

► ¿Cómo crearse un perfil en Publons?

Accediendo a la página de registro desde la URL <https://publons.com/about/home/> o desde el acceso a Publons en la barra de menú de la Web of Science.



Es conveniente registrarse utilizando el correo institucional.

Configuración del perfil

Por medio de la rueda de configuración abrir el *Private Dashboard* y configurar el perfil desde el apartado *Settings*.

1

The screenshot displays the 'Private dashboard - Summary' interface. On the left, a navigation sidebar includes sections for 'Me', 'My records', 'Activity', and 'Community'. The 'Settings' option is highlighted with a red box and an arrow pointing to it from the text 'Settings' below. The main content area features a 'Tip: Automatically add reviews' banner, four action cards: 'Track my citations', 'Manage my reviews', 'See my profile', and 'Learn to peer review', and a 'Recent notifications' section. In the top right corner, a gear icon is highlighted with a red box, and a dropdown menu is open, showing options like 'View Profile', 'Generate Publons CV', 'Notifications (2 unseen)', 'Settings', and 'Log out'. An arrow points from the text 'Private Dashboard' to this dropdown menu.

Settings →

Private Dashboard ←

2

Desde el menú *Account* se puede establecer conexiones con redes sociales, añadir el correo principal, modificar la contraseña y borrar la cuenta.

The screenshot shows the 'Account' settings page. A red arrow points to the 'Account' menu item in the left sidebar. The main content area has tabs for 'Emails', 'Password', 'Connected accounts', and 'Delete account'. Under 'Emails', the user's primary email is shown as 'john.smith@cchs.csic.es'. Under 'Password', there is a field to 'Enter current password'. Under 'Connected accounts', there are three entries: 'john.smith@gmail.com' (Gmail), 'john.smith@gmail.com' (LinkedIn), and 'https://orcid.org/0000-0002-3439-1367' (ORCID), each with a 'Remove' button. Under 'More Options', there are links for 'Facebook' and 'Wechat'. Under 'Delete account', there is a message: 'You may request that we delete your account and remove your profile. Please tell us why you are requesting to have your account deleted.' with two radio button options: 'I have a duplicate account' (selected) and 'I am no longer getting any value from my account'. A 'Delete account' button is at the bottom.

3

Para añadir la firma principal, firmas alternativas y áreas de investigación hay que acceder al menú *Profile*.

The screenshot shows the 'Profile' settings page. A red arrow points to the 'Profile' menu item in the left sidebar. The main content area has a 'Profile details' section with a 'Full Name' field containing 'John James Smith'. Below it is a text area for 'Alternative publishing names' containing 'John J. Smith; John Smith'. The 'Research fields' section has a heading 'Select your fields of research here.' and a text input field containing 'INFORMATION SCIENCE & LIBRARY SCIENCE X'. A note at the bottom says: 'Add each field separately. Existing fields will appear in a dropdown as you type. If the field you want to add is not present, add it by pressing enter.'

La información sobre la afiliación o la pertenencia a comités editoriales es posible incorporarla a través del menú *Affiliations*.

Settings

- Account
- Profile
- Affiliations**
- Email
- Permissions

Editorial board memberships

Add the journals or conferences whose editorial boards you have been a member of, using the current field to distinguish between contemporary and past appointments.
Current affiliations will be displayed on your profile.
Note that journals/conferences reserve the right to disavow these claims where they believe they are incorrect.

JOURNAL OR CONFERENCE	CURRENT	
Journal or Conference	<input checked="" type="checkbox"/>	

[+ Add another editorial board membership](#)

Institution affiliations

Universities and Academic Institutions you have been affiliated with.
These are displayed on your profile and are used in Institution Leaderboard calculations.

INSTITUTION	DEPARTMENT	ROLE	START	END		
Consejo Superior de Investigaciones Científicas	Centro de Ciencias Físicas	Librarian	2007	Present	<input checked="" type="radio"/>	
Biblioteca Nacional de España	Department	Librarian	2006	2006	<input type="radio"/>	

[ADD ANOTHER](#)

[SAVE CHANGES](#)

Vinculación del ResearcherID con ORCID

Desde el menú *Permissions* se otorga permiso a Publons para sincronizar los datos con el perfil de ORCID

The screenshot shows the 'ORCID Settings' page. On the left, a navigation menu includes 'Settings', 'Account', 'Profile', 'Affiliations', 'Email', and 'Permissions', with a red arrow pointing to 'Permissions'. The main content area is titled 'ORCID Settings' and shows a linked ORCID record: 'https://orcid.org/0000-0002-3439-1367'. A red arrow points to this link with the annotation: 'Este enlace indica la conexión entre ambos perfiles.' Below this, the section 'SYNC YOUR ORCID RECORD WITH PUBLONS' contains a checkbox labeled 'Keep my publication list up to date with my ORCID record'. A red box highlights this checkbox, with an annotation: 'Esta casilla da permiso a Publons para importar todas las publicaciones añadidas a ORCID.' Underneath is a note: 'Note: when you select this option we will import your publications from ORCID to Publons. Any future changes you make to your publication record on ORCID will be reflected on your Publons profile.' The next section, 'UPDATE YOUR ORCID WORKS FROM PUBLONS', includes a button labeled 'GRANT PUBLONS PERMISSION TO UPDATE YOUR ORCID WORKS'. A red box highlights this button, with an annotation: 'Este botón permite que las publicaciones añadidas a Publons sean exportadas a ORCID.' The final section, 'UPDATE YOUR ORCID RECORD FROM PUBLONS', includes a button labeled 'GRANT PUBLONS PERMISSION TO UPDATE YOUR ORCID RECORD'. A red box highlights this button, with an annotation: 'Este botón da permiso a Publons para actualizar cualquier dato relativo al Researcher ID en ORCID.' At the bottom of the page is a teal 'SAVE CHANGES' button.

