

# Yearly Check of ORCID, Scopus and Web of Science Profiles

This guide will help you check your online profiles and make necessary corrections as recommended at SDU. In this guide, we assume, that you have already set up your profiles and connected them to ORCID. If not, see our guide for that here: <https://sdunet.dk/-/media/files/bibliotek/pdf/orcid-vejledning.pdf>

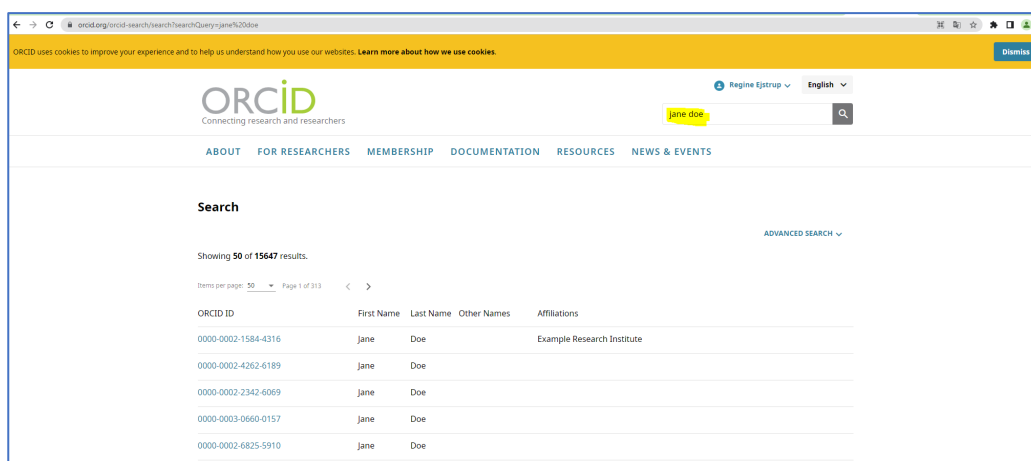
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## ORCID

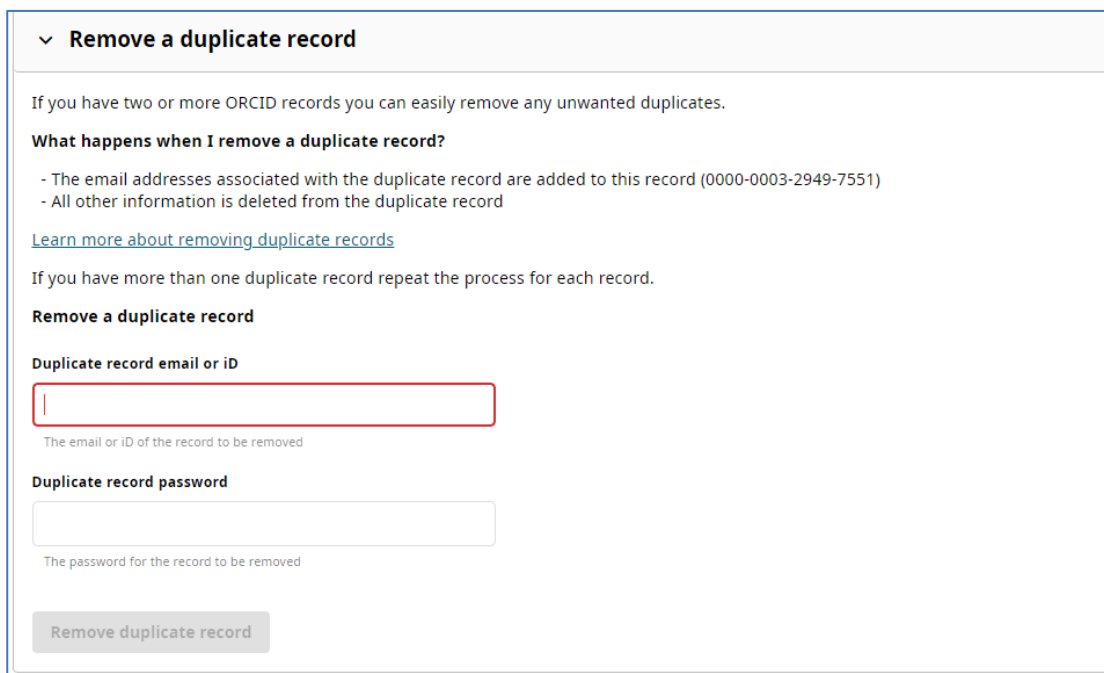
Check for duplicates and request merges if any is found.

