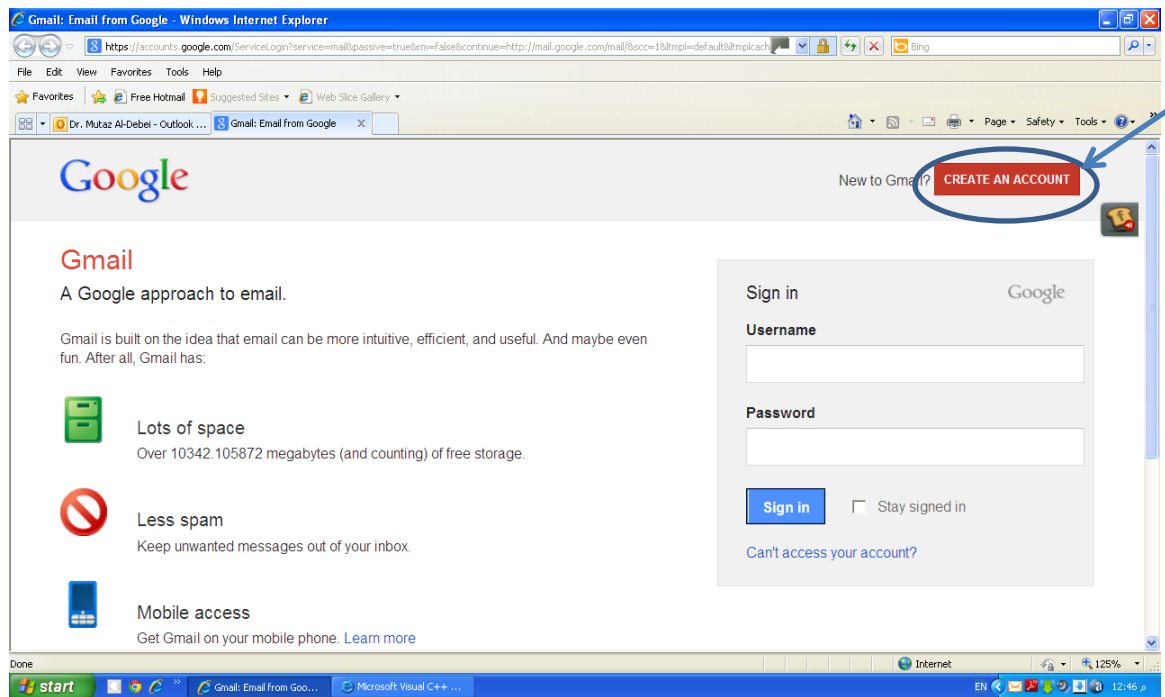


Research Documentation on Google Scholar "User Manual"

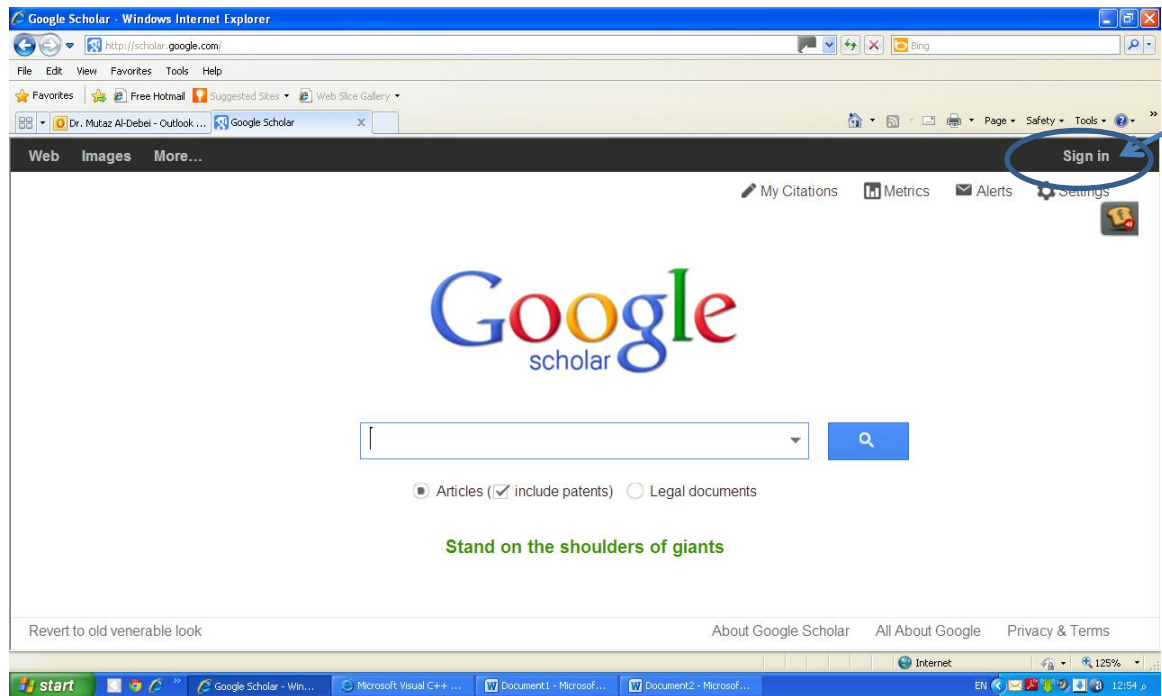
Prepared By: Dr. Mutaz M. Al-Debei
Assistant Professor of Information Systems and Computing
Assistant Dean for Development and Quality Affairs
Deanship of Academic Research

