



Populating your ORCID account with your publications

Prepared by:

Silvia Meakins , Uta Grothkopf , Nathalia Escarlante , Leslie Saldías 

ESO Library and Information Centre

European Southern Observatory (ESO)

library@eso.org

July 2021

Contents

Summary	2
Overview	2
Claiming papers through ADS	4
Merging arXiv version with published paper	6
Auto-updates through CrossRef	7
Auto-updates through DataCite	8
Questions	9

Summary

- Submit your ORCID every time you submit a paper
- CrossRef and DataCite can add papers to your ORCID account automatically, if you give them your permission (and if the publisher has your ORCID)
- ADS only adds papers that you manually claimed to your account. Otherwise no automatic updates takes place. Claiming can be repeated any time
- Your ORCID iD is fully controlled by you. You can remove trusted organizations at any time

Overview

ORCID (Open Researcher and Contributor ID) provides a persistent digital identifier that distinguishes you from any other researcher and supports automated linkages between you and your professional activities, ensuring that your work is recognized and attributed to you.

ORCID is an open, non-profit, community-based effort to provide a registry of unique researcher IDs. It is not associated with any specific publisher, discipline, or geographic area. The use of ORCID is free of charge.

In order to set up an account, go to <http://orcid.org/>

An essential part of your ORCID profile is the Works section where your publications are listed. Instead of manually entering the bibliographic information of your papers, you have several options to add papers and to have them added automatically in future.

Your ORCID iD is fully owned and controlled by you. If another organization shall add to your account, you need to authorize them. They become a trusted organization. In your accounts settings you can see who is a trusted organization and also delete them/revoke your permissions.

In order to populate your ORCID Works section, **we recommend to define NASA/ADS, CrossRef and DataCite as trusted organizations.**

With NASA/ADS you can easily claim your existing papers. Please be aware that NASA/ADS only updates your ORCID account with papers you claimed; there are no automatic updates.

CrossRef and DataCite are organizations that issue DOIs (Digital Object Identifiers). CrossRef is mostly used for DOIs for articles, DataCite for data DOIs, but it's not strictly separated.

Most publishers in Astronomy get their DOIs from CrossRef, so you will find the majority of your papers in CrossRef. In order to reach a higher completeness, you might also want to add DataCite which is used e.g. by Zenodo.

Publishers submit the paper's meta data, incl. authors' ORCIDs to CrossRef or DataCite. You can claim your papers on their platforms in a similar way as you do on ADS. But the real advantage is that they can update your account automatically. If you submitted your ORCID to the publisher and if you authorized CrossRef and DataCite to update your account, a paper will be added to your Works section in ORCID.

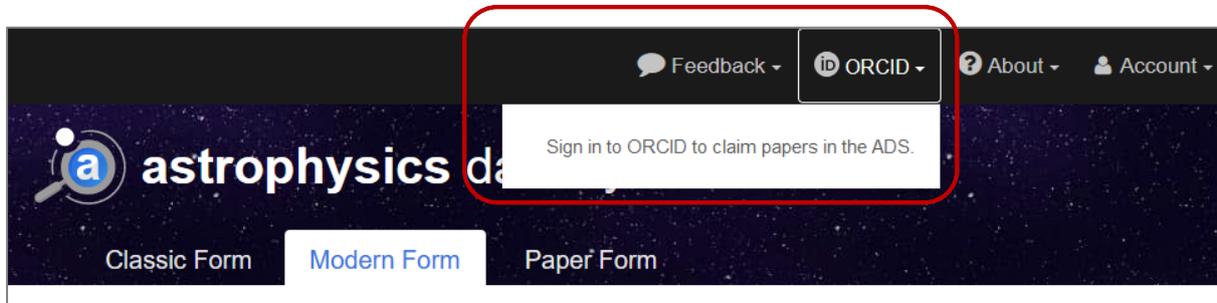
The following sections describe how you can claim papers in ADS and define CrossRef and DataCite as trusted organisations, so that they can update your account automatically.

Claiming papers through ADS

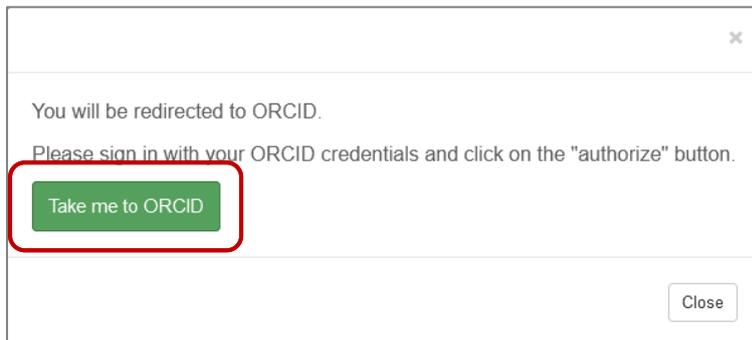
Go to ADS: <https://ui.adsabs.harvard.edu/>

While it is not mandatory, ADS recommends to sign in to ADS first, as papers claimed without being signed in will be marked as less trusted.

