

Saved Searches and Email Alerts for Researchers

If you are a researcher wanting to explore and track your research impact in Overton Index, saving searches and setting up email alerts are some of the best ways to keep informed and see when your work is being cited.

You might want to save some of the following searches:

1. Your name.
2. Scholarly articles by you that are cited in policy.
3. Policy documents that cite your scholarly work.
4. Policy documents that mention you.

Saving a Search for Your Name

1. Search for your name on the Start page after selecting People



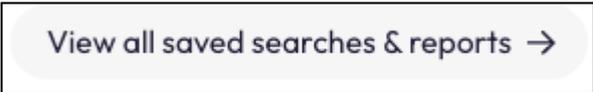
or by going to

Discover>Search people mentioned in policy.

- a. Make sure you use the name(s) you publish under as this information comes directly from publishers.
- b. In the example below, Alison Castley has also published under A Castley. Searching for “A Castley” returns irrelevant results, but ensures that Alison doesn’t miss any of their possible affiliations.

| <input type="checkbox"/> | PERSON | DOCUMENTS | ARTICLES |
|--------------------------|--------------------------------------|-----------|----------|
| <input type="checkbox"/> | MURDOCH UNIVERSITY A Castley | 1 | 1 |
| <input type="checkbox"/> | MURDOCH UNIVERSITY Alison Castley | 1 | 2 |

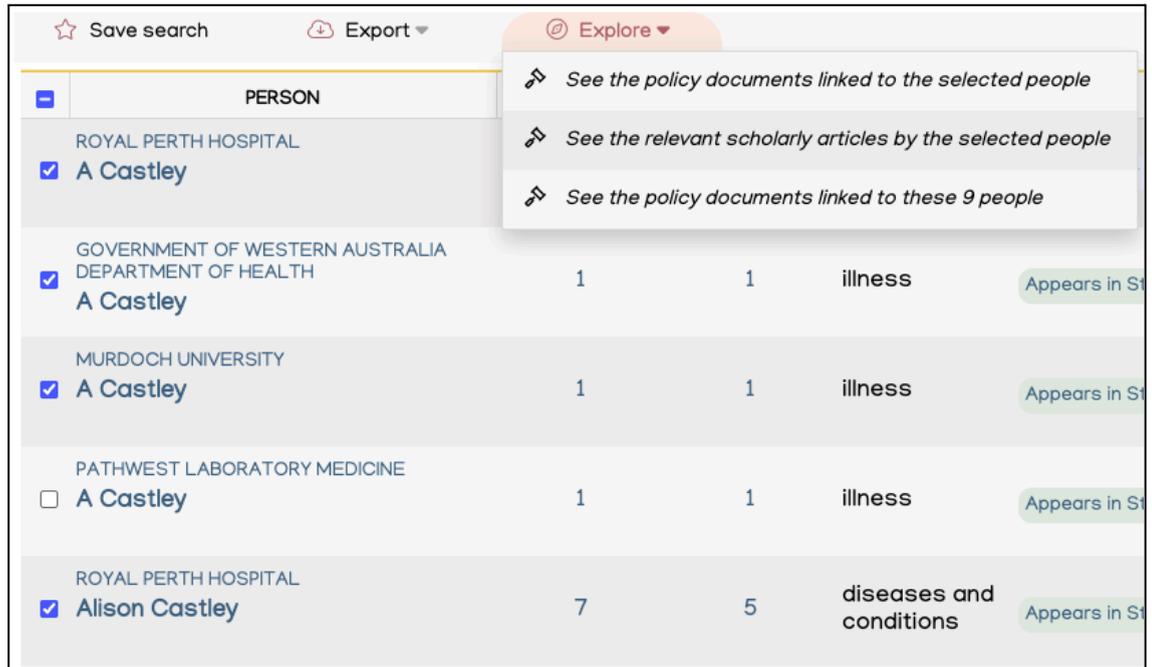
- c. Click **Save Search** and this search will now appear on the Start page under Saved Searches. Click it anytime to return to those results.
- d. Click “View all saved searches & reports→” to rename your searches or set up email alerts.