This document provides you will all the steps you need to follow so as to document your research papers on Google Scholar.

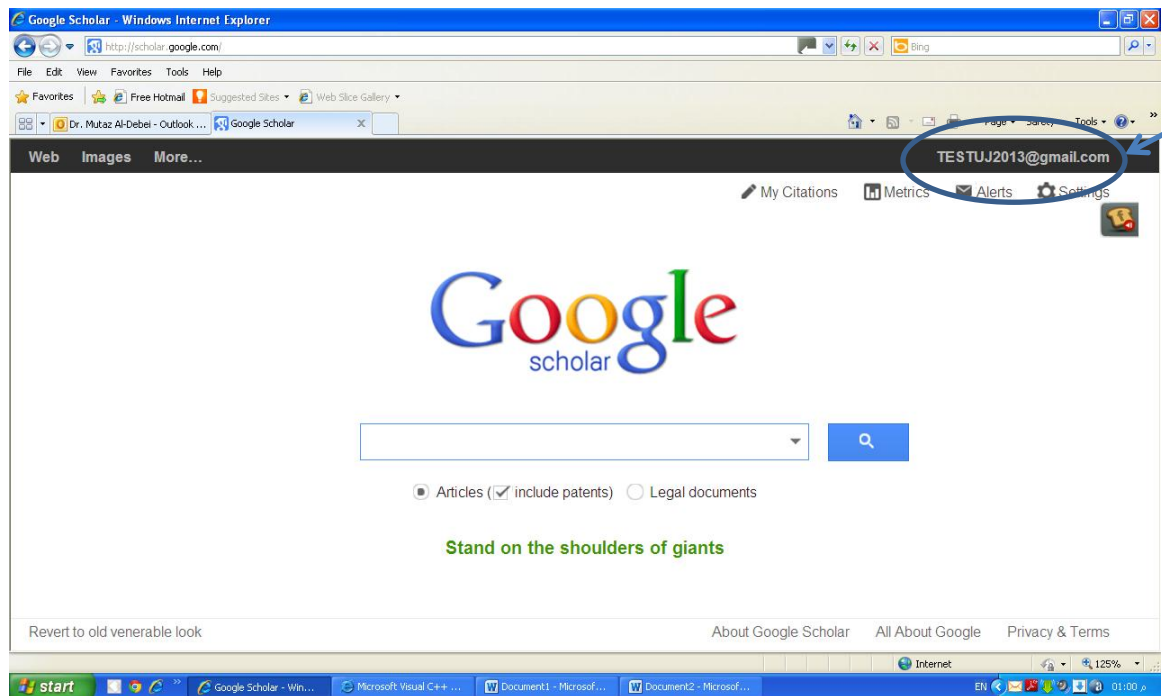
- 1- Create an account on gmail if you don't have one already.



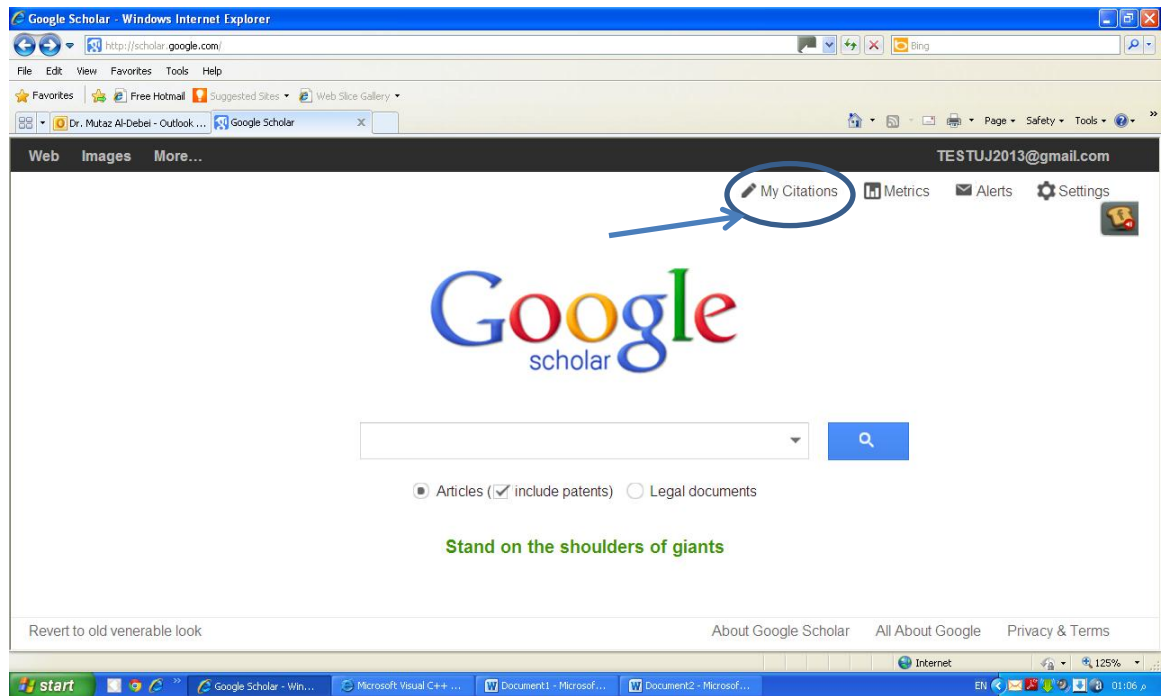
- 2- Open Google Scholar using any Internet Browser (www.scholar.google.com)



