



# Researcher User Guide

[asiaresearchnews.com](http://asiaresearchnews.com)

# Welcome to the redesigned home of Asia Research News!

Over the last 15 years, our services have evolved to offer a comprehensive service for our clients. As such, we developed a new website to showcase these and better serve the research communication community in Asia. Besides a new URL and modern look, our new website offers an expanded array of features. We know it will take some time to adapt, but we hope this guide will help smooth the transition.

The guide is for Researchers and has several sections

- **User types**
- **Accessing your account and My account**
- **Announcing Events**
- **Advertise Jobs**

Please email us if you run into any issues – we are here to help.  
Email: [info@researchsea.com](mailto:info@researchsea.com)

## User types and registrations

The first item we would like to highlight to you is the different types of registrations available on this new website. See below for the 3 main registrations – Institutions, Researcher and Journalist.

Researcher	Over the years, we received numerous expressions of interest from researchers, therefore we have created a new type of account for researchers to register themselves.
Institutions	There are two types of Institution registrations, Premium and Basic. Premium Institutions pay an annual fee and have access the full features. Basic institutions are free to register and have limited access.
Journalist	Available to credentialed journalists only.

### RESEARCHER

Create your profile to explain your research, post jobs, events and connect with others in Asia Research News.



JOIN as researcher

### JOURNALIST

Register to receive embargoed press releases, reach experts, post jobs and events. Note: Credentials required.



JOIN as journalist

### INSTITUTION

Institutions can create a profile page, post to newsroom, jobs, events, add press officers and invite researchers.



JOIN as institution

# Registration

## Registration

The registration form is show on the right.

**Full name:** Type in your full name

**Your country:** Add your country from the drop down menu

**Username:** Choose a username. Note that for added security, we will send you and email with a link to set your password.

**E-mail address:** Type in your email address. The link for your password set up will be sent to this email

**Confirm e-mail address:** Type in your email address again

**Time zone:** Please choose your appropriate time zone

**Terms and conditions:** Please read and tick if you agree

**Subscriptions:** Please tick if you would like to receive

Daily

Weekly updates

Monthly Editor's Choice

**Math question:** This is a security question, please answer.

The click on the green button “**Create new account**”. You will then receive an email with a link to set up your password. Please follow the instructions in the email to complete your registration.

## User account

 [Join as Researcher](#)  [Join as Institution](#)  [Join as Journalist](#)  [Log in](#)  [Request new password](#)

### Why register

Researchers can create a profile with your photo and research achievements, post job vacancies and upcoming events in your department as well as stay informed of the latest news direct from the source institutions.

Your full name

Your country

Username \*

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

For added security, we will send you an email with a link to set your password. Please lookout for this email to complete your registration.

E-mail address \*

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Confirm e-mail address \*

Please re-type your e-mail address to confirm it is accurate.

Remember to click on the link in the email to complete your registration.

Time zone

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

☒ agree to the terms of service. \*

Please read through the terms of service agreement.

Subscribe to get research news directly from the source

Subscriptions

☐ Daily Updates

☒ Weekly Updates

☐ Monthly Editor's Choice

Math question \* 4 + 1 =

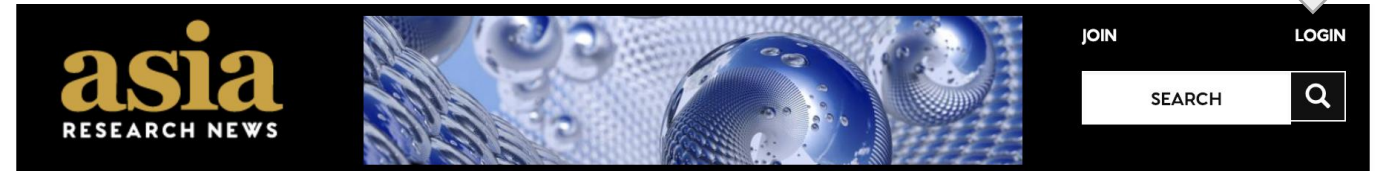
Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

Create new account

# Accessing your account

## Logging in once you are registered:

1. Go to [asiaresearchnews.com](http://asiaresearchnews.com)
2. Click **LOGIN** in the upper right corner
3. Type in your username or e-mail address used to create the account
4. Type in your password
5. Click Log in
6. Once logged in, you should be taken to your admin dashboard. You can access your Admin dashboard at any time by clicking ADMIN at the top of the page



### User account

 [Join as Researcher](#)  [Join as Institution](#)  [Join as Journalist](#)  [Log in](#)  [Request new password](#)

Username or e-mail address \*

You may login with either your assigned username or your e-mail address.

