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 (behind Also known as), keywords, employment and websites (for example your Google Scholar Citations profile, ResearchGate, link to your Scopus Author Profile 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.

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 ResearcherID — to link your publications in Web of Science
- from Crossref – auto-update your ORCID profile
- 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 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

- 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 - Elsevier

Scopus - Elsevier has asked for the following access to your ORCID Record

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

- 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 the 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.
Adding publications from your ResearcherID and linking your ORCID to your publications in Web of Science

Please note: you first have to create your ResearcherID, an identifier used in Web of Science.

- 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

Crossref

Crossref (www.crossref.org) provides persistent links for scholarly content. If you authorize Crossref to update your ORCID profile and you add your ORCID to your paper submission, when your publication gets a DOI, your ORCID will get updated automatically.

• 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

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

Adding publications from ISNI

• ISNI—International Standard Name Identifier—is an identifier used in library systems. You can find more information on http://www.isni.org/
• Click behind the header Works the button + Add Works – and choose Search & Link.
• In the list of member organizations, click ISNI
• Authorize the access to your ORCID by ISNI
A search is performed with the name(s) in your ORCID. You can also search manually—in that case use ‘last name, first initial’.

- When there are multiple results, click on your name.
- Click Add ISNI to ORCID to add your ISNI(s)

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

**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 judith.gulpers@eur.nl (http://orcid.org/0000-0003-0677-3461)
Last update: June 28, 2018