Profiles Checklist

	Good	Better	Best
ORCID	☐ Create account & make it public ☐ Add name variations ☐ Add or import publications ☐ Add ORCID URL to email signature ☐ Link to IRIS*	☐ Add keywords ☐ Link to website or your other profiles ☐ Display ID on other profiles, submissions ☐ Enable auto updates from Researcher ID etc ☐ Download your unique QR code	☐ Add email, bio, employment ☐ Add education & qualifications ☐ Add membership, service, funding and distinctions
Scopus	☐ Check publications ☐ Claim any unassigned publications ☐ Check affiliation* ☐ Add name variations and merge profiles if necessary	☐ View potential matches ☐ Add Scopus ID in IRIS* ☐ Add preferred name	☐ Authorise ORCID integration ☐ Set up citation alerts ☐ Follow authors of interest (or yourself)
publons RESEARCHERID	☐ Check and add or import publications ☐ Check affiliation* ☐ Add peer reviews (either automatically or by sending review receipts to reviews@publons.com	☐ View potential publication matches ☐ Add Researcher ID in IRIS* ☐ Add researcher fields ☐ Add a brief biography	☐ Authorise ORCID integration ☐ Link to Publons from your other profiles ☐ Use ResearcherID Badge on your blog or website
Google Scholar	☐ Create account ☐ Check & claim auto added publications ☐ Add a good "action" photo ☐ Make your profile public	☐ Manually add missing publications ☐ Add areas of interest ☐ Add website or other profiles	☐ Add co-authors ☐ 'Follow' your articles, citations, recommended ☐ 'Follow' other peoples articles, citations etc
LinkedIn	☐ Create account (not FB or Google Account) ☐ Add a succinct headline ☐ Add a great summary ☐ Add a good "action" photo ☐ Add skills	☐ Add CV highlights (not the whole thing) ☐ Give & seek endorsements & recommendations ☐ Personalise your invitations ☐ Add links to your profiles elsewhere ☐ Add content - links, slides, photos	☐ Use updates to send content to your networks ☐ Write and share short opinion pieces ☐ Always think of the value of the above, and think about how you'd react to the same.
ResearchGate	☐ Create account (not FB or Google Account) ☐ Add a good "action photo" ☐ Add skills and expertise ☐ Add institution and department ☐ Add ORCID ID	☐ Add PDFs where copyright/ licenses allow ☐ Follow researchers ☐ Follow research interests ☐ Link to your other profiles	☐ Add project updates ☐ Write short reviews on articles
Academia.edu	☐ Create account (not FB or Google Account) ☐ Add a good "action" photo ☐ Add links to other profiles	☐ Link to publications ☐ Add PDFs where copyright / licenses allow	☐ Follow researchers ☐ Follow 'followers' of researchers ☐ Follow 'groups' ☐ Share drafts, talks, conferences etc.