Creating a Mendeley Research Profile

Mendeley is an online reference management tool which allows for the creation of a research e-profile which provides research information about the researcher. The Mendeley e-profile allows for your research publications to be linked to your profile to enhance your e-visibility.

The purpose of this short guide is to help you create a research e-profile on Mendeley to increase your e-visibility as a researcher.

Step 1, Go to Mendeley at [http://www.mendeley.com](http://www.mendeley.com)

Please login, if you have a Mendeley account. Please register an account if you don’t have a Mendeley account. Remember to use your Unisa email address (staff or myLife email address). This is essential to allow access to the Unisa Institutional edition of Mendeley. You decide on the password of your choice.

The Mendeley access will default to the Feed homepage displaying the various Mendeley Feeds for your account.
Step 2, Access your Mendeley profile to add or edit related research information. Click your name, a hypertext link to access your profile.

The top section of the profile includes your biographical information as researcher: your name, your title, your job description and the research institution you are affiliated to. The information displayed has been retrieved from the information you supplied when creating the profile. To change or edit the information please use the Edit function. The Mendeley profile allows for other IDs such as ORCID ID and Scopus Author ID to be added and activated via the

Your Mendeley profile has two sections: Overview which gives a summary of all you research information; and Network which gives a summary of your research network.
Step 3, adding other author ID’s to your Mendeley profile. Click on the Other IDs link e.g. selected ORCID ID.

If you don’t have an ORCID ID, then select Create ORCID ID

If you do have an ORCID ID, then select Connect to ORCID ID. If you select Connect only, then a dynamic link will be created between your Mendeley and ORCID profiles. If you select Connect and import profile information, then a dynamic link will be created between your Mendeley and ORCID profiles and the profile information from ORCID will be imported into your Mendeley profile. Click on Connect to initiate the process.

ORCID will prompt you to authorize the process in order for the process to continue. If you have a personal ORCID account then select Personal Account. If you have an existing Institutional ORCID Account, then select Institutional Account. Use you ORCID login details and password to continue to your ORCID Account.
Your ORCID profile will display to the public view with all of the research information you have added to your ORCID profile.

ORCID will forward a notification to your email to indicate the action on your ORCID account / profile.

**Step 4**, adding your Scopus Author ID to your Mendeley profile. If you have research published and indexed in the Citation Resource Scopus, the Scopus Author ID will be automatically added to the Mendeley profile. Mendeley and Scopus are both products of Elsevier and profile information can be transferred and imported across e-profiles. The benefit of the dynamic importing between Elsevier profiles can be seen in the research citation and performance information displayed next to your biographical information. The h-index and citation counts are sourced from the Scopus citation resource.
To access your Scopus Author ID, click on the Author ID hypertext link. Your Scopus Author ID will display.

Step 5, editing your biographical information on your Mendeley profile. Click on the Edit link and change the information as desired.

Step 6, editing your Research interests. Click on the Edit link and change the information as desired.
Step 7, editing your editorial experiences as researcher. Click on the Edit link and change the information as desired.

Step 8, adding your research publications to the Mendeley profile. Click on the Add link and change the information as desired.

Click on the item you want to add, then drag and drop in the highlighted box. Please note that only files in PDF format are acceptable.

Step 8, editing the research publications listed on your Mendeley profile. Click on the Edit link and change the information as desired.
Step 9, viewing your research network on Mendeley. The Network Tab is the second section of your Mendeley profile and represents your research network on Mendeley. This includes your co-authors, your followers and the researchers you follow.

Step 10, changing or editing the information on your Mendeley account / profile. Click on the navigational bar next to the thumbnail of your photo. Select Account to change / edit your account details.
Select Privacy to change / edit your privacy options.

Select Notifications to change / edit your privacy options.
Step 11 becoming familiar with Mendeley notifications. Mendeley will send a notification via email, pre-determined by you as researcher, of the specific pre-determined activity on your Mendeley profile or account.

Notification of researcher following you on Mendeley via email alerts:

A notification is sent when a researcher on Mendeley starts following you on Mendeley. You have the option of viewing the researcher’s profile by clicking on their name or to follow the researcher in turn, by clicking on the Follow back link.

Notification of research uploaded to the Mendeley crowd-sourced catalogue within your interests via email alerts:

A notification is sent via email when researchers upload research publications onto Mendeley crowd-sourced catalogue which fit your interests as indicated on your Mendeley Library. You have the option of viewing the research publication by clicking on the hypertext link of the article title. You also have the option to save the reference of the research publication in question to your Mendeley Library. The reference will then be available to you as researcher to use as an in-text citation and in list of references.
Notification of your Mendeley statistics via email alerts:

A notification is sent via email which indicates the activity on your Mendeley profile. It includes altmetrics such as views and bibliometrics such as citations.

The views indicate the amount of times your research publication was viewed within the specific month and in total since the statistic function was introduced. The Citations indicate the amount of times your research publications was cited in the Scopus citation resources within the specific month and in total since the statistic function was introduced.

The benefits of having a research profile on a social media tool such as Mendeley include increasing your e-visibility and increasing your discoverability as a researcher and accessibility to your research publications.

The amount of readers indicated next to each of the research publications you have published and uploaded onto Mendley, indicates the interest and attention other researchers are giving to your research on Mendley. A reader indicates that your researcher publication has been uploaded and added into the Mendeley crowd-sourced catalogue increasing your chances of having researchers discover your research and have your research downloaded in a PDF format. Readers can be described as an altmetrics (alternative metrics to citations) which signals your societal impact and gauge of your impact on your discipline before citations. Research has indicated a correlation between Mendeley readers and increased citations.

Please contact me at ladriaan@unisa.ac.za, if you have any problem creating your Mendeley profile and require training on Mendeley as an online reference management tool.