

## How to Create a Public Profile on Google Scholar

**Google Scholar (GS)** is a free very large bibliographic database that is especially useful for bibliometric purposes as it provides the number (and lists them) of citations received by the items included. Its current size is over 160 million unique documents, many of them with links to openly available full-text versions. This is almost three times the current coverage of the paywalled competitors like WoS/Thomson or Scopus/Elsevier.

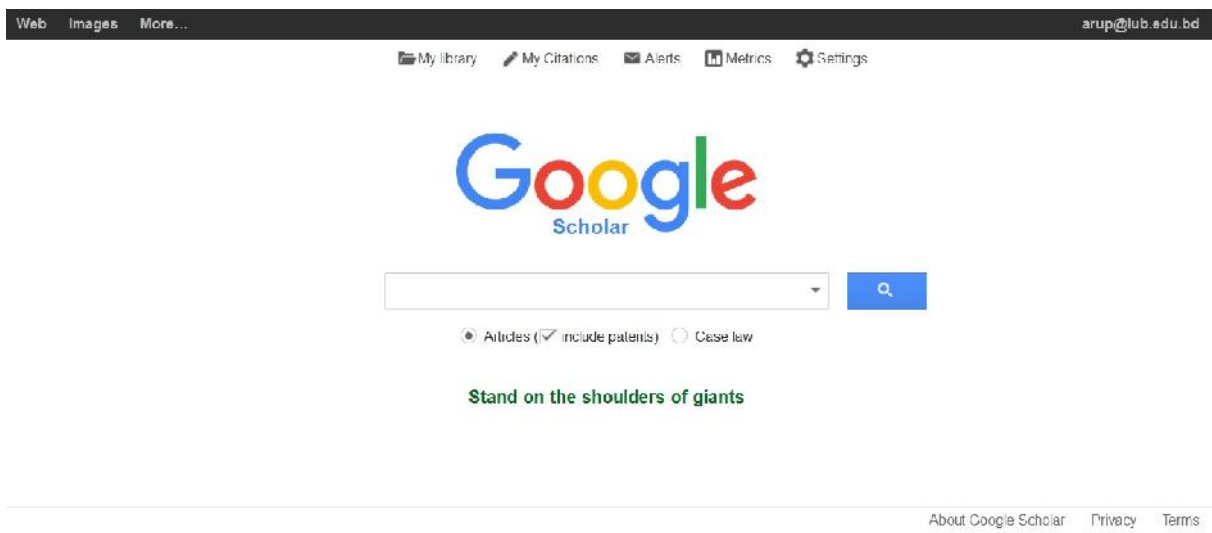
**GS Citations** is a tool for setting up author profiles of individuals and their publications as covered by GS. There are many advantages in generating your own profile using GSC. It is really very easy to use as you only need a Google account to start collecting your publications and the associated metrics. The system is very powerful and it guides you in every step offering candidate publications (with a very low error rate) and the possibility of merging, delete or adding records.

Please, follow the following advices and take into account the warnings:

1. The profile should be **'public'**. Otherwise nobody could access to your information or contact with you.
2. If you have several email addresses for accessing your Google account, probably you have two or more Google Scholar Citations profiles. Please, delete duplicate old profiles as it is very confusing for readers and complex to maintain by yourself. So, it is wise to use an institutional email account only.
3. If your name is common the best advice is to disable the automatic updating. The system could add to your profile (a lot of) papers that are signed by other authors with a similar name.
4. **It is important to delete all the entries not being authored by you, as the profile can be excluded until it is cleaned.**
5. Contact with your colleagues or co-authors if you discover they are not maintaining their profiles properly.

## Steps of creating a public profile on Google Scholar:

1. Go to **www.scholar.google.com** by using your internet browser.
2. Click on **Sign in** from the right top corner of the web page.
3. Sign in with your IUB email account (Example: abcd@iub.edu.bd) and password. IUB email account is needed to keep your profile under the label of Independent University, Bangladesh.
4. A web page will appear like the following:



5. Click on **My Citations**
6. The following web page will appear. Fill the information required in following form. Provide your IUB email address in the box of Email for verification.

