Populating your ORCID account with your publications

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Summary

- o Submit your ORCID every time you submit a paper

- o CrossRef and DataCite can add papers to your ORCID account automatically, if you give them your permission (and if the publisher has your ORCID)

- o ADS only adds papers that you manually claimed to your account. Otherwise no automatic updates takes place. Claiming can be repeated any time

- o 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.
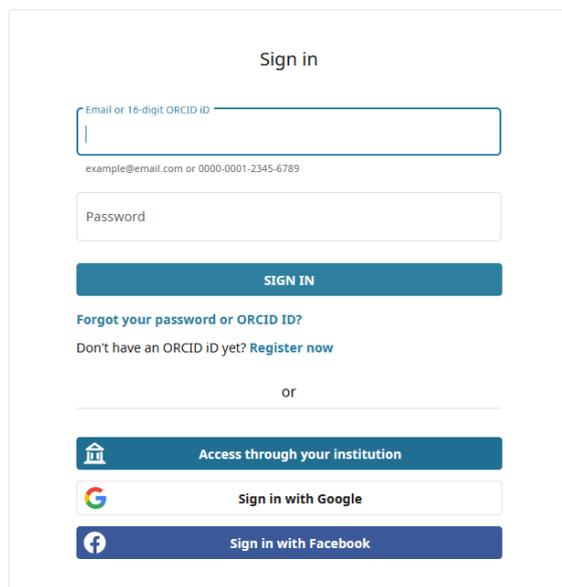
Select **Sign in to ORCID** from the pull-down menu in the upper right corner (black area).
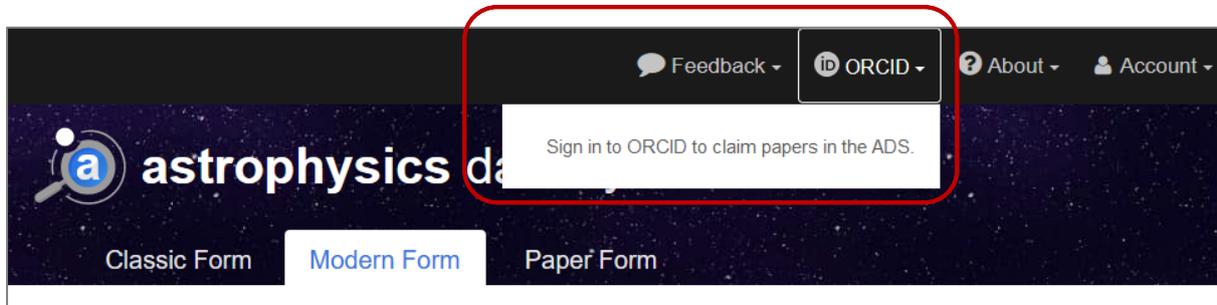
Click on **Take me to ORCID**.
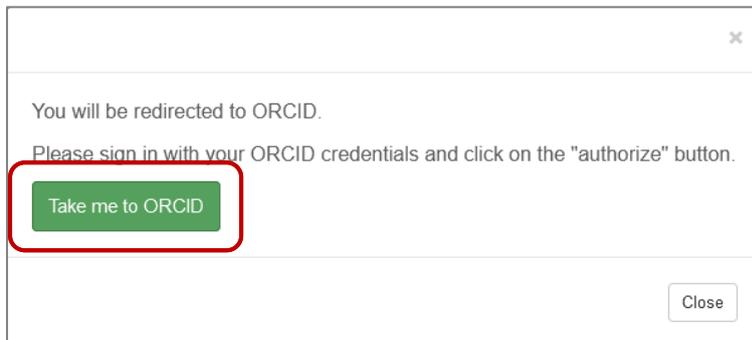
Sign in with your ORCID credentials. If you do this the first time, you need to Authorize ADS to update your ORCID record.

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 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.

Make sure ORCID mode is "on".