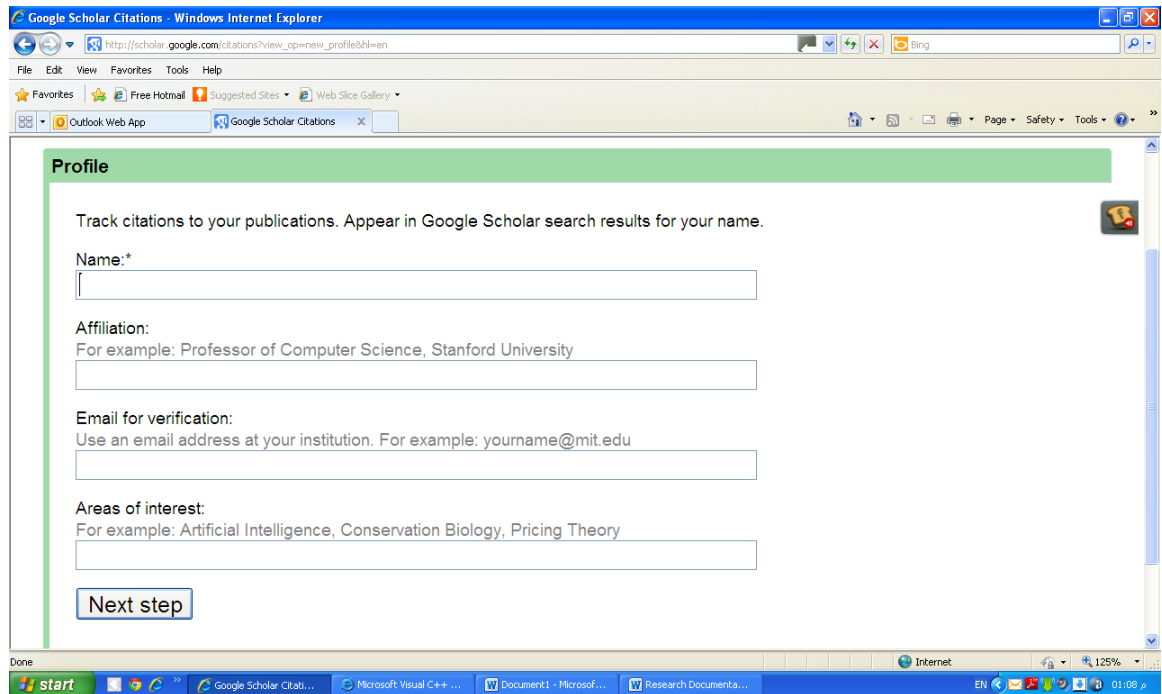
- 3- Sign in into google scholar using your gmail account



4- Click on "my citations".



