

ORCID Account Management

Handling duplicated records under ORCID profile

- Group multiple versions of the same record together
- Delete undesired records

Research Support and Scholarly Communication
Run Run Shaw Library

Jun 2022

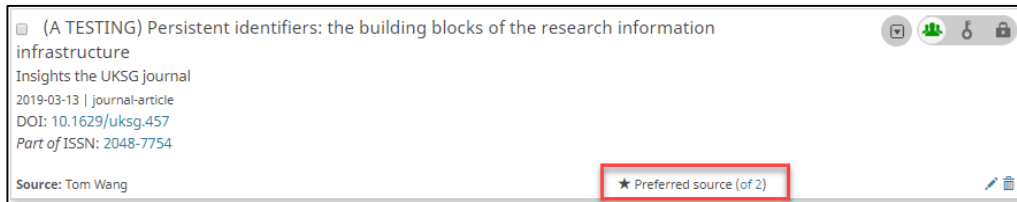


Run Run Shaw Library

香港城市大學
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Information on duplicates

- Records could be added to ORCID from manual input, various research systems and identifier schemes such as CityU Scholars, Scopus, Crossref, PubMed
- When the same record is added to ORCID multiple times
 - Records with a common identifier (such as a DOI or ISBN) are automatically grouped together and showing under different sources



- If the newly added record does not have an identifier, or has a common but case-sensitive identifier with an existing record in ORCID, it will create duplicates

More information on [Group multiple versions of the same work together](#)

Ways to de-duplicate

- Manage similar works (which appears if there are suggestions to make)
- Combine
- Delete

The screenshot displays a library management interface with a green header bar. The header contains a dropdown menu labeled 'Works (4)', an 'Add' button with a plus icon, and a 'Sort' button with a list icon. Below the header, there is a selection area with a checkbox for 'Select all (4)', the text 'Items currently selected (0)', an 'Actions' dropdown menu, and a blue button labeled 'Manage similar works' which is highlighted with a red rectangle. The main content area shows two entries for 'Sample article title A'. Each entry includes a checkbox, the title, a date (2022 and 2022-04-01), the source (Source ABC and Source XYZ), and a 'Show more detail' link. Action icons for each entry include a green group icon, a key icon, a lock icon, and an edit icon.

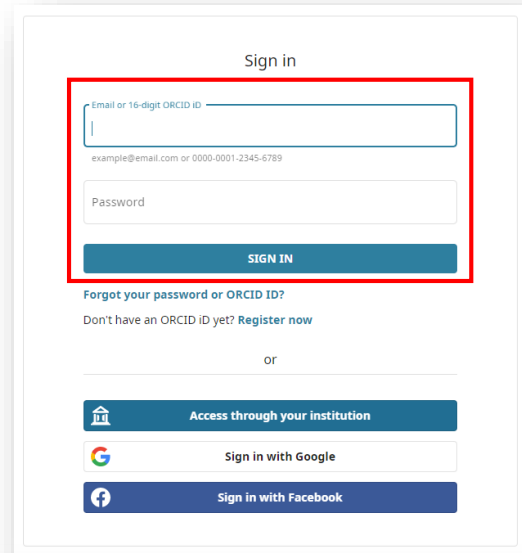
Ways to de-duplicate -Manage similar works

1. Sign into your [ORCID](#) account

2. Click “*Manage similar works*”

3. On the pop-up window, review and check the works to combine and click “*Combine selected works*”

1



Sign in

Email or 16-digit ORCID ID
example@email.com or 0000-0001-2345-6789

Password

SIGN IN

Forgot your password or ORCID ID?
Don't have an ORCID ID yet? [Register now](#)

