Research Profile How-To Guide

About this Guide

This guide provides an overview and step-by-step instructions on how to set up a Researcher Profile page on UNSW's Researcher Profiles platform (ResGate). Follow this guide to learn the best practice for profile creation. The guide will touch upon the following:

- Importance of Researcher Profiles
- What is a Researcher Profile?
- Profile example
- Profile access and set up
- Profile personalisation: category and field breakdown
- Contacts for further assistance

Importance of Researcher Profiles

Researcher profiles are one of the most clicked pages on the UNSW website. Students, Future Students, Alumni and Academics view Researcher Profiles to learn more about a Researcher's biography, field(s) of research, publications, qualifications, contact information, research activities, supervision, engagement and teaching.

These profiles help everyone learn more about you and your professional career, so it's important to keep them regularly updated. Researcher profiles may also supply your data to your Faculty's, School's or Unit's Profile.

What is a Researcher Profile?

A Researcher Profile is an online template that provides information about a UNSW Academic Staff member's career. Your published Profile on the UNSW Research Website means people and organisations, both internal and external to UNSW, who are interested in your research are just a click away.
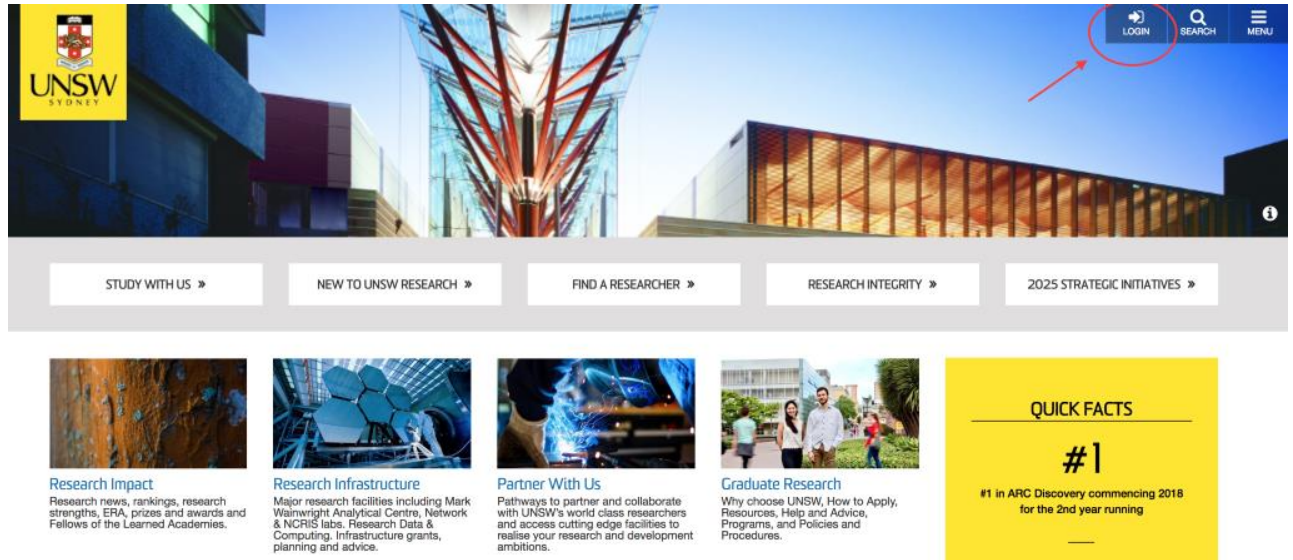
As a UNSW Academic staff member, you're responsible for creating, editing and regularly maintaining the currency of your profile page.

