Quick Reference Guide – Refining Your Publications Queue

To generate a list of your publications, My CV searches a select list of databases—arXiv, CiNii, DBLP, MLA, PubMed, Europe PubMed Central, RePEc, SSRN, and Web of Science—and automatically retrieves publications that may belong to you. These publications will appear as pending in My CV, and you will have the option to claim or reject them. You may see a number of false positives in your publication queue, or My CV may be missing some of your publications. Follow the instructions below to resolve these issues.

TOO MANY FALSE POSITIVES?

If there are a large number of publications that don't belong to you in your pending publications queue, follow the instructions to modify the search settings that My CV uses when it searches databases for your publications.

Keep in mind that you may not need to use all of the suggestions listed below in order to retrieve more meaningful search results.

You can also request support in modifying your search settings from your My CV liaison or the Open Access Specialist from BU Libraries. Any changes that you have made to your search settings **will not** automatically remove incorrect publications from your pending publications queue. Ask your My CV liaison to clear your pending publications list so that a new search with refined search settings can be run.

My CV search settings can be found under Menu > My Account > Data Source Search. There are two types of search settings, *Automatic claiming* and *Name-based search*. The following table describes the features of each.

Setting type	Details
Automatic claiming	1. **Add external profiles for arXiv, ORCiD, SSRN, or Web of Science.** If you have an author identifier for these databases, enter it by clicking on "Add Author Identifier" next to the icon for the data source. See instructions for finding your author identifiers in the user guide. 2. **Add email addresses.** Email addresses can also be used to auto claim publications. Click "Add email address" to enter other addresses. Choose between having the publications pushed into your "Mine" or "Pending" folders via the drop-down list.
Name-based search	1. **Edit name variants.** Remove any incorrect names, and add all names you publish under, such as your full name. Format as "LastName, FirstName". (Format so that Lastname is your family name and Firstname is your given name). 2. **Add addresses for Boston University and other institutions you have been associated with previously.** If you have what the U.S. Census defines as a common name, you may see "Boston U", "Boston Univ", and "Boston University" automatically added for you. You may also consider adding the names of your main collaborators' institutions, or a generic department name, such as Biomedical Engineering. Keep these search terms general so that you do not limit your search too much; do not add street addresses or email addresses. 3. **Add the year you started publishing as a "Start date."** Don't use your start date for BU.

	4. **Add keywords.** If you have a namesake in another field of work, add keywords to exclude their publications from your search results. Switch to the advanced view and construct your search query using this model: NOT (Keyword1 OR Keyword2 OR Keyword3). Contact library staff for assistance.
	5. **Add journals.** If you know that your publications are restricted to just a few journals and wish to exclude any others, enter the journal names using the official abbreviations for the online databases. These may differ slightly, so enter all the different versions.
	6. **Turn off individual databases.** If you know that none of your publications will appear in a specific data source, uncheck the "Search by Name" option next to the database name in the "Source-specific name-based search terms" section.
	7. **Contact library staff to construct advanced search queries for specific databases, such as Web of Science, PubMed, and arXiv.** If you know you have publications indexed in these databases, but are also getting many false positives from these databases, this is a good option. The advanced search queries allow for a more targeted search that makes use of database-specific search tools.

MISSING PUBLICATIONS?

If publications are missing from your pending publications queue, follow the instructions below to complete your publications list.

Consult your My CV liaison or the BU Libraries Open Access Specialist for support in retrieving missing publications.

If you are missing a few publications:

1. **Check your declined publications list.** This is the third tab on your Publications list named "Not mine."

2. **Specific article IDs** can be used to retrieve individual articles that can't be harvested using name-based search settings. Enter the publication IDs in the "Specific article ID's" section of your search settings, found under Menu > My Account > Data Source Search > Name-based Search.

3. **Enter publications manually.** See the *My CV Publications User Guide* for instructions on creating manual entries. My CV has a feature called assisted entry, which means that after you enter the title or DOI of your article, it searches all of its harvested publications, as well as an external database (CrossRef) and retrieves any potentially relevant results. For many scholarly articles, this search will return an entry for your publication, and you can claim it as your publication without manually entering publication details.

   a. **Note**: Assisted entry has a higher likelihood of retrieving your publications if you enter a DOI, rather than a title. A DOI, or Digital Object Identifier, is a unique alphanumeric string that serves as a persistent link to a digital item. Example: 10.0000/00000000000

If you are missing a large number of publications:

1. **Add scholarly identifiers from arXiv, ORCiD, SSRN, and WoS.** Under Menu > My Account > Data Source Search >Automatic claiming look for "Add external profiles." Click on the links for the data sources that you have an identifier for.

2. **Run a bulk import of publication citations** from Google Scholar or other reference managers, in Reference Manager/EndNote or BibTeX format. See the *My CV Publications User Guide* or the *Quick Reference: Import Publications from Google Scholar* handout for instructions.

3. **Adjust your search settings.**

    a. **Add more name variants.** Include any names under which you have published, including your full name. Format as "Lastname, Firstname". (Format so Lastname is your family name and Firstname is your given name).

        i. **Note**: If you have publications indexed in DBLP, make sure that you have added a name variant for your full name.

    b. **Remove address variants.** If you have what the U.S. Census defines as a common name, you may see "Boston U", "Boston Univ", and "Boston University" automatically added for you. Not all sources include address terms, so you may need to remove one or more of these variants to retrieve more search results.

    c. **Add author identifiers for arXiv, SSRN, or Web of Science.** If you have an author identifier for these databases, enter it in the "Source-specific search terms" section. See instructions for finding your author identifiers in the user guide.

    d. **Make sure that "Search by name" is selected for all relevant databases** in the "Source-specific name-based search terms" section.

    e. **After making any change to your search settings, there is a 30-minute delay in updating your publication data.** Contact your My CV liaison to manually refresh your publication data.

4. **Enter publication citations manually.** See the *My CV Publications User Guide* for instructions on creating manual entries. My CV has a feature called assisted entry, which means that after you enter the title or DOI of your article, it searches all of its harvested publications, as well as an external database (CrossRef) and retrieves any potentially relevant results. For many scholarly articles, this search will return a pre-existing entry for your publication, and you can claim it without manually entering publication details.

    a. **Note**: Assisted entry has a higher likelihood of retrieving your publications if you enter a DOI, rather than a title. A DOI, or Digital Object Identifier, is a unique alphanumeric string that serves as a persistent link to a digital item. Example: 10.0000/00000000000

5. **If you have suggestions for other data sources that you think should be harvested by My CV, or publishers we should contact for publication data**, please contact the Boston University Libraries Open Access Specialist at DiSc@bu.edu.