See also https://ui.adsabs.harvard.edu/help/orcid/claiming-papers
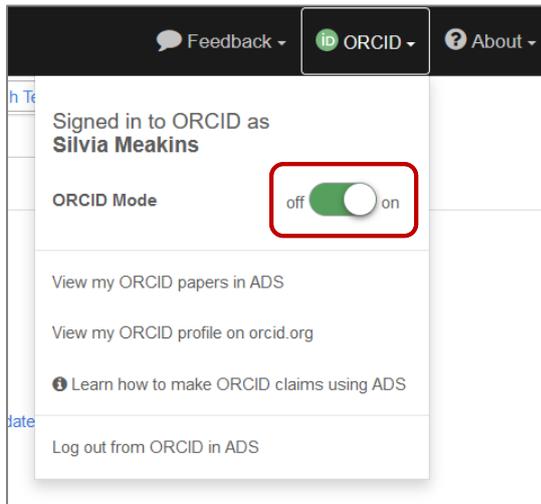
## Merging arXiv version with published paper

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**.
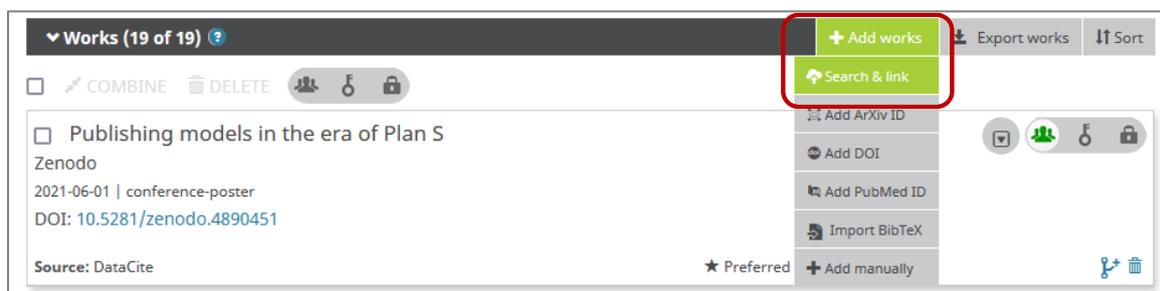
Even more important is the auto-update functionality.
The CrossRef **auto-update** process is granted from a message within your ORCID Inbox. The request is sent to your ORCID Inbox after a publisher submits a new work to CrossRef, with your ORCID iD embedded in the metadata.Your work will only be added 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.

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.

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
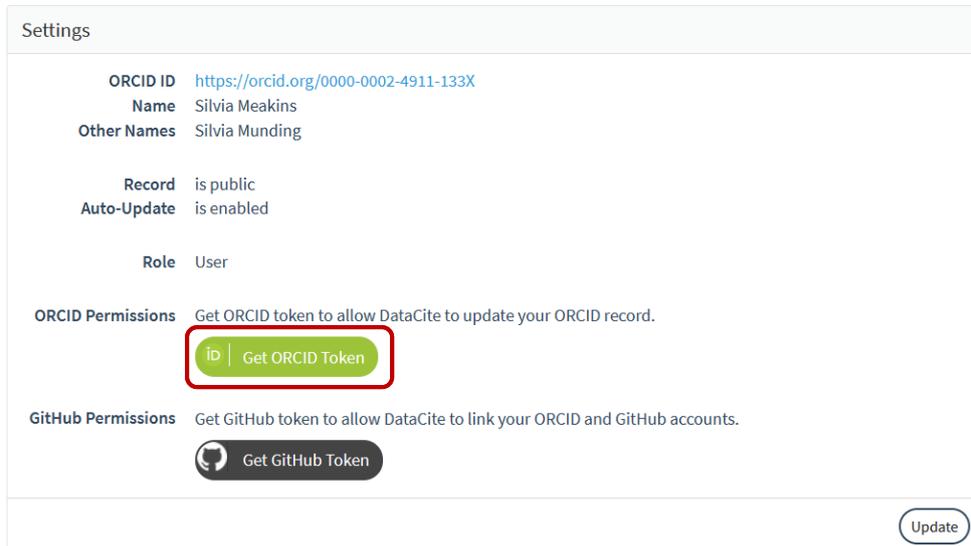
Settings	
ORCID ID	https://orcid.org/0000-0002-4911-133X
Name	Silvia Meakins
Other Names	Silvia Munding
Record	is public
Auto-Update	is enabled
Role	User
ORCID Permissions	Get ORCID token to allow DataCite to update your ORCID record.
	[iD	Get ORCID Token]
GitHub Permissions	Get GitHub token to allow 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