# Penn Graduate School of Education logo

# **Scholar Page Update**

Date of Request:

URL of your Scholar Page:

Changes to your Name/Title/Contact/Photo banner:

Changes to your Professional Biography:

Changes to your Research Interests and Current Projects:

Changes to your Education:

Changes to your Areas of Expertise:

Changes to your Programs:

Changes to your Publications:

Changes to your Courses:

Changes to your Journal activities:

Changes to any other sections of your page:

**Other Tips**

**Text changes:** If you have lots of text changes to an existing paragraph, you can cut-and-paste the existing paragraph from the webpage into this Word doc, make your edits, and request that the entire paragraph be replaced. If you have small text changes, just explain your changes in a numbered list under the appropriate section.

**Publications:** For your publications, please format them using APA style.

**Multimedia:** For PDFs, videos, or other multimedia, you are responsible for following the accessibility guidelines described on [Website Updates & Additions](https://dev.onepenn.gse.upenn.edu/information-technology/web-services/website-updates-additions).

**Word tip:** To insert hyperlinks, use Command+K on mac or Control+Alt+K in Windows.

**Where to send:** Send to your Word Doc and any attachments to gse-webrequest@lists.upenn.edu.