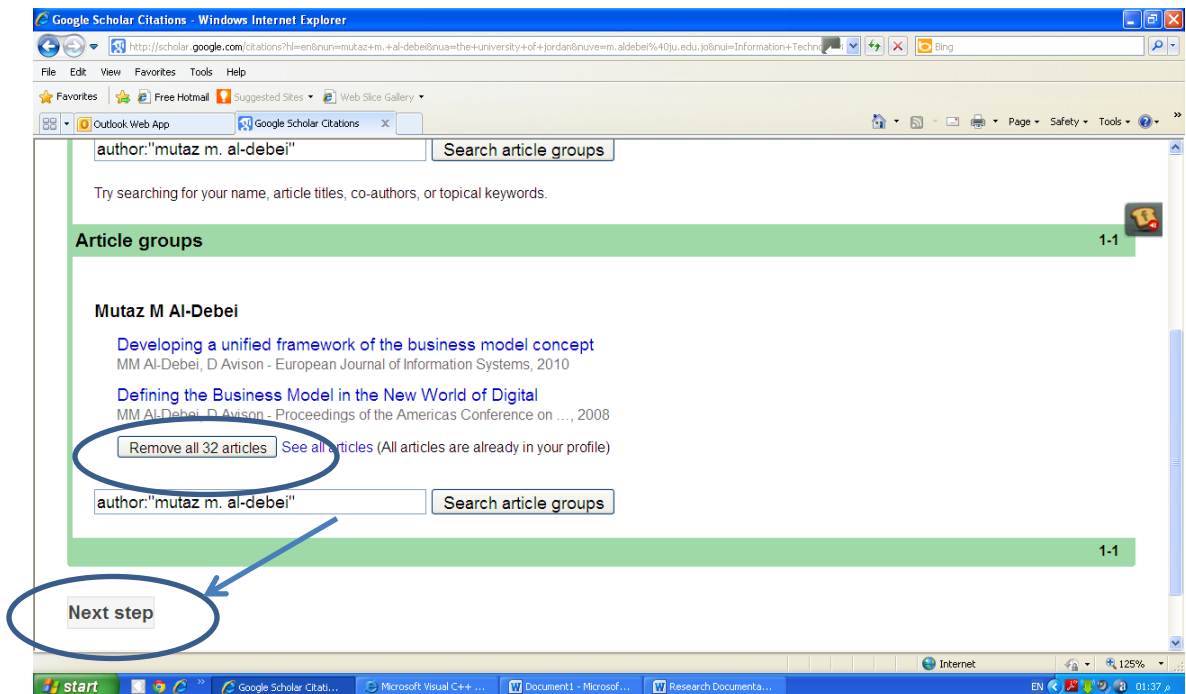
5- In the following form (1) Enter your name as it appears on publications; (2) Enter your affiliation as The University of Jordan; (3) Enter your UJ email (@ju.edu.jo); (4) Enter your specialties and research areas of interest.



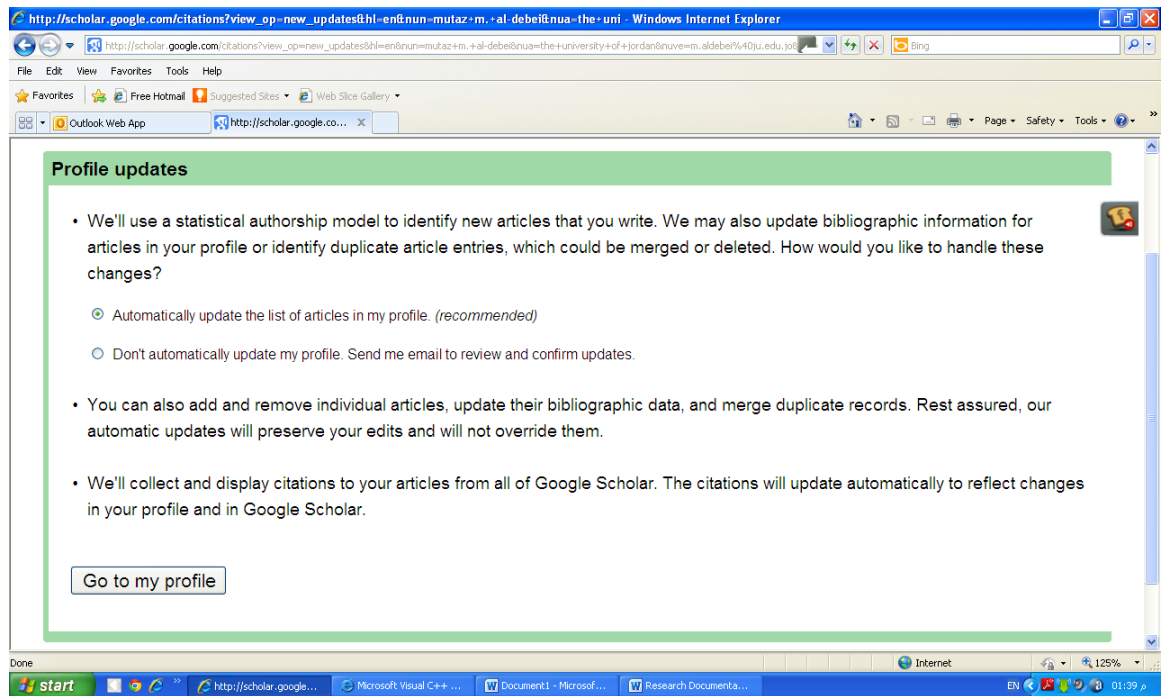
6- When you click on next step button, the following screen appears



