CHALMERS
UNIVERSITY OF TECHNOLOGY

Be visible in the era of open access and social media

This guideline provides step-by-step instructions on how to make a researcher's profile visible to stakeholders, crucial audiences in academia, industry, including policymakers, funding organizations, and other facets of society. This might look like a lot of information, but most of it does not apply to all. Just find the area you wish to explore and go to the relevant section of the document. Each step does not take long to perform but will make a huge difference in your visibility. All the provided links in this document are clickable.

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This guideline is prepared by the Division of Information Resources and Scientific Publishing, Dept. of Communication and Learning in Science at Chalmers.

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Introduction

Scientific publishing is one of the key steps in the research process, in which you disseminate the results, possibilities and consequences of your research. Publishing is meriting, not only for you as an individual, but also for your research group, division, department, and university. In this way Chalmers reaches important stakeholders and audiences in academia industry and other parts of society, policy makers, and funding agencies.

Visibility and accurate representation in publication databases are also important in Chalmers' model for allocation of faculty funding (*basfinansieringsmodellen*), and in university rankings, which are both to a large extent based on publication data in Scopus or Web of Science. Since entries in these databases are generated by OCR (Optical Character Recognition), errors can occur. Hence researcher profiles need to be checked regularly.

General tips

Maintain Unique Authors IDs

It is of utmost importance that all your publications are correctly associated with you and with Chalmers University of Technology. This is achieved by maintaining unique author IDs such as ORCID, Scopus Author ID, and Web of Science ResearcherID and by affiliating yourself correctly to Chalmers University of Technology in all your publications.

All researchers at Chalmers are encouraged to have an **ORCID** (Open Researcher and Contributor ID) which is open to all. An ORCID enables researchers to show their publications, datasets, equipment, media stories, experiments, peer-reviewed activities, patents etc. in one place. It also correctly identifies you during the manuscript submission and peer review processes. Furthermore, many funding organizations require an ORCID during the application process.

At Chalmers, publication data from the Scopus database is used as basis for the bibliometric calculations which, among other things, determine part of the distribution of funding in the faculty model. Also, bibliometric indicators are important when Chalmers is ranked against other universities and the calculations are based on publications in Scopus or Web-of-Science. Therefore, to make sure that metrics related to your research output are correct, you should obtain both a **Scopus Author ID** and a **Web-of-Science ResearcherID**.

Unfortunately, the affiliations mentioned in the Scopus and Web of Science IDs are not always correct. Machines do the reading of the publications and attempt to affiliate them to the right author and institution. So, if you have a common name or did not state your Chalmers affiliation and address correctly, the identification process may very well go wrong. For this reason, researchers should make it a habit to **check their IDs at least twice in a year**. There are several examples of individuals having multiple Scopus or Web of Science IDs, which is a problem that will be identified and can then be fixed at such a review.

Using a consistent author name throughout your academic career is another way of enhancing retrieval of publications by author name and making sure that you receive the research credit that you deserve.

Interact and share your research in academic social networks

Moreover, in the era of open access and academic social media, researchers must be visible to the research world and interact with other researchers [Ostermaier-Grabow & Linek, 2019; Van Noorden, 2014; Waheed, Klobas, & Ain, 2020]. Research shared through academic social networks receives 51% more citation after 3 years and a 69% boost in citations over 5 years [Niyazov et al., 2016]. We recommend using ResearchGate.net and Academia.edu in addition to Google scholar profile.

What you can do – in short

Considering the above-mentioned benefits of visibility, the Division of Information Resources and Scientific Publishing at the Dept. of Communication and Learning in Science, suggests that you:

i) Maintain your personal profile at Chalmers web page

ii) Claim and maintain your unique author IDs in Scopus, Web of Science and ORCID

iii) Create and maintain a Google scholar profile

iv) Be visible in academic social networks

v) Consult Best Practice in Publishing @ CHALMERS to know the important aspects of scientific publishing

Personal profile at Chalmers website

- All Chalmers' staff have an online personal profile page to present ourselves. The profile page collects basic information from staff databases, publication databases, etc.
- Go to your profile page (see ***Figure 1***) and log in with your CID.
- To edit and update your information follow the steps described at the intranet.

Figure 1: Profile page at Chalmers.se.

- Write a bio/presentation (approx. 600 characters) about your roles and assignments at Chalmers.
- Provide necessary information in the field of teaching, research, publications, collaboration, and project, or make a custom tab that suits your role at Chalmers.
- Contact the web editor of your department to add a recent photo and for other questions about your profile.

It can take 24 hours to sync and publish updated information.

Step-by-step-guides to greater visibility

Please contact us at bibliometrics.lib@chalmers.se, if you face any difficulty creating and/or updating your profiles.

