

# Academic Identity Management

## Create and maintain author profiles

### Introduction

How can you ensure you get credit for all of your scientific publications? It can be difficult to distinguish you from other scientists and to correctly attribute your publications to you. This is especially true for researchers with common last names or for those who have changed their names (e.g., after marriage).

Creating and maintaining author profiles can help to ensure that your publication lists in Web of Science (WoS), Scopus, and Google Scholar (GS) are correct.

This does not necessarily imply creating new profiles: If your publications are included in literature databases, you are already represented as an author within these resources. Depending on the database, this is usually mapped with an identification number and an associated data record or author profile. However, these author profiles can be incorrect or incomplete. Since this information forms the basis for calculating bibliometric indicators such as the h-index, any errors in your author profiles will result in inaccuracies in your personal metrics.

It is also possible that your affiliation with the Technical University of Munich (TUM) is not recognized correctly or varies if you have different affiliations. Therefore, set your primary affiliation in your author profiles if possible.

### How to create and maintain your author profiles

You can correct errors in your author information and ensure that your publications are correctly attributed to you by following the steps below.

The various platforms use different terms for the author profile pages. In this document, we use the terms of the respective platforms, which we set in italics.

Please note: Due to frequent changes on the platforms (especially Web of Science), you may not find the current status illustrated in the following text. If you have any questions or processes are unclear, please feel free to contact [bibliometrie@ub.tum.de](mailto:bibliometrie@ub.tum.de)

The numbering of the chapters follows the numbers in the diagram on the last page of this document.

## 1 ORCID (Open Researcher and Contributor ID)

The ORCID iD is a unique identifier for authors and commonly used in academia. With an ORCID iD, publications can easily be attributed to their authors, regardless of possible name variants or name changes. Therefore, it is important that you have only one ORCID iD and that you make the data you add there publicly visible.

At the TUM, you can link your ORCID iD to your TUMonline account. You can use your TUM e-mail address or any other e-mail address.

You find more information about ORCID as well as ORCID iD at TUM here:  
<https://www.ub.tum.de/en/ORCID>.

### 1.1 Create and link the ORCID iD

#### You do not have an ORCID iD yet?

- Go to TUMonline (<https://campus.tum.de/tumonline>) and login.
- Follow the link “ORCID iD” under “Teaching & Research”.

- Then click on the button “Link ORCID iD”. You will be forwarded to the ORCID website to register for an ORCID iD, a 16-digit number in the format 0000-1111-2222-3333. Please allow your data to be transferred to TUMonline and finally submit your registration. Your ORCID iD is then linked to your TUMonline account. You can revoke your permission allowing TUMonline access to your ORCID iD at any time.

### You already have an ORCID iD?

- Go to TUMonline <https://campus.tum.de/tumonline> and login.
- Follow the link „ORCID iD“ under „Teaching & Research“.
- Then click on the button “ORCID iD”. You will be forwarded to the ORCID website to log in with your existing ORCID iD. Please allow your data to be transferred to TUMonline. Your ORCID iD is now linked to your TUMonline account. You can revoke your permission allowing TUMonline access to your ORCID iD at any time.

Please make sure that you have only one ORCID iD. In case you have more than one, please go to: <https://support.ORCID.org/hc/en-us/articles/360006896634-Removing-your-additional-or-duplicate-ORCID-iD> for instructions on how to merge them.

Since your mail address may change with a change of affiliation, it may be useful for you to provide ORCID with an alternative mail address to ensure permanent access to your ORCID record:

<https://info.orcid.org/dont-lose-access-to-your-orcid-record/>

## 1.2 Settings and content of your ORCID record

We suggest adding in particular information about your author identity (name variants, links to additional identifiers and author profiles, CV) to your ORCID record.

- Open your ORCID record (click on the link ORCID iD in your TUMonline account, or go to <https://orcid.org> and enter your ORCID iD into the search field above).
- Add information about your author identity, such as
  - name variants (e.g. different spellings of your name, name changes after marriage, variable uses of middle names)
  - your current affiliation (for the correct designation consult the TUM Publication Guidelines at <https://mediatum.ub.tum.de/1621891>)
  - links to additional author identifiers and profiles (e.g. Google Scholar Profile, ISNI, ResearcherID, Twitter) and to websites or blogs
- In the privacy settings, mark your author information as public.

