Uploading Publication Data to your Faculty Profile in MENTIS

1. Open your browser and navigate to https://www.uta.edu/mentis.

2. Log into Mentis using your UT Arlington Net-ID and password.

3. Along the left side of the Mentis home page, under “Applications,” click on the link labeled “Profiles.”

4. Along the left side of the Profiles page, under “Profile Home,” click on “Personal Profile.”

5. Once in your personal profile, click on the tab marked “Research.”
   - In the first section, “Publications,” you will see what publication data already appear in your profile.

6. To add a new entry to your profile’s “publications” section, click on **+ Add new**.
   - A new window titled “Add a new publication” will appear.

7. In this “new publication” window, enter the appropriate data into each of the fields.
   a. **Full Citation**: Type in (or cut-and-paste) the full citation of the publication using whatever formatting standards exist for your particular academic discipline.
   
   In the fields that follow, you’ll be adding information that may strike you as redundant, given that you’ve just entered a full citation. That said, by providing data in each of the following fields, you greatly enhance the functionality of the system, especially in terms of how a user (e.g., a potential collaborator) might search the system for information relevant to your research.

   b. **Type**: Using the drop-down boxes, select a “primary type” for this publication. If you so choose, add a secondary type.

   c. **Status**: Using the drop-down box, select the current state of the work.

   d. **Year**: If the work has been published, enter its year of publication. If the work has not yet appeared in print (in whatever medium), click “Forthcoming.”

   e. **Co-Authors**: If the work is co-authored, enter the names of the co-authors.
   - If your co-authors are UT Arlington colleagues with their own research profiles, the system should find them and present them in the box. This box will then allow somebody reading this entry on your profile to click and link to your co-author’s profile, thereby enhancing connectivity of the system.

   f. **Keywords**: If you so choose, enter keywords for the work.
   - Doing so will enhance your chances that the work will be picked up in a search.

   g. **Refereed / Juried**: If this work is refereed or juried, be sure to click this box.

   h. **More Details**: If you so choose, you may add links related to the work, such as a link to the journal’s website; you may also attach documents related to the work.
   - Important! Do not upload a copy of the work unless you have copyright permission to do so.

8. When you have entered the relevant data, click on **Save changes**.

9. Repeat as necessary for all other publications that you need to add to your profile.

**Questions?** Within Mentis, scroll to the bottom of the window and locate the link titled “Having problems? We’re here to help!”