

Instruction for Work in Publons

Publons is the service allowing researchers to monitor, test and demonstrate their editorial and expert activities in the capacity of editors and reviewers of scientific journals.

The profile of Publons is integrated with ResearcherID (RID). It is closely integrated with **ORCID** and it can be of interest not only for editors and reviewers, but also authors as it contains different analytical tools as well as **free reviewer courses**.

The screenshot shows a Publons profile for Vladimir Yanchuk. At the top, it says 'Исследователи' and 'Янчук Владимир'. The profile includes a circular portrait of an older man with grey hair, wearing a suit and tie. To the right of the portrait, the name 'Янчук Владимир' is displayed, along with 'Web of Science ResearcherID I-1344-2017'. Below the name, it states 'Научный сотрудник (академик) - Белорусский государственный университет'. A table of statistics shows: 13 publications, 274 total citations, an H-index of 4, and 4 verified reviews. The 'Области исследований' (Research Areas) section lists 'КРИМИНАЛИСТИЧЕСКАЯ ПСИХОЛОГИЯ' and 'МЕДИА-ПСИХОЛОГИЯ'. The 'Идентификаторы' (Identifiers) section lists 'Web of Science ResearcherID I-1344-2017' and 'ORCID 0000-0002-4524-8371'. A button at the bottom of this section says '+ ПОСМОТРЕТЬ ПОЛНУЮ БИОГРАФИЮ И УЧРЕЖДЕНИЯ'. The 'Наиболее цитируемые публикации' (Most cited publications) section is currently empty, with a 'ВРЕМЯ ЦИТИРУЕТСЯ' (Cited time) label.

That is how the profile of a scientist looks like in Publons. The page of the profile contains data reflecting the scientist status in Publons.

Publons, **EndNote** and **Web of Science** (WoS) use a unified system of authorization. Therefore, it is better to use the already existing account which is now single for all resources of the Company **Clarivate Analytics**.

Most likely, you already have the Publons profile, if you have started and worked with RID profile. Simply go to the **search** page of Publons and enter your name or RID. If you located yourself, simply type your account data from RID on the **login page**. In case of necessity, you can use the service of password restoration.

If you have accounts of EndNote and WoS, you can try to login using them. It is not hard to [register](#) the new account.

When you login in Publons for the first time, this resource will ask you to fill some information and search your publications in WoS. All this can be done immediately or later.

The scientist profile in Publons allows one to enter various kinds of information.

We recommend that you should begin with profile settings (Section **Settings**).

1. Menu [Account](#) permits to scroll and edit settings of your account in Clarivate. Here it is better to add and verify emails (subsection [Emails](#)), which are present in your articles, indexed in WoS, and also tie your ORCID profile with the account in Publons (subsection [Connected accounts](#)). Then it will allow you to conduct “integration” between these services and, in particular, download the list of publications into the Publons profile.
2. Menu [Profile](#) allows you to set up your personal information and policies to look through your metrics (Metrics visibility). Upon your discretion, you can set up here
 - Profile photo;
 - Profile details: surname and name (**a must**); alternative names under which you were published; your academic biography;
 - Area of your academic interests (Research fields).
3. Menu [Affiliations](#) allows you to specify:
 - Membership in editorial boards of journals and organization committees of conferences (Editorial board memberships);
 - Place of your work and your status (role, position) (Institution affiliations);
 - Profiles of social networks, professional communities, etc. (Other affiliations).

What you should pay attention to:

 - In subsections Editorial board memberships and Institution affiliations, you should use only verified and relevant names without mistakes. Using already existing titles of journals, conferences and organizations is desirable.
 - If you specified that you were a member of the editorial board of the journal which actively relies on Publons, then your entry would be confirmed or denied by administrators of the journal.
4. Menu [Email](#) allows you to set up various settings of notification and select the basic email.

What you should pay attention to:

 - If you say in subsection **Availability** that you are available for writing reviews (I am available to review) and already have the confirmed reviews, you may receive invitations to review works from journals with the subscription [Publons Reviewer Connect](#).

Adding reviews in the service Publons is conducted from your personal panel ([Private Dashboard](#)): Section My records, menu [Peer reviews](#). Here

all reviews you have registered in the service Publons can be viewed.

The screenshot displays the Publons 'Review Records' interface. At the top, there is a navigation bar with 'publons', 'BROWSE', 'COMMUNITY', 'FAQ', and a search icon. A user profile picture and 'WEB OF SCIENCE' logo are on the right. Below the navigation bar, the page title is 'Private Dashboard > Review Records'. On the left, a sidebar menu includes 'Me' (with sub-items: Dashboard summary, Public profile, Export verified record), 'My records' (with sub-items: Publications, Peer reviews, Editor records, Awards), 'Activity' (with sub-items: Notifications, Pending records), and 'Community' (with sub-items: Publons Academy, Refer colleagues). The main content area has two tabs: 'Peer Review' (active) and 'Grant Review NEW'. A green 'ADD A REVIEW' button is located below the 'Peer Review' tab. Below the button, there is a text instruction: 'Add or load a review using the button above, edit existing reviews by clicking in the Edit column, or add value to existing reviews by clicking in the Progress column. Read more about adding reviews here.' Below this is a 'SHOW FILTERS' button and a text prompt: 'Use filters to display results by verification status, visibility settings, and more.' Below the filters, it says 'Showing 1 review of 1 manuscript'. A table with 8 columns is shown: DATE, MANUSCRIPT, JOURNAL, PROGRESS, EDIT, VIEW, CITATIONS, and ALTMETRIC. The first row contains: 2017-06-13, World and National Tren..., Integration of Edu..., a progress indicator with a shield, star, and speech bubble, an edit icon, a view icon, and dashes in the last two columns.