Several bibliographic databases (e.g. Web of Science or Scopus) offer an automatic transfer of bibliographic data into your ORCID record. To do this, you should first make sure your author profile is complete and correct in the databases mentioned (points 3 and 4).

## 2 ORCID – Keeping up-to-date via direct import from “Trusted organizations”

In ORCID you can import publication data from different data sources (in addition to Scopus and WoS, see below). For many data sources, the update works automatically and depending on the service of the respective source also in both directions. You can find instructions here: <https://support.orcid.org/hc/en-us/articles/360006973653-Add-works-by-direct-import-from-other-systems>.

It is also possible to import publication data using BibTeX files: <https://support.orcid.org/hc/en-us/articles/360006894794-Importing-works-from-a-BibTeX-fil>. You can also enter the data of your publications manually. ORCID provides masks for several document types, such as journal article or conference paper.

Include your ORCID iD with each manuscript submission.

### 3 Scopus

The Scopus Author Identifier is the author identification number in the literature and citation database Scopus. As soon as a publication of an author is listed in Scopus, it automatically creates an author profile with a Scopus Author ID. Further publications are automatically assigned to the profile using an algorithm that evaluates name, institution, journal and subject area. However, the data set may be incomplete or incorrect. You should check your author profile regularly, request corrections and link it to your ORCID record.

#### 3.1 Searching and correcting your Scopus *Author Profile*

If you have any publications listed in Scopus, follow the instructions below:

- Login to Scopus via <https://www.ub.tum.de/datenbanken/details/3636> and your preferred access point (eAccess, TUM-LAN+Proxy, institutional login via Shibboleth).
- Search for “*Authors*” using your last name and the initial of your first name (e.g.: Hasselmann, K).
- Find your profile(s) in the list of author results.
- Please note that new publications will only be assigned to authors after a few weeks, especially if you have changed your affiliation.
- If you have only one publication listed in Scopus, no correction is possible.

In order to make corrections on your author profile, you need to register with Scopus. In the *Author Feedback Wizard* (<https://www.scopus.com/feedback/author/home.uri>), you can request updates or corrections. You can find support for the *Author Feedback Wizard* here:

[https://service.elsevier.com/app/answers/detail/a\\_id/34288/supporthub/scopus/kw/](https://service.elsevier.com/app/answers/detail/a_id/34288/supporthub/scopus/kw/)

#### 3.2 Linking to your ORCID iD

In your author record, you have the option to link your profile to your ORCID iD to allow data exchange from Scopus to ORCID. To do this, use the "Connect to ORCID" link underneath your name and affiliation.

You can also initiate the data exchange between Scopus and ORCID using this link:

<https://ORCID.scopusfeedback.com/#/>.

Ensure that only your own publications are listed in your *Scopus Author Profile*. Otherwise, they will populate your ORCID-publication list.

#### 3.3 If multiple profiles are listing your publications

Select the author profiles that contain only or mainly your own publications and click "Request to merge authors". You can request a data merge for both yourself and others. Finally, you should check the publication list to exclude publications that are not yours.

#### 3.4 If you cannot find your profile

In the "Documents" mode, search for the title of one of your publications and click on your name in the results list. The author profile for this publication will be displayed. Now go to "Potential author matches". You will then see more author profiles that might contain additional publications of yours. If this is the case, you can add them to your profile. Select the profiles with these publications and click on "Request to merge with author". You will be referred to the Author Feedback Wizard (see above).

#### 3.5 Further corrections or updates

If you want to correct your name or affiliation, add or remove documents or divide mixed author profiles out, do the following:

Open the Author Feedback Wizard at <https://www.scopus.com/feedback/author/home.uri> and log in. Search for your name with all name variants.

