# **Creating your ORCID**

ORCID – Open Researcher and Contributor ID – is an initiative to solve the author/contributor name ambiguity problem in scholarly communications, by creating a central registry of persistent, unique identifiers for individual researchers. More and more funders and publishers will ask for your ORCID.

You have to create your own ORCID and you can link this ORCID ID to publications in ResearcherID and to your Author ID in Scopus.

## **Creating your ORCID**

- Go to <a href="http://orcid.org/">http://orcid.org/</a>
- Click the link Register Now! behind REGISTER
- Fill in the form
- Click the button Register.
- Your ORCID will have 16 digits (xxxx-xxxx-xxxx)
- You can add personal information, like names (behind Also known as), keywords and websites (for example your Google Scholar Citations profile).
- You will receive an e-mail from ORCID to verify your email address.

### Adding works to your ORCID

You can add publications in different ways to your ORCID. In this manual we show you how to add publications

- from ResearcherID to link your publications in Web of Science
- from Scopus—to link your publications in Scopus
- from ISNI to add works with a ISBN
- from a BibTeX file (for example downloaded from Google Scholar Citations or from a reference manager).
- manually.

Please note: items with the same DOI or other identifier will be combined into one listing. You can select your preferred version for display.

## Adding publications from your ResearcherID

• Click behind the header Works the button + Add Works – and choose Search & Link.

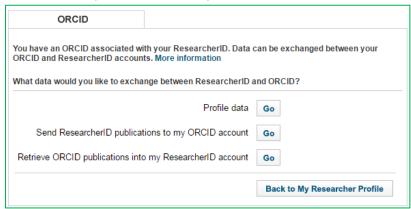


- You will see the list of member organizations of ORCID.
- Choose ResearcherID
- Authorize the access to your ORCID Record by ResearcherID





- Enter your ResearcherID credentials when you are already logged in, this step will be invisible.
- Choose the data you want to exchange: Profile data, ResearcherID publications to ORCID and ORCID publications to ResearcherID.
- Click the button **Go** behind Profile data to send your name and ResearcherID to ORCID. **Authorize** ResearcherID to send this data to ORCID. You will see a message 'ORCID profile data has been updated'.
- Return to your ORCID, choose ResearcherID and now click the button Go behind Send
  ResearcherID publications to my ORCID account.



- Mark the publications and click the button Send
- Authorize ResearcherID to send the publications to ORCID





#### Adding publications from Scopus

- Click behind the header Works the button + Add Works and choose Search & Link.
- In the list of member organizations, click Scopus to ORCID
- Authorize the access to your ORCID Record by Scopus to ORCID

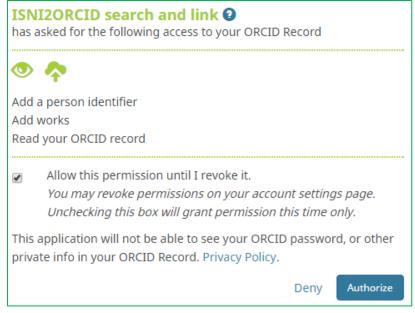


- Scopus performs an Author search, based on your ORCID name. You can add name variants (to broaden the search) and affiliation (to narrow the search).
- Mark your Scopus profile(s) and click Next
- Choose your profile name and click **Next**
- Delete publications not authored by you and use the search for missing documents at the bottom of the publication list to add missing documents.
   Click Next when the list is complete.
- Review the Scopus profile. Click **Next** when the profile complete.
- Enter your e-mail address and click Send Author ID
- You will now be prompted by the Scopus to ORCID wizard for permission to also send your publication list. If you wish to send your list, click on **Send my publication list**.
- Your list will now be imported from Scopus and you will receive a confirmation notice in the Scopus to ORCID wizard. From here, click on return to ORCID in order to review your updated profile and publication list.

## Adding publications from ISNI

- ISNI— International Standard Name Identifier—is an identifier used by libraries, among others. You can find more information on <a href="http://isni.org">http://isni.org</a>
- Click behind the header Works the button + Add Works and choose Search & Link.
- In the list of member organizations, click ISNI2ORCID search and link
- Authorize the access to your ORCID by ISNI2ORCID



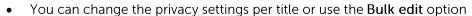


- A search is performed with the name(s) in your ORCID. You can also search manually—in that case use 'last name, first initial\*'
- Click the ISNI link to check the ISNI-record
- Click YES, THIS IS ME ADD TO ORCID to add your ISNI(s)
- When you have publications with an ISBN you can add them in the next step: click YES,
  THIS IS MY WORK ADD TO ORCID

#### Adding publications in a BibTeX file

Google Scholar Citations, reference management tools and other tools offer the option to download a list of publications in a BibTeX file. This file can be uploaded to ORCID.

- Click Add Works and choose Import BibTex
- Click the button Choose File and browse to your saved BibTex file
- To add a work in your file, click the button Save behind the title
- By default, these works are only visible to you the 'only me' option is selected:



## Adding publications manually

- Click the button + Add Works and choose Add manually
- Fill in the form. Work category, work type (for example journal article or book) and Title are required. The DOI identifier is highly recommended as well!
- When you have entered all necessary fields, click the button Add to list
- By default, these works are only visible to you the 'only me' option is selected:
- You can change the privacy settings per title.

#### More information?

Questions? E-mail to <u>judith.gulpers@eur.nl</u> (<u>http://orcid.org/0000-0003-0677-3461</u>) Last update: March 29, 2017