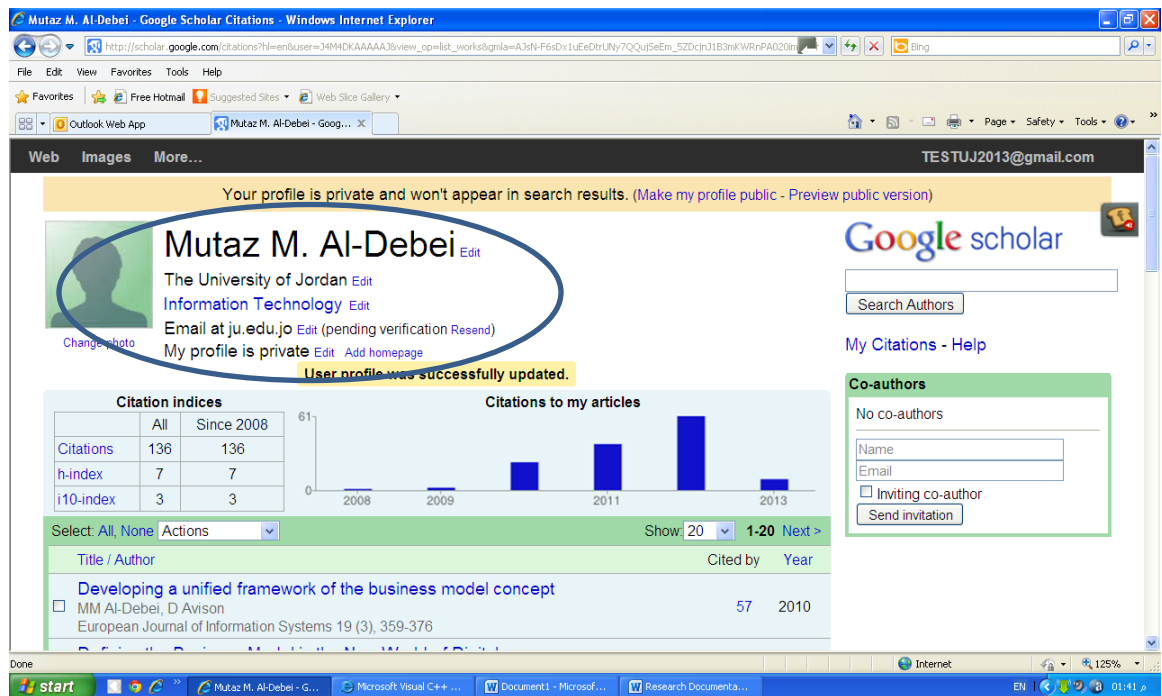
7- On this screen, Google will automatically retrieve all your research papers. However, you can also do the search yourself for your own articles and add them to the list. Then click on the button labeled as "add all articles".



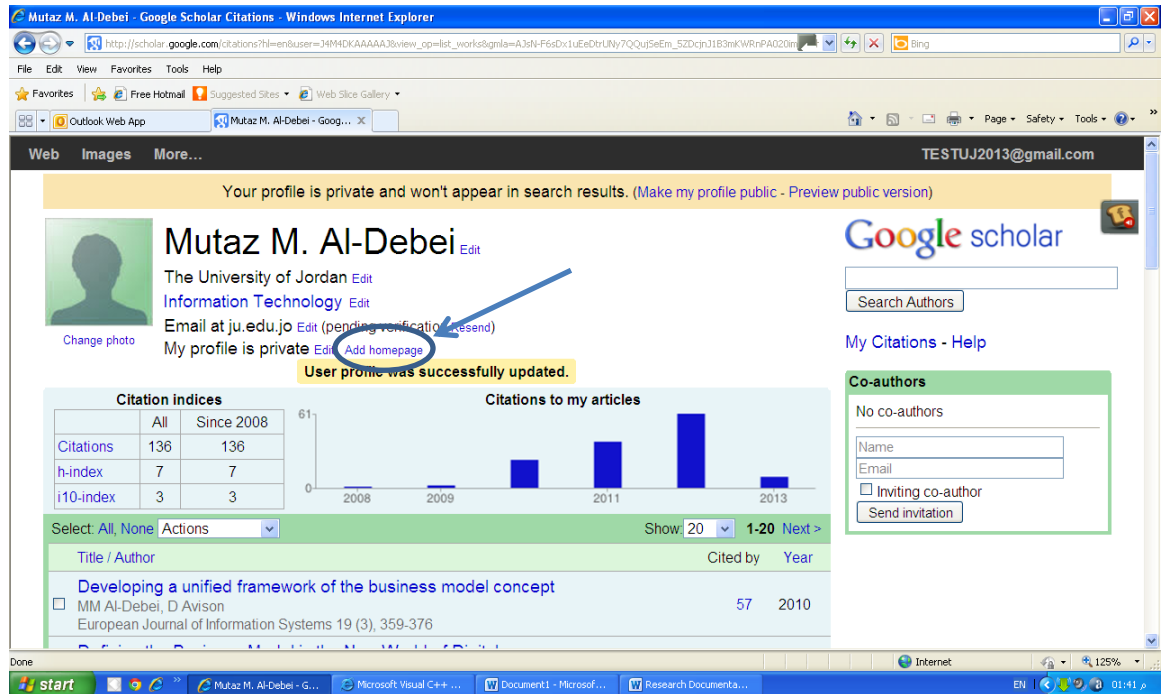
8- Click on "Next Step"