1. Go to <https://orcid.org/>
2. Use the search bar and type in your name. If you have several name variants, search for all of them.



3. If more than one appears, you will need to write down the ORCID number of the duplicate entry or entries. You will also need the passwords to the duplicate entries. If you are unsure of the passwords, attempt to login using the duplicate ORCID number and reset password to each of them before you proceed.

4. Now, login to your main ORCID profile. Go to 'Account settings' which is found in the menu next to your name.
5. Select the tab 'Remove a duplicate record'.
6. Paste the duplicate ORCID ID and the retrieved password for the entry in question.
7. Then, click 'Remove Duplicate Record'.



The screenshot shows a web interface for removing a duplicate ORCID record. At the top, there is a dropdown menu with the text 'Remove a duplicate record'. Below this, a heading reads 'Remove a duplicate record'. The main content area contains the following text: 'If you have two or more ORCID records you can easily remove any unwanted duplicates.' This is followed by a sub-heading 'What happens when I remove a duplicate record?' and two bullet points: '- The email addresses associated with the duplicate record are added to this record (0000-0003-2949-7551)' and '- All other information is deleted from the duplicate record'. A blue link 'Learn more about removing duplicate records' is provided. Below this, it says 'If you have more than one duplicate record repeat the process for each record.' The form itself is titled 'Remove a duplicate record' and contains two input fields: 'Duplicate record email or ID' and 'Duplicate record password'. The first field is currently empty and has a red border. Below the first field is the text 'The email or ID of the record to be removed'. Below the second field is the text 'The password for the record to be removed'. At the bottom of the form is a grey button labeled 'Remove duplicate record'.

8. If you are not able to remove your duplicate ORCID with this method, you will need to contact ORCID's support. This is done here: <https://support.orcid.org/hc/en-us/requests/new>

## Scopus ID

If at least one of your publications is indexed in the Scopus database, you will have a Scopus author ID.

Note that it is not possible to create a Scopus ID yourself. Scopus profiles follows your newest publications and affiliation info will update when you have two published publications with your new affiliation indexed in Scopus.

Check the database for duplicated author profiles. This will often happen when you publish with a new name variation, new affiliation or in a journal slightly outside of the topic your previous published articles.

1. Go to Scopus Author Search:

<https://www.scopus.com/search/form.uri?zone=TopNavBar&origin=searchbasic&display=basic#author>

Start exploring  
Discover the most reliable, relevant, up-to-date research. All in one place.

Documents Authors Affiliations Search tips

Search using: Author name

Enter last name \* Enter first name

+ Add affiliation Search

2. Enter your name. Try different variation as middle names and ambiguous spelling might not be included in every variation the database has listed.

Start exploring  
Discover the most reliable, relevant, up-to-date research. All in one place.

Documents Authors Affiliations Search tips

Search using: Author name

Enter last name \*  
doe

Enter first name  
j

+ Add affiliation Search

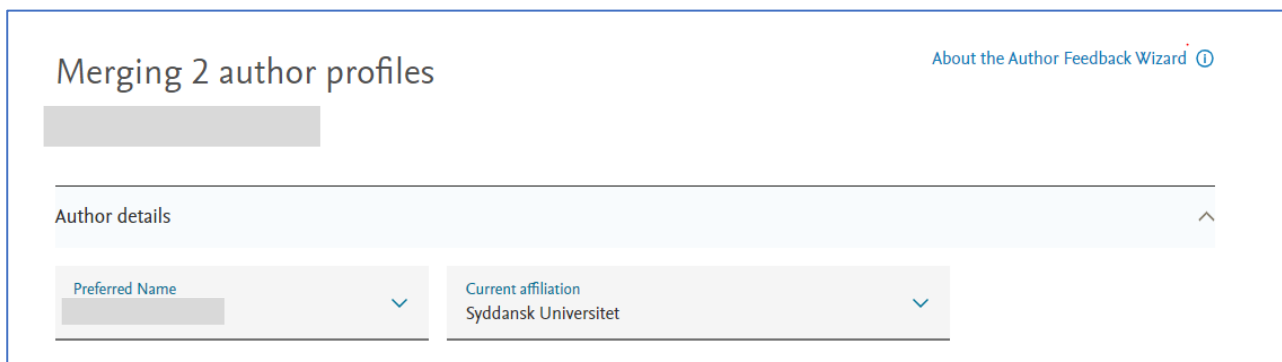
3. From the result list, click all name variants that is a version of your name with an affiliation you have had. Once relevant names are ticked, click 'Request to merge authors.'

