

ORCID Account Management

Manage your publication list - Visibility setting

Research Support and Scholarly Communication Division
Run Run Shaw Library

Apr 2018

Make your “Works” public

After connecting your ORCID iD with CityU Scholars...

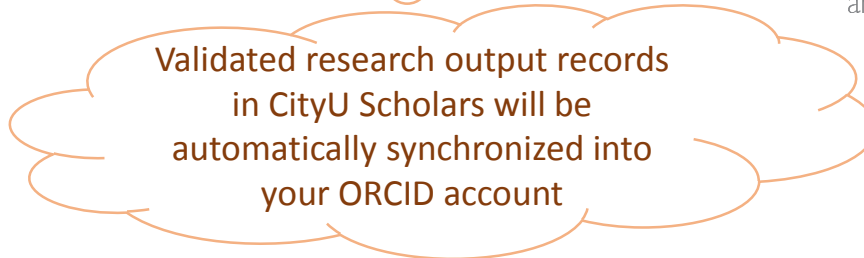


CityU Scholars
A Research Hub of Excellence



ORCID

Connecting Research
and Researchers



By default, your ORCID publication list will be visible to everyone

ORCID

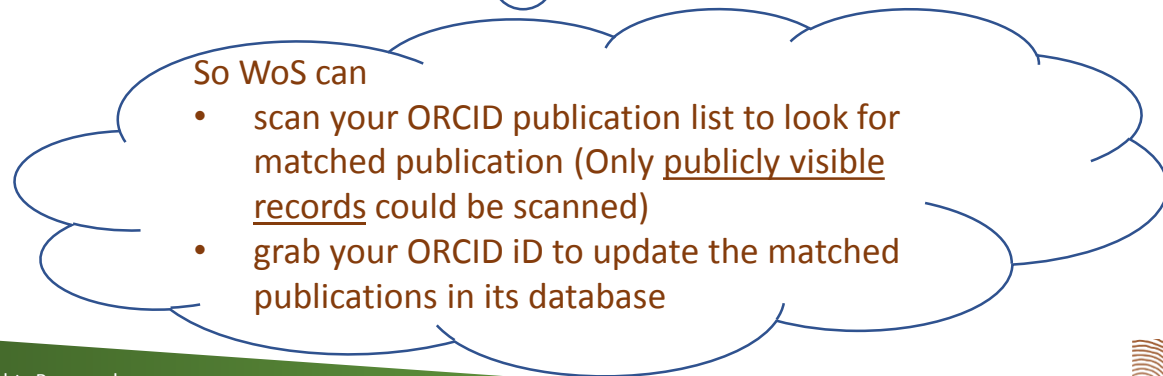
Connecting Research
and Researchers



Clarivate
Analytics

WEB OF SCIENCE™

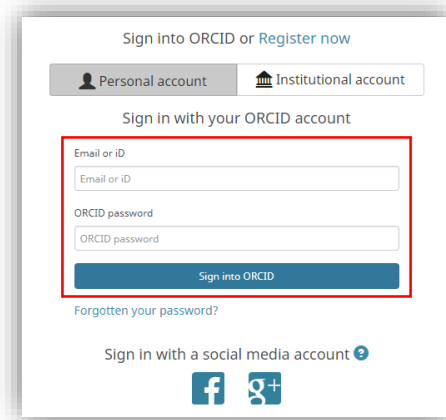
*Please change the
privacy level only
when necessary



