

Instructions for setting up and using ORCID and ResearcherID

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1. ORCID

ORCID (Open Researcher and Contributor ID) is a web-based profile that uniquely identifies a person globally and links them to key aspects of their career (studies, jobs, projects, publications, etc.). Once the profile is created, a unique 16-digit code is generated. This code is then used by the scientist as his/her unique identification for various purposes. The immense advantage of ORCID is its unmistakability, its interconnectivity with social networks, databases (WoS, Scopus), citation managers and other scientific identifiers (ResearcherID). The advantage of ORCID is also used by some publishers - for example, PLoS One requires ORCID for corresponding authors - and by some funders, who require ORCID when submitting a project. ORCID is also planned for implementation in the R&D&I IS in the long term. The inclusion of the ORCID on publications automatically links and displays them on your profile (only for some publishers)¹.

The ORCID service is independent. It is managed by the international non-profit organisation ORCID (<https://orcid.org>), which brings together research organisations, publishers, grant agencies and other institutions (currently over 1100 member institutions worldwide and 21 national consortia). ORCID is now a well-established part of the international digital infrastructure supporting science and research. Registration in ORCID is free and open to anyone; by early 2021, 8 million researchers were registered in the system and 10.8 million ORCID identifiers had been allocated.

The ORCID is a 16-digit number consisting of four quadruple numbers separated by a hyphen, e.g. 0000-0001-2345-6789. The assigned ORCID is most commonly written in the form http URI <http://orcid.org/0000-0001-2345-6789>.

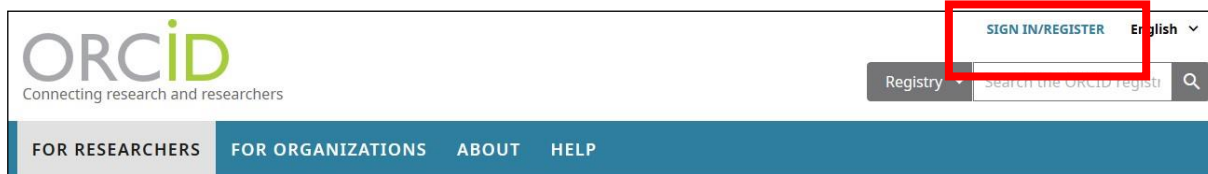
How do I find out if I have an ORCID already assigned? If you are not sure if you have been assigned an ORCID at some point in the past, try searching for your ORCID record by entering your first and last name (usually including the accents) into the search form at <https://orcid.org/orcid-search/search>

Answers to frequently asked questions about ORCID can be found at <https://info.orcid.org/researcher-faq/#easy-faq-4999>

Instructions for setting up ORCID

Setting up ORCID is very simple and intuitive.

- 1) Visit orcid.org.
- 2) Register.



- 3) Once the profile is complete, fill in information about yourself, your career, and weigh your ORCID against other identifiers (ResearcherID) and citation managers (such as Mendeley) that allow you to track the readership and response of your work. It is also possible to add educational qualifications or grants received (but this is not compulsory).

¹ List of publishers requiring ORCID: <https://orcid.org/content/requiring-orcid-publication-workflows-open-letter>

The screenshot shows an ORCID iD profile for a user with ID https://orcid.org/0000-0003-4067-6139. The profile is divided into several sections:

- ORCID ID:** Located at the top left, with a callout box stating "Here is your ORCID." and "You can be interconnected by others identifiers".
- Employment (1):** Shows a current position at Masarykova Univerzita: Brno, CZ. A callout box says "Add here information about their workplaces.".
- Education and qualifications (1):** Shows a degree from Masarykova Univerzita: Brno, CZ. A callout box says "Here will be information about your publications. All together in one place.".
- Invited positions and distinctions (0):** A section for non-employment affiliations.
- Membership and service (0):** A section for society or organization memberships.
- Funding (0):** A section for grants and awards.
- Works (11 of 11):** A list of publications, with a callout box pointing to the list saying "Here will be information about your publications. All together in one place.".

4) Create your publication list.