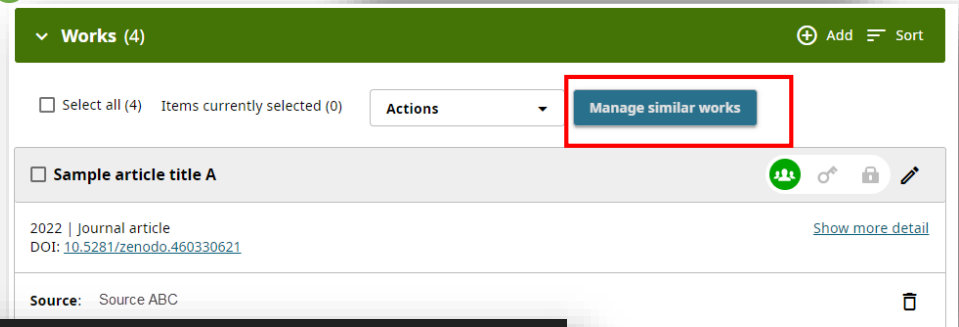
or

Access through your institution

Sign in with Google





Sign in with Facebook

2




Works (4) Add Sort

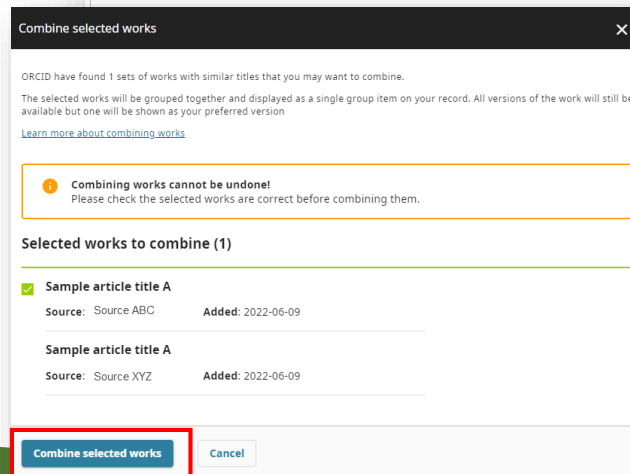
Select all (4) Items currently selected (0) Actions **Manage similar works**

Sample article title A    

2022 | Journal article
DOI: [10.5281/zenodo.460330621](#) [Show more detail](#)

Source: Source ABC 

3



Combine selected works

ORCID have found 1 sets of works with similar titles that you may want to combine.
The selected works will be grouped together and displayed as a single group item on your record. All versions of the work will still be available but one will be shown as your preferred version.
[Learn more about combining works](#)

Combining works cannot be undone!
Please check the selected works are correct before combining them.

Selected works to combine (1)

Sample article title A
Source: Source ABC Added: 2022-06-09

Sample article title A
Source: Source XYZ Added: 2022-06-09

Combine selected works Cancel

Ways to de-duplicate -Combine

1. Click “Sort” and “Title”
2. Review and check the works to combine
3. Click “COMBINE WORKS” under “Actions” menu to group the works together

The screenshot displays a library interface with a list of works. At the top, a green header bar contains a dropdown menu labeled "Works (4)" and a "Sort" button. A red box labeled "1" highlights the "Sort" button. Below the header, a list of works is shown. The first work is "Sample chapter record B" and the second is "Sample article title A". A red box labeled "2" highlights the "Sample article title A" entry, which is checked. A third red box labeled "3" highlights the "Actions" menu, which is open and shows the "Combine works" option. The "Actions" menu also includes options for "Export works (2)", "Export all works (4)", "Set visibility", and "Delete works".

Ways to de-duplicate -Delete

1. Click “Sort” and “Title”
2. Review and check the work(s) to delete (hint: delete the one without any identifiers e.g.DOI/ISSN)
3. Click “DELETE” icon to delete the undesired works

1

2

3

Works (4) Add Sort

Select all (4) Items currently selected (1) Actions Manage similar works

Sample article title A

2022 | Journal article
DOI: [10.5281/zenodo.460330621](https://doi.org/10.5281/zenodo.460330621) Show more detail

Source: Source ABC

Sample article title A

2022-04-01 | Journal article Show more detail

Source: Source XYZ

Feedback & support for ORCID

For more ORCID Account Management quick guides, please visit:

<http://libguides.library.cityu.edu.hk/aim/quickguides>

For answers to FAQ about ORCID, please access the [ORCID Knowledge Base](#)

OR

[Contact ORCID](#) via its Member Support Centre