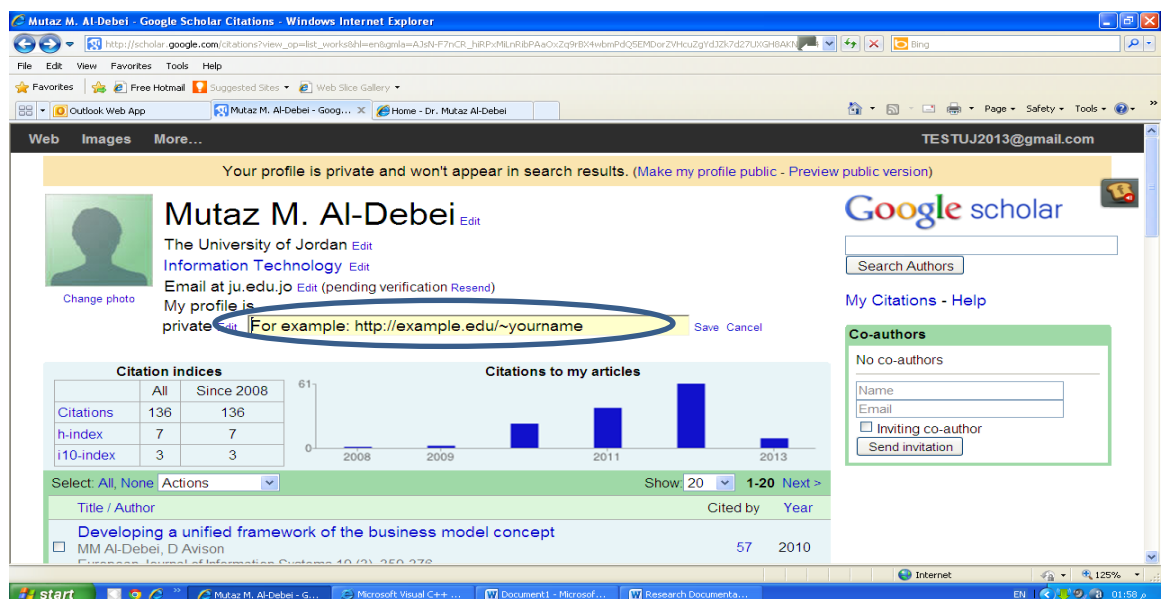
9- The above screen appears. Now click on the button labeled as "Go to my profile"



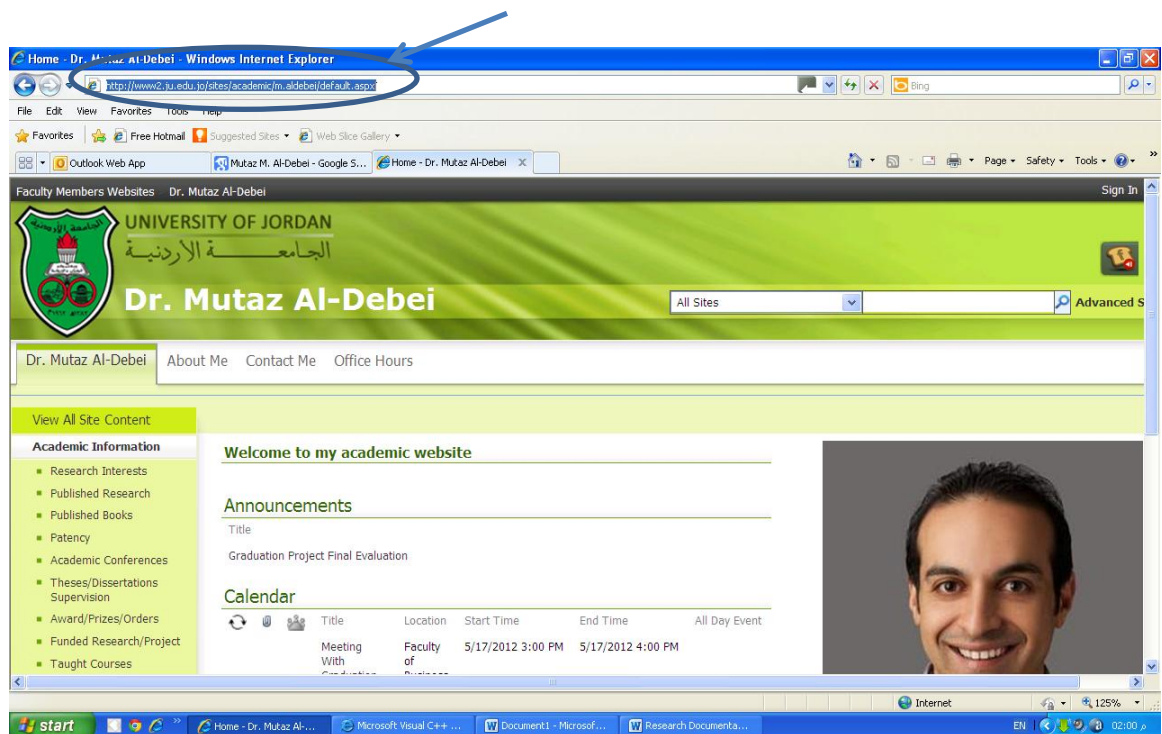
- 10- The above screen appears. On this screen, many actions need to be done. As you can see, you name, affiliation, and areas of interest can be amended by clicking on "Edit" next to each one. Further, by clicking "change photos", you can upload your own photograph to your profile.



