How to submit a request to add a Publication to your profile

You may submit a request to add a publication to your public profile page. Once approved, it will be displayed on your public profile page (as shown above). To do this, please follow the steps listed below.

The following types of publications are accepted: academic articles, conference papers, books, book chapters, repository documents, internet publications, reports, theses/dissertations, patents, software...
1. Locate and click the “EDIT MY PROFILE” button to the right of the main tabs on the Scholars@TAMU homepage.

2. Locate the Publications/Patents in the middle of the Scholars@TAMU main section bar. Click the Add Item button. A dialogue box to submit a request to add a publication should appear.
3. If you have a publication with an identifier, select the **Add Publication with an identifier** button on the left. Otherwise, select the **Add Publication Citation** button on the right. A dialogue box for each option should appear after clicking the button.
4. For publications with an identifiers, you may submit a request using 1 of 4 different identifier types
   a. for the DOI field, enter the full url for the doi.org link
   b. for the PubMed ID or PubMed Central ID field, enter either the 8-digit PMID or 10-character PMCID
   c. for the ISBN field, enter either a 10-digit ISBN or 13-digit ISBN
      
      ISBN-10: 0123869811
   d. for the URL of Publication field, enter the full url to the publication

5. For publications without identifiers, you may manually add details to submit a request for the following:
for academic articles

i. for the Title field, enter the title of the publication

ii. for the Author List field, enter the list of authors on the publication

iii. for the Journal Title field, enter the full title of the journal

iv. for the Year field, enter the published year for the work

v. for the Start Page field, enter the starting page

vi. for the End Page field, enter the ending page

vii. for the Volume field, enter the volume number of the journal if applicable

viii. for the Issue field, enter the issue number if applicable

ix. for the URL of Publication field, enter the URL of the publication if applicable

x. for the DOI field, enter the DOI.org link if applicable

xi. for the PII (Publisher Item Identifier) field, enter an internal referenced used in the publishing process if available

xii. for the PubMed ID or PubMed Central ID field, enter either the 8-digit PMID or 10-character PMCID
b. for books
   i. for the **Title** field, enter the title of the publication
   ii. for the **Year** field, enter the published year for the work
   iii. for the **Publisher** field, enter the name of the publisher
   iv. for the **ISBN** field, enter either a 10-digit ISBN or 13-digit ISBN if applicable
   v. for the **Place of Publication** field, enter the book’s publication location if applicable
   vi. for the **Author List** field, enter the book’s authors if applicable
   vii. for the **Editor** field, enter the book’s editor if applicable
   viii. for the **DOI** field, enter the DOI.org link if applicable
   ix. for the **URL of Publication** field, enter the URL of the publication if applicable
c. for chapters
   i. for the **Title** field, enter the title of the publication
   ii. for the **Author List** field, enter the list of authors on the publication
   iii. for the **Book Title** field, enter the full title of the journal
   iv. for the **Year** field, enter the published year for the work
   v. for the **Start Page** field, enter the starting page
   vi. for the **End Page** field, enter the ending page
   viii. for the **Place of Publication** field, enter the book’s publication location if applicable
   ix. for the **Editor** field, enter the book’s editor if applicable
   x. for the **DOI** field, enter the DOI.org link if applicable
   xi. for the **URL of Publication** field, enter the URL of the publication if applicable
d. for conferences
   i. for the **Title** field, enter the title of the publication
   ii. for the **Author List** field, enter the list of authors on the publication
   iii. for the **Proceedings Title** field, enter the proceedings title (official record of the conference meeting)
   iv. for the **Year** field, enter the published year for the work
   v. for the **Start Page** field, enter the starting page
   vi. for the **End Page** field, enter the ending page
   vii. Conference
   viii. for the **Editor** field, enter the publication editor if applicable
   ix. for the **URL of Publication** field, enter the URL of the publication if applicable
   x. for the **Location** field, enter the location of the conference
   xi. for the **ISBN** field, enter either a 10-digit ISBN or 13-digit ISBN of the book if applicable
   xii. for the **DOI** field, enter the DOI.org link if applicable
e. for an Institutional Repository Document,
   i. for the **Title** field, enter the title of the document
   ii. for the **Abstract** field, enter the document’s abstract if applicable
   iii. for the **Publication Date** field, enter the document’s publication date (e.g., mm-dd-yyyy)
   iv. for the **Institutional Repository URL** field, enter the document’s repository institutional URL

![Submit Request to Add Item - Institutional Repository Document](image-url)
f. for an internet publication
   i. for the **Title** field, enter the title of the document
   ii. for the **Abstract** field, enter the document’s abstract if applicable
   iii. for the **Publication Date** field, enter the document’s publication date (e.g., mm-dd-yyyy)
   iv. for the **Enter at least one URL**:
      iv-1. Institutional Repository URL field, enter the document’s repository institutional URL
      iv-2. for the **Publisher URL (or other)** field, enter the publisher’s url or any other URL
   v. for the **Short Description** field, enter a brief description about the published work
g. for a Report
   i. for the **Title** field, enter the title of the report
   ii. for the **Abstract** field, enter an abstract for the report if applicable
   iii. for the **Publication Date** field, enter the report’s publication date (e.g., mm-dd-yyyy)
   iv. for the **Enter at least one URL:**
      iv-1. for the **Institutional Repository URL** field, enter the document’s repository institutional URL
      iv-2. for the **Publisher URL (or other)** field, enter the publisher’s url or any other URL
   v. for the **Short Description** field, enter a brief description about the published work
h. for a thesis/dissertation
   i. for the **Title** field, enter the title of the thesis or dissertation
   ii. for the **Abstract** field, enter the document’s abstract if applicable
   iii. for the **Publication Date** field, enter the document’s publication date (e.g., mm-dd-yyyy)
   iv. for the **Enter at least one URL:**
      iv-1. for the **Institutional Repository URL** field, enter the document’s repository institutional URL
      iv-2. for the **Publisher URL (or other)** field, enter the publisher’s url or any other URL
   v. for the **Short Description** field, enter a brief description about the document

6. When finished filling out the required fields for single publication type, click the **Submit Request** button at the bottom-right corner of the dialogue box