Here you can add documents to your author profile that are not suggested to you by the algorithm (e.g. because you have changed your name). You can start the search for missing publications with the button "*Are any documents missing? Search for missing documents on Scopus*" at the end of the list. You can add Scopus-referenced preprints and grants to your author profile.

Scopus assigns new publications to your author profile in an automated process where mistakes can occur. Therefore, keep an eye on your publication list in Scopus regarding new publications and initiate a correction if necessary.

With the Scopus Author ID in the Scopus URL, anyone can view your author profile with basic information even without a Scopus license. The format is: <https://www.scopus.com/authid/detail.uri?authorId={ID}>, e.g. <https://www.scopus.com/authid/detail.uri?authorId=7005088140>

## 4 Web of Science

ResearcherID is the author identification system in the literature and citation database Web of Science (WoS) of the media company Clarivate. The ID is automatically assigned. As soon as you claim authorship for a publication in the database, your personal Clarivate account (identical to the account in WoS and other Clarivate products) will be linked with the ResearcherID in the *Web of Science Researcher Profile*.

When you log in to your personal account, your profile will already have been created and can be edited. In addition to your publications – indexed both in WoS and elsewhere – it will include your bibliometric data and you can add your activities as an editor and reviewer.

### 4.1 Search for *Author Records* and initial corrections

**If you have any publications listed in the WoS, follow the instructions below:**

- Log in to WoS via <https://www.ub.tum.de/en/datenbanken/details/2142> and your preferred access point (eAccess, TUM-LAN, institutional login - Proxy must be installed).
- If you already have a personal Clarivate account (e.g. for Web of Science, EndNote and/or JCR), you can use it to sign in (top right of screen). Otherwise, you have to register at this point.
- Switch to the author search using the tab *RESEARCHERS*.
- Search for your name. We recommend searching only with the initial of your first name unless you have a very common surname such as Müller, Smith or Wang. You can also search for spelling variants of your name, e.g. with resolved special characters (ö → oe) or your birth name. ("*Add name variant*").
- You will receive a list of results with (probably) a number of *Author Records*. Search these results to see if you appear more than once (recognizable mainly by the specified affiliation).

If there is only one result:

- Click on your name and review the list of publications. If there are publications listed that are not yours, you can remove these using the button *Remove publications*.
- You can then claim the record as yours via *Claim my record* next to your author details. Please check again for wrongly assigned publications. Finalize this process via *Submit*.

If there is more than one result:

- Select all *Author Records* which could contain your publications (Checkboxes in front of the respective author records in the result list).
- Click on *Merge Records*. You should now be able to see the *Author Record Correction Form*. Remove any publications that are not yours. Finally, confirm your authorship. Your Clarivate account should now be connected with the ResearcherID in *WoS Researcher Profiles*.

- Please note that it can take several weeks for WoS to review your request and verify your *WoS Researcher Profile* and ResearcherID with a green checkmark next to your name.

## 4.2 Adding publications

Is the list of publications in your *WoS Researcher Profile* not complete or not up-to-date?

- Since "claimed" profiles in WoS have not been automatically updated with new publications for a while, it may very well be that publications of yours are referenced in WoS but not (yet) listed in your claimed *WoS Researcher Profile*, but in one or more other Author Records. However, you can find these newly created Author Records and add them to your profile as described above.
- To add individual publications to your profile, log in to the WoS and access the menu by clicking the top icon on the left of the black navigation area.
- Click on *Profile* and then *My records*. Go to *Publications* and then click on *+ADD*. A search for potential further publications will now be initiated. Add your publications from the list to your profile.
- If you want to add publications that are not on that list, you can do so via DOI or import the file in RIS, BibTeX or CSV file format.  
Please note: If publications are referenced in the WoS database, they appear in the main list, together with the number of citations, and are included in the calculation of your h-index. If you want to see the non-WoS-indexed publications, check the box in the header of the publication list. Instead of the citations, a *Not Indexed* button appears in the list. These publications will not be included in the WoS database.
- If you have found one or more of your publications during a document search that are not (yet) assigned to your profile, you can select them (checkboxes in front of the publication in the result list) and then add them to your *WoS Researcher Profile* using the drop-down menu of the Export button.