Scopus Author ID (example, 571915048XX)

The Scopus Author ID is an identifier that is used in the Scopus database. It is automatically assigned to every author who publishes at least one article in a Scopus scholarly channel. By allocating you a unique author ID, the Scopus author identifier separates you from other researchers. Your publications might be split across several separate author profiles, though, if your name has changed throughout your career or if you have ever changed affiliations; The Scopus author ID groups all your documents together under the Scopus author profile and allows citation metrics for each author.

Scopus Author Identifier distinguishes between similar names by assigning each author in Scopus a unique number and grouping together all the documents written by that author.

- Note: you need to be on a stable VPN connection to Chalmers to be able to log in to Scopus via Chalmers.

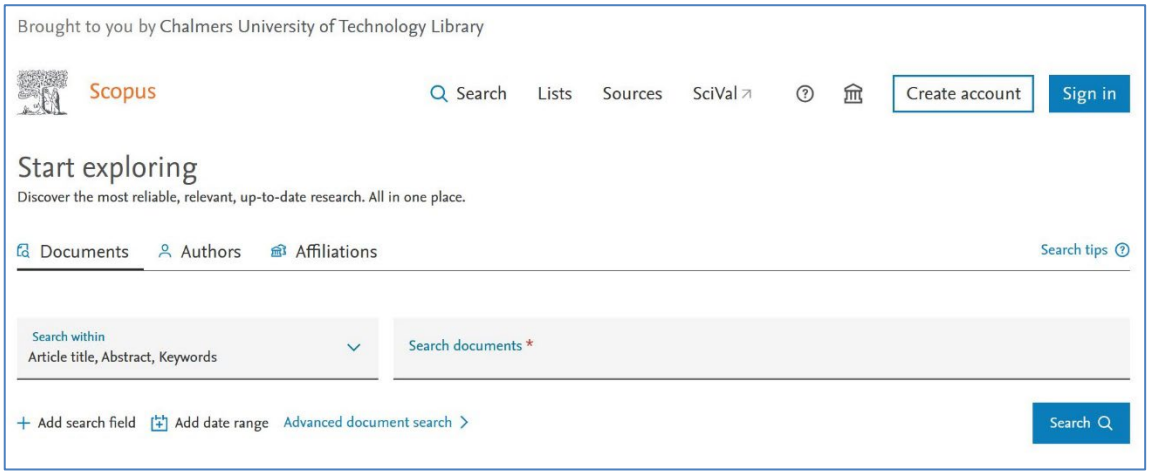

Figure 2: Sign in page of Scopus.

Claim your Scopus author ID profile

- Go to Scopus. If you have an account for any Elsevier product, for example SciVal, Science Direct etc., you can use that to access Scopus. If you do not have an account, create one by clicking Create Account and choose "*Sign in via your institution*", using your email@chalmers.se (see **Figure 2**). Your email will be your username.
- Go to 'Search', then 'Author' to find your personal profile entering your name to verify/ check/update your author profile and publication list in Scopus.
- Search using author name or ORCID. If there is more than one Scopus Author ID assigned to you, continue with the Scopus author ID that has the highest number of publications.
- Click '*View potential author matches'*. View all potential author matches. Mark the ones that are you and click "Request to merge with author".
- Go to **Edit profile** in your profile page. That opens a wizard where you will be able to
    a. set your preferred name,
    b. add and remove documents (if they are indexed in Scopus[1])
    c. update your affiliation (place of work)
- Ensure your Scopus Author ID looks correct regarding your name and name variants, affiliations and countries.
- Remove publications that are wrongly assigned to your Scopus author ID by clicking 'remove from profile'.
- Below the publication list you can search for publications by title and add them, if any are missing.
- See Scopus Author Feedback Wizard (see **Figure 3**) for instructions on how to request merging of several Scopus author IDs to one.

