Step 1:
A public profile to increase the exposure of your work via Google Scholar results. A search on a name brings up any matching public profiles. Names of authors with a public profile are hyperlinked from search results – easier for your other publications to be discovered.
Step 2:
Alongside your profile, there is the option to ‘Follow’, whenever you have a new article or citations, your followers will be notified by email.

Step 3:
Once you have collected your publications on your profile, Google Scholar will automatically identify new material to be added. You can set it to email you before adding anything new. You can also include publications using variations of your name to ensure your citation and search results are complete.

You can export your list of publications as a reference file (BibTeX, EndNote, RefMan and CSV formats currently supported).
Step 4: Setting up your Google Scholar Profile
Google has extensive online help for this; http://scholar.google.fi/intl/en/scholar/citations.html#setup

The main steps are:

- Log into Google Scholar with your Google account (or create one)
- Enter your affiliation and interests: you will need to have your institutional email address verified to be listed publicly so you will need to check your email at this step.
- Add your publications: search Google Scholar for your name and add groups of publications. You can edit and remove these later. Try searching for variations on your name (e.g. E Downes, EC Downes) if necessary. You can scroll down to “Skip this step” (link at bottom of page) if you prefer.
- Set up your “Profile updates”. Google recommends you allow automatic updating or you can request emails to review and confirm updates. You can then edit your profile further from the “My Citations” page:
  - If you have any variations on your name (e.g. a maiden name) you can add this in brackets e.g. “Melinda Gates (French)”.
  - Uploading a photo is recommended to make your profile look professional and active.
  - Add a link to your “Home Page” e.g. your page on the Swansea University website

Google Scholar collects citations and calculates its own metrics.

Click My citations and create a profile to find citations to your own work. An advantage over the Thomson Reuters’ Journal Citation Reports is that Google Scholar includes more book citation data. However there is less quality control in Google Scholar than in the subscription databases. Google collects citations to your articles, graphs them over time, and computes your citation metrics - the widely used h-index; the i-10 index, which is simply the number of articles with at least ten citations; and the total number of citations to your articles. Each metric is computed over all citations and also over citations in articles published in the last five years. Your citation metrics will update automatically as new citations to your articles are indexed by Google Scholar from the web.