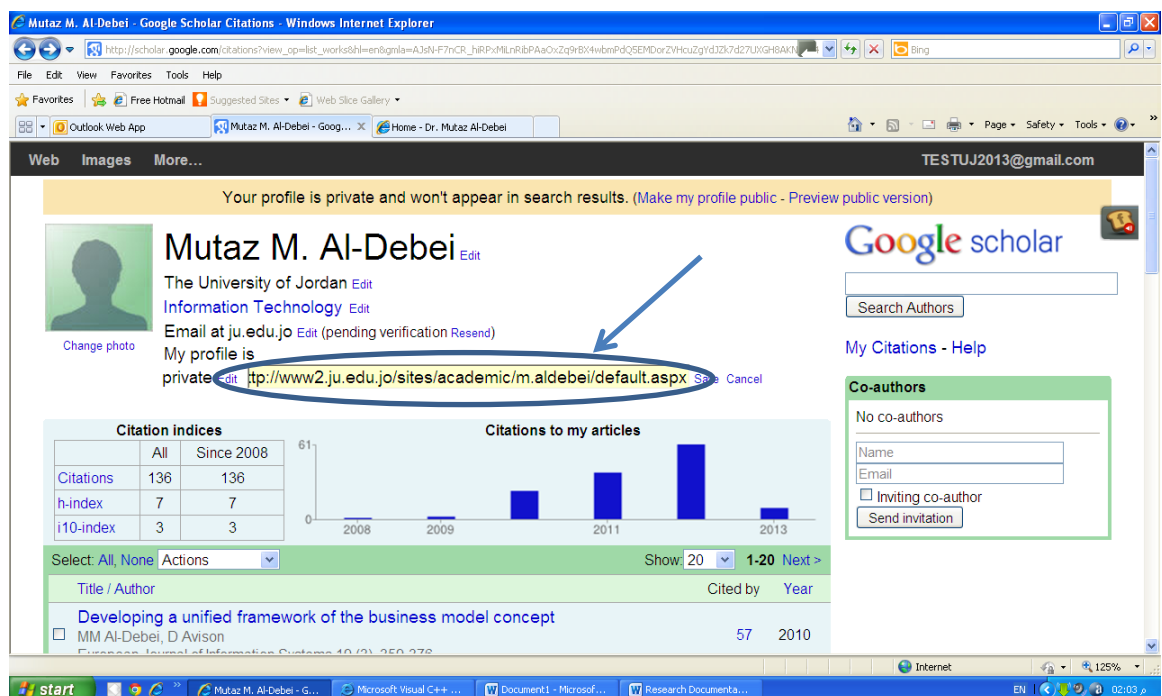
- 11- At this stage, you are now ready to link your Google Scholar profile to your profile at The University of Jordan Website. Click on "Add homepage".



12- Go to your homepage at Faculty Members' Websites and copy the URL



13- Paste the URL that you have copied to your profile at Google Scholar and then click on "Save" that appears next to the field.



- 14- Now you need to make your profile public so as to be searchable on Google Scholar.
Click on "Edit" next to my profile is

Windows Internet Explorer window titled "Mutaz M. Al-Debei - Google Scholar Citations". The address bar shows a URL from scholar.google.com. The page content includes a header with the user's name "Mutaz M. Al-Debei" and affiliation "The University of Jordan". Below this, a message states "Your profile is private and won't appear in search results. (Make my profile public - Preview public version)". A blue arrow points to the "Edit" link next to the name. Another blue arrow points to the "My profile is private" text. The page also displays citation indices (Citations: 136, h-index: 7, i10-index: 3) and a bar chart titled "Citations to my articles". A table lists a publication: "Developing a unified framework of the business model concept" by MM Al-Debei, D Avison, published in the European Journal of Information Systems 19 (3), 359-376, cited 57 times in 2010. The right sidebar contains a search bar, "My Citations - Help", and a "Co-authors" section.

