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. ORCID supports automated linkages between you and your professional activities ensuring that your work is recognized.

You have to create your own ORCID and you can link this ORCID ID to your Author ID in Scopus and to publications in ResearcherID (for Web of Science publications). ORCID can also be linked

Creating your ORCID

- Go to http://orcid.org/
- Click the link Register Now! behind REGISTER
- Fill in the form
- Click the button Register.
- Your ORCID will have 16 digits (xxxx-xxxx-xxxx-xxxx)
- You can add personal information, like names (also known as), keywords, employment and websites (for example your Google Scholar Citations profile, ResearchGate and university homepage).
- For each part of the profile page you can set the privacy settings: who can see it? The options are: everyone, only trusted parties or only yourself.
- You will receive an e-mail from ORCID to verify your email address.

**TIP.** ORCID recommends registering at least two email addresses to your account, for example your institutional email address and a personal email address. This will enable you to have multiple methods of signing into your ORCID account and ensure that you're not locked out of your ORCID record, for example when you lose access to your institutional 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 Scopus — to link your publications in Scopus
- from Crossref Metadata Search
- from ResearcherID — to link your publications in Web of Science [this wizard is temporarily unavailable, due to the move of ResearcherID to Publons]
- from a BibTeX file (for example downloaded from from a reference manager)
- using DOI or PubMed ID
- manually.

Please note: items with the same DOI or other identifier will be grouped into one listing. You can select your preferred version for display.
Adding publications from Scopus and linking your ORCID to your Scopus Author Profile

The advice is to start adding publications to your ORCID from Scopus, because it’s relatively easy. Scopus also sends the DOI to ORCID. When you use for example Crossref to add publications to your ORCID, the articles already in your ORCID will be recognized, based on the DOI.

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

- Scopus performs an Author search, based on your ORCID name. You can add name variants (to broaden the search) and an affiliation (to narrow the search). When you click Start you are now guided through the Scopus Author Feedback Wizard:
  - Mark your Scopus profile(s) and click Next
  - Choose your profile name and click Next
  - When applicable, 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 Scopus - Elsevier 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 wizard. From here, click on return to ORCID in order to review your updated profile and publication list.

Crossref Metadata Search

Crossref (www.crossref.org) provides persistent links for scholarly content. With Crossref Metadata Search you can add publications one by one:

- Click behind the header Works the button + Add Works – and choose Search & Link
• In the list of member organizations, click CrossRef Metadata search
• Authorize the access to your ORCID by CrossRef Metadata search

![CrossRef Metadata Search](image)

Add or update your research activities
Read your limited-access information

This application will not be able to see your ORCID password or any other information in your ORCID record with visibility set to ‘Only me’. You can manage permission granted to this and other Trusted Organizations in your account settings.

Authorize
Deny

• Add your articles to your ORCID by clicking the Add to ORCID button.

Please note: CrossRef performs a search on your name, but the search options are limited. In some cases the best way to proceed is to search by DOI or article title. After clicking the Add to ORCID button, the button should change into ‘In your ORCID’, but sometimes it is changed in ‘Not visible’. In that case, please refresh the page.

If you use your ORCID when you publish an article, you will receive a message from CrossRef that they want to auto-update your ORCID record. If you agree with this, you will have to grant CrossRef permission – this is a different source than CrossRef Metadata Search.

**Adding publications from your ResearcherID and linking your ORCID to your publications in Web of Science**

Please note: on April 15, 2019 ResearcherID moved to the Publons platform. To add publications in Web of Science to your ORCID, it’s recommended to start in Publons, add the publications there and then export them 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.

![visibility icon](image)

You can change the privacy settings per title or use the Bulk edit option

Please note: an export from Google Scholar Citations doesn't include identifiers like DOI.
Adding publications using ArXiv ID, DOI or PubMed ID

When you have the ArXiv ID, DOI, PubMed ID or PubMed URL you can add the publication using that ID.

- Click the button + Add Works and choose the identifier you have
- Enter the identifier or URL
- Click the button Retrieve work details
- Check the details and correct and/or complement them if necessary
- By default, these works are only visible to you – the ‘only me’ option is selected:
  - You can change the privacy settings per title.
- Click Add to list

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?

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