Gutenberg Research Elements
Quick guide to public profile pages

Gutenberg Research Elements is JGU's research information system. Researchers can record their publications and other research activities here. With Research Profiles (https://researchprofiles.uni-mainz.de/) you can make this information available on a public profile page. This step-by-step guide will help you set up your public profile for the first time.

If you are not yet using Gutenberg Research Elements, you can find out more about the system and the necessary steps here: Gutenberg Research Elements - all research information in one place | Mainz University Library (uni-mainz.de).

The following steps are recommended:

Step 1: Make your profile public

Step 2: Edit and complete your profile page

Step 3: Highlight special publications

Step 1: Make your profile public

1 Go to your profile in Gutenberg Research Elements. You can find it in the top left menu under **My Profile→ About me → Edit profile**.

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Set the **Change profile privacy level** switch to public.

The profile will then be publicly visible together with your publication list and the list of your professional activities and grants. To view it, click on **Discovery modules** in the Gutenberg Research Elements menu under **Reporting**. This button is available as soon as your profile is public. You can now use the search function to find your profile.

Step 2: Optional: Edit and complete your profile

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All changes to your public profile are usually visible within a few minutes.

o Add a photo.

o Include a video.

o You can provide information such as a short biography, educational background and qualifications, language skills or addresses.

o Assign labels that stand for your research areas and make you easier to find.

o In addition to your work address, you can enter other email addresses and link to your homepage or social media profiles. Your work e-mail address cannot be changed.

Provide as much information as possible so that your public profile can be found more easily (short biography, research interests, teaching activities are recommended).

Step 3: Optional: Are there any publications that are particularly important to you?

1 Make sure that these appear at the top of your public profile: Go to your publication list under **My Profile→ My Work→ Publications**. Click on the **heart symbol** in a publication entry to favorite the publication. It will now be displayed at the top of the publication list. This works in the same way for Grants and Professional activities. These changes are also usually visible within a few minutes.

Further information

For further information, please visit our website at https://www.ub.uni-mainz.de/de/gutenberg-research-elements or send us an e-mail to researchelements@ub.uni-mainz.de.

Your FIS project team!