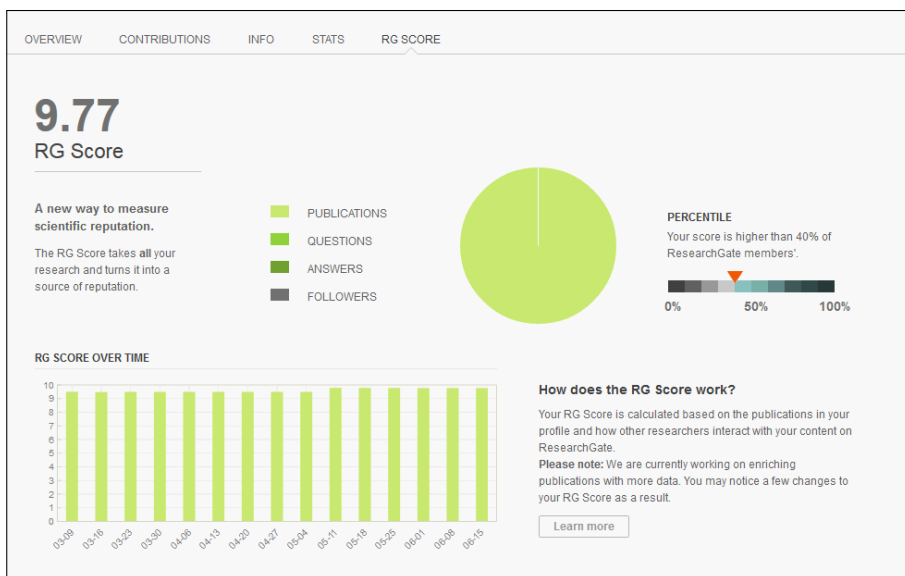
Metrics and statistical information about an institution

On the page with author's profile click on the logo/name of the institution you work for and the page bellow will appear.

Click on the Overview tab to display the overall or partial overviews concerning the employers from the institution and their publications.

Here are summarizing statistics about the cumulative RG score, the number of people from the institution registered in ResearchGate, cumulative impact factor of the publications with impact factor and the overall number of publication records.

Click on *View all* in this section to display a list of all departments of the institution where their individual statistics can be found.

A selection of some of the latest publications uploaded. Click on *View all* to display all publications by authors from the given institution.

A graphic representation of the institution's collaboration with universities over the world.

The graph showing the number of people from the institution (y-axis) who attained the respective RG Score (x-axis).
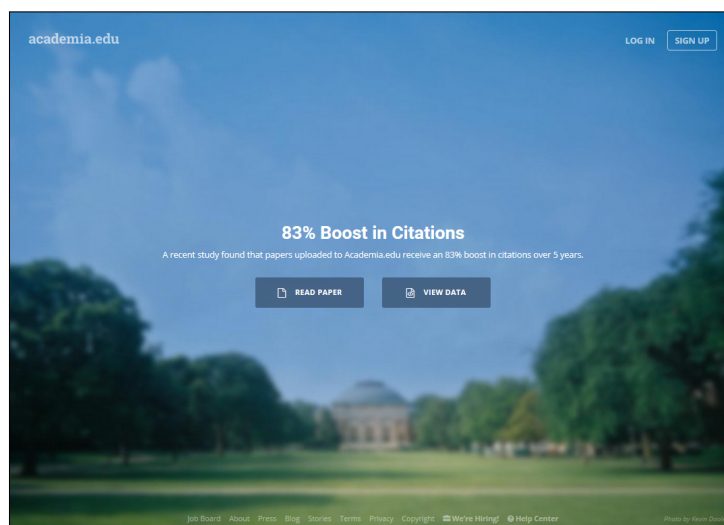
Academia.edu

A social network for making full texts available and documenting their downloads

Academia.edu is a free social network where registered users can make their full texts available and monitor their visit rate. At this point it is necessary to emphasize that publishing of texts here must not violate the copyright laws and conditions arising from them. For example, if the publisher, where the author had their article issued, prohibits making the published version available, but allows displaying the version of the text submitted to the editorial board written in Microsoft Word for instance, the author may only make this version available.

Among the advantages of registering in Academia.edu is the possibility to share the results of your scholarly work with broader public and at the same time have an overview about the visit rate of your texts determined based on the metrics integrated in Academia.edu. The metrics convey an overview of the number of visits to the author's profile, as well as the number of individual texts' downloads including the data from which city and country the text was downloaded.