## 4.3 Synchronizing *WoS Researcher Profile* and ORCID

- Log into your personal account at the WoS and open your profile by clicking on the icon on the left of the black navigation area.
- By clicking on the edit pen in the upper right corner of your profile card, the "*Profile Settings*" dialog box appears. The window has four tabs. Select "*ORCID Syncing*". Connect your WoS Researcher Profile with your ORCID iD.
- Now you can allow data exchange between the two accounts. Select the update options in both directions. As soon as a publication is newly added to your ORCID publication list, e.g., by import from another service like CrossRef or by manual input, it will also appear in the publication list of your WoS Researcher profile. If the publication is referenced in the WoS database, it will appear in the main list with the number of citations and will then also be included in the calculation of your h-index. If you want to see the non-WoS-indexed publications, check the box in the header of the publication list. Instead of the citations, a *Not Indexed* button appears in the list. These publications will not be included in the WoS database. The publication list of your ORCID record will be updated from the *WoS Researcher Profile* if necessary.  
Ensure that only your own publications are listed in your *WoS Researcher Profile*. Otherwise, they will populate your ORCID-publication list.
- In addition, you can export peer reviewer activities that you have tracked via the *WoS Researcher Profile* to ORCID (see 4.4).

## 4.4 Adding further information

- Additionally, you can add activities in scientific publishing to your *WoS Researcher Profile*, e.g., as a peer reviewer or editor for journals.

- Log in and open the menu (top left symbol in the navigation area) in *Profile – My records* and add the appropriate information. If data exchange between the *WoS Researcher Profile* and ORCID is active, this additional information will also be exported to ORCID.
- In *Profile – My researcher profile*, you can change other personal information, such as adding a middle name or setting the TUM as your primary affiliation. Please use the correct term "Technical University of Munich" and adhere to the TUM publication guidelines ([https://mediatum.ub.tum.de/1356937?show\\_id=1621891](https://mediatum.ub.tum.de/1356937?show_id=1621891)). In this window, you can also review your settings regarding the data exchange with ORCID.

#### 4.5 More visibility with ResearcherID

- Even if one does not have a Clarivate account or has licensed a WoS product, your WoS Researcher Profile is accessible at the URL [https://www.webofscience.com/wos/author/record/\[Your ResearcherID\]](https://www.webofscience.com/wos/author/record/[Your ResearcherID]).
- Now you can easily and effectively present your profile with the basic metrics (number of publications in WoS total number of citations in WoS and the WoS h-index). However, the publication list in this free version is limited to your 10 most recent publications indexed in WoS.

## 5 Google Scholar Profile

Members of academic institutions can create a profile in Google Scholar and thus improve their visibility. Other identity management systems are not linkable with Google Scholar.

Are any of your publications listed in the literature and citation database Google Scholar? If yes, please proceed as follows:

- To create a profile, you need a Google account. Log in with a Google mail address or create a Google account.
- Open Google Scholar Profiles <https://scholar.google.de/intl/en/scholar/citations.html>.
- Follow the instructions to create and complete your profile and enter your affiliation according to the publication guidelines (<https://mediatum.ub.tum.de/1621891>).
- From the list of publications suggested by Google Scholar, select all the titles you have authored.
- Turn off the automatic update of your profile or check regularly that the documents added by Google Scholar are really yours.

When searching for your name, your profile with your existing publication list appears in Google Scholar. You can also add publications that are not referenced in Google Scholar. These publications are visible in your profile but are not included in the Google Scholar index or taken into account in calculating the bibliometric indicator.

Would you like to know more about Visibility and Impact of Research?

### **Introduction to Bibliometrics and Impact**

In our course "Visibility and Research Impact: Bibliometrics, Scholarly Communication and Publication Strategies", you can learn about the most important bibliometric indicators and strategies for publication and academic identity management that can improve the visibility of your work.

More information about the course and a list of upcoming sessions can be found at <https://www.ub.tum.de/en/course/visibility-and-research-impact>.