That is how registered reviews in Publons look like. To add a review, press the button **Add Review**.

Adding the review on the new (unpublished) article

When adding the review, you must select the type Pre-publication review, in the field Journal or conference, enter the English version of the journal title – *Journal of Samara State Technical University, Ser. Physical and Mathematical Sciences* (one may not enter the full name, rather choosing it from the list), state the review date and data of the reviewed article, i.e. the title of the paper and the internal ID of the manuscript (Journal's internal manuscript ID), which was sent to you in the letter.

Upon your discretion, you can change the policy of reflecting information about the review (Display Preferences). At default settings, only the title of the journal is displayed, for which you have written a review.

Also, you can put the substantial part of your review in Section Review Content. The system supports layouts [Markdown](#) and [LaTeX](#) (Parsed as [MathJaX](#)) and allows you to make a quality layout of the review which may contain lists, tables and formulas.

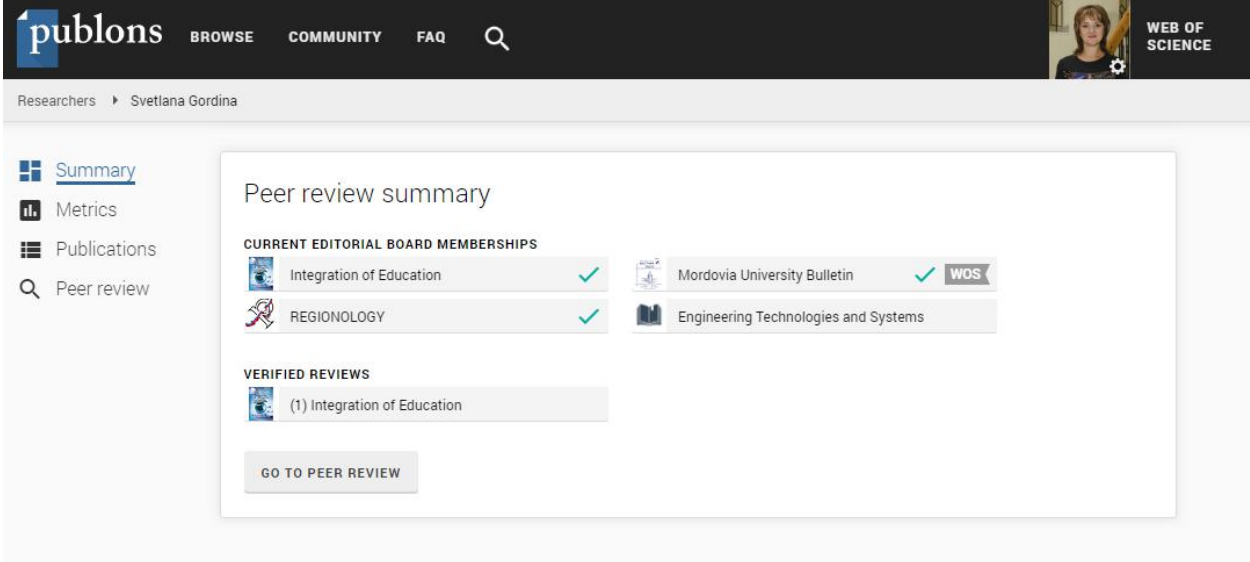
The creation of the review ends in pressing the button **Create Review**. Note that the Section **Review Content** is not mandatory, but *the text of the review participates in the statistics of the reviewer*, stating the word count in the review

The journal's editorial board will do every effort to confirm your review in the system Publons as soon as possible after its receipt and registration.

The journal's editorial board will be grateful to you for downloading data about your earlier reviews, including the reviews which rejected the relevant articles.





Adding the review on the old (published) article

When the review of the type Pre-publication review on the already published article is added, you must state DOI of this article. All the rest (as described in the previous item) remains unchanged. DOI can be learned on the page of the journal containing the published article.




The screenshot displays the Publons interface for a researcher named Svetlana Gordina. The page is titled "Peer review summary" and is divided into two main sections: "CURRENT EDITORIAL BOARD MEMBERSHIPS" and "VERIFIED REVIEWS".

CURRENT EDITORIAL BOARD MEMBERSHIPS:

 Integration of Education	✓	 Mordovia University Bulletin	✓	WOS
 REGIONOLOGY	✓	 Engineering Technologies and Systems		

VERIFIED REVIEWS:

 (1) Integration of Education
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At the bottom of the summary box, there is a button labeled "GO TO PEER REVIEW".

Such badge will appear on the page of your profile after registration and confirmation of the review.

Note: when the material was prepared, the following sources were used.

<https://publons.com/journal/75702/integration-of-education>

<https://zen.yandex.ru/media/id/5caed757c47f7300b2a86b6d/publons-eto-prosto-voprosy-i-otvety-chast-1-5d458318bc251400ae3d4ecd>

https://scientometrics.hse.ru/data/2019/04/25/1181818088/Web%20of%20Science%20Publons%20and%20ResearcherID_HSE%20guide.pdf