

# Reviewing, featuring, and editing your research

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## How can I review all the research on my profile?

You can see a list of the research that you have added to your profile by visiting the **Research** tab on your profile. You can sort your research by newest, oldest, title, or recently added using the **Sorted by** drop-down menu at the top of the list.

You can also filter your research items using the menu on the left-hand side underneath the **Research Items** section (e.g. Article, Conference Paper). If you have added public or private full-texts to any of your research items, you can manage these files by clicking **Manage file visibility**.

## How do I review my publicly available full-texts?

If you have added public full texts to any of your research items, here's how to manage the visibility of those files:

1. Go to your **Research** tab
2. Click the **Manage file visibility** option underneath Research items from the menu on the left-hand side. This page shows you any of your research items that have public or private full-texts added by you.
3. To change the full-text file visibility for a research item, click **Change who can see this** next to the appropriate full-text file

## How do I feature research on my profile?

You can showcase up to five of your research items on your profile by following these steps:

1. Go to your ResearchGate **profile**
2. Scroll down to the **Featured research** section on the page
3. Click the pencil icon in the top right-hand corner of the box
4. Search for and select the research items that you want to feature
5. Click **Done**.

## How do I edit my research item's details?

You can edit your research item's details by following these steps:

1. Go to the item's ResearchGate page by clicking on its title
2. Click on the blue arrow at the top right-hand side of the page and select **Edit** from the drop-down list
3. Make the necessary changes
4. Click **Save**.

Or:

1. Go to your **Research** tab and scroll down to the research item
2. Click on the **downward-facing arrow** below the research item's title and select **Edit**
3. Make the necessary changes
4. Click **Save**.

To edit author names:

1. Follow the instructions above to reach the **Edit** dialog box
2. Under **Authors** click **Request edit**
3. You can change the order of authors by dragging the author names to the appropriate position. If an author is incorrect, click on the **Not correct?** button next to the incorrect author and select the most appropriate option.
4. Click the blue **Request change** button at the bottom.

If the author name and order are correct, but another researcher has mistakenly claimed the publication, you can modify the author information instantly. Otherwise, these changes will be reviewed manually and can take some time.

**Note:** Certain types of research cannot be changed to another type, including data and preprints. To change the type, you will need to remove the research item and reupload it as the correct type. Similarly, research with a ResearchGate DOI attached cannot be edited. Instead, you need to remove the research completely, reupload it with the correct details and then generate a new DOI for it. A DOI is a unique identifier – that's why any edits after its creation render the DOI invalid.

## Why is the journal title not visible on my publication page?

If no journal information is shown on your publication page, that means your article has not been attributed to the journal in which it was published. You can manually update this by following these steps:

1. Visit the **Research** tab on your profile and scroll down to the journal article
2. Click on the **downward-facing arrow** below the research item's title and select **Edit**
3. Start typing the name of the journal into the **Journal** field, or enter the ISSN slowly
4. Select the correct journal from the suggestions that appear in the drop-down menu
5. Click **Save**.

## Why aren't all of my references showing?

There could be a few reasons why not all of your references are showing. For example, citations that do not have complete metadata (publication date, journal, abstract) may not be included in your citation counts, as this is essential information when it comes to matching citations to publications correctly. Additionally, if the citing paper is not on ResearchGate, this can hinder efforts to add the citation.

## Why are there duplicate research items on my profile?

Duplicates can occur when an author adds a research item that is already in our database, or when more than one author adds the same item. If you have found duplicate research items in your research list, please help us merge them by editing the items' details. We automatically merge research items where all information is identical, including title, date of publication, author list, and journal.

**Please note:** Research items will not automatically merge if:

- you have added both of the research items yourself
- all information is not identical
- one of the research items has a DOI
- both items have different DOIs.

Please also note that we don't merge articles with their linked data or preprints. We encourage our members to upload their work during all stages of the publication process, so we consider these to be separate research items.

If you want two identical research items to automatically merge, you can edit their details by following these steps:

1. Go to the research item's ResearchGate page by clicking on the title of the research item
2. Click on the blue arrow on the right-hand side of the page and select **Edit** from the drop-down list
3. Make the necessary changes
4. Click **Save**

**Please note:** It can take up to 72 hours for the items to merge.

If you prefer to simply delete one of your duplicate research items, you can find out about your options for removal **here**.