Editing a Researcher Profile in SciVal

1. Login to SciVal and click on 'My SciVal'

2. Click on 'Researchers and Groups' icon in the menu to left of the screen.
3. Enter the researcher’s name (lastname, firstname) in the search.

The name will appear in the list of researchers.

4. When you hover over the researcher’s name with your mouse, options will appear to the right of your name. Click on the icon.

5. You will see a list of publications. Scroll through them to make sure they all belong to the researcher. If publications have been included that do not belong to the researcher, untick the box next to the publication. If there are publications missing, for example, the researcher has publications that have been split across two author profiles in Scopus, click on ‘Search for missing publications’.
6. Enter the name of the publication in the ‘Search for publication title’ box and click on the search icon. It can be useful to copy and paste the name directly from Scopus. Select the publications that are missing from the researcher’s profile.

7. You will then be asked to select the article author that matches the researcher profile. Then click on ‘Add Publications’.

8. Repeat this process until you’ve added all the missing publications. Then click on ‘Next step’.
9. On this screen you can choose the researcher’s name and add tags to assist in categorising researchers. When you’ve finished, click on ‘Save and finish’.

NOTE: After updating a researcher’s profile, always check their publications in either the ‘Overview’ module or the ‘Benchmarking’ module to make sure that the updates have worked. This is particularly important if you are updating a researcher profile that has been shared with you, rather than one you’ve defined yourself. In some cases you will not be able to update the publications in a researcher’s profile that has been shared with you. In this case you will need to define the researcher again to create a profile that includes all publications. Instructions on how to do this are here.

If you have any questions, please contact your Liaison Librarian.