



COS Expertise®

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Help for Adding or Updating your Expertise Profile

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General Instructions/Troubleshooting

- To update your account information, login to your [COS Workbench](#). After login, click on the 'My Profile' link near the upper right part of the screen and scroll to the section you wish to update.
- When you attempt to login, if the system keeps looping you back to the login page, check the following:
 1. That your browser is set to accept 'cookies' - this function needs to be on to login. For details on checking this see our [Cookies FAQ](#) page.
 2. That you are using the correct username and password. You can verify this information with our [Password Request System](#). If you do not receive this confirmation, contact the [COS Help Desk](#) and describe the problem.
 3. For more details on other possible access problems or error messages, go to our [Expertise FAQ](#) page.
- Changes made to your profile will be saved to the database as soon as you select the 'Save' or 'Save Changes' button on each page. However, see below for more details about searching for new or recently updated profiles in the database.
- If any of the buttons, such as 'Save' or 'Edit' are not working when you click them: your browser must be set to accept JavaScript. For details and instructions on checking this see our [Java FAQ](#) page.
- To be published (searchable and viewable on the Web), your profile must include your name, institution, contact information (including an e-mail address), and a statement about your expertise/research interests.
- COS editors need approximately a week to process a new or significantly modified profile before publishing it on the Web (minor updates will be seen on the database immediately and you can view your own updated profile at any time through your Workbench). In addition, the indices that allow searching and browsing of the database are updated on a weekly basis. You can still access your profile during this processing time, but this does mean that any **newly created or updated profiles may not show up in searching the database until the following week.**
- You must use a browser that supports forms and accepts [cookies](#) and [JavaScript](#) in order to use the system fully.
- You may copy and paste information from other sources into the forms. However, most formatting, such as bold and italics, will be lost in the process.
- If you have any further questions or run into any problems not covered above regarding any COS service,

you can contact the COS Help Desk via:

- [E-mail](#) - please fill out the form in as much detail as possible.
- Phone: 1-410-563-2595, ext. 302 (Hours of Operation: M-F, 8:30 AM - 5 PM, U.S. EST)

Add Your Expertise Profile (Join COS)

- Go to the COS [Registration page](#) (linked from the COS homepage: www.cos.com - click on the 'Join Now' link below the login boxes)
- Enter your name, institution and other required information and assign yourself a username and password using the appropriate boxes. Required fields are preceded by a * red asterisk. You must provide this information in order to complete the registration process. If the required Department field is not applicable to you, just type in a space.
- If the system finds an existing account that matches your name or e-mail information the next screen will show this. If a match displayed (for an existing account) is yours, click on the adjacent radio button and then 'Continue'. The next page will give you the option to request the login for this existing account. If the e-mail address shown is not current, click on the 'Help Desk' link near the top of the page and describe the situation and asking for your login. Otherwise, hit the 'Submit Request' button and your login will be sent to the e-mail address listed in our system for you automatically. If the match displayed is not yours just hit the 'Continue' button to proceed with the registration process.
- Please read the 'COS Privacy and Data Protection Policy' text carefully and then when you are ready, click on 'I Agree, Complete My Registration'.
- If the username or password you have selected is already in use, you will be returned to the previous page and prompted to select another. There are more than 500,000 accounts in the system, so try to use a unique combination of letters and digits, especially for your username, such as: ksmith6868. Usernames must be between 4 and 15 characters in length and cannot include any spaces or quotation marks. Your username and password can be the same as long as the username is not already in use.
- After you submit your registration, you will have the option to be taken to your personalized COS Workbench page or to continue filling out your Expertise profile. The Workbench is the page from which you can access most other COS services. You can access this at any time after this from our Homepage: www.cos.com. To continue filling out your profile or to update at a later time from the Workbench page, select the 'My Profile' link located in the upper right of the screen. You will be asked to confirm the Privacy Policy before you do so. On the next page scroll to the section in which you would like to enter information and hit the 'Edit' button.
- **Note:** your profile will not be published on the Web without, at a minimum, a name, institution and contact information (including an e-mail address), and a statement about your expertise/research interests.

