Profile Pages on the Psych Web Site

Instruction Manual (Academic Staff)

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Introduction

The following information is designed to help you update, develop and maximise the approachability of your profile pages on the web. It provides helpful ideas re headings and content, as well as pointers as to the best way to organise and submit material to help Laura implement your changes efficiently and manage rolling changes to the website as required.

The following guide is split into two sections: (a) help and guidance regarding how to organise this information and create documents to submit to Laura to be put on the web pages, and (b) help and guidance regarding how to organise this information in terms of content (reducing redundancy and inconsistencies, while still allowing some flexibility across interests and content across members of staff).

Updating your Pages using the Template Provided
Please use the profile template we have provided

1. Type your text in the required sections and/or
2. Copy and paste from your live web page.

Sending Back your Pages and Related Information
You can return your profile pages in one of the following ways:

1. Drop them onto the shared drive S:\Webpage Profiles\Returned Web Pages
   Make a folder, label it with your name and paste all your documents in your folder.
2. Email files to psychitservices@cardiff.ac.uk

Maintaining Accuracy in Your New Web Profile
1. Once your template has been emailed for publishing please keep this on your computer for future updates.
2. When making small changes in the future please highlight in colour or use track changes so updating is minimal.
3. Email your updated templates and list of DOIs or pdf’s of publications to the Ticket System via email psychitservices@cardiff.ac.uk
4. As a routine exercise Laura will be directly nudging staff every 6 months.
How to Edit your Pages

Pages in your Profile
Every member of lecturing staff at the School has five sections to their profile page:

1. Overview
2. Publications
3. Research
4. Postgraduate Students
5. Biography

We require information for all these pages. This will be organised similarly across pages to help visitors to the School easily find and identify individuals and the information they require.

Template
Please use other profile pages as templates:
http://psych.cf.ac.uk/contactsandpeople/researchstaff/index.html
Overview
The overview contains three sections.

1. Information about yourself, your email and contact details.

To Do: Please check that this information is correct

2. A photograph.

New members of staff should contact Lorraine Woods.

3. A brief research summary.

WEB thinks it would be good if this summary was accessible to both scientific and lay visitors to our site. This reflects the fact that more detailed information regarding your research can be put in your research pages, rather than here.

To Do: Please consider, and make changes where necessary, whether you could make your summary more up-to-date and more easily accessible to individuals who might be less familiar with your work.

4. A brief teaching summary.

A brief summary about your teaching.

To Do: Include module numbers and a brief description of your contribution to the module.

Publications
The publications page will contain two sections (see example above):

1. Online Publications

A link to your online ResearcherID badge, including all your online papers in ResearcherID.

To Do: You will need to update your ResearcherID every-so-often to ensure that individuals get online access to recent papers and these do not become out-of-date. We would suggest doing this at the same time as your regular requests (from Laura) for any information you wished up-dated on your web page.
To Do: You will need to make a ResearcherID badge link to submit to Laura. Details of this are in the quick guide (example below).

Example of code to return to Laura:

```html
<span id='badgeCont413509' style='width:126px'><script
src='http://labs.researcherid.com/mashlets?el=badgeCont413509&
mashlet=badge&showTitle=false&className=a&rid=A-1672-2010'></script></span>
```

2. A full list of Publications (ordered in reverse chronological order).

Publications are dynamically managed by yourselves through an internal system “ORCA” – please see the guide here for instructions on how to enter your publications.


Media

The media section is a new addition to the profile pages. This is optional and here for those of you that wish to take advantage of using it.

Media Activities

This section is to highlight your media activities in the School of Psychology in more detail, and we would like to encourage you to use graphics (2-3) where possible to highlight these interests.

To Do: Please update (if required) and provide information about your current media activities, and if possible a couple of illustrative graphics to break up text.

Research

The research pages have undergone the greatest changes (with moves of sections from other pages). These are designed to allow all research related information to be placed together. There are 4 sections we would encourage you to use (particularly 1-2):

1. Research Topics and Related projects
2. Funding
3. Research Group
4. Research Collaborators
**Research Topics and Related Projects**

This section is to highlight your research interests in the School of Psychology in more detail, and we would like to encourage you to use graphics (2-3) where possible to highlight these interests.

**To Do:** Please update (if required) and provide information about your current research or research-related interests, and if possible a couple of illustrative graphics to break up text.

**Funding**

**To Do:** Please list your current active grants, including start-end dates, title and collaborators.

**Research Group**

This section can be used to link to a separate lab page or to list the researchers who work with you as part of a research group.

**To Do:** Provide Laura with the link to your separate lab page, or information about individuals (within the School) who work with you

**Research Collaborators**

**To Do:** Provide Laura with research collaborators you would link to highlight on this page (particularly external and international researchers), including the relevant web-link so Laura can link there name directly to their organisation.

**Postgraduate Students**

This page (which was inconsistently used for some individuals but not others) will now be used for all researchers. It will include a description of your insert in the postgraduate handbook and links to current students and past students.

**To Do:** Please check that your insert in the handbook is up-to-date and suitable for use on the web page.

**To Do:** Please write a list of your current students here and provide 1-3 accessible
sentences regarding their research.

**To Do:** Please write a list of your past students again providing a brief description of their research. Please provide Laura with web links to those that might still be academically active if you can. This is important in highlighting obviously on the web our success in subsequent academic jobs/positions for PhD students.

**Biography**

The biography section should contain information about your undergraduate and postgraduate education, prior to other related employment history. We would also like you to include pertinent information such as positions on external committees, awards you have received etc.

**To Do:** Please consider whether your biography is (a) accurate and (b) includes all the useful information (important to your career and to showing the school in the best light) that it could.

**Additional Information**

**Making Requests for changes to your web pages or web-related changes**

All requests (outside of requests from Laura to consider the content on your web page) should go via the Psychology services IT system *psychitservices@cardiff.ac.uk*. These requests will be collated and considered by Laura and either implemented directly (e.g., simple changes to content, publications etc.) or passed onto WEB for discussion of the request in the context of our WEB-related proposals (e.g., new pages or research centre etc.). Once a discussion has been taken a WEB regarding this request, you will be provided with feedback about how we plan to implement your requested change.

**Further Information**

For more information, or if you’ve hit an obstacle, contact Laura – *morrisld@cardiff.ac.uk*