Password \*

The password field is case sensitive.

 Log in



[HOME](#) | [NEWSROOM](#) | [MAGAZINE](#) | [EVENTS](#) | [RESEARCHERS](#) | [INSTITUTIONS](#) | [JOBS](#) | [SERVICES](#) | [ABOUT](#)

## Researcher Admin Dashboard

Once logged in, you should be taken to your admin dashboard. You can access your Admin dashboard at any time by clicking ADMIN at the top of the page. This page shows you what the Admin dashboard looks like:

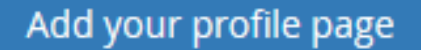

**Add your profile:** Tell us and others in the Asia Research News community about yourself. (see pages 9 to 13 for details)

**Add event:** If you are organising events that will be of interest to other researchers and journalists, please add them here. (see pages 14 to 19 for details)

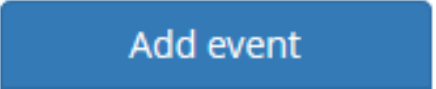

**Add job:** If there is a job vacancy in your department, please it add here. (see pages 20 to 25 for details)

**My Account:** You can make changes to your details e.g. new email or change your subscription preferences.



# Admin



Add your profile page


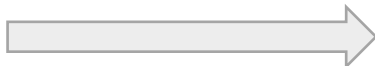


Add event



Add job

Only jobs in your Department and events you are involved in organising may be added. Asia Research News reserves the right to reject any inappropriate content



My account



**Add  
Your Profile**

## Add your profile

This is the form to add your profile to the Asia Research News website.

**Full name:** Please tell us and other interested readers your full name

**Title:** Please type in your title

**Brief Biography:** Please input a brief introduction about yourself in less than 30 words. This will appear in the main landing page for Researchers

**Image:** Please upload a photo of yourself.

**Academic disciplines:** Please choose the appropriate academic disciplines for you.

**Languages:** Please tell us the languages you speak.

**News topics :** Some journalists and public members may be looking at your profile. Therefore, please choose the appropriate News Topics that represent your expertise (choose as many as you like).

**Full name \***

**Title**

**Brief biography**

Keep this to less than 30 words or so - it only appears in the listings page.

**Image**

Browse...

No file selected.

Upload

Upload a photo of yourself. Please use an image sized to at least 750 x 450 pixels (aspect ration 1.6:1).

Files must be less than **100 MB**.

Allowed file types: **png gif jpg jpeg**.

**Academic disciplines**



- None -



- None -



- None -



+ Add another discipline

**Languages**

Choose some options

Select languages you are fluent in

**News topics \***

- ☐ Artificial intelligence ☐ Big Data ☐ Biotech ☐ Brain ☐ Business ☐ Climate change
- ☐ Culture ☐ Dinosaurs ☐ Diseases ☐ Energy ☐ Environment ☐ Food ☐ Genetics
- ☐ Health ☐ History ☐ Inventions ☐ Materials ☐ Medicine ☐ Nanotech
- ☐ Natural Disasters ☐ People ☐ Plants & Animals ☐ Politics ☐ Robots ☐ Science
- ☐ Space ☐ Technology ☐ Terrorism ☐ Water

Please choose some topics that fit your expertise. The general public will be more familiar with these topics.

## Add your profile

This is a continuation of the form to add your profile to the Asia Research News website.



















**Biography:** This is where you can tell us more about yourself and your career to date

**Publications:** Please include some of your key publications

**Contact details:** Please add your email (required). You can select who you want to be able to see your details



















- Journalists
- Institutions
- Other researchers

### Biography

**B** *I*       Paragraph            

Words:0

### Publications

**B** *I*       Paragraph            

Words:0

Preferred format for publications:  
Last name, First Initial. *et al.* Study title. *Journal name abbreviated* Volume#, page–page (year)

### Contact details

Visible to registered users only.

Many journalists use our website to find experts who may comment on a particular area of research.

Please select who you want to be able to see your contact details.

#### Contact details visibility

- ☐ Journalists
- ☐ Institutions
- ☐ Other researchers

#### Email

#### Telephone

#### Mobile

Leave blank details you don't want visible.

## Add your profile

This is a continuation of the form to add your profile to the Asia Research News website.