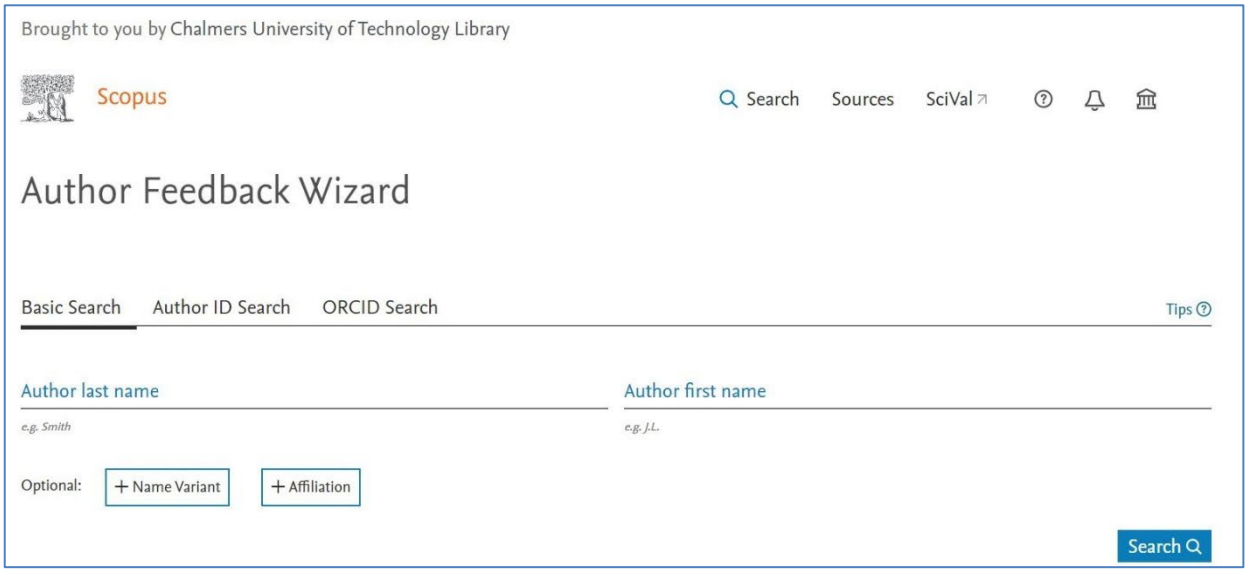

Figure 3: Scopus Author Feedback Wizard.

[1] Search the title in Search/Documents to ensure the publication is indexed in Scopus. If not, and you believe it should be, contact us at bibliometrics.lib@chalmers.se

- In the Profile page you will also find a link to connect your ORCID to your Scopus profile.
- Scopus may take one to two weeks to update your profile or merge Scopus author IDs after receiving your request. You will receive an email from Scopus when the merge is complete.

Web of Science ResearcherID (example, T-4068-20XX)

By using the ResearcherID feature in Web of Science researchers are assigned an individual ID number that stays with them, regardless of institutional affiliation, thus allowing their research to be more easily tracked.

Once your ResearcherID is created, your publications listed in the *Web of Science* database are added to your profile - thus ensuring accuracy in tracking your publication history and making it faster to track how your work is cited. It keeps track of your performed peer reviews as well as manuscripts handled as an editor/reviewer of a journal, reflects how the top journals rely on your expertise to examine the research of your discipline. You can use this profile for funding applications, for career advancement etc.

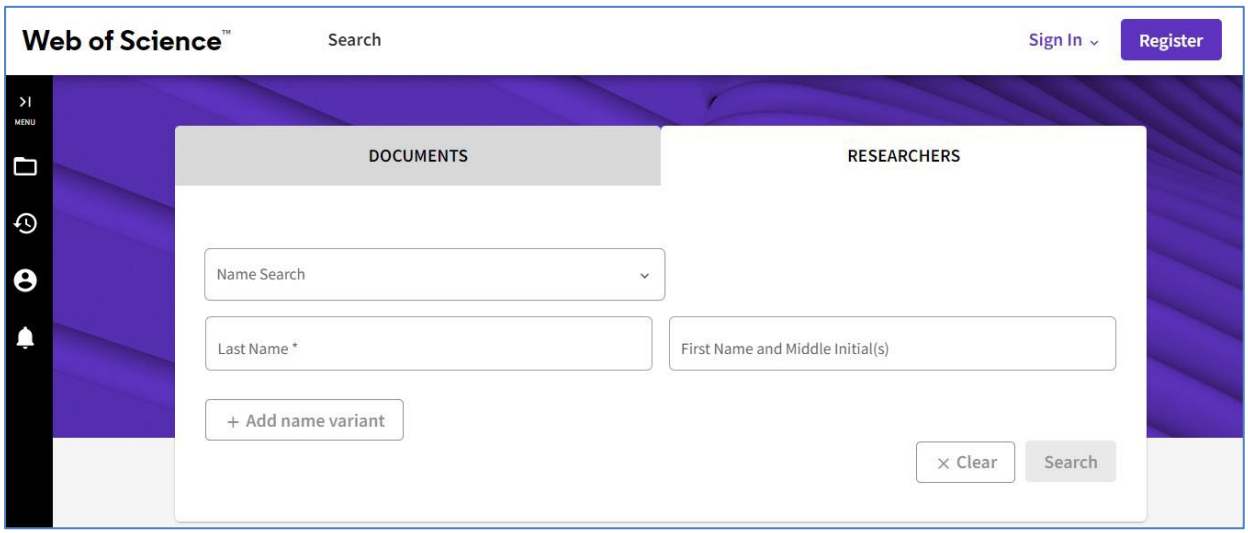

Figure 4: Sign in page of Web of Science.