► ¿Cómo importar publicaciones desde WoS?

Entrando en el menú *My records – Publications* del perfil del usuario se puede acceder a las plataformas desde las que se quiere importar las publicaciones por medio del botón *Import publications*.

The screenshot shows a user profile menu with the following elements:

- My records** (with a folder icon)
- Publications** (with a right-pointing chevron icon)
- Import** (with a right-pointing chevron icon)
- Peer reviews**

Below the menu is a teal button labeled **IMPORT PUBLICATIONS**. To its right is a grey box containing the text: **FOUND 0 WEB OF SCIENCE PUBLICATIONS**.

Below the button is a text box with the following text: *Click the button above to import your publications from Web of Science, ORCID, and more. You can then use this page to monitor and manage the publications that will display on your public profile, Publons CV, and in the graphs and metrics here on your dashboard. [Learn more about your publications on Publons.](#)*

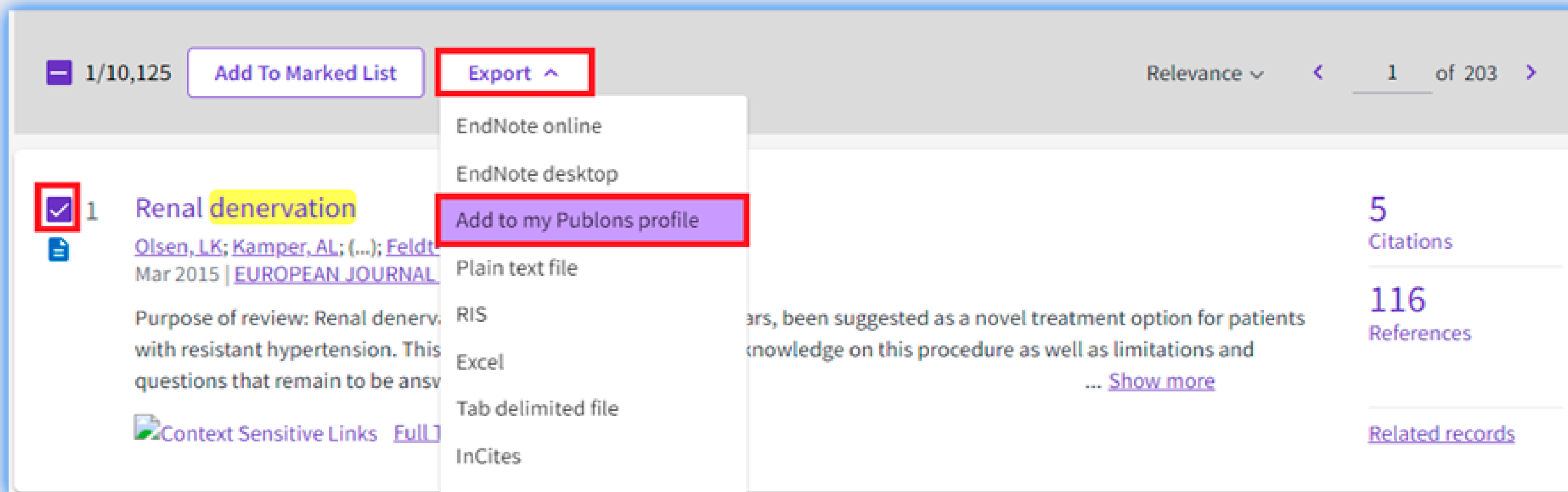
Below the text box is a dropdown menu with the following options:

- Import from Web of Science** (complimentary access for Publons users) [downward chevron]
- Sync with ORCID** [downward chevron]
- Import by identifier (e.g. title or DOI)** [downward chevron]
- Import by file upload (RIS, CSV, or BIBTEX)** [downward chevron]

Red arrows in the image point from the 'Publications' menu item to the 'IMPORT PUBLICATIONS' button, and from the button to the 'Import from Web of Science' option in the dropdown menu.

Exportar publicaciones desde WOS

En la lista de publicaciones de un autor en la Web of Science, seleccionar la publicación o publicaciones para posteriormente exportarlas reclamándolas en Publons.



The screenshot shows a Web of Science interface. At the top, there are buttons for '1/10,125', 'Add To Marked List', and 'Export ^'. The 'Export' menu is open, showing options: 'EndNote online', 'EndNote desktop', 'Add to my Publons profile' (highlighted in purple), 'Plain text file', 'RIS', 'Excel', 'Tab delimited file', and 'InCites'. Below the menu, a publication entry is visible: '1 Renal denervation' by Olsen, LK; Kamper, AL; (...); Feldt, Mar 2015 | EUROPEAN JOURNAL. The entry has 5 Citations and 116 References. The 'Add to my Publons profile' option is highlighted in purple, indicating it is the selected action.



Pregunta a tu biblioteca: <http://biblioteca.cchs.csic.es/informacion.php#formulario>

Descargar infografía: <http://hdl.handle.net/10261/211900>