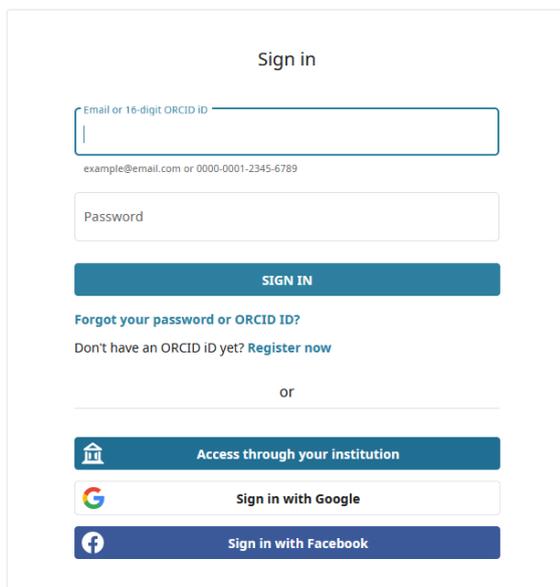
Select **Sign in to ORCID** from the pull-down menu in the upper right corner (black area).



Click on **Take me to ORCID**.



Sign in with your ORCID credentials. If you do this the first time, you need to Authorize ADS to update your ORCID record.

A screenshot of the ADS sign-in form. The form is titled "Sign in". It has two input fields: "Email or 16-digit ORCID ID" and "Password". Below the first input field is a small text example: "example@email.com or 0000-0001-2345-6789". There is a "SIGN IN" button. Below the button are two links: "Forgot your password or ORCID ID?" and "Don't have an ORCID ID yet? Register now". Below these links is the word "or". There are three social login buttons: "Access through your institution" (with a building icon), "Sign in with Google" (with the Google logo), and "Sign in with Facebook" (with the Facebook logo).

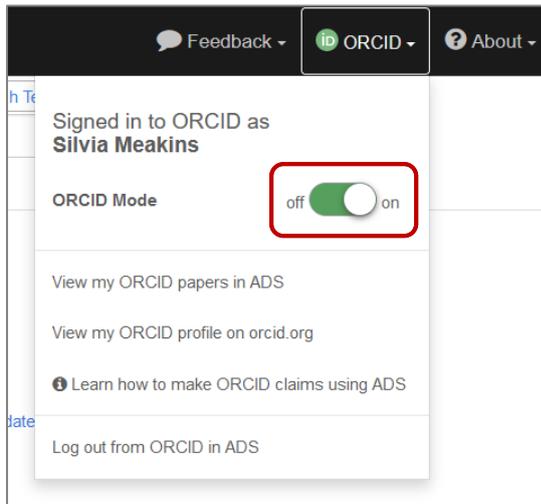
You will see the list of your ORCID / ADS papers and you can add more by choosing **Click here to search your name in ADS**

The screenshot shows the 'My ORCID Papers (20)' page. At the top, there's a search bar with 'QUICK FIELD: Author First Author Abstract Year Fulltext All Search Terms'. Below that, the user's ORCID information is displayed: 'ORCID Username: Silvia Meakins ORCID ID: 0000-0002-4911-133X'. There are two main sections of instructions: one for sharing the list and another for claiming papers. A red box highlights a button labeled 'click here to search your name in ADS' under the 'To claim papers in ORCID and add to this list' section. Below the instructions, a list of papers is shown, each with an 'In ORCID' status and an 'Actions' dropdown menu.

The Author search form will already be pre-filled with your name. Claim papers individually by clicking the **Claim in ORCID** button under a relevant search result. You can also claim multiple papers at once by selecting the check boxes next to the relevant search results and clicking the Claim button in the ORCID **Bulk Actions** box.

The screenshot shows the search results page for 'author:(\"Meakins, Silvia\")'. The search returned 17 results. On the left, there's a sidebar with navigation options like 'AUTHORS', 'COLLECTIONS', 'REFEREED', etc. The main content area shows a list of search results. A red box highlights the 'Bulk Actions' box on the right, which contains 'Claim' and 'Delete' buttons. Another red box highlights the 'Claim in ORCID' button under the first search result. The page also includes a 'Show highlights' button and a 'Bulk Actions' dropdown menu for each result.

Make sure ORCID mode is “on”.



See also <https://ui.adsabs.harvard.edu/help/orcid/claiming-papers>

Merging arXiv version with published paper

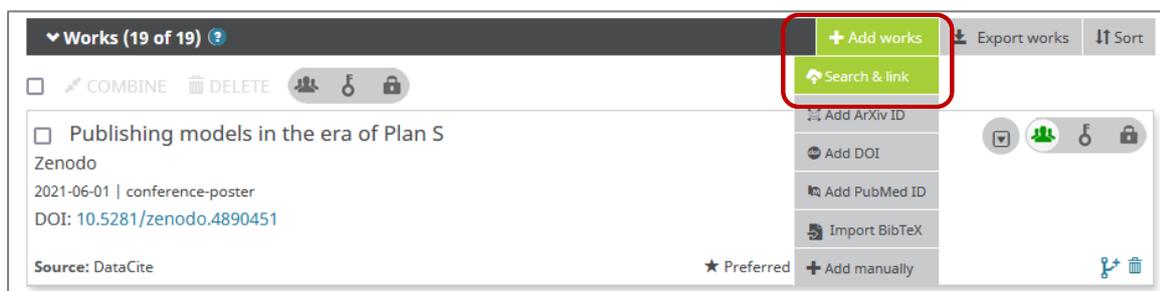
ADS' ORCID integration meanwhile is such that if an author claims an arXiv paper via ADS and then later claims the published paper, the papers will be merged within ORCID. This wasn't always the case, so it might be that the same paper is listed twice in your ORCID account: once the arXiv version and once the published version.