Now we would like to know where you work. This will enable us to link your profile to the appropriate institutions.

**Main institution :** If your institution is already registered on our website, please choose the institution from the dropdown menu. If your institution is not listed, please use the Unlisted institution section. Enter Institution name and website.

**Country:** Please add the country where your institution is based

**Role:** Please tell us about your position in the institution e.g. Head of department, student, researcher

**Department:** Please tell us which department you are in

**Affiliated institutions:** Researchers are often affiliated with other institutions which are not their main employer. If you would like to share this information, then please use the column on the right hand side.

### Where you work

#### Main institution

- None -

If your primary institution is listed here on Asia Research News, please type and select it from this list.

Or

#### Unlisted institution

Title	URL
<input type="text"/>	<input type="text"/>

Add your Institution here if it's not available from the list above. Write the name of the institution in the Title field, and a link to its website in the URL field.

#### Country

- None -

#### Role

#### Department

If you are currently affiliated with another institution, please add here:

#### Other institution (listed on ARN)

#### Institution

- None -

#### Role

#### Other institution (not listed on ARN)

Institution	Title	URL
	<input type="text"/>	<input type="text"/>

The link title is limited to 128 characters maximum.

#### Role

# Add your profile

This is a continuation of the form to add your profile to the Asia Research News website.

Finally, your websites and social media profiles are important ways to highlight your work. Please add them as appropriate.

**Websites:** This may be your laboratory, department or personal website

**Twitter:** Many journalists use Twitter to communicate, so we would like to know if you are on Twitter

**Facebook:** Our Asia Research News community finds Facebook a useful platform to share research news.

**Other social media links:** You can add other social media links

Your websites and social media

Websites

+ Add another website

Twitter

Facebook

Other social media links

Title

URL

The link title is limited to 128 characters maximum.

Title

URL

The link title is limited to 128 characters maximum.

Title

URL

The link title is limited to 128 characters maximum.

+ Add another social media link

# Announcing Events

## Posting an Event

From your Admin dashboard, you can add events that you are organizing, such as conferences and lectures.

To get started, click [Add Event](#).



# Admin

Add your profile page

Add event

Add job

Only jobs in your Department and events you are involved in organising may be added. Asia Research News reserves the right to reject any inappropriate content

My account

## Posting an Event – initial information

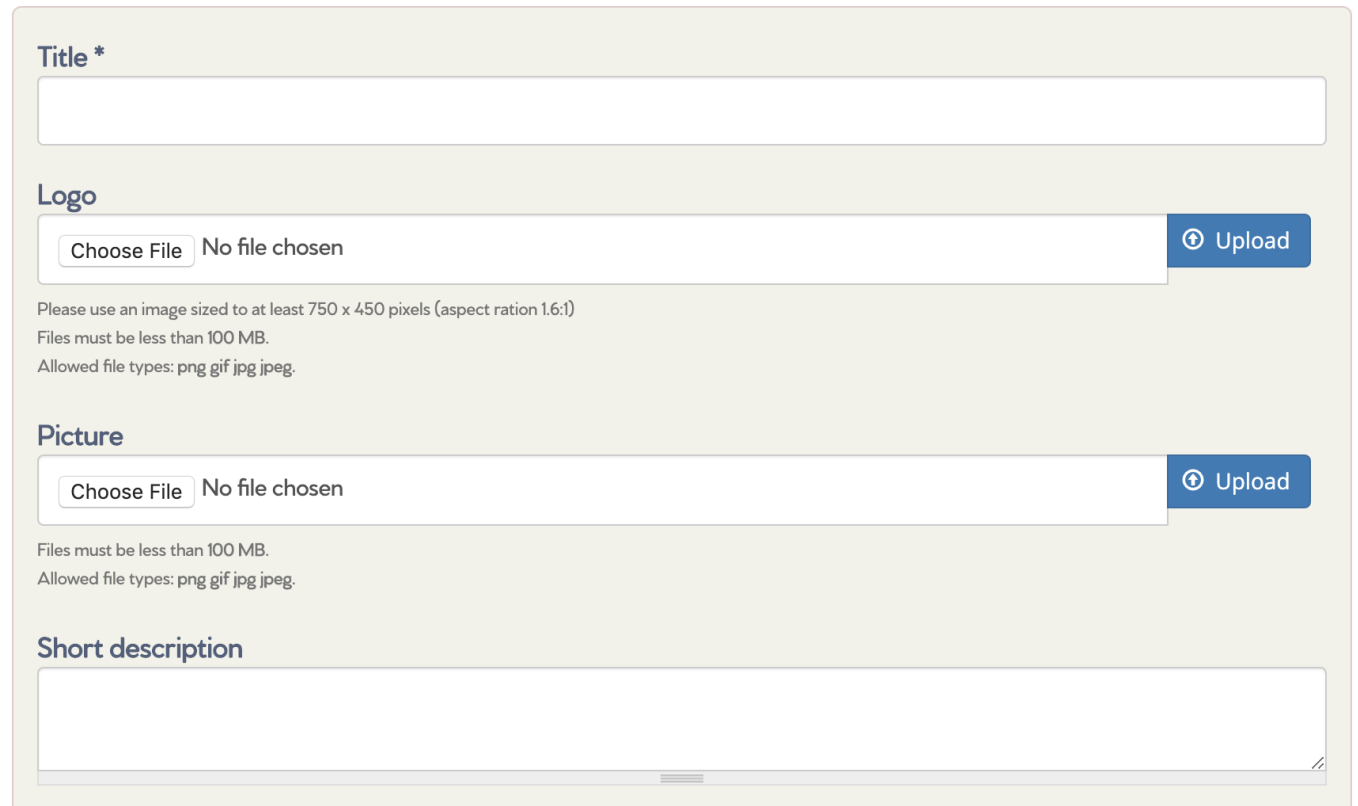
This is what the Event form looks like.

