Adding Publications to Your ResearcherID account

This guide shows you three ways to add publications into your ResearcherID account.

(1) **Retrieve ORCID publications into your ResearcherID account**

   a. Login to your ResearcherID account.

      (If you are brought to the “My Researcher Profile” page immediately, click on the blue button for “Exchange Data With ORCID”).

   b. On the data transfer menu, choose the third option “Retrieve ORCID publications into my ResearcherID account” and click “Go”. (On the ORCID authorization page, click “Authorize”)

   c. Check against individual items (OR select all articles from the list by checking the “Select Page” box), then click the “Add” button. (On the ORCID authorization page, click “Authorize”)

   d. You will see a message in red saying “XX record(s) added to your publication list”.

   e. Click either “My Researcher Profile” on the top menu or the button “Return to My Researcher Profile” to return to your profile to view your publication list.

(2) **Make use of the “Add Publications” function in ResearcherID to search Web of Science and add publications into your ResearcherID account**

   a. In your ResearcherID profile, in the section for “My Publications”, click Add Publications on top of the publication list in your ResearcherID account.
a. You will be given three options. Under “Option 1” (see Notes also), click Search Web of Science Core Collection to conduct an “Article Search” by author. Please note the following:

(i) As the search is initiated through your ResearcherID account, Web of Science (WoS) will automatically put your Last/Family Name and Initial on the form. However, a search with just Last/Family Name and Initial will generate too many possible records that you do need to verify.

(ii) To limit the search, under the “Address” field, put in your existing or prior affiliation in the format required. (e.g. “City Univ Hong Kong” for City University of Hong Kong)

b. On the result list, select articles that you would like to add to the publication list of your ResearcherID account. If you have already got some publications in your account, for example, you have just imported your ORCID publication list into your ResearcherID account, the system may detect duplicates. A green tick indicates duplication. Skip the duplicated item(s), verify the others and make your selection for adding to your ResearcherID publication list.

c. In your ResearcherID account, for articles that are indexed by WoS, you can view their citation metrics.

Notes: If you choose Option 2 or Option 3, you can add in publications not indexed in Web of Science (WoS) into your ResearcherID account too.

(3) Add publications to your ResearcherID while conducting searches in the Web of Science database

Method 1: Making use of the “Record Sets”

a. Go to the Library Home page, mouse over “E-Resources” on the top menu bar, select “Databases” and go to the “Title List” by alphabetical order. Choose alphabet “W” and then “Web of Science”.

b. Conduct an author search by following the steps below:

(i) In the pull-down menu of “Basic Search”, select “Author Search”
(ii) Enter your family name and first initial(s)
(iii) Click the “Select Research Domain” button, then select individual domain(s) or all domains
(iv) Click the “Select Organization” button, check the box for “CITY UNIVERSITY OF HONG KONG” (and CITY UNIV HONG KONG as well if a variant name as such appears)
(v) Scroll either up or down to find the “Finish Search” button and click on it.

c. You will be presented with the “Author Search Results”. Click on the “Record Sets”.
d. A “record sets” groups works that are likely to be written by the same author together. In some cases, an author may be associated with multiple sets due to different factors (e.g. change of affiliations or research focus, etc.). In the “Record Sets” menu, do the following:

(i) Select the set you want or all the sets on the page
(ii) Click “View Records” to inspect the publications to double check that they are written by you.
(iii) After review, use the “Back” function of your browser to go back to the “record sets” menu.
(iv) Select the set(s) that are yours, click “Add to ResearcherID – I wrote these” to add the publications into your ResearcherID account.

Method 1: Creating the marked list

a. Repeat step (3)a. In the “Web of Science” database, conduct a search to locate your publications.
b. Select the desired item(s) from the result list by checking the box(es) by the side of the publication(s).
c. Click “Add to Marked List”. (Repeat steps a – c for different searches)
d. On the top right hand corner of the page, click “Marked List” to see your selected publications.
e. On the “Marked List” menu, follow the Step 1 and Step 2 to confirm the records selected and the fields you would like to export. In Step 3, select “Save to ResearcherID – I wrote these”.

f. A pop-up box will ask you to certify that you are the authors for the publications or you have been authorized to administer the author’s ResearcherID.

g. After the confirmation in “f”, you will be asked to login to your ResearcherID account. Once you enter your email and password, the selected publications will be sent to your ResearcherID account accordingly.

(4) Manage your publication list and your ResearcherID profile

With the “Manage List” function which appears in the “My publications” section, you can delete or edit selected records in your publication list.

With the “Manage Profile” function which appears on the top right hand corner of your profile page, you can make your publication list public or private. By default, it is public so that other users can view your scholarly output and your publication list will be sent to Web of Science to enable users to search for your Web of Science publications with your ResearcherID (or your ORCID iD after the integration). If you uncheck the “Public (Master)” box, all these will not be possible.

Update your Researcher profile from time to time: Web of Science will not map articles in its database to your Researcher profile automatically. When users search for your publications in Web of Science with your ResearcherID (or your ORCID iD after you have integrated your ORCID iD with your ResearcherID), they are actually retrieving the Web of Science publications that you have added in your Researcher profile. Therefore, to enable users to locate all your Web of Science publications by means of your ResearcherID (or your ORCID iD), you need to keep your profile up to date. This will also ensure that the citation metrics you generate from your Researcher profile cover all your Web of Science works without omission.