

Your Online Researcher Profile

The researcher profile facility is an opportunity to present yourself and your research online while you are at Sussex. This can enhance your profile as an early career researcher in your field and promote your research to the online academic community and the wider public.

The importance of having an online presence as a researcher is explicitly mentioned in Domain D of the [Researcher Development Framework](#) and increasing numbers of researchers have one.

Doctoral researchers are encouraged to attend a workshop to find out how to set up, develop and make the most of this facility. See the [Doctoral School Researcher Development pages](#) to book yourself onto a 'Developing your online profile' workshop.

The university website has a very good rate of hits by search engines so your research profile will be readily found by like-minded peers, colleagues and researchers. Giving some time to considering how you will develop your profile to have maximum impact is important. If you are unable to attend a workshop these guidelines will help you.

Getting started with the content

Your researcher profile will be situated alongside other doctoral researchers on the A-Z 'People' webpages of your department. Your profile will also appear within the Directory of Doctoral researchers at <http://www.sussex.ac.uk/doctorschool/internal/people/researchers>. Once you have signed up for your researcher profile, your title (Research Student/Associate Tutor) and email will automatically appear along with your student ID photo.

In the other sections of your researcher profile it will be up to you how much information you want to enter and which sections you wish to use. Use those sections which are most relevant at the moment, only those to which you add information will appear on your profile. You can update your profile at any point, and add to other sections as you wish.

Remember this is your **professional profile**, keep personal details to a minimum, and ensure your profile remains focussed on your research and academic work. It can be helpful to think of your profile as your online CV. Have a look at the profiles of other doctoral researchers and academic staff within your department for ideas as to how you would like your profile to look.

The online profiles have been set up with four main tabs a web-user can click through. The tabbed pages are **About, Research, Teaching, Selected Publications**.

The following sections are available for editing within Sussex Direct:

About

Biography

In this section include brief and succinct details of your work experience/career/background. How did you get to where you are now?

Role

You might have multiple roles within the university so include details here; you are a doctoral researcher, you might also be an associate tutor, or staff member. Just listing the roles will be sufficient.

Qualifications

Enter details here of qualifications achieved in higher education (undergraduate, postgraduate) and any relevant professional qualifications. Add these details in the following format:

Current	DPhil Social Anthropology, University of Sussex
2007-2008	MSc Social Research Methods, University of Sussex
1994-1997	BSc Development Studies, University of Derby

Community & Business

Within this section you can provide details of professional associations you belong to and perhaps how you engage with them e.g. membership of working groups, attending and contributing to professional development events and activities. Include any other community and business interests and links which are relevant.

Activities

The Activities section is intended to include professional development activities such as conference papers, presentations, courses/modules undertaken, collaborations, project work, etc.

Research

This section should contain a short, concise statement detailing your current research. This statement should cover the topic of your research; the problem/issue/question you are addressing; why this is interesting/important and perhaps how your research connects with broader concerns within your field.

The key to an effective research profile is to get your name linked to the key terms associated with your research topic. Make sure you include the key words relevant to your research. You might also add details of who you are collaborating with and a link to your colleagues, research team, supervisor.

Teaching

Teaching

You will have a teaching section available for editing if you are an associate tutor at the University. If not, you can include details of any teaching you would like to

include under the Activities section. Include brief details of the courses and dates you teach.

Student consultation

You can use this section to detail when you are available for student consultation.

Selected Publications

To add to or amend your publications you will need to log onto [Sussex Research Online](#). Sussex Research Online is a repository containing details of research outputs from staff and doctoral researchers at the University. Advice for authors adding publications is available at: <http://sro.sussex.ac.uk/advice.html>. Publications added to the SRO will appear on your profile.

Writing online

People read differently on the web and scan pages rather than reading every word. You therefore need to adapt your writing style for this purpose. Below are some tips to bear in mind.

Keep it brief

Write in short sentences, keep the information relevant and try to be succinct. Unlike academic writing in which you build to a point, include your point early on in a sentence. Try to use active words within your writing to give your sentences more impact e.g. demonstrates, shows, critiques.

Avoid jargon

Avoid using jargon and complex terminology in your profile. Try to question the meaning of words and whether they add anything, could a non-specialist understand what you have written? If you must add specialised terms use appositives to subsequently define or explain them.

Consider layout

Think about the layout of your profile and don't be afraid of using white space. People do not read dense text online, lots of long paragraphs will not attract a reader's attention. Keep sentences and paragraphs short and break up the text by using lists, bullet points, headings and links.