Update Your Expertise Profile

- Enter your COS username and password and click on the 'Log in' button from the COS [Home](#) or [Login](#) pages. If you do not know or remember your COS username and password, please use the [Password Request system](#) or contact the [COS Help Desk](#).
- From the main Workbench page, select the 'My Profile' link located in the upper right of the page.
- You will be prompted confirm publication of your profile. Please read the 'COS Privacy and Data Protection Policy' text carefully and hit 'Accept' if you agree. If you decide to 'Decline', you will be taken to a page asking you to confirm that you wish to have your COS account/Expertise profile deleted. If you have any questions about these policies or procedures, please use the 'Help Desk' link at the bottom of that page.
- On the next page, scroll to the section you want to update and click on the adjacent 'Edit' button.
- Once you have entered your information, click on the 'Save Changes' button to save your updated profile information. If you are not seeing the changes you made, try hitting the Reload or Refresh button on your browser - you may be viewing a cached page that was saved in your browser's memory before the changes were made.
- See below for details on specific sections of the profile.

Edit Specific Fields

Name, Contact Information and Mailing Address:

1. The 'Edit' button from these three sections all lead to the same page, which has a number of boxes for all your contact information. In order for your profile to be published on the web you must include your full name, address, and e-mail or phone number.
 - **Last Name:** On the Web display, last names are automatically shown in All Caps. This cannot be changed.
 - **State/Province:** this picklist contains all entries from both the United States and Canada. If you live outside of these countries use the blank box immediately below this picklist to enter your state or

- province or leave blank if not applicable.
 - *Home Page:* Use this box to create a link from your profile to your personal or departmental web page. Enter the full URL for the page, for example: <http://www.myhomepage.com>
 - *E-Mail:* enter your full e-mail address, such as: example@cos.com. At present you can only have one e-mail address listed in the system at a time.
2. Click on the 'Save' button when you have completed entering your information.

Current or Previous Positions:

1. *Position Status:* When you are adding or updating a position, make sure you select whether it is a Primary Appointment, Other Present Position, or Previous Position near the top of the form. Until you click on the Previous Position radio button you will not be able to designate a To: date other than Present.
2. *Institution:* If the name of your institution is not on the picklist, use the blank box immediately below the picklist to type it in. If you are currently associated with a [Member Institution](#) you must use the picklist in order to access COS subscription services through your Workbench (this will take effect after this has been verified by your institution).
3. *School/Department/Division:* you only need use these fields if they are applicable to your position.
4. Click on the 'Save' button when you are finished entering information for this position.

Qualifications:

1. Use this section to list your professional degrees.
2. If the degree or the institution where you received the degree is not listed in the picklists provided, type it in the blank box immediately below the picklist.
3. Click on the 'Save' button when you are finished.

Expertise and Research Interests:

1. Use this section to describe the details of your research expertise and interests. This information helps our Expertise Editors assign [COS Keywords](#) to your profile when it is first created.
2. You can cut and paste information from other sources into this field, but much of the formatting such as bold and italics will be lost.
3. Click on the 'Save' button when you are finished.

Other Expertise, Future Research and Industrial Relevance:

1. In the text boxes provided, enter or copy and paste information on your non-primary areas of expertise, research you plan to undertake in the future, as well as the industrial relevance of your work.
 - *Other Expertise:* might include any academic, consulting or business experience you have that would not qualify for the Expertise section, as well as society or professional development experiences.
 - *Industrial Relevance:* would include descriptions of the impact your research has or could have on any industry, or simply create a list of industries your research has relevance to.
2. Click on the 'Save' button when you are finished.

Keywords (Additional Terms):

1. Select 'Add an Additional Term' to add a word or phrase that describes your research interests. To delete a term, select 'Delete' to the left of the keyword.
2. Type a word or phrase in the text box. The terms will appear exactly as you type them.
3. Click on the 'Save' button when you are finished.
4. In addition to the terms you can add, COS professional editors add terms that describe your expertise and interests using the controlled vocabulary of our [COS Keywords](#).
5. **To change the COS Keywords displayed in your profile:**
 - If you are from a [COS Member Institution](#) and are receiving the COS Funding Alert e-mails, you can use the Funding Alert options on your COS Workbench to manage the keywords displayed in your Expertise profile:
 - a. After login (<http://login.cos.com>), go to the 'Access Your Alert Results' section of your Workbench page. You may need to scroll down the page to see this.
 - b. Select the 'Modify Alerts' link. On the next page, select the 'Modify' button.
 - c. To search for and add COS Keywords, click on the 'Add Keywords' button [the 'Browse' button in the