The screenshot shows the 'Add works' dropdown menu in an ORCID profile. The menu options are:

- Search & link
- Add ArXiv ID
- Add DOI
- Add PubMed ID
- Import BibTeX
- Add manually

A callout box explains the 'Add works' button:

The "Add works" button leads to various options for adding a publication:

- 1) Search & link - import from many different platforms (Scopus, PubMed, Corsref and others).
- 2) Add ArXiv ID - loads data about publications in ArXiv.
- 3) Add DOI - uploads publication data from the website of the publisher's website or other websites.
- 4) Add PubMed ID - import from PubMed.
- 5) Import BibTeX - import from text with file citation publications bibliographic format BibTex.
- 6) Add manually - manual filling of the data on publication.

5) Be sure to update your ORCID regularly and include your ORCID as part of your author credentials when submitting articles for publication, project proposals for assessment/funding, peer review and other academic activities requiring (globally) unambiguous identification of authors.

2. ResearcherID

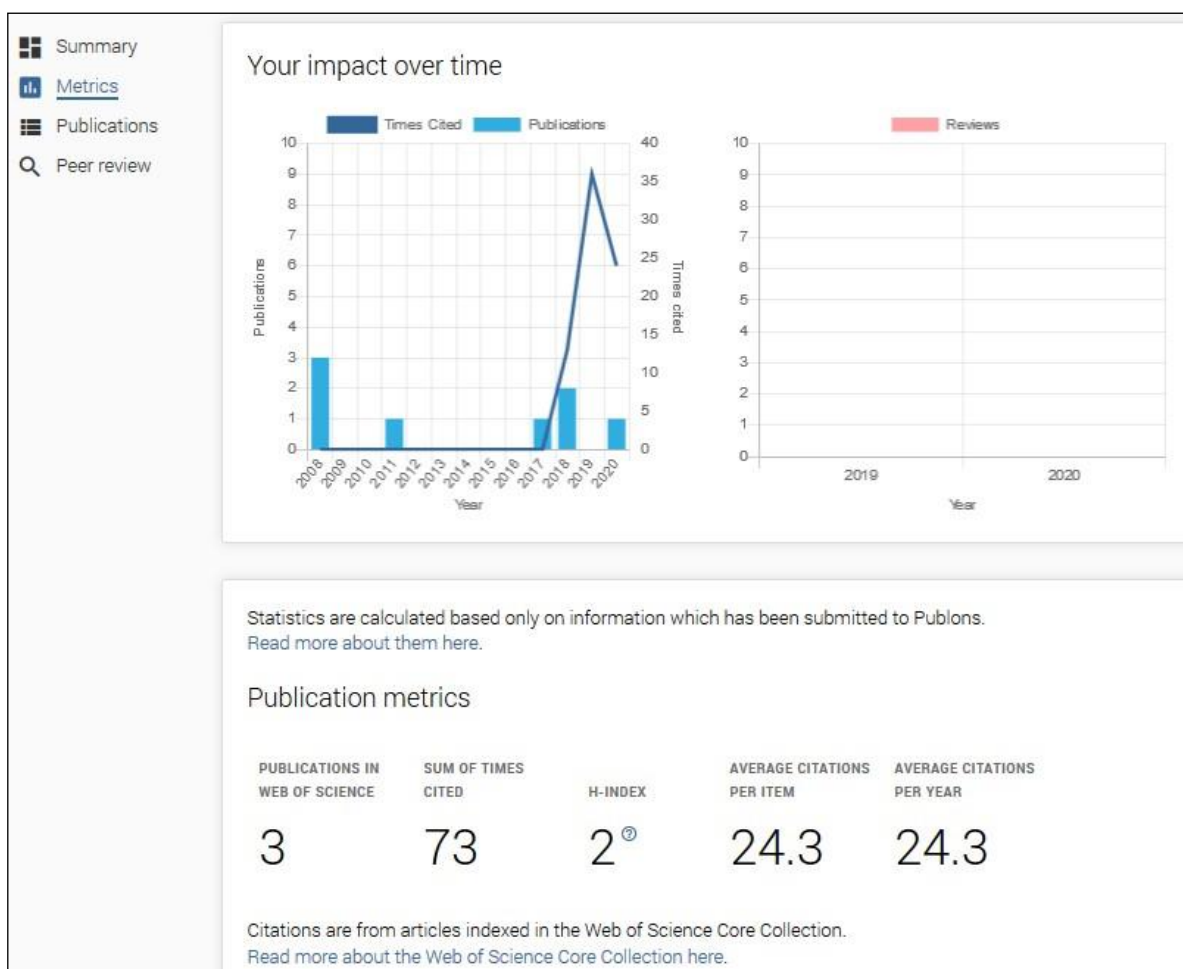
The identifier is part of Clarivate Analytics' Web of Science platform, specifically the Publons tool (Figure 2). Publons serves as a personal page through which an author can record and share review activity for scientific journals. With the implementation of the ResearcherID, Publons has become an enhanced "author card" with the ability to create publication lists, track basic bibliometric indicators (citations, h-index) and create CVs (Figure 3). As part of the Web of Science platform, it is increasingly useful for disciplines and authors who publish in Web of Science-indexed sources.

