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.

Creating your ORCID

- Go to https://orcid.org/
- Click the link register now! under Step 1 Register
- Fill in the form: enter your first and last name, email address and choose a password for ORCID.
- For each part of the profile page you can set the visibility settings: who can see it? The options are: everyone, trusted parties or only me. In the registration form, you choose the default visibility settings.
- You must accept the terms and conditions.
- Click the button Register.
- You will receive an e-mail from ORCID to verify your email address. A verified email address is needed to perform certain actions in your ORCID.

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 to ensure that you’re not locked out of your ORCID record, for example when you lose access to your institutional email address.

Visibility settings in ORCID

Your ORCID id is always publicly visible, and you control the visibility settings for all other content in your ORCID record. There are three visibility settings:

- Everyone: anyone who visits the ORCID website or who uses the ORCID public API can view this information. For example: Web of Science uses the public API to add ORCID information to publications in Web of Science.
- Trusted parties: this information can be seen by trusted parties whom you have granted access to your ORCID record. These connections require explicit action on your part: you have to grant them permission.
- Only me: only you and trusted individuals can see this information.

To make full use of ORCID, we advise you to make your publications and your employment visible to everyone.
Adding works to your ORCID

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

- from Scopus — to link your publications in Scopus
- from Crossref Metadata Search
- 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

Our 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 Metadata Search 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 is 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.

Please note: the import from Scopus to ORCID is one-off: when new publications are added to Scopus, your publication list in ORCID is not automatically updated. You can add new publications via Crossref Metadata Search.

Crossref Metadata Search

Crossref (https://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 then performs a search on your name. Unfortunately, it’s not possible to search in the author field, and the filter options are limited. It depends on your name how useful the results are. In some cases, the best way to proceed is to search by DOI or by article title (so one by one), but we have also seen examples where the first pages (with 10 results) contained relevant publications.
• Add your articles to your ORCID by 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, your ORCID will be part of the metadata from the start. 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 Web of Science

To add publications in Web of Science to your ORCID, you have to create a Publons profile. In the handout Creating your Publons Profile/ResearcherID you can read more about this.

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 .bib-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 Options]

  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:

  ![Visibility Options]

  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:

  ![Visibility Options]

  You can change the privacy settings per title.

More information?

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