Claim your Web of Science profile and ResearcherID

- Go to Web of Science
- Sign in or Register (see **Figure 4**) with your email@chalmers.se. Your email address will be your username.
- Click on 'researchers tab' and enter your Last name and First name or ORCID. A list of similar names will appear.
- Click on your name to see your Web of Science ResearcherID. Not all profiles have an assigned ID number if they have not been claimed. Once you claim the profile you will receive a ResearcherID within 24 hours.
- If there is more than one ResearcherID assigned to your name, continue with the ResearcherID that has the highest number of publications.
- Click on 'Claim this record', if you have not claimed your ResearcherID yet.
- Follow the wizards for each task, all available at the personal dashboard page.

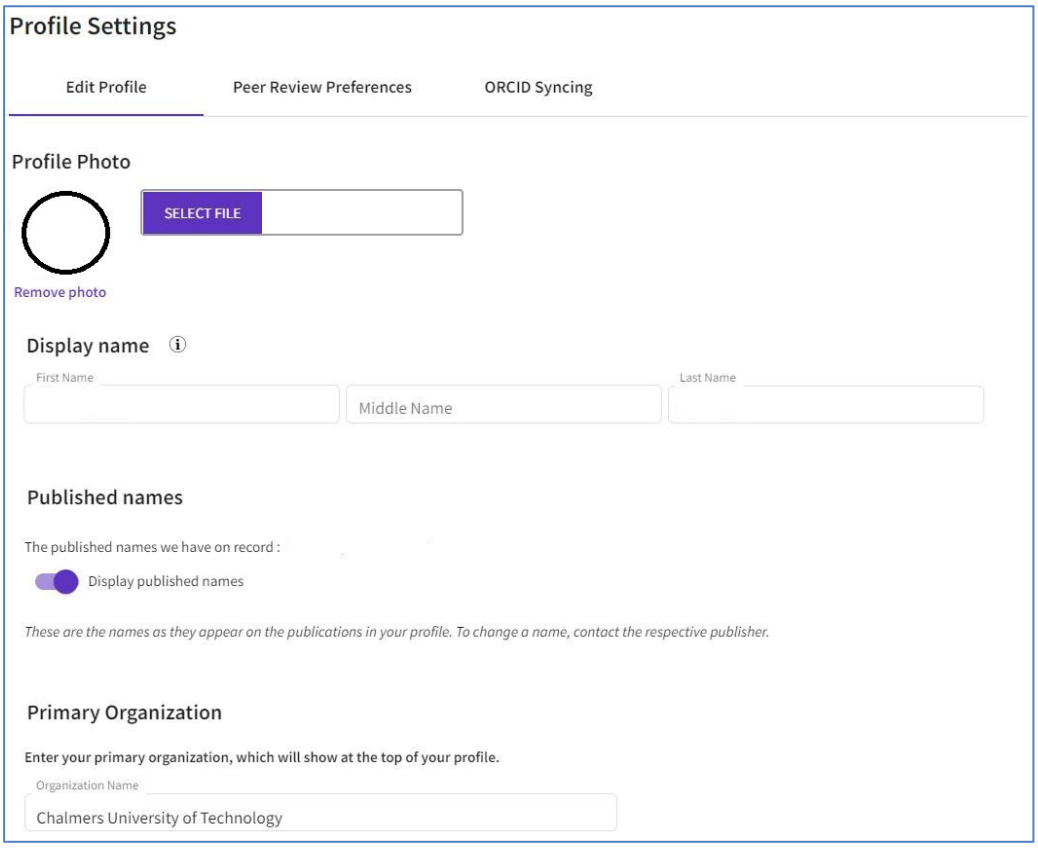

Figure 5: Profile settings in Web of Science.

- Verify your publication record and add any missing records as described when you claim the profile.
- If you have noticed that you have duplicate profiles or two Web of Science ResearcherIDs, you can request for your profiles to be merged using the following process:
    i) Log into any one of your profiles. Navigate to 'View my researcher profile' then 'Verify your Author Record'
    ii) Navigate to the 'Delete account' tab.
    iii) Click on 'I have a duplicate account' and then submit your request by clicking on the red 'Delete account' button at the bottom of the page
- You can also edit your profile setting, set peer review preferences, and sync the WoS profile with ORCID (See **Figure 5**).

ORCID (example, 0000-0003-3942-XXXX)

ORCID (Open Researcher and Contributor IDentifier) provides a persistent digital identifier that distinguishes you from other researchers and supports automated linkages between you and your research activities

- To create an ORCID, or if you already have an ORCID and need to connect it to Chalmers University of Technology, visit https://orcid.chalmers.se. (see **Figure 6**) Follow the wizard or log in to your existing account.