Meaningful links

Link text should be meaningful and descriptive. Try to describe what information the user will be presented with when following the link. This will aid the use of screen reading software, optimise search engine results and make the web page more readable. The use of '[Click here](#)' is generally viewed as bad practice, you should rather describe the link as in the below sentence.

Further advice on creating links is available from the [University web team](#).

Signing up for a Researcher Profile

It is fairly easy to set up, enter information and edit your researcher profile and this next section gives you specific instructions to guide you through the process. This is done via the **Sussex Direct** login, which is found on the University homepage.

Login to Sussex Direct from the University homepage. From the Sussex Direct Homepage go to the 'Personal' tab and select Web Profile from the drop-down list. You will see a page similar to the below.

Click onto the '**Sign Up**' button on the researcher profile Menu bar. The **Department** field defaults to the department in which you are registered as a research student.

Sign Up [Related Links]

Show me: Role Biography Community & Business Research Interests Publications List Qualifications Other Activities Sign Up

Researcher Profile: An Online Professional Identity for Doctoral Researchers

These pages take you through to the Researcher Profile facility, developed as part of the Profolio programme for professional researcher development. If you have just found this Web Profile option in Sussex Direct, before you proceed please read through the attached [guidance](#) which outlines how to set up your profile.

Doctoral researchers are encouraged to attend a Profolio workshop to receive further information in how to develop and make the most of their online profiles. You can book a place on a Profolio workshop via the [Doctoral School Researcher Development](#) pages.

Please contact TLDU-Researcher@sussex.ac.uk with any queries concerning setting up your profile.

As a courtesy, please inform your departmental web administrator that you will be proceeding with a Researcher Profile.

IMPORTANT DISCLAIMER- PLEASE UNDERSTAND THAT:
By signing up here you are agreeing that your name and email address will be displayed on the University of Sussex web pages. These pages are open to the public on the internet and are searchable by search engines such as Google. This also applies to the information you frequently enter onto your Researcher Profile via Sussex Direct.

Your Researcher Profile [Sign Up] [Help] [] [-]

Department / Research Group	From	To
You haven't signed up for any Researcher Profiles		

Use the **From** field to control the date when your profile will appear online. The default is set one week from the date you sign up for a profile to allow you time to develop the content, but you can change this. The **To** field displays the date when your profile will no longer appear online. The default is set to 1 to 3 months after your programme ends.

Click '**Save**' in the table header to save this information.

The first information on your researcher profile will appear 24 hours after the start date on your departmental pages. This will be your name and University email address and photo (drawn from the student database)

Your Photo

What to do if you DO NOT WANT your photograph to be automatically shown on your Researcher Profile: from the Sussex Direct Homepage go to the 'Personal' tab and select Personal Details from the drop-down list.

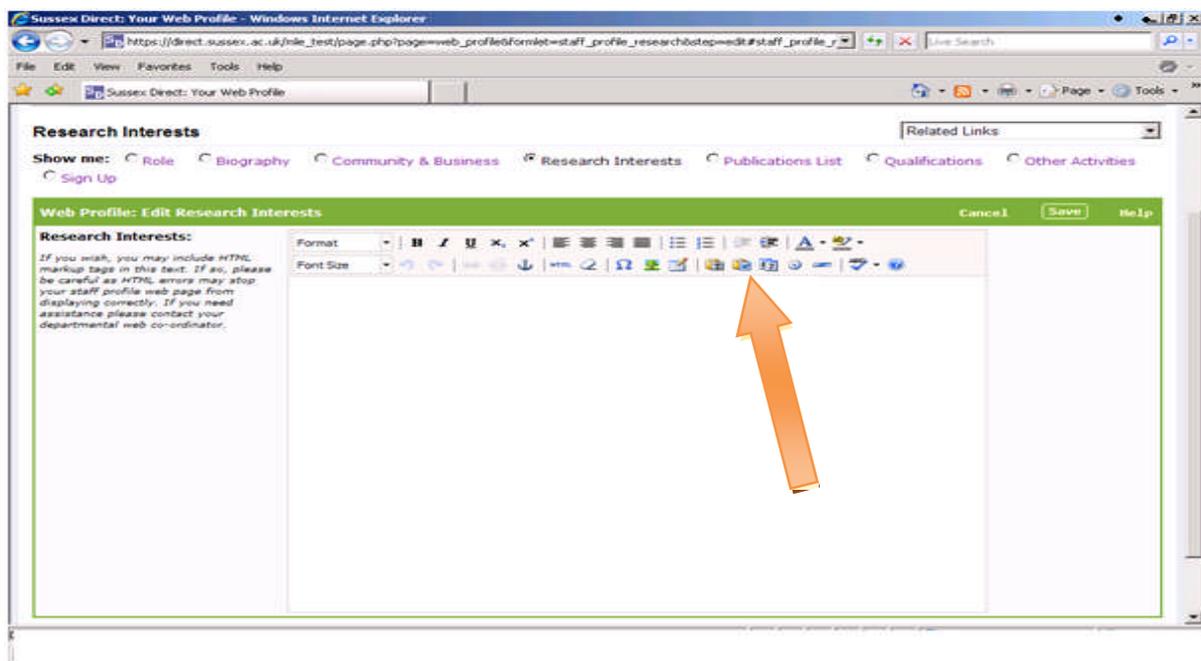
In the lower box called Privacy Policy, select the EDIT option on the task bar.