Managing your publication list

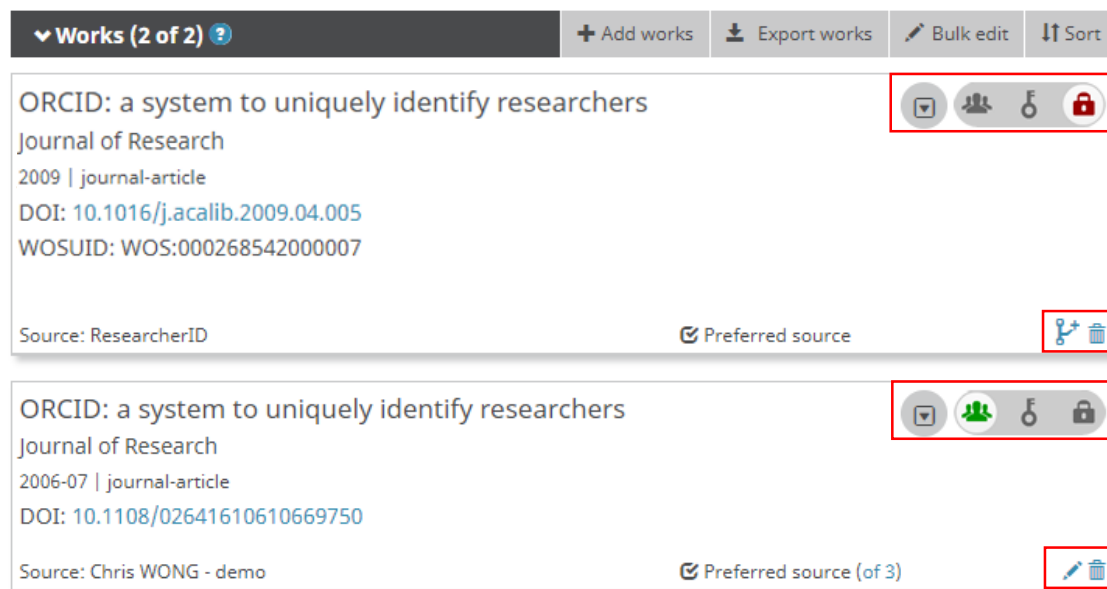
1. Sign into your [ORCID](#) account

1





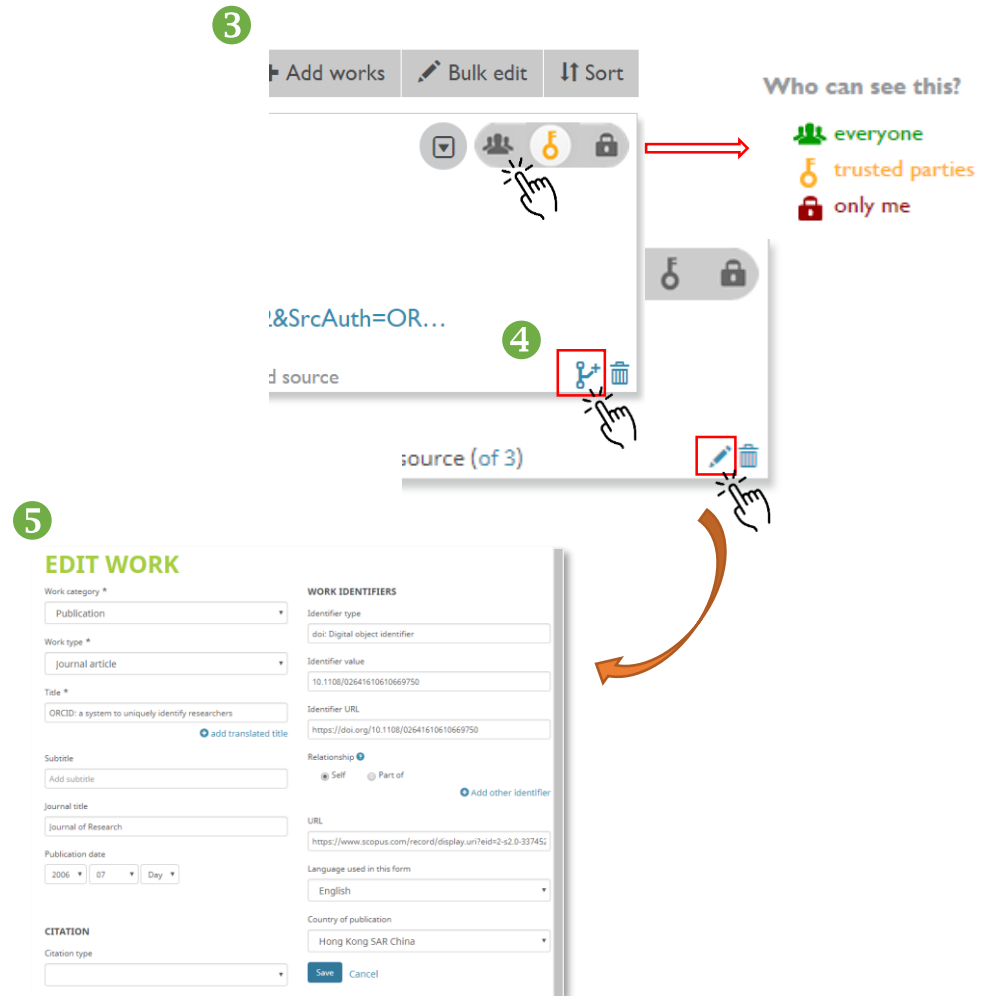
2. Under “Works”, you will find different icons in the entry box of each publication