**Title** – Add title of the event

**Logo** – Add the event logo which will appear in a sidebar on the righthand side of the page.

**Picture** – Add a photo that represents your event. This will appear large across the top of the page. Note, this is different from your event logo.

**Short description** – Add a short description about your event, which will appear as a brief one line summary on the main Events page (if featured) and below the picture on the event page as a subhead.



The screenshot shows a web form for posting an event. It has a light beige background. The form contains four main sections:

- Title \***: A text input field.
- Logo**: A file upload section with a "Choose File" button, the text "No file chosen", and a blue "Upload" button with a plus icon. Below this, it says: "Please use an image sized to at least 750 x 450 pixels (aspect ration 1.6:1)", "Files must be less than 100 MB.", and "Allowed file types: png gif jpg jpeg."
- Picture**: Another file upload section with a "Choose File" button, the text "No file chosen", and a blue "Upload" button with a plus icon. Below this, it says: "Files must be less than 100 MB." and "Allowed file types: png gif jpg jpeg."
- Short description**: A text area with a horizontal scrollbar at the bottom.



## Posting an Event – Details of event

**Content blocks** - Add additional text, images, video or registration forms by adding the appropriate Content block. To do this, click the green box of the Content block you want. The content block will appear and you can fill it out. You can add several content blocks.

*Tip:* There is no need to add details about date, time and location here as there are specific fields for this later on.

**Websites** - add websites related to this press release (lab website, project webpage, paper URL, etc.)

Title is the words you want to appear as the hyperlink. Include the actual web address in the URL box. If Title is left blank, then the full link will appear on the page.

To add more than one URL, click the green Add another website button and repeat the process.

### Content

No Content blocks added yet. Select a Content block type and press a button below to add one.

+ Add text and left image

+ Add text

+ Add full width image

+ Add video

+ Add document

+ Add quote

### Websites

Title

URL

The link title is limited to 128 characters maximum.

+ Add another link

## Posting an Event – Key details

### Where will this event take place

Location: (city, university)  
Country: Select from the menu  
Venue: Type in the venue

### Event Organisers

Select an Institution from the list if appropriate.

Type in contact details for the event organisers

If appropriate, select Collaborators (Institutions) and Researchers involved with the event from the menus – must already be registered with ARN for this feature to work.

### Other information

Select broad news topics (required) and specific academic disciplines related to the event from the menus. You can pick more than one. This will make it easier for users to find the event if they search the website for topics or disciplines they are interested in.



**Where will this event take place?**

**Location**

**Country**

**Venue**

**Details of event organisers**

**Institution**

**Contact details**

**Collaborators**

**Researchers**

(if applicable)

**Other information about the event**

**News topics \***

**Academic disciplines**

**Important dates about the event**

**Event dates**  
 to:

**Early bird registration deadline**

**Final date to register**

**Call for papers deadline**



### Dates

Input key dates for the event, as applicable:

- Event date – you can tick the box to Show End Date, and then add the End Date
- Early bird registration deadline
- Final date to register
- Call for paper papers deadline

No need to include a date if it does not apply to your event (i.e. call for papers deadline).