There are two options to merge these double entries:

1. Depending on the details of each record, this might not work but should be tried. In your ORCID profile in ADS (<https://ui.adsabs.harvard.edu/user/orcid>), scroll to the record with the arXiv bibcode, click the Actions button under the record, then click "Update in ORCID." This should push the arXiv ID to the profile in ORCID, allowing the record with the arXiv bibcode to be merged with the record with the published bibcode.
2. If option 1 doesn't work - if you receive an error or if the merge doesn't happen - then the best option is to delete the record with the arXiv bibcode. In the same page as before, you can click on the Actions button beneath the record with the arXiv bibcode then click "delete from ORCID." This shouldn't affect anything, as the record with the published bibcode should still have the arXiv ID associated with it, so there will still be a link to the arXiv record.

Auto-updates through CrossRef

You can also use CrossRef to claim papers in a similar way as through ADS. In this case you use the **Search & Link** wizard in the **Works** section within your ORCID account, and select **Crossref Metadata Search**.



Even more important is the auto-update functionality.

The CrossRef **auto-update** process is granted from a message within your ORCID Inbox. The request is sent to your ORCID Inbox after a publisher submits a new work to CrossRef, with your ORCID iD embedded in the metadata. Your work will only be added once you've granted the organization permission to do so. The request includes information about what works CrossRef wants to add, a button to grant permission for the works to be added, and a link to archive the notification without granting permission.

From	Subject	Date	
▼ Crossref	Add your published work(s) to your ORCID record	2020-01-20	📄

Hello, You may not be familiar with Crossref. Our member publishers send us publication information (including ORCID iDs and DOIs), and we ensure that your work can be found, linked and cited. It looks like you have included your ORCID iD with a recent publication submission and that has been passed to us by your publisher. We would like to auto-update your ORCID record with information about these published work(s), starting today with those listed below, so you don't have to search for and add them manually, now or in the future. Please click 'Grant permissions' below to set this up.

Crossref would like your permission to interact with your ORCID Record as a trusted party.

You have received this message because you have opted in to receive notifications from organizations that help maintain the information in your ORCID record. [Learn more about how the process works.](#)

[Archive without granting permissions](#)

[Grant permissions](#)

When you click on the **Grant permissions** button, you will be taken to a page to authorize the connection and allow CrossRef to update your record with the work. You will be given the option to grant permission indefinitely (for a period of 20 years) – meaning that they can update your record automatically whenever a new work associated with your ORCID iD is found in their system.

If you do not want to grant CrossRef permission to update your record with the new work, click on the **Archive without granting permissions** link.

See also <https://support.orcid.org/hc/en-us/articles/360006971293-Auto-updates-in-third-party-systems-Crossref>

Auto-updates through DataCite

In order to define DataCite as Trusted Organisation, that can auto-update your ORCID record, you use as well the **Search & link** wizard as described above and select **DataCite** this time

DataCite
Enable the DataCite Search & Link and Auto-Update services. Search the DataCite Metadata Store to find your research datas...
▼

If you do this the first time, you need to **Authorize access** to DataCite.

ORCID Authorize access

You are currently signed in as:

Silvia Meakins
<https://orcid.org/0000-0002-4911-133X>
[Sign out](#)

DataCite ?
has asked for the following access to your ORCID record:

-  Add/update your research activities (works, affiliations, etc)
-  Add/update other information about you (country, keywords, etc.)
-  Read your information with visibility set to Trusted Organizations

Authorize access

Deny access

If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in [ORCID's privacy policy](#).

You can manage access permissions for this and other Trusted Organizations in your [account settings](#).

You're automatically forwarded to DataCite. If you want to allow **auto-updates**, you need to click **Get ORCID Token**. This procedure will ensure future updating of your profile with information of data, software etc. affiliated with your ORCID ID.

DataCite Profiles

Settings

ORCID ID <https://orcid.org/0000-0002-4911-133X>

Name Silvia Meakins

Other Names Silvia Munding

Record is public

Auto-Update is enabled

Role User

ORCID Permissions Get ORCID token to allow DataCite to update your ORCID record.

id | Get ORCID Token

GitHub Permissions Get GitHub token to allow DataCite to link your ORCID and GitHub accounts.

Get GitHub Token

Update

See also <https://support.orcid.org/hc/en-us/articles/360006894594-Auto-updates-in-third-party-systems-DataCite>

Questions

Please contact the ESO librarians in case you have questions/problems with ORCID:

library@eso.org or

libchile@eso.org