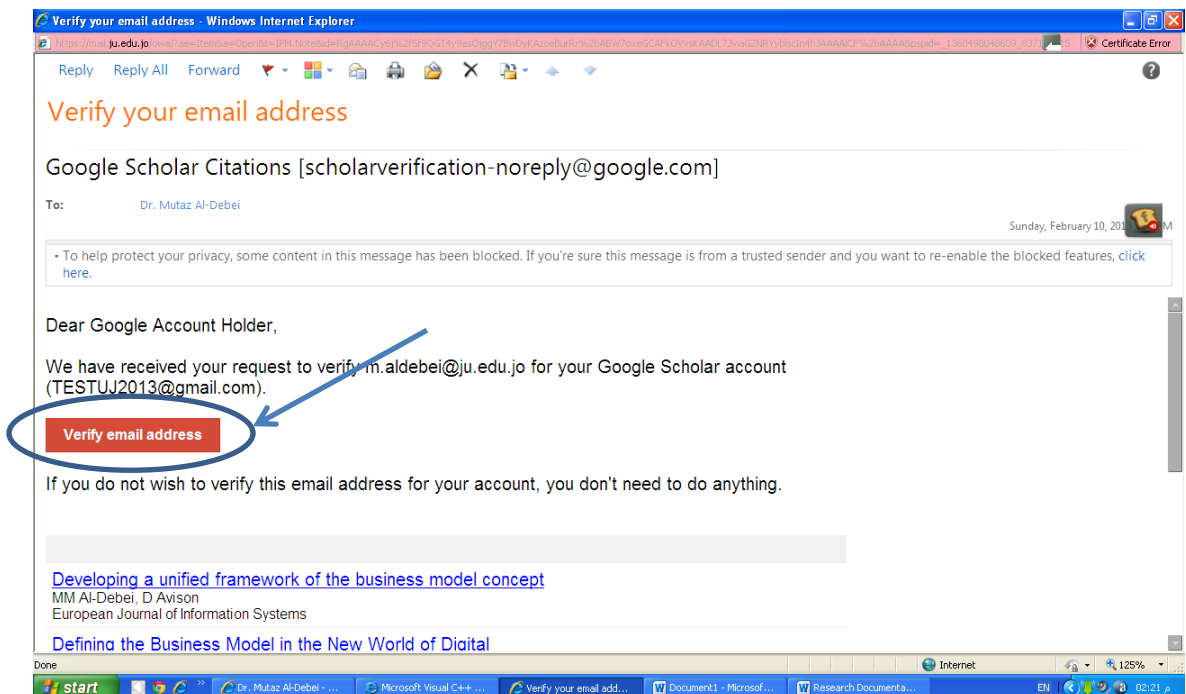
- 15- From the drop-down list choose "my profile is public"

This screenshot shows the same Google Scholar profile page as the previous one, but with the "My profile is private" dropdown menu open. The menu options are "My profile is private", "Cancel", "Preview public version", and "My profile is public". The "My profile is public" option is highlighted. The rest of the page content remains the same.

16- The following screen appears.



17- At this stage, you will receive an email on your UJ account as follows.



18- Click on "Verify email address".

19- Congratulations!! Within 24-48 hours your profile will be activated on Google Scholar where you can follow the number of citations, citation per paper, h-index, and other important details. Please note that your data will be updated automatically.

20- In case you need to add any research paper manually, just choose "add" from the list and follow the instructions.

Mutaz M. Al-Debei Edit
The University of Jordan Edit
Information Technology Edit
Email at ju.edu.jo Edit (pending verification Resend)
My profile is public Edit Link Homepage Edit

Citation indices

	All	Since 2008
Citations	136	136
h-index	7	7
i10-index	3	3

Citations to my articles

Bar chart showing citations from 2008 to 2013. The y-axis ranges from 0 to 61. The x-axis shows years 2008, 2009, 2011, and 2013. The bars show approximately 10 citations in 2008, 15 in 2009, 25 in 2011, and 10 in 2013.

Select: All, None Actions

Article List:

Title / Author	Cited by	Year
Developing a business model concept	57	2010
Defining the business model in the New World of Digital	21	2008
OntoEnq: A design method for ontology engineering in information systems		

Co-authors

No co-authors

Name
Email
☐ Inviting co-author
Send invitation

Best Wishes,

Dr. Mutaz M. Al-Debei

Assistant Professor of Information Systems and Computing

Assistant Dean for Development and Quality Affairs

Deanship of Academic Research

m.aldebei@ju.edu.jo

Ext.: 25107