How to create an Academia.edu account

Open the link http://academia.edu in your browser. If you want to log in to the network via your Facebook or Google+ account, click on Log In located at top right, then a page opens with buttons for logging in with Facebook and Google+. If you want to create a unique Academia.edu account, click on *Sign In* at the top right, then a window opens with fields for your name, surname, e-mail address, and password. After entering and confirming this information, a window will appear with a request to upload your first text. Whether you upload your first text or skip this step, a page will then be displayed where you can enter your affiliation or other data about yourself, which will appear in your profile.

After creating your account, you will log in via the Log in button located in the right upper corner either with your e-mail address and password or through links connecting ResearchGate with Facebook and Google+.

Introducing the author's profile page

You can insert your photograph, under which the number of recorded publications appear, on your profile. Below your photo, several other links are located:
Add Section enables you to add a preset or your own thematic sections, e.g. to summarize information about chapters in a book, conference presentations, etc.;
Add Post helps you publish your thoughts, and in the *Add CV* tab, you can add your curriculum vitae.

How to add a record and full text to the author's profile

1. Click on *Upload Papers* in your profile.

2. Click on *Choose File* button to upload a record of publication with full text. If you want to add only the record of publication, click on *No File to Upload.* The full text can also be uploaded later by means of the *Upload File* button, which is a part of every record.

3. On the following page there is a form for inserting the title of the publication, its abstract and potential co-authors.

4. Then a window will be displayed where you can enter keywords or the field of expertise of your publication, which is the last step when creating the record.

Metrics in Academia.edu

Click on the *Analytic* link in the top menu to display the page with metrics.

Here you can choose various types of overview under the following tabs:

- *Overview* – the number of visits and views of documents, including information from which city and country the given document was viewed,

- *Documents* – the number of text views and downloads,

- *Keywords* – an overview of which keywords were used in which browser for finding the text,

- *External links* – links to web pages or e-mail addresses which were used to refer to the text, and

- *Countries* – information on countries from which the texts were displayed.
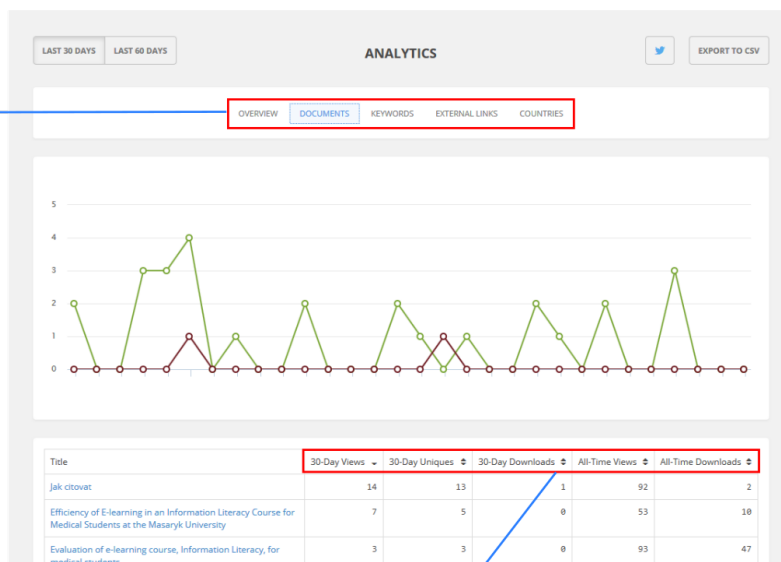
The individual metrics may be displayed in form of both a graph and a chart. In case of *Documents*, *External links* and *Countries* metrics, the data may be ordered according to the time when the texts were displayed/downloaded.

Figure sources

1. Fenner M, Haak L. Unique Identifiers for Researchers [Internet]. [place unknown]: [publisher unknown], 2014 Feb 15 [cited 2015 Aug 3]. Available from: http://book.openingscience.org/cases_recipes_howtos/unique_identifiers_for_researchers.html

2. Konkiel, S. Impact Challenge Day 2: Make a ResearchGate profile [Internet]. [place unknown]: [publisher unknown], 2014 Nov 4 [cited 2015 Aug 3]. Available from: http://blog.impactstory.org/impact-challenge-day-2-researchgate/

3. The University of Sydney. H-index [Internet]. Sydney (Australia): The University of Sydney, c2002-2014 [cited 2015 Aug 3]. Available from: http://libguides.library.usyd.edu.au/content.php?pid=27818&sid=5058118

4. Own archive