



17 December 2020

**MEMORANDUM NO. 495**

Series of 2020

**T O: All Academic Staff and Other Staff with publications**

**R E: Creating a Verified Profile on Google Scholar**

To increase our visibility online as an academic community, all academic staff and other staff with publications are urged to create their verified profiles on Google Scholar.

One benefit of doing this is it will help increase our rankings on Webometrics, which computes our Transparency or Openness ranking on the number of citations of authors in an institution based on our Google Scholar profiles.

Do the following:

1. Go to Google Scholar at scholar.google.com. Make sure you are signed in using your EDU account.
2. Click on My Profile and add the necessary details. The affiliation should be "Visayas State University" and your email should be your VSU institutional email account. Optionally, you can use "vsu.edu.ph" as homepage.
3. You may add your publications manually, or you may choose from a list generated by Google Scholar based on data it gets in journals, websites, and other sources online.
4. In Settings, set your profile to "Public" to make your profile visible and searchable in Google Scholar. However, ensure that your list of publications are accurate before doing this.
5. Click the Follow button at the top of your profile to get updates on new articles, citations, and relevant articles under the academic fields you put in your profile.

These little steps will do a lot collectively to organize our publication information and help build our academic reputation.

Thank you in advance for your cooperation.

  
**EDGARDO E. TULIN**  
President