Creating your Web of Science Researcher Profile

In Web of Science (https://libguides.eur.nl/webofscience) publications likely authored by one person are grouped in a **Web of Science Author Record**. These records are created with a combination of artificial intelligence and human curated data. An author record has a Web of Science ResearcherID, an author identifier used in Web of Science.

Users of Web of Science can improve a record by adding or removing publications to a record or by merging records. As an author, you can claim your own record, and then the Author Record is linked to a **Web of Science Researcher Profile**, with additional information, for example a picture, a link to your ORCID record, peer review activities, editor records, a dashboard with publication and citation data, the Author Impact Beamplot etc. A claimed record can be recognized by the green check mark behind the name of the author.

Creating your Web of Science Researcher Profile

- In Web of Science, **sign in** with your Web of Science credentials or **register** for a free account.
- There are multiple ways to add publications to your profile: you can claim an existing author record, add publications by identifier, or by connecting your ORCID iD.

Claim an Author Record

- Open the **Researchers** tab on the Search page
- Enter your last name and first name or initials and click **Search**
- In the list of Author Records, find the author record with your publications. To open an Author record and see the publications in that record, click the name.
- Click the button **Claim my record**
- Web of Science shows the list of publications in that author record. Mark your publications in the list
- Click **Submit** at the bottom of the screen

Add publications

- Open the menu on the left side navigation panel, choose **Profile, My records** and then **+ Add** behind Publications.
- You can add publications by

Erasmus University Rotterdam

- Adding email addresses – Web of Science uses them to search publications
- Add publications by identifier – you can use the DOI, PubMed ID, arXiv ID, Web of Science accession number or the title of the publication to search. Check the Article Details and click **Add publication**
- Add publications by file upload – when you have a RIS, BibTex or CSV file with your publications, you can upload it here.
- Sync with ORCID – this option isn't available yet (last check: April 2, 2023), but it's possible to enable this option via your profile settings.

Adding publications to an existing Researcher Profile

In April 2023, Web of Science introduced automatic updates. You will receive an email update when publications are added to your profile.

If you have claimed your Web of Science Researcher Profile, you can add new publications via the search results:

- Find your publication(s) in Web of Science
- In the search results, mark the publication(s)
- Click **Export**
- Click **Add to my researcher profile**

Tip: you can create a search alert for your name – then you will get a notification from Web of Science when a new publication is added to the database, also when it's not added to your profile automatically.

Connecting with ORCID

- When signed in in Web of Science, open the menu in the left side navigation panel, open **Profile** and open **My researcher profile**
- Click **Edit,** next to your name
- Open the tab **ORCID Syncing**
- Click **Connect your ORCID profile**
- You are redirected to the **Connected accounts** tab in Account settings. Click the button **Connect** behind ORCiD.
- Authorize the access to your ORCID record for 'Clarivate SSO'. This makes Clarivate one of your Trusted parties. Clarivate is the owner of Web of Science.
- Your ORCID iD will be added to the list of Connected Accounts.
- Return to the **Profile Settings** and then to the tab **ORCID Syncing**
- Under Permissions you can give Web of Science permission to update your ORCID record. Click **Grant Permission**. You then have to authorize access to your ORCID record for 'Web of Science Researcher Profile Sync'. You have to do this twice, once for the publications and peer review and once for the profile data (this is for example your ResearcherID).
- There are three sync options, you can turn them On or Off:
  - Export publications to ORCiD from Web of Science
  - Export peer reviews to ORCiD from Web of Science
  - Export records to Web of Science from ORCiD

- If you have eligible publications or reviews in Web of Science, you will be able to export them to your ORCID profile, via the manually sync option.

Your Web of Science ResearcherID will be added to your ORCID record, in the section 'Other IDs'.

Adding Peer Reviews

You can also add reviews performed for journals or conferences to your Web of Science Researcher Profile.

From partnered journals

- In the review submission form of the journal (for example via ScholarOne or Editorial Manager, depending on the system used by the journal), you have to check the box asking if you want to add a record of the review to your Web of Science researcher profile
- A confirmation email will be sent to you – follow the link in that email
- The review record will be added to your profile subject to the journal's privacy policy.

If you turn on 'Automatically add reviews completed for partnered journals and funders' under the tab Peer Review Preferences in the Profile Settings the review record will be added automatically.

Please note: reviews are matched to your Web of Science Researcher Profile using the e-mail address, so make sure all your e-mail addresses are added to your profile. You can do this via Settings and then Account Settings.

By sending review receipts

When the journal you have reviewed for isn't a partner:

- Search your e-mail inbox for any 'Thank you for reviewing' emails that the journal editors have sent you.
- Forward these emails to reviews@webofscience.com. Web of Science will verify the reviews with the journal and add them to your profile.

Using the form on the site

You can use the form to add unverified publisher invited reviews.

- Click + Add behind **Peer reviews** under My records in the left side navigation bar
- Click the **Add a review** button
- Fill in the form
- The review can be verified by forwarding the corresponding review receipt to reviews@webofscience.com with the review's Review ID copied into the e-mail's body.

Tip: via your Web of Science Researcher Profile you can express interest in reviewing for specific journals. Open Profile in the left-hand menu, go to **Peer reviews**, open the tab

Peer review interest and click **+ Add new reviewer interest**. You can select the journal(s). In your Profile Settings, you can set your Peer review availability.

Adding Editor records

Editor records on the Web of Science Researcher Profile are a record of manuscripts that you have handled the peer review process for. This work includes finding and managing reviewers and contributing to the journal's decision regarding publication of the manuscript.

- Click + Add behind **Editor records** under My records in the left side navigation bar
- Click the button **Add an editor record**
- Enter the name of the journal or conference
- Add article details by entering the DOI, PubMed ID or arXiv, or the article title

Or forward editorial receipts to edits@webofscience.com. Editorial receipts are emails sent during the editorial process which adequately identify you as the handling editor of the paper (e.g. "decision has been made" emails). These receipts must contain the journal and title of the paper.

Linking

If you would like to link to your Web of Science Researcher Profile, then the URL is https://www.webofscience.com/wos/author/record/[insert your ResearcherID].

More information?

About Web of Science Researcher Profiles:
https://fileshare.clarivate.com/training/wosg/researcher-profiles/#/
Questions? Send an e-mail to judith.gulpers@eur.nl
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