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

May 2020
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
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”
Ways to de-duplicate - Combine

1. Click “Sort” and “Title”

2. Review and check the works to combine

3. Click “COMBINE” to group the works together
Ways to de-duplicate - Delete

1. Click “Sort” and “Title”

2. Review and check the works to delete

3. Click “DELETE” to delete the undesired works
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