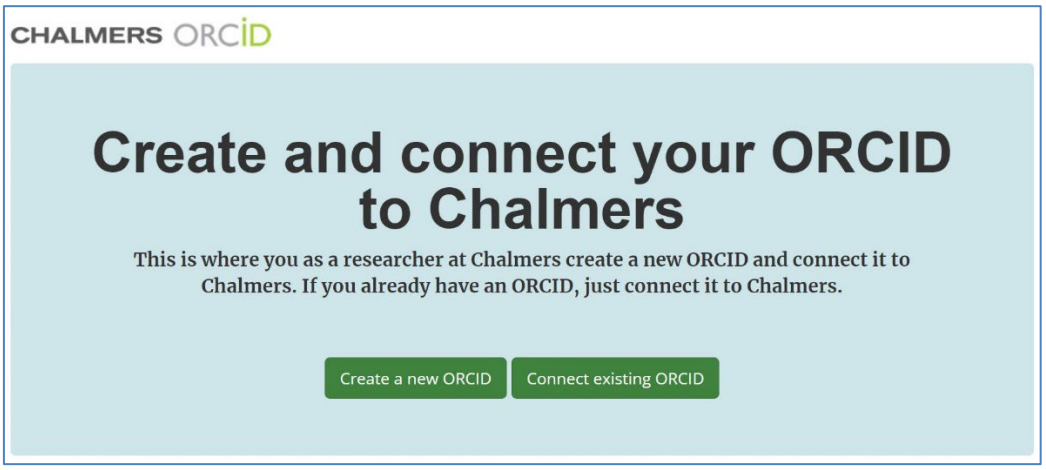

Figure 6: Create or connect ORCID to Chalmers.

- We recommend that you set the visibility level to 'Everyone'.
- Write a brief bio, including career and research interests in your ORCID profile. This bio can be re-used in all platforms described below. See ORCIDs help pages on how to build your profile.
- Contact research.lib@chalmers.se, if you face any difficulty in creating and/or connecting your ORCID to Chalmers.
- Include your ORICD when prompted to do so in manuscript submission systems and grant applications to ensure the records are affiliated to you in all databases.

Importing publications from Google Scholar to ORCID

- Login to your ORCID record (see **Figure 7**)
- Under Works section
- Click '+Add works' and then 'Import BibTeX'
- Follow these instructions: Importing-works-from-a-BibTeX-file

You can also search for and add papers manually

- Login to your ORCID record.
- Under Works section
- Click '+Add works'