In the editing window you will be able to select the option you prefer from the Publish Photo drop-down list. In this case select 'Never Show Photo' and SAVE. You can change this setting to have it showing only internally (University network) or showing on the internet (available to all) at any future date.

To change the photo displayed on your profile, select the EDIT option in the task bar of the first section: Your Personal Details and upload a new picture. Please note the University reserves the right to remove any photograph from the server that it deems inappropriate or that contravenes any University policy.

Entering information

Choose the button for the section where you want to enter your data, e.g. Research Interests and when this box appears below click EDIT on the blue task bar. This gives you the following page:



Here you can enter the information you wish to publicise on your researcher profile. You can type directly into the box, or copy something in from a Word document. Use

the 'Paste from Word' icon  to paste text in. If you paste in from another programme using the normal Paste function you may find the formatting is not as you expected when it shows up on your researcher profile.

You have some formatting options as shown on the icon bar in the Edit window. From the drop down list showing Format, you will probably find that 'Paragraph', 'Heading 4' and 'Heading 5' are most similar to what tends to be used in these profiles. The main thing is to keep it visually simple and clear.

Saving your entry

When you are happy with what you have written, click SAVE. At this point you will have an option (bottom left of the window) to PREVIEW your web profile, which opens as another window. This will give you the opportunity to go back and make further edits, and to explore different formats and versions until you are satisfied with how your researcher profile looks.

Creating links

To make a link highlight the relevant words and click the icon on the formatting options that looks like a chain link . You will then be asked to enter the Link URL (http address) of the web page to which you want to link. This can be found on the tool bar at the top of the relevant web page. Copying and pasting this in, rather than typing it, is less likely to cause mistakes. Under Target, choose the option to open the linked webpage in a New Window, and then click INSERT. This will enable browsers to easily navigate back to your profile. To remove a link highlight the text and select the broken link icon .

Always remember to check that links are working correctly once your Profile is online. Links that don't work will be frustrating for people who are viewing your profile page.

Other categories

To enter information into other areas of your researcher profile, the procedure is essentially the same. Only those categories into which you enter and save text will appear on your researcher profile.

Adding publications

The publications list which appears in Sussex Direct is a non-editable copy of the information held in the Institutional Repository.

To add to or amend your publications you will need to log onto [Sussex Research Online](http://sro.sussex.ac.uk). Sussex Research Online (SRO) is a repository containing details of research outputs from staff and doctoral researchers at the University. Advice for authors adding publications is available at: <http://sro.sussex.ac.uk/advice.html>.

When adding publications to SRO, there is a field next to each author's name called web profile? This defaults to 'yes', so that all publications are added. If you do not want a particular publication to appear set the box to 'no'. It can take up to a week for publications to appear on your profile after they have been added to SRO.

The formal bit - Publishing information online

The University web team directs those editing web pages to the 'Code of Practice on Publishing Information on Electronic Networks'.

This can be viewed at: <http://www.sussex.ac.uk/webteam/policies>

It is also **important** that you realise that signing up for a Researcher Profile means that your personal information (your name, email address) and the information that you subsequently enter into Sussex Direct will be viewable and searchable on the internet.

Updating & using your profile

When you are happy with the content of your profile double check all your links are working and there are no typos. It might be useful to ask a friend to look over it for this purpose. Try to keep the content of your profile up to date, and add conference presentations and publications as they occur. You might also aim to review the overall content of your profile once a term.

Finally, making the most of having an online profile means letting people know that it exists! The University website is complicated and can be difficult to navigate. Help people to find you by including the link to your profile in your email signature, on any social or professional networking sites you are registered with and in your presentations and papers.

Ongoing support

For further support in developing your researcher profile please contact researcher-development@sussex.ac.uk