Aston Authors Guide to Google Scholar

Do you have a Google Scholar Account?

Is your Account up to date?

As both an individual researcher and as part of Aston raising your profile is an important step to getting your work read and cited as well as to setting up collaborations with fellow researchers.

One element is your profile within Google Scholar which is the starting point for many people looking for academic articles, especially those without access to large institutional library subscriptions.

At the last check there are 247 Google Scholar Accounts with an Aston affiliation and we aim for all of our research staff and students to have an Account by the end of the 2016/17 academic year.

The steps below are a simple guide if you need to set up your Profile.

If you already have an account, when did you last check that it has your most recent publications? See Step 3 for details on updating your profile

1. Creating your Scholar Account - Google Scholar can only be used if you login to Google so you need to have a Google e-mail account. To create a Google account, visit https://accounts.google.com/SignUp?hl=en. Once you have logged into your Google account, visit http://scholar.google.com/ To set up your profile, click on My Citations.

The first time you access this page, it will ask for your university affiliation and your university email in order to confirm your identity together with the correct spelling of your name.
2. **Adding Old Publications to your Profile** - You at this point can attempt to increase the discoverability of your profile by adding features such as keywords and photos. On the next page, you will see groups of articles written by people with names similar to yours. Click **Add all articles** next to each article group that is yours, or **See all articles** to add specific articles from that group. If you don't see your articles in these groups, click **Add Articles Manually** to add the articles to Scholar yourself.

3. **Adding New Publications to your Profile** - Once you have added your articles, you can confirm whether or not Google should automatically add new articles as they are published. However it must be noted that if you have a very common name, Google Scholar may add articles to your profile which were not authored by you. In this case, it may be better not to have Google Scholar automatically add articles to your profile. You can instead have Google Scholar email you for a confirmation each time an article appears that it thinks is authored by you. Clicking on the **My Citations** tab followed by the **More** and **Profile Updates** tab, will allow you to do this.
4. **Making your Profile Public** – To make your Google Scholar profile public, click on **Edit** and select **Make my profile public** and then click **Save**. You can also link your profile to your school homepage or your profile on Aston Research Explorer by copying the URL into the **Homepage** field. To appear in Google Scholar search results, you need to have a verified Aston e-mail address (hotmail.com, gmail.com, yahoo.com are not suitable for this purpose). This e-mail address will not appear in the search results.

![Profile Editing Screen](image)

**Further Information**

For additional help in setting up your Google Scholar account or for any other related queries, please contact Library services at [openaccess@aston.ac.uk](mailto:openaccess@aston.ac.uk)

Research Support, Library Services