2



Managing your publication list

3. Set the privacy level of your publications as explained on the right
4. For publications imported from other sources, click  to make a copy and edit
5. For manually inputted entries, click  to edit directly

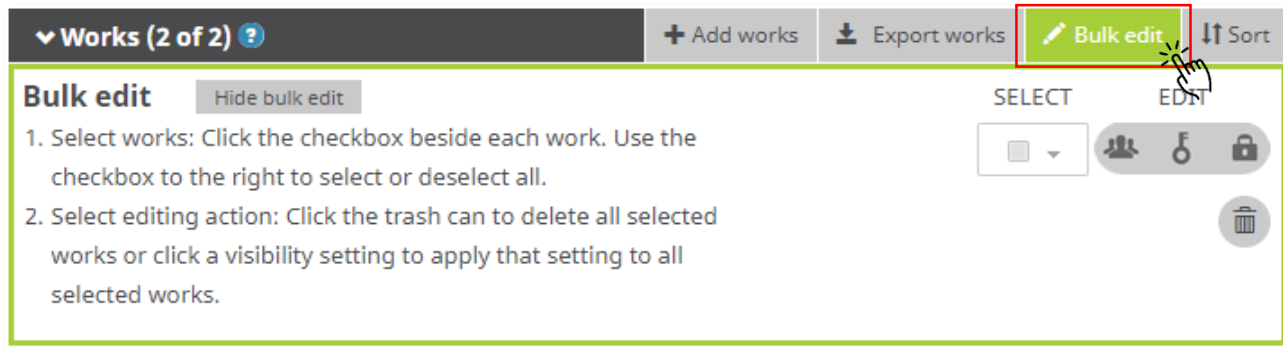


The screenshot illustrates the steps for managing a publication list. At the top, a navigation bar includes 'Add works', 'Bulk edit', and 'Sort'. A list of publications is shown below. The first publication has a privacy icon (a lock) highlighted with a red box and a hand cursor, with a red arrow pointing to the 'Who can see this?' legend on the right. The legend shows three options: 'everyone' (green), 'trusted parties' (orange), and 'only me' (red). The second publication has a copy icon (two people) highlighted with a red box and a hand cursor, with a red arrow pointing to the 'EDIT WORK' form below. The 'EDIT WORK' form contains fields for 'Work category', 'Work type', 'Title', 'Subtitle', 'Journal title', 'Publication date', 'Citation type', 'Work identifiers', 'Relationship', 'URL', 'Language used in this form', and 'Country of publication'. The 'Work identifiers' section includes 'Identifier type' (Digital object identifier), 'Identifier value' (10.1108/02641610610669750), and 'Identifier URL' (https://doi.org/10.1108/02641610610669750). The 'Relationship' section has radio buttons for 'Self' and 'Part of', with 'Self' selected. The 'Language used in this form' is set to 'English' and the 'Country of publication' is 'Hong Kong SAR China'. At the bottom of the form are 'Save' and 'Cancel' buttons.

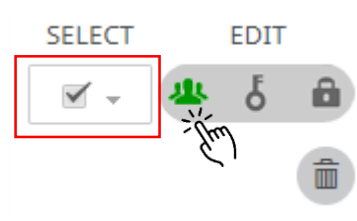
Bulk editing your publication list

You might want to change the visibility settings or delete multiple works at one time...

Under “Works”, click “Bulk Edit”



Click the checkbox on the right to select / deselect all entries, then make your change on the visibility or delete all selected work



View your public record

To see how your public record looks like, click “*View public version*” under your ORCID iD on the top left-hand corner of the page



When other people are viewing or other systems and database such as WoS are scanning your ORCID profile, they can only see/scan those entries which you have set visible to everyone →



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