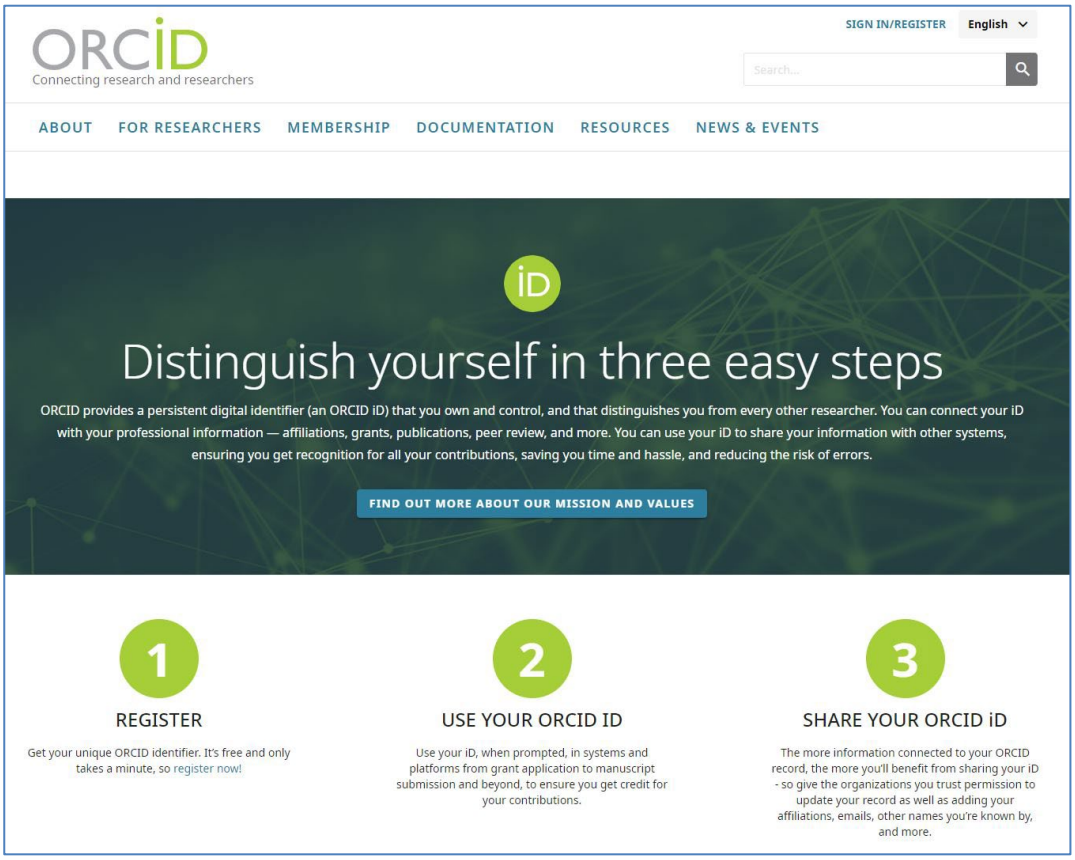

Figure 7: Sign in page for ORCID.

- Review the search results or enter information manually to add papers to your profile.

Including name variants in your profile

If your name originates from a language where another alphabet than English is used or have special characters, your name can probably be translated into English in more than one way. Examples include **å, ä, ö, é**. This can cause machine read databases to sort your different name variants into separate profiles. This can be solved through your ORCID, using the 'Also known as' field as described in 'Add and edit your name in ORICD'.

Connecting your ORCID with other databases and profile pages

Personal profile at Chalmers.se

- Your ORCID will automatically show up on your profile page when you have connected it to Chalmers ORCID at https://orcid.chalmers.se.

Scopus

- Login to Scopus with your credentials as described above.
- Find your profile through Search/Authors.
- Click on 'Connect to ORCID' in the Profile page and proceed to integrate your Scopus Author ID with ORCID.

Web of Science

- Log in to Web of Science with your credentials as described above.
- This will take you to your 'View my researcher profile'.
- Go to profile settings then ORCID Syncing. Follow the instructions there.

Chalmers' research information system – your research output and project involvement

Chalmers' research information system (CRIS) research.chalmers.se (see ***Figure 8***) hosts information about research output at Chalmers, including projects, persons, and publications. CRIS is also part of the global research information eco-system, and its metadata is delivered e.g. to the Swedish national publication database SwePub (see ***Figure 9***), and fetched and indexed by Google scholar, Yandex and Baidu, increasing your visibility further. Locally at Chalmers, records added to research.chalmers.se also populate your personal profile page on Chalmers.se with your recent research output.

'Projects are imported from Chalmers' contract database and quality-controlled by the staff at the library. You get an email notification when a project you are involved in is imported. You then need to verify your project participation, and check the details, before the project is visible to the public.