- Keywords field if you are using the Advanced Search interface] - this will bring up a second browser window displaying the top level of the Keyword hierarchy.
- d. Click on a yellow folder next to a term to see more specific terms under it in the hierarchy. Click on a term itself to add it to your search. Click on one term at a time and allow a second or two for each keyword to be added. If you are unsure of its location in the hierarchy you can search for a keyword using the blank box just below the display.
 - e. Once you have finished adding keywords, close down or minimize the window displaying the hierarchy and return to the original window showing the search interface. Make sure all the keywords you selected are now displayed and checkmarked and then click on the 'Preview the Search' button. If you only want to add a keyword to your profile and not to your Alert search - just add the term and then remove the check mark next to it on the Funding Alert search interface.
 - f. On the next page, click on the 'Save This Search' button.
 - g. You will now see a page listing each new Keyword that you added in this session, with options for displaying in your Expertise profile. Save your changes when done.
 - h. If you wish to delete Keywords from your profile, use the Funding Alert 'Options' link on the main Workbench page in the Funding Alert section. There is a link for Keywords that lists all the Keywords in your account, with options for display and deletion.
- For those from non-member institutions, contact the [COS Help Desk](#) and list the changes you want to make to your list of COS Keywords. To view the COS Keyword vocabulary list, visit the [COS Keyword vocabulary](#) browser.

Languages:

1. If you have reading, speaking, and or writing proficiency in a second language or a language that you want to advertise to others, select 'Add a Language' to enter your language abilities. To modify or delete a language, select 'Update' or 'Delete' to the left of the language you wish to change.
2. Enter or modify information in the Language and the three proficiency (Read, Speak, and Write) fields. If the language you are entering is not in the picklist, use the text box immediately below the picklist to type in the name of that language.
3. The choices in the proficiency picklist will display as follows when viewed in the database:
 - Basic = 1
 - Functional = 2
 - Fluent = 3
 - None = [blank]
4. Click on the 'Save' button when you are finished.

Memberships:

1. Use this field to note any current memberships you hold in professional societies. If your society does not appear on the picklist provided, type the name in the blank box immediately below the picklist.
2. You can make note of any society positions you hold or have held in the Other Expertise or Positions fields.
3. Click on the 'Save' button when you are finished.

Honors and Awards:

1. Use this section to enter information about any honors or awards you have received.
 - *Year:* For those entries that were received during the course of a single year, just use the From: picklist. If the award or honor took place over more than one year, use both picklists.
 - *Award Sponsor:* List the name(s) of the sponsor(s) of your award. If there were multiple sponsors, just separate them with 'and'. Example: National Academy of Sciences and the Southeastern Division of the American Society of...
 - *Institution:* This refers to the institution you were a part of when you received the award, if applicable. If the institution does not appear in the picklist provided, type the name in the blank box immediately below the picklist.
 - *Subject Area:* Use this field to highlight any specific discipline or subject area represented by the award if this information is not mentioned in the award title.
2. You do not need to include punctuation unless it is part of the text.
3. Click on the 'Save' button when you are finished.

Patents:

1. Use this section to enter any information about any issued or pending patents you may have.
 - *Title:* refers to the title of the patent.

- *Country*: refers to the name of the country in which the patent was applied for or issued.
 - *Patent Number*: is the number assigned to the patent or patent application by a government Patenting institution. If it refers to a US Patent, use one of these formats - do not use punctuation, such as commas, within the number:
 - Design Patent: D425812 or D0425812
 - Utility Patent: 6167159 or 06167159
 - If the US Patent number and title you supply matches one from the US Patents database, 'Abstract' and 'USPTO Full-Text' buttons will be added to the end of the entry, allowing users to view the abstract and full-text of the issued Patent. You may wish to cut and paste the title and number information from the information in our [US Patents](#) database. If so, search the Patents database using your name in the Inventor field and highlighting all appropriate date ranges. Note: access to this database is restricted to those from member or subscribing institutions.
 - *Year*: refers to the year in which the patent was issued. If the patent has not been issued yet, you can use this to designate the application date.
 - *Ownership*: refers to the type and name of the person or institution who actually owns the patent.
2. Click on the 'Save' button when you are finished.