Profile Access and Set Up

1. Navigate to the UNSW Research page and log in with your zID and zPass (the log in button is displayed at the top, right-hand corner of the page).
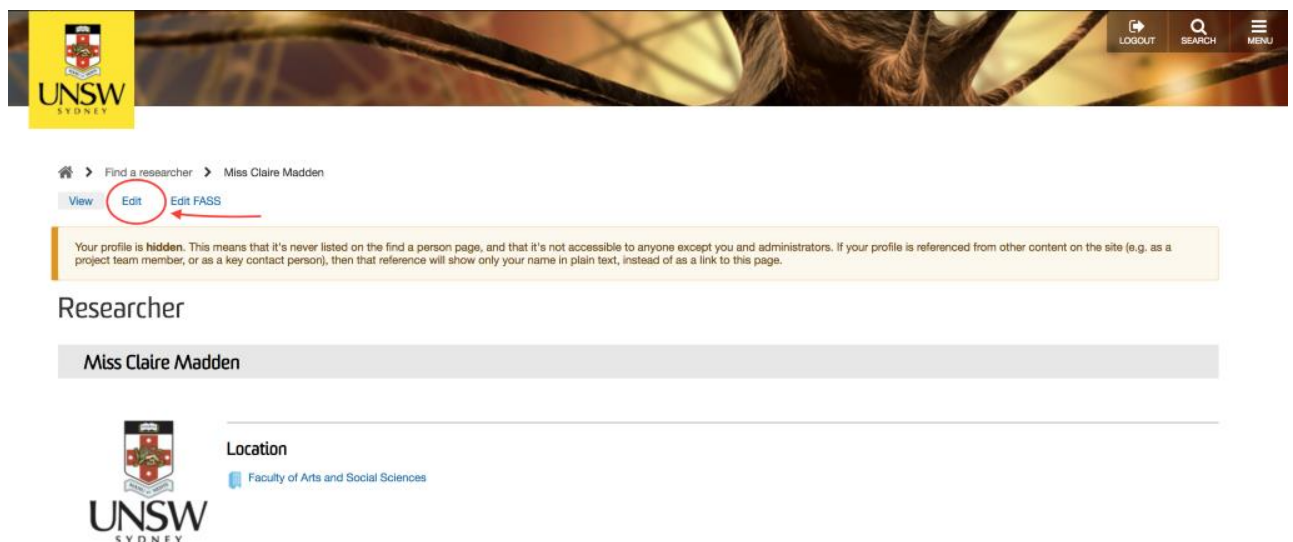
Research Profile How-To Guide

Note: *It's recommended to use Firefox or Chrome browsers. It also takes 72 hours for your profile to be activated or changes made to your HR or ROS data to be updated. If after 72 hours your profile is not activated, please email:* *researchgateway@unsw.edu.au.*

2. After logging in, you will be taken to a "View" page. Once your profile is created, you can view what it will look like here. To start personalising your page, click "Edit."

Research Profile
How-To Guide

3. There are five categories for you to enter your personal details: Main, Teaching & Supervision, Keywords & Tags, Social Media, and Engagement. Within each category, there are several fields highlighted in green and yellow. The data entered into the green field can be changed by you at any time via myUNSW (change will take up to 72 hours to appear on your Profile).

   The data entered into the yellow field is managed by HR. To make any changes to these fields, you'll need to contact HR by clicking "How to Change Your Details" and selecting "Click to request HR changes."

Profile Personalisation: Category and Field Breakdown

You want people to connect with your profile, so it's important to personalise your information. UNSW also wants every profile to be consistently formatted, so enter your information directly into each text field, as copying and pasting information results in formatting issues.

Please follow the below format and structure:
- Write in the first person

Research Profile How-To Guide

- Type your information directly into each text field or copy and paste information into Note pad or TextEdit and then copy text from Notepad or TextEdit into the fields (this ensures all formatting is the same and no extra code is inserted, which can cause formatting issues)
- Make sure your text fields contain all keywords describing your academic interest – from most generic to most specific
- Do not directly paste text from the web or a word document
- Use bullet points for lists
- Use 1.15 spacing
- Keep paragraphs at a maximum of four lines
- For all headings within each text field use Heading 3 format
- Press 'Enter' to create a new paragraph
- Press 'Shift + Enter' to create a new line below
- Enter spaces between all paragraphs
- Don't add horizontal lines between sections
- Don't add images into the body of the text
- Links should be hyperlinked instead of displaying the link
- Be concise, don't add your whole thesis paper

Correct example:
UNSW News Room– Genetic study uncovers the evolutionary history of dingoes - this is a contextual hyperlink
Incorrect example:
https://newsroom.unsw.edu.au/news/science-tech/genetic-study-uncovers-evolutionary-history-dingoes - this is not a contextual hyperlink

If at any time your information is not complete, you can leave it in draft mode and publish later. Just click "Hide this profile" at the end of the section. Don't forget to save your information by clicking "Save" at the end of the page.

Once you've deselected "Hide this profile," your profile will be published and will be made available online. It would also appear on your Faculty's or Unit's website, if it is integrated with Researcher Profiles.

1. **Main**

This category is for your personal details, contacts, biography, research activities, grants, qualifications and awards.

ROS (Research Outputs System)

The University publications system, ROS, automatically and regularly uploads the researcher's publication data into your Researcher Profile page. This means all publications updated in ROS will automatically update on your profile page (within a 72-hour period).

Harvard referencing format is used on Researcher Profiles.

The currency/appearance of publications in your profile depends on the currency/appearance of information in ROS. You can only change the appearance of your publications via ROS.

To change the appearance of your publication data, log in to your ROS account: https://ros.unsw.edu.au/login.html.

Research Profile How-To Guide

For further assistance contact: researchpublications@unsw.edu.au.

Images

There's also the option of adding an image. Please upload a high-resolution profile image of yourself, so anyone who lands on your profile page can recognise you. Your image should be 300x300 and professional images organised by UNSW are preferred.