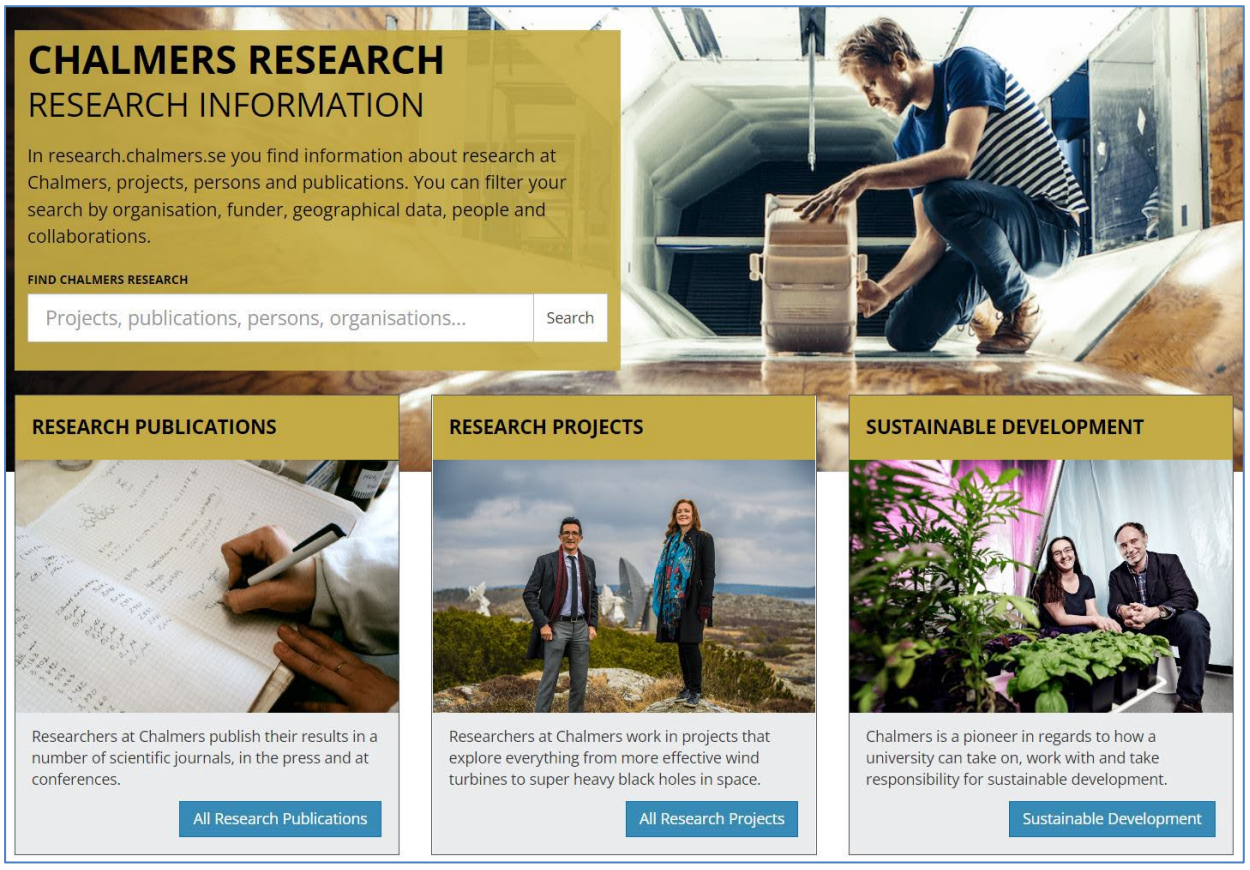

Figure 8: Chalmers' research information system.

Figure 9: Search interface at SwePub.

New Chalmers research publications are automatically imported from the databases Scopus and Web of Science and quality-controlled by the library staff (research.lib@chalmers.se) You get an email notification when a publication of yours has been uploaded, but you do not need to act on that notification unless you want to tag it for Area of Advance or check its Subject Categories.

*You need to add all **other** output* (not indexed in Scopus or Web of Science) *for those to become visible in research.chalmers.se.*

Add publications

- Log on to https://research.chalmers.se with CID and CID-password
- Click on your name top right and choose 'Register new publication'
- Choose publication type. The most common types are suggested but please consider if any of the other types in the left-hand list is more appropriate
- Click through the wizard and enter as much information as you can.
- The system will let you know if any mandatory information is missing
- If you run in to problems, or have questions, please contact research.lib@chalmers.se

Export a list of your publications in various formats

- Log on to https://research.chalmers.se with CID and CID-password
- Click on your name top right and choose 'My publications'
- In the grey box to the right of the page you find several options for exporting your output.
  - in APA format, sorted by publication type (will include all your publications/output) to a copy/paste format.

  - in APA, IEEE or Vancouver format to a html, text or rtf file. In this view you can use filters, for instance type of output, collaborators, or year of publishing.

See and edit your project activities

- Log on to https://research.chalmers.se with CID and CID-password
- Click on your name top right and choose “My research projects”
- If you have pending approvals of projects this tab will have a number next to the heading
- By clicking the blue wheel to the right of the project title you can
  - Confirm your participation in a project
  - Review all project data
  - Edit project data
  - Send feedback to library staff on details of the project
  - Decline visibility of the project to the public

See your research output impact

- Log on to https://research.chalmers.se with CID and CID-password
- Click on your name top right and choose “My publications”
- Then click the tab Impact
- See your most cited publication, number of citations you received etc.

Google Scholar profile

Through a Google Scholar profile, you make your research and citations you have received visible to the world. It is open to all, which is not the case with Scopus and Web of Science who require an institutional membership to access.

- Go to https://scholar.google.com (see **Figure 10**)
- Click the “My Profile” link at the top left of the page to set up your account.
- Add your affiliation information and input your email@chalmers.se, so Google Scholar can confirm your account.
- Add keywords that are relevant to your research interests, so others can find you when browsing a subject area.
- Provide a link to your Chalmers profile page or department or division or lab or research group’s homepage, if you have one.
- Select groups of articles that you wrote. Other publications with your name may show as yours at this point. At this stage add all the publications to your profile.

