Creating your Publons Profile/ResearcherID

ResearcherID is an author identifier created by Clarivate Analytics (formerly Thomson Reuters), used in Web of Science. In April 2019, ResearcherID moved to Publons, a profile where you can demonstrate your impact as an author, peer reviewer, and journal editor.

You can link your publications in Web of Science to this identifier. Your ResearcherID can also be linked to your ORCID.

Creating your Publons profile

TIP: When you already have a Web of Science account, it is easier to go to Web of Science, sign in and use the link Publons at the top of the screen.

Otherwise:

- Go to https://publons.com/
- Click the button Create a publons profile
- Enter the requested information and click Register
- Publons will send a registration confirmation to the e-mail address entered, with a link to activate the account
- Publons gives an overview of the options of Publons. Click Continue to go through these steps and then click Get Started. Your Private dashboard is shown.
- Before you add publications, go to Profile and add Alternative publishing names like your initial(s) plus last name. These names are used when searching Web of Science for your publications.

Adding publications to your Publons profile/ResearcherID

- Click Publications under My records
- Click Import Publications
- You have four options to add publications:
  - Import from Web of Science
  - Sync with ORCID
  - Import by identifier – this can be DOI, PubMed ID, arXiv or the article title
  - Import by file upload (RIS, CSV, or BIBTEX)

Please note: publications added to Publons are visible on your public profile. The metrics ‘Total times cited’ and ‘H-index’ are based on Web of Science data. If you don’t want your publications and/or the metrics to be displayed, you can unmark the ‘Metrics visibility’ options in the Profile option in the menu on the left side of the screen.

When you import publications from Web of Science, a ResearcherID will be created for you. Each night, Publons assigns a Web of Science ResearcherID to any profiles with one or more Web of Science-indexed publications that do not yet have a ResearcherID.
Import from Web of Science

- Click See my Web of Science publications
- Publons performs a search based on your e-mail address and/or publishing names. If there are no results, you can add email addresses (under Account) and names (under Profile) to your account.
- Mark your publications and click Import Selected Publications
- Publons gathers citation metrics from Web of Science and Altmetric data – they are visible in the Publications overview.

You can also start in Web of Science:

- Find your publications in Web of Science and add them to the Marked List
- Open Marked List
- Change Save to EndNote Online into Claim on Publons – track citations

It takes up to two weeks for changes made in Publons to be reflected in Web of Science. In Web of Science, your ResearcherID is added to the document details, like this:

<table>
<thead>
<tr>
<th>Author</th>
<th>ResearcherID</th>
<th>ORCID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>van Buuren, Arwin</td>
<td>I-6240-2013</td>
<td><a href="http://orcid.org/0000-0002-8504-0495">http://orcid.org/0000-0002-8504-0495</a></td>
</tr>
</tbody>
</table>

Import from ORCID

First you have to link your ORCID account to Publons:

- Open Account (in the menu on the left under Settings)
- Click the button Connect behind ORCID
- Sign in with your ORCID account
- Authorize Clarivate

Now you can add publication from ORCID:

- Return to Publons
- Go to Publications
- Click Import Publications
- Click Sync with ORCID
- Click Sync my publications from ORCID
- It can take some time before the publications become visible in the list of publications

Please note: only journal articles are added to Publons.

To automatically import publications you add to your ORCID record:

- Open Permissions (in the menu on the left under Settings)
- Under ORCID Settings you can mark Keep my publication list up to date with my ORCID record
- Click Save Changes
Import by identifier (DOI, PubMed ID, arXiv or title)

- Click **Import by identifier (e.g. title or DOI)**
- Enter the Article DOI, PubMed ID, arXiv or the title of the article
- A search is performed, and when the article is found, the details are shown. You can complement the details.
- Click **Save publication**

Import by file upload

When you have a publication list, for example from a reference manager or Google Scholar, in a RIS, CSV or BibTex format, you can upload that list. Publons will retrieve further metadata, if errors are encountered Publons will send you an e-mail.

Check the formatting requirements first, not all standard CSV or RIS files will meet these requirements!

- Click **Import by file upload (RIS, CSV, or BIBTEX)**
- Click **Select file and browse to the file**
- Click **Upload**

Adding Peer Reviews

In Publons you can add reviews performed for journals or conferences to your profile.

From partnered journals

(A list of partnered publishers is available [https://publons.com/community/our-partners/](https://publons.com/community/our-partners/))

- In the review submission form of the journal you have to check the box asking if you want to add a record of the review to Publons
- Publons will send you a confirmation email – follow the link in that email
- The review record will be added to your profile subject to the journal’s privacy policy.

By sending review receipts

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

- Search your inbox for any ‘Thank you for reviewing’ emails that the journal editors have sent you
- Forward these emails to reviews@publons.com

The process is explained in this video: [https://youtu.be/gpM1dVsDRys](https://youtu.be/gpM1dVsDRys)

Using the pre-publication review form

- Go to **Peer reviews** in Publons
- Add the review using the form

Enable auto-updates

- Go to **Permissions** in Publons
- Mark **Automatically add reviews from Publons’ partners**
• Publons will add future reviews you complete for partnered journals and reviews you have completed for partnered journals in the past

**Export your review data from Publons to ORCID**

• Go to permissions in Publons
• Mark Keep my ORCiD review list up to date with my Publons account
• Click Save

**Adding Editor records**

Editor records on Publons 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.

• Go to **Editor records** in Publons
• Click the button **Add an editor record**
• Enter the name of the journal or conference
• Add article details by entering an Article DOI, PubMed ID or arXiv or the article title.

Or forward editorial receipts to edits@publons.com. Editorial receipts are any 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.

**More information**

About ResearcherID and Publons:
https://publons.freshdesk.com/support/solutions/articles/12000003531
Questions? Send an e-mail to judith.gulpers@eur.nl
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