Sort on:

All  Show documents  View citation overview  Request to merge authors  Save to author list

	Author	Documents	<i>h</i> -index	Affiliation
<input type="checkbox"/>	1			
	View last title			
<input type="checkbox"/>	2			
	View last title			
<input checked="" type="checkbox"/>	3 Doe, John	1	0	
	View last title			
<input checked="" type="checkbox"/>	4 Doe, John	1	0	
	View last title			

4. Now, you will have the option to make correction to your profile. You can make selections based on different variations Scopus has collected from the publications they have indexed.
  - a. Set your 'Preferred name' to the variation that best matches the name you publish under.
  - b. Set your current affiliation to The University of Southern Denmark or 'Syddansk Universitet'. If you cannot select this affiliation, Scopus has not yet indexed publications in which you affiliate to SDU and you will have to try again next time you update your profile.



5. We recommend that you go through the tabs below affiliation called 'Documents', 'Preprints' etc.
  - a. Remove any documents that is not yours. You can also search for missing documents, but again, do not expect to find a complete list of your publications in Scopus. If you merge name duplicates once a year, you will most likely have all publications gathered on your main profile.
6. Review and submit your request. It may take a while before the change is visible in Scopus.

## Researcher ID

Researcher ID is found in the database Web of Science. Check the database for duplicated author profiles. This will often happen when you publish with a new name variation, new affiliation or in a journal slightly outside of the topic your previous published articles.

Login to Web of Science: <https://www.webofscience.com/>

1. Enter your name. Add name variations as middle names and ambiguous spelling might not be included in every variation the database has listed.

The screenshot shows a search interface for researchers. It has two tabs: 'DOCUMENTS' and 'RESEARCHERS'. Under 'RESEARCHERS', there is a search form with a 'Name Search' dropdown menu. Below it are two rows of input fields. The first row has 'Last Name \*' with 'doe' and 'First Name and Middle Initial(s)' with 'j'. The second row has 'Last Name \*' with 'doe' and 'First Name and Middle Initial(s)' with 'john'. There is a '+ Add name variant' button and 'Clear' and 'Search' buttons at the bottom right.

2. From the result list, click all profiles that point to you. You can view affiliated documents on each profile to confirm that the profile is a match.
3. If the 'Merge Record' option is available, select it now. If it is not, as is often the case, you will need to copy each Researcher ID to be able to paste them into an email.

The screenshot shows a search results page with three researcher profiles. At the top, there are controls for '4/4' items, 'View as combined record', 'Merge Records', and 'How to correct author records'. The results are sorted by 'Relevance' and show '1 of 1' items. Each profile has a checkbox, a blurred image, a Web of Science ResearcherID, and a list of top journals. The first profile has a ResearcherID of 'CHK-8398-2022' and top journals 'Journal of the Marine Biological Association of the United Kingdom, Journal of Experimental Marine Biology and Ecology'. The second profile has a ResearcherID of 'O-6982-2014' and top journals 'Scientometrics, Lecture Notes In Computer Science, Systematic Reviews'. The third profile has a ResearcherID of 'BBE-0769-2022' and top journals 'Lecture Notes In Computer Science, Interactive Storytelling, Proceedings'.

4. Write an email to: [wosg.support@clarivate.com](mailto:wosg.support@clarivate.com)

For example, you can write:

Dear Clarivate/Web of Science,

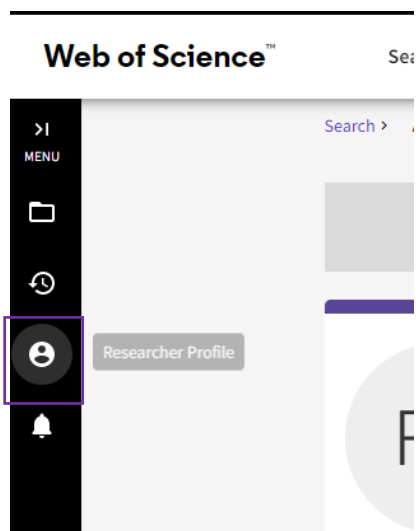
I would like to request a record merge of the Web of Science records on [name]. The "merge authors" button in Web of Science is greyed out, therefore this email.