By creating a profile in Publons, obtaining a Researcher ID and filling in publications in the profile, the ResearcherID number is paired with publications on Web of Science (daily) and InCites (monthly). Subsequently, publications can be searched uniquely based on the ResearcherID without the risk of errors and limitations in searching by author name.

Figure 2



Figure 3



Instructions for creating a ResearcherID (Publons, Web of Science platform)

- 1) Visit publons.com.
- 2) Register. If you already have a Web of Science account, there is no need to register again, just log in. A Web of Science account is common to all components of the platform (InCites, Publons, Journal Citation Reports, etc.).
- 3) After creating an account/logging in, fill in/update your personal information in the Settings/Profile, Affiliations section.

The image shows a screenshot of the Publons user dashboard for a user named Michal Petr. The dashboard is divided into several sections. At the top, there is a navigation bar with the Publons logo and links for BROWSE, COMMUNITY, and FAQ. A search icon is also present. The user's name 'MP' and 'WEB OF SCIENCE' logo are visible in the top right corner. Below the navigation bar, the user's profile information is displayed, including 'Private dashboard For Michal Petr' and 'Web of Science ResearcherID F-7757-2013'. A blue banner with a tip about adding reviews is prominently displayed in the center. Below the banner, there are four main action cards: 'Track my citations', 'Manage my reviews', 'See my profile', and 'Export my Publons CV'. A sidebar on the left contains a menu with options like 'Dashboard summary', 'Public profile', 'My records', 'Activity', 'Community', and 'Settings'. Red boxes and arrows highlight specific areas: one box points to the top navigation bar with the text 'Here is Your s...', another points to the 'Public profile' link in the sidebar with the text 'Here is Your public page with your most important information - this is how you my colleagues will see.', a third points to the main content area with the text 'Here is the main page of your publications.', and a fourth points to the 'Profile' link in the sidebar with the text 'Fill in your personal details here.'.

- 4) Fill in the details of your publications. This step will allow you to track and share basic bibliometric indicators for your publications (in the Public profile section).

The screenshot shows the 'Private dashboard - My publications' page for Michal Petr. The interface includes a navigation sidebar on the left with sections like 'Me', 'My records', 'Activity', 'Community', and 'Settings'. The main content area features a prominent 'IMPORT PUBLICATIONS' button and a table of publications. A red callout box points to the 'IMPORT PUBLICATIONS' button with the text: 'Import publications here based on your name, ORCID, or DOI.' Another red callout box points to the 'ALTMETRIC' column in the table with the text: 'Alternative Metrics (mentions social media, sharing, publicity).'. A third red callout box points to the 'CITATIONS' column with the text: 'Number of citations.'

DATE	TITLE	JOURNAL	CITATI...	ALTMETRIC
2020	Multilingual Publishing in the Social Sciences and Hu...	Journal of the Association...	2	
2018	Publication patterns in the social sciences and huma...	Scientometrics	48	

Importing publications is done via the "Import publications" button. If you have already created an ORCID and have complete publication data in it, you can easily synchronize publications between ORCID and ResearcherID. The interface also allows you to import publications directly from WoS (based on name) and automatically authorize the proposed publications in a second step (sort out inappropriate proposals). Another option is to import by DOI and import a list of publications from a text file in RIS or Bibtext bibliographic format. The tool allows you to upload both publications on WoS and publications outside this database. For publications indexed on WoS, Publons calculates basic metrics (citations, h-index, but also alternative metrics - number of social media responses, etc.) on the Public profile / Metrics page (Figure 3).

