



# Researcher Profiles Checklist

## Researcher name

- Decide how you will be known** eg Jessica Smith; Jessica S Smith; Jessica Sarah Smith etc. and stick to that convention.

## ORCID record and iD

Registering gives you a unique number enabling permanent, unambiguous links between you and your work. ORCID is not specific to any resource/database or institution.

- Register at [ORCID.org](https://orcid.org)
- Verify your ORCID at [orcidhub.org.nz](https://orcidhub.org.nz)
- Backdate your ORCID profile with employment history/name changes
- Add scholarly outputs, several options under + Add Works, including:
  - 'Search and link' – your work may be automatically found in these organisations' links
  - BibTeX: export publications list from [Elements](#), then import to ORCID
  - Using DOI or manually
- Authorise 'auto update' functionality – CrossRef option
- Link your ORCID to Elements  
Log in to [Elements](#) > menu > automatic claiming > add ORCID  
  
In the future, this will allow adding publications from Elements to ORCID.
- Use your ORCID in funding applications and when submitting for publication and on other platforms such as ResearcherID, Scopus, LinkedIn....

## Massey Expertise Database

This is most likely the page people will visit if they Google your name + "Massey", so it is a good idea to have links out to your profiles and publications on it. All the publications you have entered into [Elements](#) are listed under the Research Outputs heading on your profile (unless you have marked them 'confidential'). If you deposit the full text of any of your publications into [Massey Research Online](#) your profile will provide links to these publications as appropriate (and where copyright allows).

- In [Elements](#):
  - Is your publication list up to date? Edit if needed
  - Edit your profile
  - Link to ORCID and Scopus under Automatic Claiming
- In [Massey Staff Profile Update](#):
  - Add as much detail as possible
  - Add links to other profiles

## Google Scholar Profile

You can create your own [Google Scholar](#) profile and claim your publications listed on *Google Scholar*. This may give you and your publications higher visibility.

- Click on My profile (at the top of the screen)**
- Log in using your Google account (or create a new account if you don't already have one - you can use any email address).**
- Set up your profile, find and claim your publications, and keep your profile updated.**

Detailed instructions at <https://scholar.google.com/intl/en/scholar/citations.html#overview>

## Scopus Author Identifier

If you have any publications (articles, book chapters, or books) listed in [Scopus](#) you will automatically have a *Scopus* Author Identifier. You can see your identifier by clicking on your name from any *Scopus* record for one of your publications.

*Scopus* Author Identifiers are prone to errors.

- Check your Scopus Author Identifier regularly, particularly when your new publications appear in Scopus.**
- Has Scopus correctly identified and combined all of your works in the database into your profile? (If you use your ORCID ID when you publish, Scopus will find it easier to keep all of your publications together in one set).**

## Other Profiles...

- ResearchGate and/or Academia.edu (Scholarly social networks)**
  - **create profiles**
  - **link to publications**
  - **interact with other researchers**
- The Conversation <https://theconversation.com/nz> Sign up as an author and submit newsworthy articles on your research – many are picked up by mainstream media
- Social media, e.g. Twitter, LinkedIn, YouTube