The image shows the 'Step 1: Profile' form on Google Scholar. The form is titled 'Track citations to your publications. Appear in Google Scholar search results for your name.' and includes the following fields:

- Name:** A text input field with the instruction: 'Use your full name as it appears on your papers. For example, Margaret Mead.'
- Affiliation:** A text input field with the instruction: 'For example: Professor of Computer Science, Stanford University.'
- Email for verification:** A text input field with the instruction: 'Use an email address at your institution. For example: yourname@mit.edu.'
- Areas of interest:** A text input field with the instruction: 'For example: Artificial Intelligence, Conservation Biology, Pricing Theory.'
- Homepage:** A text input field with the instruction: 'For example: http://example.edu/~yourname.'

At the bottom of the form, there is a blue 'Next step' button.

7. Filling all information, click on **Next step**.
8. A web page containing a list of publications will appear. From here you can select your article and click on **Add**. Then click on **Next step**.
9. The following web page will appear. Make sure to disable the automatic updating. Otherwise the system could add to your profile (a lot of) papers that are signed by others with a similar name. So, Select the option- *Don't automatically update my profile*. Then click on **Go to my profile**.

Step 1: Profile > Step 2: Articles > **Step 3: Updates**

- We'll use a statistical authorship model to identify new articles that you write. We may also update bibliographic information for articles in your profile or identify duplicate article entries, which could be merged or deleted. How would you like to handle these changes?
  - Automatically update the list of articles in my profile. (*recommended*)
  - Don't automatically update my profile. Send me email to review and confirm updates.
- You can also add and remove individual articles, update their bibliographic data, and merge duplicate records. Rest assured, our automatic updates will preserve your edits and will not override them.
- We'll collect and display citations to your articles from all of Google Scholar. The citations will update automatically to reflect changes in your profile and in Google Scholar.

[Go to my profile](#)

10. A web page like will appear like the following:

Web Images More...

Senior Officer of Outreach, Extension & Continuing Education (OECE),  
Independent University  
Pedagogy, Curriculum, Instructional Technology, Research in  
Education, Teacher Training  
Verified email at iub.edu.bd  
My profile is public

Charge photo

1 2

Cited by Year

Google Scholar

Citation indices	All	Since 2010
Citations	1	1
h-index	1	1
i10 index	0	0

2013

- Click on the **Edit** button to edit your profile. Click on **Change Picture** to add/change your picture. To make your profile public just check in the box of – **Make my profile public** and click on **Save**.
- If you want to add more articles, just click on **+Add**. Several options like- *Add article groups/Add articles/Add article manually* will appear. Select the desired one and follow the instructions. Here is an example of **Add article manually**.

The screenshot shows the 'Add article manually' form in Google Scholar. At the top left, there is a 'Scholar' label and two buttons: 'SAVE' (red) and 'Cancel' (grey). Below this, there are navigation options: 'Add article groups', 'Add articles', and 'Add article manually' (highlighted in red). A sidebar on the left displays 'Currently added: Articles 2, Citations 1' and a profile picture placeholder. The main form area has a tabbed interface with 'Journal' selected. The fields include: Title, Authors (with a hint: 'For example: Patterson, David; Lamport, Leslie'), Publication date (with a hint: 'For example, 2006, 2008/12 or 2008/12/31'), Journal, Volume, Issue, Pages, and Publisher. At the bottom right, there are 'SAVE' (red) and 'Cancel' (grey) buttons.

- When you have an ORCHID account, add the ORCHID identifier with your name on Google Scholar. Add the ORCID identifier, with the following syntax without blank spaces (ORCID:1234-56789-8765-4321). To do this, click on **Edit**, write your ORCHID identifier beside your name and click on **Save**. For example- A R Das (ORCID:0000-0001-2323-2577)

(For any further assistance, contact - [arup@iub.edu.bd](mailto:arup@iub.edu.bd), [news@iub.edu.bd](mailto:news@iub.edu.bd))