- Remember to update your Publons profile regularly and include your Researcher ID as part of your author details when submitting articles for publication.

3. Inserting identifiers into the MU IS

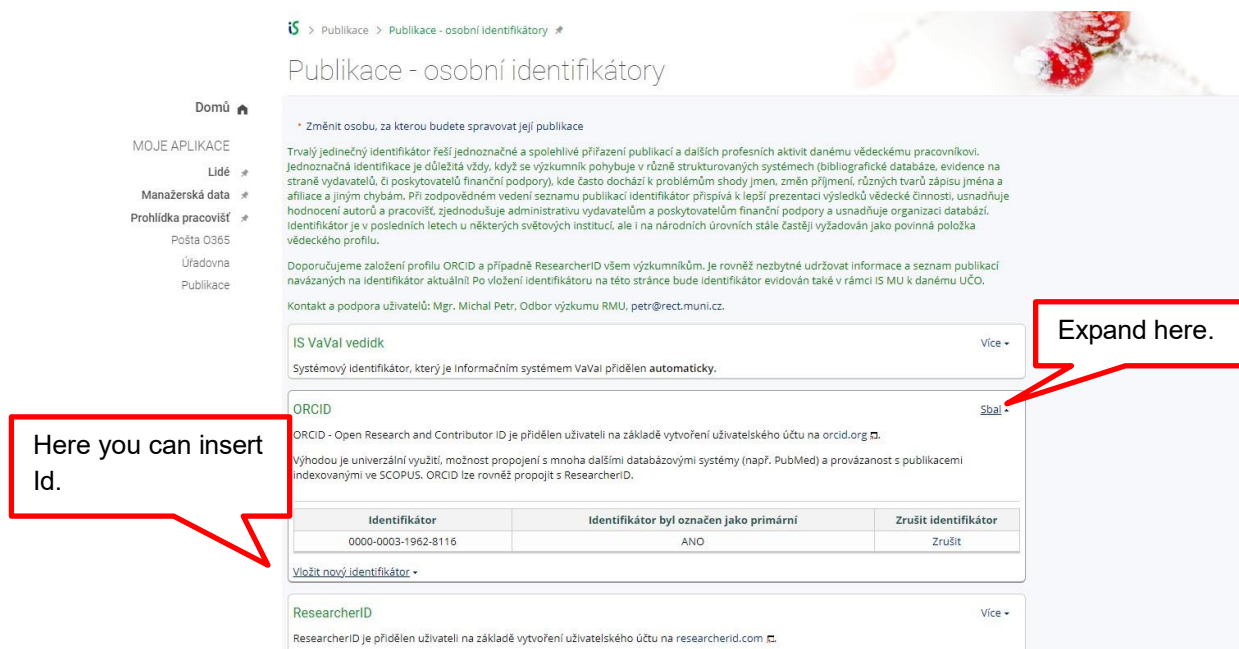
Once you have the identifiers established, you need to enter them into the information system, where they will be automatically linked to your profile. You can enter the identifiers from the Publications tab.



On the following page you can add different identifiers:

- IS R&Dal vedik;
- ORCID;
- Researcher ID;
- Scopus ID.

You can add any of the identifiers listed to your profile. In case you have duplicate identifiers, designate a main profile and delete the other one. Below is the procedure for inserting an ORCID. The other identifiers are inserted similarly.



4. FAQ

- 1) As an author, I have dual affiliations to different universities. Which affiliation should I indicate in my profile?

The ORCID and Researcher ID profiles allow you to list multiple employers (affiliations), so it is possible to list multiple relevant ones.

- 2) As an author I am employed at several HS of Masaryk University. Which HS should I list?

The profile within ORCID and Researcher ID allows you to list multiple jobs (affiliations), so it is possible to list affiliations to two different departments within Masaryk University.

- 3) I need help

If you need advice on setting up an ORCID, please do not hesitate to contact the Open Science Methodologist at your Farm Centre. Their list is available here: openscience.muni.cz/support-for-researchers.