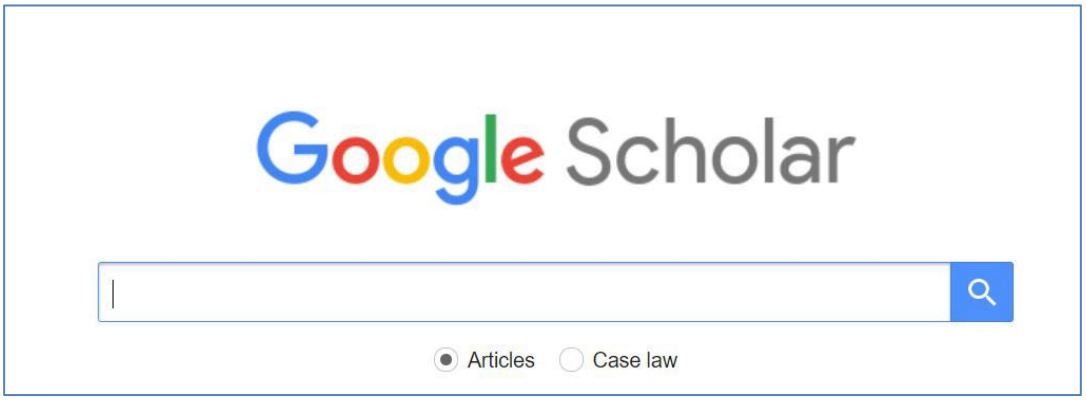

Figure 10: Google Scholar’s interface.

- Click ‘Next’, and your basic profile is done. Now add your missing publications to it and remove those that are not yours.
- Your profile is private if you have just created it. You can change your profile visibility by clicking the pencil icon next to your name and checking ‘Make my profile public’ in the window that appears.
- Add a photo by clicking your avatar next to your name and add profile information.
- Take advantage of Google Scholar’s built-in co-authorship network. Adding co-authors is a good way lets others know you are now on Google Scholar.
- Beware that incorrect publication data is not the only limitation of Google Scholar, but the quality of citations is also questionable, because they are different from what scholars have traditionally considered to be a citation worth counting; a citation in the peer-reviewed literature.
- Despite the above limitations, your publications will come on top on Google Scholar search engine if you have a profile there.
- For more details explore https://scholar.google.com/intl/en/scholar/help.html

Academic social networks

The advantages of having a profile at academic social networks are:

- Connect and collaborate with colleagues, peers, co-authors, and experts in your discipline.
- Follow the topic or researchers of your discipline and share pre- or post-prints.
- Receive notifications when you are cited, mentioned, referenced, thanked, or acknowledged in any publication.
- See the geographical location of the organization of the researchers who reads, downloads, shares or discuss your articles.
- Receive update information about fellowships and grants in your field and explore potential collaborators for your upcoming research.

Caution

It is your responsibility as an author of a paper to ensure that you have the legal rights to upload your publication to a commercial site such as ResearchGate.net and Academia.edu. If you are unsure of the copyrights of the paper, please consult Sherpa/Romeo and look up the journal you published in. There you will see all the restrictions the publisher has put on your article. If still in doubt, please contact research.lib@chalmers.se for advice.

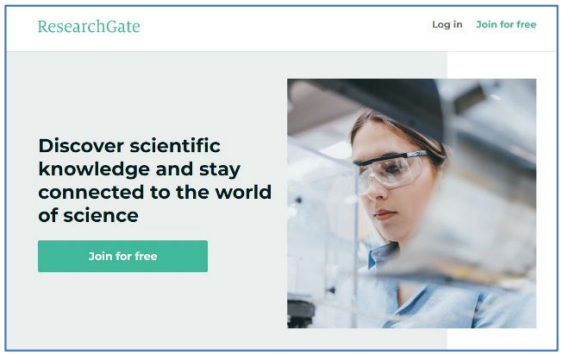

Figure 11: Login page of ResearchGate.

Figure 12: Login page of Academia.

ResearchGate profile

- Go to https://www.researchgate.net (see **Figure 11**)
- Click 'Join for free' and then select 'Academic' and add 'Chalmers University of Technology' as institution.
- Chalmers departments and centre's name should all be there; if none matches with yours, create a new one.
- Use your email@chalmers.se.
- Build your profile; add a photo, write a short bio, add skills and expertise.
- Upload your publications (pre-print or post print). For this you must check Sherpa/Romeo for publisher copyright policies & self-archiving.
- Search for researchers in your field and follow them to build an academic social network, for whom you receive automatic updates on their new publications.

Academia profile

- Go to https://www.academia.edu (see **Figure 12**)
- Sign up with your email@chalmers.se.
- Select the option 'Faculty member'.
- Skip sharing a PDF at this stage.
- Skip choosing colleagues who are already on Academia at this stage.
- Input 'Chalmers University of Technology' as university.
- Chalmers departments and center's name should be there; if none matches with you create a new one.
- Select your position from the drop-down menu.
- In the next step, choose free account.
- Edit your profile; add a photo, write a short bio, add skills and expertise.
- Upload your publications (pre-print or post print). For this you must check Sherpa/Romeo for publisher copyright policies & self-archiving.
- Search for researchers in your field and follow them to build you academic social network, so you can receive automatic updates on their new publications.

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