## Posting an Event – Save

This function is on the right hand bar of the website.

If you want to pause and finish the event information later, please tick “in progress” and click [Save](#).

If you are ready to post the event to the events page/calendar, then click “ready to publish” and click [Save](#).

Your submission will reviewed by our editors and if appropriate, it will be approved within 1-2 working days.

### Authoring status <sup>\*</sup>

☒ in progress

☐ ready to publish

☐ Published

 Save

# Advertise Jobs

## Posting a job – Step 1

You can advertise job openings at your Institution. Start by going to your Admin dashboard and clicking [Add Job](#).



# Admin

Add your profile page

Add event

Add job

Only jobs in your Department and events you are involved in organising may be added. Asia Research News reserves the right to reject any inappropriate content

My account

## Posting a job – The Steps

This will take you to the Create Job form.

**Title** – Title of the position

**Summary** – Short description that will appear next to the title in a list

**Long description** – Where you can put more information about the job

Specific fields are provided for:

**Responsibilities** – what the position will be asked to do

**Requirements** – skills, experience, degrees, etc required for the job

## Create Job

Title \*

Summary

Long description

Responsibilities

Requirements

## Posting a job – The Steps

**Disciplines** - Select Disciplines from the menu if applicable. Remember that most disciplines have submenus with more specific options. You can add more than one discipline by clicking [Add another item](#).

**Country** - Select the Country where the job is based from the menu.

**City** - Type in the City.

**Application deadline** - Type in or select the Date and Time, or leave blank if there is no deadline.

**Start date:** Input the date for starting the position

**Salary** (optional)

**Bonuses** (optional)

**Type of position** – for example, Contract, Interim, Internship, Permanent, Postdoctoral opportunity, Studentship

**Hours** – pick one or leave blank

**Length of contract** (optional, but helpful information if applicable)

<b>Disciplines</b>	<b>Country</b>
<div><div>+</div><div>- None -</div><div></div></div>	<div>- None -</div>
<div>+ Add another item</div>	<b>City</b> <div></div>
	<b>Application deadline</b>
	<div><div><b>Date</b><div></div><div>E.g., 13 Feb 2019</div></div><div><b>Time</b><div></div><div>E.g., 11:30</div></div></div>
	<div>Leave blank if there is no deadline. Use your local time.</div>

<b>Start date</b> <div></div> <div>E.g., 02/13/2019</div>	<b>Type of position</b> <div>- None -</div>
<b>Salary</b> <div></div>	<b>Hours</b> <div><div>N/A</div><div>Full time</div><div>Part time</div></div>
<b>Bonuses</b> <div></div>	<b>Length of contract</b> <div></div>

## Posting a job – The Steps

**Recruiter** – Pick an Institution name from the menu.

Or, if the Institution is not registered with ARN, you can type in a name for the recruiting institution (in Title) and link to their website (in URL). You should be affiliated with that institution to be posting a position for them.

**Logo** - you can upload a logo file for the institution or company.

### Recruiter

#### Institution registered with ARN

Institution

- None -

#### OR other Institution

Name and website

Title

URL

The link title is limited to 128 characters maximum.

#### Logo

Choose File

No file chosen

Upload

Files must be less than 100 MB.  
Allowed file types: png gif jpg jpeg.

#### How to apply

#### Ref number

#### Supporting documents

##### Add a new file

Choose Files

No file chosen

Upload

Files must be less than 100 MB.  
Allowed file types: txt pdf doc docx rtf.

#### Further info website

**How to apply** – provide instructions for what materials are requested as part of an application package and how to submit them.

**Ref number** – provide if applicable/relates to a reference number on your Institution website.

**Supporting documents** – You can upload documents such as an application form that you want applicants to complete.

**Further info website** – provide the URL for where interested applicants can find out more about the job.



## Posting a job – Save for later or ready to publish

If you want to pause and finish the job post later, make sure to tick “In progress” and click [Save](#).

If you are ready to post the job to the ARN jobs page, then click “Ready to publish” and [Save](#).

Your submission will reviewed by our editors and if appropriate, it will be approved within 1-2 working days.

### Authoring status \*

☒ in progress

☐ ready to publish

☐ Published

✓ Save



# Researcher User Guide

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Our team are here to help.

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