

Profile System Instructions: How to Edit **Publications** in a Profile

This document assumes you know how to log in to your online Profile and navigate within it.

STEP 1. Log into your Profile and in the left column, select the **Publications** page.

STEP 2. Follow the below explanations to edit the **Publications** Page, which has **three main sections**, as outlined below.

Information to Import Publications

You do not have to import everything yourself. The System automatically imports valid PubMed citations based on the name as it appears in the Profile. However, you can assist in the process by providing some information in the below fields. All imported publications are all listed in the third section of the page, in the **Complete List of Publications**. (Very recent publications may not show right away.)

Publishing Aliases

If you have published under any *other* names or aliases, list them here to help in the collecting of citations. Click on **+ Add New**, and fill in the fields, and click **Add**. To **edit** or **delete** a name, click on the tiny gray "Edit" icon to the right, or the "Trash" icon next to it.

NCBI My Bibliography

Ignore this feature. It is applicable only to a pilot program that does not apply to Pathology Faculty or Staff. If you wish to create a My Bibliography page on NCBI, visit the [NCBI web site](#) for instructions.

Publication Reviewers

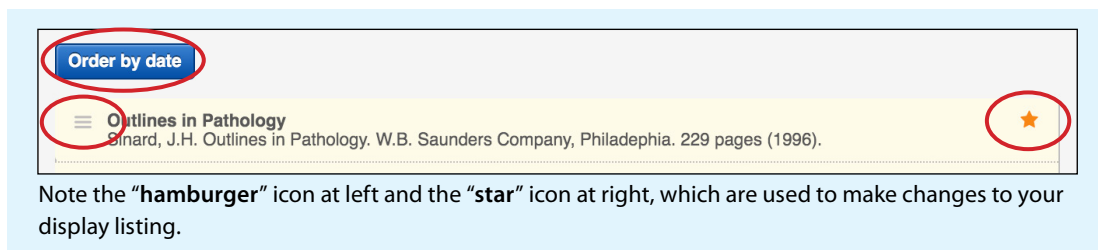
You have the option to add another person at Yale to help approve your PubMed publications to include in your profile. Click on **+ Add New**, perform the search to locate the correct name, and click on **Add**.

Automatic Creation of Displayed Publications

Check this box to have *all* imported publications *automatically* displayed on your online Profile. If you want to display only specific publications, leave this option unchecked.

Publications Displayed on Websites

This section shows in yellow the publications that are currently selected to display on your online Profile.



Note the "hamburger" icon at left and the "star" icon at right, which are used to make changes to your display listing.

If you want to....	...then do this:
Remove a publication from display:	Click on the "star" icon at the right.
Reorder the list:	Click and hold the "hamburger" icon at left, and drag and drop the publication to where you want it in the list.
List chronologically :	Click on the blue Order by date button. (This button is visible only if the list is not already in order of date.)
Add a publication for display:	Locate it in the Complete List of Publications (next section) and click the "star" icon at the right of the citation.

Profile System Instructions: How to Edit **Publications** in a Profile *(continued)*

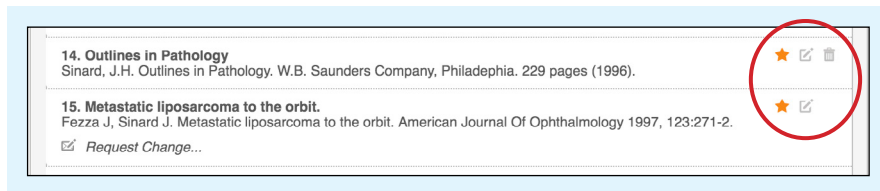
Complete List of Publications

This is a complete list of your approved publications (PubMed and any manual entries).

Filter Publications

The **filter function** filters article **titles** only. Enter a **word or phrase**, and the filter will return any titles found with that word or exact phrase. (Be sure to **Clear** before entering another **Filter** word.)

To edit the listing you have the following options:



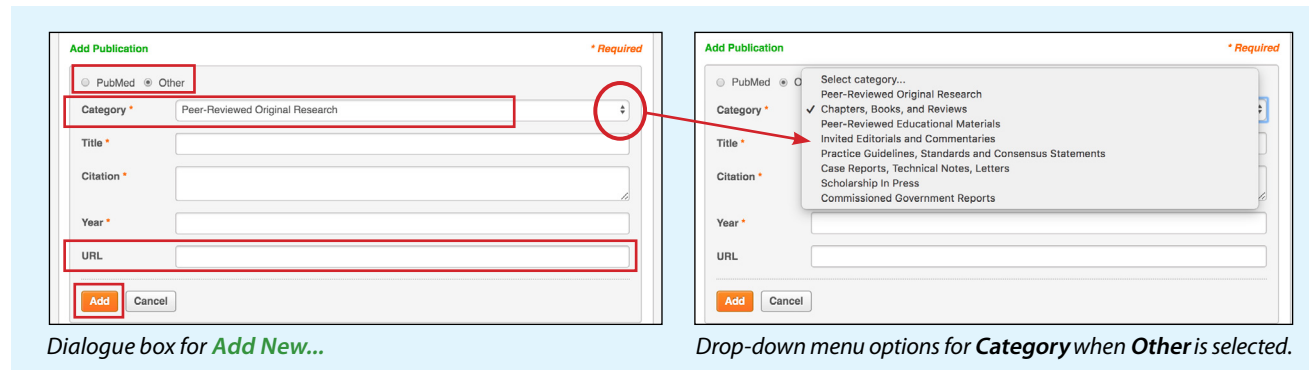
If you want to....

...then do this:

Turn on/off the display of a publication:	Click on the “star” icon at the right.
Edit text of the entry:	Click the tiny gray “edit” icon to open the edit dialogue box. Note: entries from PubMed can be identified by their “Request Change” tick-box at left, and require you to submit a “Request Change” via the “edit” dialog box. Manual entries (e.g., books, chapters) do not have the “Request Change” tick-box, and will permit you to edit the text of the entry directly in the “edit” dialog box.
Delete an entry:	Click the tiny gray “trash” icon to delete entry – only manually-added publications can be deleted.
Display All publications online:	Click the blue Add all to displayed publications button. (Button only visible if some publications are <i>not</i> displaying.)

+ Add New...

Publications can also be added manually, such as a Book or a Book Chapter.



1. Click on **+ Add New...**
2. Select the radio button for **PubMed** or **Other**. **PubMed** is the default, and permits you to add a publication using its PubMed ID. **Other** permits you to add publications not in PubMed, such as books or chapters – select the appropriate category.
3. Select the **Category**. The drop-down menu will show Books, Chapters, and other options.
4. Enter your **Title**, **Citation** and **Year** information.
4. **URL** is not required, but if you do not enter one, the appearance of the citation on your online Profile will be grayed out, indicating there is no active link.
5. Click **Add**.

