

How to correct out-of-date publication records within your web profile

We each have publication lists within our web profiles. Sometimes there can be inaccuracies within these publication lists. For example, a common problem is that publications remain listed as “In press”, despite having already been published. The instructions below tell you how to fix this.

Publications listed within our individual staff profiles feed through automatically from Symplectic.

However, each publication record within Symplectic needs to have:

- A publication date
- Its status set to ‘Published’

Within Symplectic, there will be multiple ‘Data sources’ for each publication (e.g. Pubmed, Scopus, Crossref, Web of Science). Sometimes, some/all of these data sources have information missing. This then results in inaccuracies within your web profile publication lists.

If any of your publications are listed incorrectly within your web profile, login to Symplectic and identify a data source for that publication that *does* contain all the correct information (including the publication date and ‘Published’ status). Set this data source as your ‘Preferred record’ using the button:



The system then knows which record to pull into your staff profile. Your publication list within your staff profile will then update *automatically* at the next system refresh (you’ll likely find that the ‘Refresh publications’ link at the bottom of your publications list doesn’t work).

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