View all saved searches & reports →

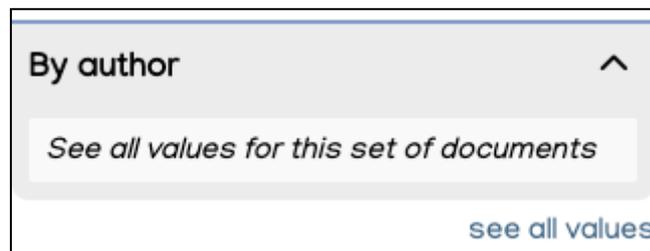
Saving a Search for Your Scholarly Articles (that are cited in policy)

1. After searching for your name, you will see a results list of people that match your query. If your name doesn't appear, try searching for other variations of your name, or use the DOI search.
2. Select all of the relevant profiles.
 - a. If there are more than one, select them all and then choose **Explore>See the relevant scholarly articles by the selected people.**



- b. If there is only one relevant profile, you can click the number in the Articles column.

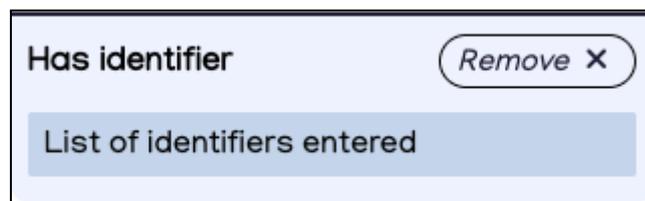
3. On the Results page, scroll down to the By Author filter and click "See all values."



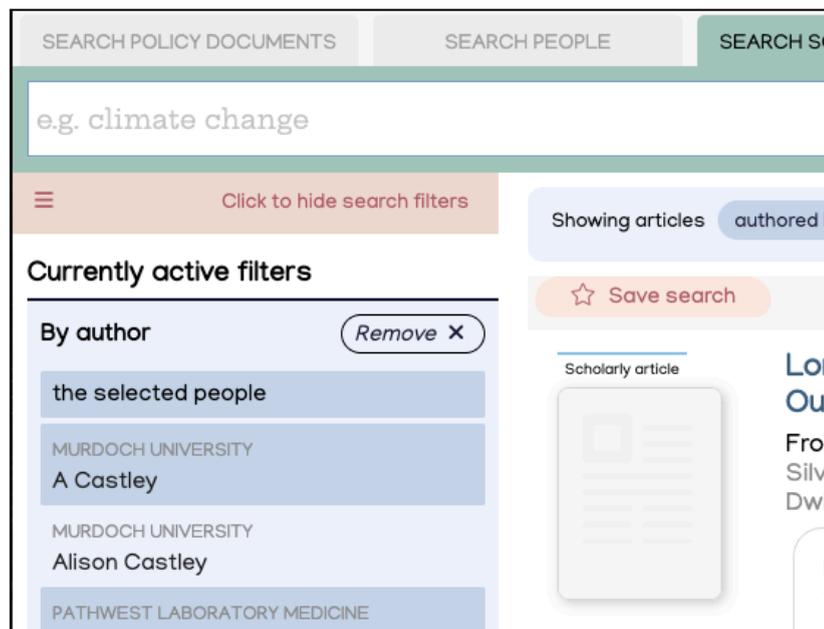
4. In the expanded window, search for your name, select all of the relevant profiles, and then "Apply Filter."



5. Remove the “Has identifier” filter so that we are only left with your relevant profiles.



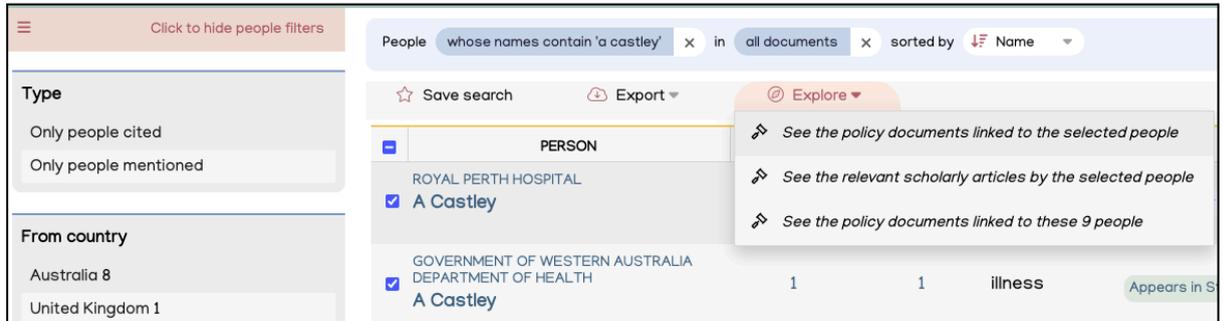
6. Save this new search.