### **Arrange an Appointment for Consultation**

We help you to clear up your author profiles and improve the visibility of your publications. Arrange an individual appointment either in the library, at your workplace, or online via Zoom at:

<https://www.ub.tum.de/en/consultation-service-bibliometrics-impact>

## Contact

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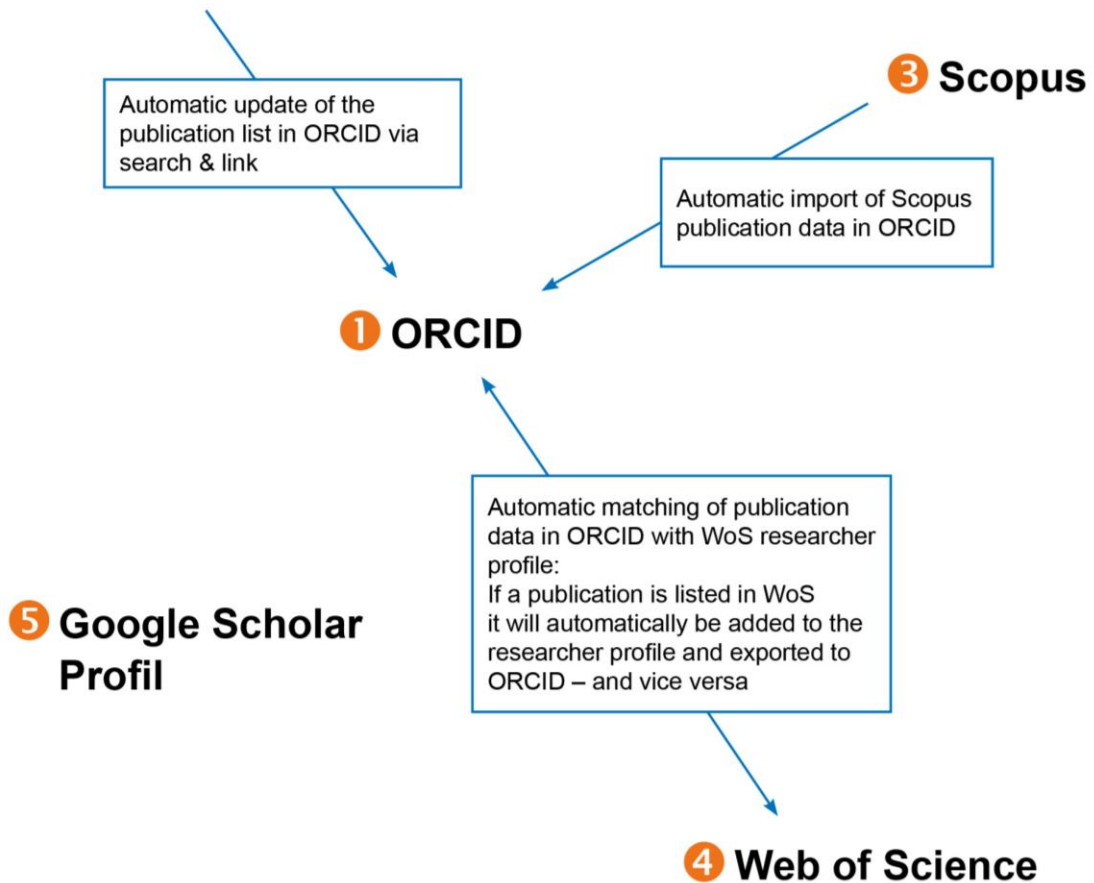
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## Profiles and Data Set – Import/Export/Intersection for data

### 2 »Trusted organizations«



1. Create ORCID-Record.
2. Link other systems to ORCID (e.g. Scopus, CrossRef, DataCite).
3. Correct errors in Scopus author record and connect with ORCID (if not already done so).
4. Merge WoS author records, correct errors and connect with ORCID. All publications from WoS will be transferred to ORCID – and vice versa.
5. Create Google Scholar profile and keep it updated (no data synchronization with other profiles possible).