ORCID: Creating & setting up your profile

http://orcid.org/

> Go to the registration page, and fill out the form with your information. Remember to have the privacy set to Everyone (the icon selected below) to ensure that others are able to search and see your profile.

In the next screen, you should see a page that looks like this. Click on Update.

Add information about you to help distinguish you from other researchers.

Fill out the following form, ensuring that all settings are Public –
Adding your publications

Importing from Symplectic and Google Scholar/Citations

1. Exporting a BibTeX file from Google or Symplectic

In Symplectic (https://researchoutputs.uts.edu.au/), under your list of publications, you'll see an Export button. Click this, and then choose BibTeX.

In Google Citations, tick the boxes next to the publications that you wish to add, then click Export, and then select BibTeX.

2. Importing the file from Google or Symplectic into ORCID

In ORCID, click Add works and then Import BibTeX.

Importing from Scopus and ResearcherID

Click Add works and then Search and Link.

Scopus

1. Search for your name

2. If you have changed names or are aware of publications that have your name spelled incorrectly, click 'Add name variant' (circled in blue)

3. If you know that some of your publications under another institutional address, click Add affiliation (highlighted in yellow)

Send Scopus Author details and publication list to ORCID

Your publications on Scopus may be spread over a number of different Author profiles, because these are generated automatically. In order to create a single profile containing the correct publications, please follow the steps in this wizard.

On completion, any changes will be sent as corrections to Scopus. To locate all Author IDs please provide all the name variants under which you have published below.
Click continue until the system asks you to enter your UTS email account. Do so, then click ‘Send Author ID’

**ResearcherID**

1. If you’re already logged into ResearcherID, you will see this page – import ResearcherID publications into ORCID, click Go.

2. In the next screen, tick the boxes of all the publications you wish to import into ORCID – Remember to avoid adding things that are already in your ORCID profile. Click Go.

3. Return to your ORCID tab. The publication(s) you added should appear with your default privacy settings. If you’ve accidentally added in a duplicate publication, click the trash icon to the left of the privacy settings.

**Manually adding your work to ORCID**

**Articles / Books & Book Chapters / Online resources / other publications**

1. Choose the Publication work category, then Artistic/Performace. Under Work type, select the category that best matches your academic output.

2. The roles are fairly limited. If the type of work you have done is not represented, you do not need to select a role.

3. If possible, enter at least one identifier (eg. JSTOR Abstract, DOI, SSRN, or Amazon Standard Identification Number)

4. The description field is the only one that will appear in the preview of your ORCID page – It is up to you whether you would prefer use this space as a synopsis for your work, or list nominations, prizes, awards or other information that makes this work stand out.

**Film and Television, Art, or performance**

1. Choose the Other work category, then Artistic/Performace. Under Work type, select Artistic/Performance.

2. The roles are fairly limited. If the type of work you have done is not represented, you do not need to select a role.

3. If the work is a feature film, or is listed on an online database like IMDB, it is possible to choose Other identifier type and pasted in the IMDB link for the work.

4. The description field is the only one that will appear in the preview of your ORCID page – It is up to you whether you would prefer use this space as a synopsis for your work, or list nominations, prizes, awards or other information that makes this work stand out.
Public lecture, speech or presentation outside of a conference

1. Choose the **Other** work category, then Lecture/Speech. Under Work type, select **Artistic/Performance**.
2. Select Author as the role.
3. For the Subtitle, enter the event or details of where you presented.
4. Identifier type should be an event URL that includes your information, if available.
5. If a recording was made and is available online, this should be linked through the URL field.

Conference paper, poster or abstract

1. Choose the **Conference** work category, then Lecture/Speech. Under Work type, select **Artistic/Performance**.
2. Select Author as the role.
3. For the Subtitle, enter the event or details of where you presented.
4. Identifier type should be an event URL that includes your information, if available.
5. If a recording was made and is available online, this should be linked through the URL field.