The Web of Science ResearcherIDs that need to be merged are:

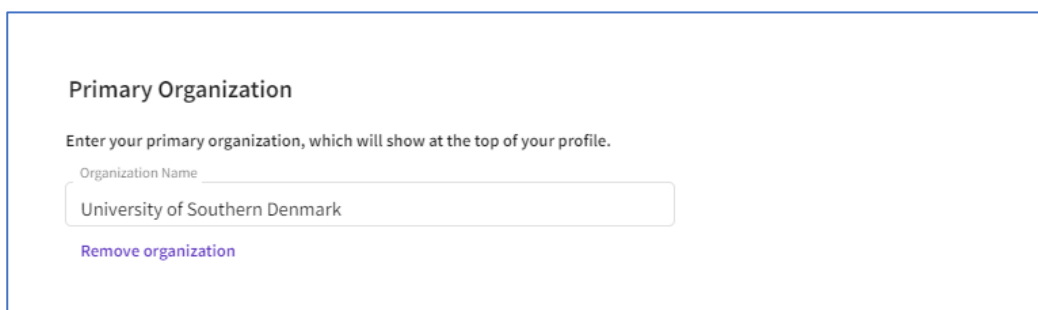
Web of Science ResearcherID: [ResearcherID 1]

Web of Science ResearcherID: [ResearcherID 2]

5. Await a response and proceed to change your affiliation.
6. Go to your Researcher Profile in the vertical menu to the left.



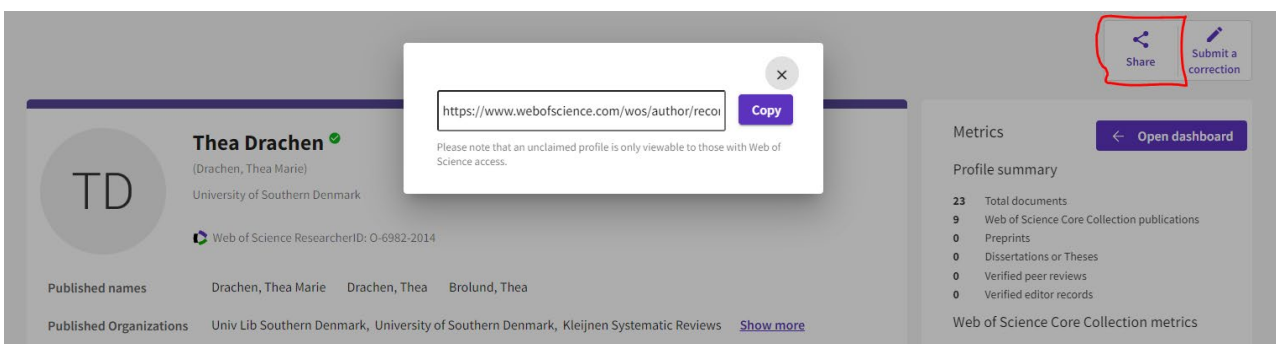
7. On your profile you can change your affiliation details. Click 'Edit' on the top right corner in the box with your name displayed. Search for 'Syddansk Universitet' in the search box below 'Primary Organization' and select University of Southern Denmark or Syddansk Universitet.

A screenshot of the "Primary Organization" form in the Web of Science interface. The form has a title "Primary Organization" and a subtitle "Enter your primary organization, which will show at the top of your profile." Below this is a text input field labeled "Organization Name" containing the text "University of Southern Denmark". At the bottom of the form, there is a link that says "Remove organization".

If you want your public profile to link to your Web of Science profile, you will also need to insert a link on your profile in Pure as is shown at the bottom in the picture.



Find your unique ResearcherID link by clicking share on the personal profile in Web of Science and copy the link in the pop-up window. \*



\*Pure is an Elsevier product and the company doesn't have the license to display a Web of Science Clarivate logo. The logo will be a globus on the research portal.

You have now updated your researcher ID's.

SDU Library, Team Pure

[puresupport@bib.sdu.dk](mailto:puresupport@bib.sdu.dk) – T +45 6550 2430

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