If you choose not to upload an image, a generic icon will be used in its place.

Field	Description	Style	Word Count	Example
Personal details	Title, name, university role, image, school and faculty details	n/a	n/a	Fill out fields
Contacts	Email, phone, campus and location, etc.	n/a	n/a	Fill out fields
Bio	Who you are, job title, achievements, research portfolio, interests, previous work, current work, etc.	First person Paragraphs	200-400	I obtained my PhD degree at Charles University in Prague. I work at ANSTO as a senior researcher and a numerical analyst...
Research Activities	Brief summary of your activities, why they appeal to you, the aim/outcome of your research, etc. Use this field to showcase all your research projects. This field integrates with UNSW faculty sites, including ADFA.	First person Paragraph	100-200	I have contributed to the overall research performance within the City Futures Research Centre and the larger Faculty of the Built Environment...
Grants	List of grants: date, name of grant and amount given (if applicable)	Bulleted list	50-150	• 2018-2019: Kumar Rebecca Cooper Foundation project grant $100,000

Qualifications	List of qualifications: degree, name, institution	Bulleted list	20-100	• PhD International Communication: Communication for Development in Peacebuilding (Macquarie University, Australia)
Awards	List of awards: date, name, location	Bulleted list	20-150	• 2011: recipient of the Macquarie University Research Excellence Scholarship for PhD programme in Australia

2. Teaching & Supervision

Give an overview of what you teach, what you've taught in the past and who you're currently supervising.

Field	Description	Style	Word Count	Example
Areas of Supervision	Highlight supervision work you've participated in training, mentoring, research projects, etc.	First person Paragraphs	200-400	Through research, teaching and the supervision of research students, it is my aim to raise awareness about the vital importance of design for inclusivity...
Currently Supervising	List people/groups you're currently supervising. Full name >> Title >> Research project	Bulleted list	20-100	• Ria Kanazaki, PhD student: Development of clinical decision support tools to address variations in inflammatory bowel disease care

Supervision Keywords	High-level descriptors that best suit your research. If your keyword doesn't appear, you have the option to add it manually.	Predictive list of related keywords	3-10	Allied Health, Law, Climate Change, Forensics
My Teaching	Summarise your teaching interests, what you currently teach, what you've taught in the past, why a subject interest you and what has drawn you to the education space.	First person Paragraphs	50-150	My teaching interests combine the areas of human abilities, health, built environment, disability, ageing and computing to create a more inclusive environment for all people...

3. **My Keywords and Tags**

This section is included to help people find your profile when they type certain keywords into a search engine like Google.

You can read more about keywords and tags [here](#).

Field	Description	Style	Word Count	Example
My Keywords	High-level descriptors that best define and summarise your research	Predictive list of related keywords	3-10	Linguistically Diverse Populations, Behavioural Medicine, Psycho-oncology
FoR (Field of Research) Tags	High-level descriptors that best define your major fields and related sub-fields of research	Predictive list of related keywords (*Fields of Research (FOR) is a classification used by ANZSRC to categorise research activities*)	3-10	Built Environment and Design Housing Markets, Development, Management Geriatrics and

				Gerontology Care for Disabled
SEO Tags	High-level descriptors that best describe your research	Predictive list of related keywords (*Socio-Economic Objectives (SEO) is a classification used by ANZSRC to categorise research activities*)	3-10	Behaviour and Health, Health Status, Carer Health Cancer and Related Disorders

4. Social Media

In this category, add links to all relevant social media accounts like LinkedIn, Facebook, Twitter, YouTube, etc.

Field	Description	Style	Word Count	Example
Your Social Media	Include social media links that are directly related to your UNSW position.	Links	N/A	http://example.com.
Video Collection	Only public YouTube videos can be displayed. Enter a video description in the content field	Links One paragraph description	50-100	Scientia Professor Michelle Simmons on why Australia is one of the best places for science and innovation...

5. Engagement

In this category, include all the areas you've engaged with from media and membership to practice.

Your Faculty may use the field for additional aspects of engagement such as community involvement, board membership, etc. For each engagement section, underline a new heading and add a bulleted list to display your information.

Research Profile How-To Guide

Field	Description	Style	Word Count	Example
Engagement	Create a new heading for each engagement area: media, membership, practice, etc. Add a list and links (if applicable) to highlight each engagement	Bulleted list Links	100-250	<u>In the Media</u> Bayliss, R. (2012) Giant asteroid, mega-tsunami may have triggered Ice Age. *Cosmos*. http://www.cosmosmagazine.com/news/6052/giant-asteroid-triggered-ice-age

Contacts for Further Assistance

If you require further assistance with your Profile set up, please contact Vlad Tretyakov at researchgateway@unsw.edu.au.