Funding Received:

1. Use this section to highlight any grants or funding you have received.
 - *Sponsor*: refers to the name of the institution who provided the funding. If the sponsor does not appear on the picklist provided, type the name in the blank box immediately below the picklist.
 - *Title*: is the title of the grant received, if applicable.
 - *Value*: refers to the amount of funding you received. If applicable, note the type of currency the value represents.
 - *Date*: refers to the start and end dates for the funding. You can use the picklists provided or simply type the dates in the blank boxes to the right of the fields. The display format used with the picklist is: Month Day, Year (Jan 1, 2000). If you use the blank boxes, the dates will be displayed in whatever format you choose.
2. Click on the 'Save' button when you are finished.

Publications:

1. If you do not use the Date picklists provided for each entry, your publications will be displayed in the order they were entered. Those without a date will be placed at the bottom of the list.
2. *Search for a MEDLINE Publication*: allows you to search and add citations from the COS version of MEDLINE directly to your profile. The search interface that is displayed will be automatically populated with your last name and initials and entered in your profile. If you want to narrow your search more, use the other fields in the form, such as Date Range, Journal Name, etc. Keep in mind that there is usually a several month delay between when an article is published and when it is indexed and placed in the MEDLINE database. Once a citation is added, an 'Abstract' button will be placed at the end of that publication in your profile, which will link to the equivalent record in MEDLINE. In addition, an 'Author Profile' button will be placed within the MEDLINE record itself - linking to your profile; there may be a delay before this button appears.
3. The system is primarily designed to handle journal articles only. You can get around this in the current Publications form by using the following general formulas:
 - **Books:**
 - *Title field*: title of book. publisher info (e.g.: Studies in the Philosophy of Kant. Indianapolis: Bobbs-Merrill)
 - *Author field*: Last name, first (e.g.: Beck, Lewis White)
 - *Date field*: use the year drop-down menu only
 - *How it will Display*: Beck, Lewis White, Studies in the Philosophy of Kant. Indianapolis: Bobbs-Merrill, 1965
 - **Book Chapters:**
 - *Title field*: title of chapter in quotes (e.g.: 'Notes on the Comic')
 - *Journal field*: book title. book author or editor. publisher info (e.g.: in Comedy: Meaning and Form, edited by James Corrigan. New York: Penguin Books)
 - *Author field*: Last, first of chapter author
 - *Pages*: pages of chapter (e.g.: 61-72)
 - *Date field*: year published
 - *How it will Display*: Auden, W.H., 'Notes on the Comic', in Comedy: Meaning and Form, New York: Penguin Books, 61-72, 1965
 - **Conference Papers (unpublished)** - published abstracts, in Conference Proceedings, for example, can use the form as is:
 - *Title field*: title of paper (e.g.: The Benedictine Ethic and the Spirit of Scheduling)
 - *Journal field*: Paper presented at [name of meeting], [location] (e.g.: Paper presented at annual meeting of the International Society for the Comparative Study of Civilizations, Milwaukee) author: last, first

- *Date field*: use applicable menus (month, year, etc.)
 - *How it will Display*: Zerubabel, Eviatar, The Benedictine Ethic and the Spirit of Scheduling, Paper presented at annual meeting of the International Society for the Comparative Study of Civilizations, Milwaukee, Apr 1978
4. You do not need to include punctuation within a specific field unless it is part of the title or journal name.
 5. Click on the 'Save' button when you are finished entering the publication.

Upload Photograph:

1. Select Upload Photograph to add a passport-style photograph of yourself to your profile.
2. After reading the instructions, please click on the "Browse" button to begin. This will open a File Upload window, and you will need to locate the photograph on your local network, hard drive, or disk. If using a PC (rather than a MAC), please be sure to select the appropriate file type in the File Upload window.
3. If you have completed the previous step correctly, the path to the image file will now display in the text box. Click on the Upload Photograph button to proceed. You can then view your profile with the image or return to the Update Menu. The photograph will have been added to your profile in either case.
4. If you wish to delete or change the existing photograph, simply click on Upload Photograph from the Update Menu. You will be presented with the option of replacing the existing photograph with a new one or deleting the existing photograph without submitting a replacement.

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