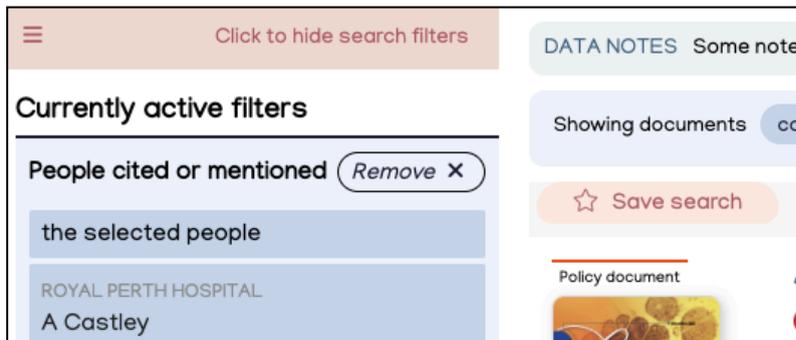
7. This new saved search will appear under your “Saved searches”. Select “View all saved searches & reports” to rename the search or set up an email alert.
8. If you set up an email alert using this search, you will be alerted when new scholarly articles by the author names/profiles you have selected have been added to Overton.

Saving a Search for Policy Documents that Cite (or Mention) Your Work

1. Search for your Name.
2. Select all relevant profiles, then “Explore”, then “See the policy documents linked to the selected people.”



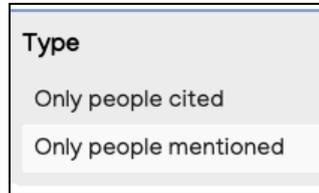
3. If you only have one profile, you can click the number that appears under the “Documents” column.
 - a. These results will show **both** your citations and mentions (if you have any). If you only want to see your citations, choose “Only people cited” from the Type filter on the left.
4. In your results list, the “People cited or mentioned” filter will already be populated with your profiles, so you just need to save your search!



5. If you set up an email alert, you’ll be notified when Overton adds new policy documents that cite or mention the people you’ve selected.

Saving a Search for Policy Documents that Mention You

1. Search for your name in the People search.
2. In the results view, select “Only people mentioned” under the Type filter.



3. If you have any mentions, your name will appear with a number under the “Documents” column. This is the number of policy documents that mention your name and affiliation (not a specific article you’ve published).

| <input type="checkbox"/> Save search <input type="checkbox"/> Export ▾ <input type="checkbox"/> Explore ▾ | | | |
|---|--|-----------|-------------|
| <input type="checkbox"/> | PERSON | DOCUMENTS | TOP SUBJECT |
| | MURDOCH UNIVERSITY <input type="checkbox"/> Kate A Bryant | 7 | biology |

4. Select the number that appears under “Documents” to see the Policy Documents that mention you.
5. This search conveniently populates the “Mentions author” filter for us already, so you can just save the search and set up your email alert!

A screenshot of the search results interface. At the top, there are three tabs: "SEARCH POLICY DOCUMENTS" (active), "SEARCH PEOPLE", and "SEARCH SCHOLARLY ARTICLES". Below the tabs is a search bar containing "e.g. universal credit" and a "Search pol" button. A "Click to hide search filters" button is visible. On the left, under "Currently active filters", there is a "Mentions author" filter with "Kate A Bryant at Murdoch University" selected and a "Remove X" button. Below this is an "Edit selection" button with a pencil icon. On the right, there are buttons for "Save search" (with a star icon), "See report" (with a document icon), and "Export" (with a download icon). A document preview is shown with the title "Distribution of mammals" and the subtitle "mammals?". The author is listed as "Department of Biodiversit".