

# Academic Identity Management

## Create and maintain author profiles in literature databases

### Introduction

How can you make sure that you get credit for all of your scientific publications? It can be difficult to distinguish you from other scientists and to correctly attribute your publications to you. This is especially true for researchers with common last names or for those who have changed their names (e.g. after marriage).

Creating and maintaining author profiles can help to ensure that your publication lists in Web of Science, Scopus, and Google Scholar are correct.

This does not necessarily imply creating new profiles: If your publications are included in literature databases, you are already represented as an author within these resources. However, these author profiles can be incorrect or incomplete. Since this information forms the basis for calculating bibliometric indicators such as the h-index, any errors in your author profiles will result in inaccuracies in your personal metrics.

### How to create and maintain your author profiles

You can correct errors in your author information and ensure that your publications are correctly attributed to you by following the steps below.

## 1. ORCID ID

The ORCID ID (Open Researcher and ContributorID, <https://orcid.org/>) is a unique identifier for authors, and commonly used in academia. With an ORCID ID, publications can easily be attributed to their authors, regardless of possible name variants or name changes.

At the TUM, you can link your ORCID ID to your TUMonline account. You can use your TUM e-mail address or any other e-mail address.

You find more information about ORCID and the implementation of the ORCID ID at the TUM under <https://www.ub.tum.de/en/orcid>.

### You don't have an ORCID ID yet?

- Go to TUMonline (<https://campus.tum.de/tumonline>) and login.
- Follow the link "ORCID ID" under "Teaching & Research".
- Then click on the button "Link ORCID ID now". You will be forwarded to the ORCID website to register for an ORCID ID, a 16-digit number in the format 0000-1111-2222-3333. Please allow your data to be transferred to TUMonline and finally submit your registration. Your ORCID ID is then linked to your TUMonline account. You can revoke your permission allowing TUMonline access to your ORCID ID at any time.

### You already have an ORCID ID?

- Go to TUMonline (<https://campus.tum.de/tumonline>) and login.
- Follow the link "ORCID ID" under "Teaching & Research".
- Then click on the button "Link ORCID ID now". You will be forwarded to the ORCID website to login with your existing ORCID ID. Please allow your data to be transferred to TUMonline. Your ORCID ID is now linked to your TUMonline account. You can revoke your permission allowing TUMonline access to your ORCID ID at any time.

Please make sure that you have only one ORCID ID. In case you have more than one, please go to <https://support.orcid.org/knowledgebase/articles/580410-removing-a-duplicate-orcid-id> for instructions on how to merge them.

### Settings and content of your ORCID record

We suggest adding in particular information about your author identity (name variants, links to additional identifiers and author profiles, CV) to your ORCID record.

- Open your ORCID record (click on the link ORCID ID in your TUMonline account, or go to <https://orcid.org> and enter your ORCID ID into the search field above)
- Add information about your author identity, such as
  - name variants (e.g. different spellings of your name, name changes after marriage, variable uses of middle names)
  - your current affiliation (for the correct designation consult the TUM Publication Guidelines at <https://mediatum.ub.tum.de/publikationsrichtlinie>)
  - links to additional author identifiers and profiles (e.g. Google Scholar Profile, ISNI, ResearcherID) and to websites or blogs
- In the privacy settings, mark your author information as public.

You can also add publications to your ORCID record, even if ORCID is not optimized for maintaining publication lists. You can import your publication data from different sources Datenquellen (<https://support.orcid.org/hc/en-us/articles/360006973653-Add-works-by-direct-import-from-other-systems>, Video) or via BibTeX import (<https://support.orcid.org/hc/en-us/articles/360006973353-Import-and-export-works-via-BibTeX>).

Web of Science and Scopus offer transfer options for bibliographic data into your ORCID record. If you want to make use of them, we recommend clearing up your author profiles in Web of Science and Scopus first (more information about this see below).

For TUM staff, the TUM's media server mediaTUM serves as a platform for all your publications. You can export your publication list from mediaTUM and integrate it in your own website (<https://mediatum.ub.tum.de/631903>).

## 2. Web of Science, ResearcherID and Publons

ResearcherID is the author identification system in Web of Science and is integrated in the academic platform Publons (<https://publons.com>). In Publons you find researchers profiles with information about publications and citation metrics as well as peer review and journal editing work.

If you have publications on Web of Science, please:

- Follow the link <https://publons.com/account/login/>
- If you already have a login for Web of Science, EndNote or ResearcherID, you can use that. Otherwise you have to register at this point
- Open your „Private dashboard“ (upper right).
- In „My records“ you can add publications, peer reviews, editor records and awards.
- In „publications“ you can import publications from Web of Science and ORCID, via DOI or file upload.
- You can also add additional publications that are not in WoS, but they don't add to you citation metrics.
- in „Settings“ / „Account“ and „connected accounts“ you can add your ORCID, and your affiliation in „Affiliation“. Please use the correct term „Technical University of Munich“ (<https://mediatum.ub.tum.de/publikationsrichtlinie>).

Via your ResearcherID, you can now be identified unambiguously in Web of Science. With your publications listed in Publons, your publication in WoS will be taken into account for the calculation of your h-index.

Please keep in mind, that the publication list in Publons will not be updated automatically. Search for your new publications in Web of Science, claim authorship and export to your publication list on Publons.

You can also export them to your ORCID account (<https://support.orcid.org/hc/en-us/articles/360006971313-Auto-updates-in-third-party-systems-Publons>).

Via “Create a Badge” (left column of your ResearcherID profil) you can advertise your ResearcherID profile on your web page or blog. ResearcherID is free. Visitors to your web page have access to your Web of Science publication lists and metrics without accessing Web of Science.

### 3. Scopus Author ID

Unlike Web of Science, Scopus automatically creates an author profile (called Scopus Author ID) for every author – as soon as one of their publications is listed in the database. However, these profiles can be incomplete or incorrect. Please check your profile, make necessary corrections, and link it to your ORCID record.

If you have any publications listed in Scopus, follow the instructions below or go to the following website for more information: <http://blog.scopus.com/posts/check-correct-submit-how-to-ensure-accuracy-in-your-scopus-author-profile>.

- Follow the link <http://www.scopus.com.eaccess.ub.tum.de> in order to login to Scopus via eAccess.
- Search for your name using your last name and the first initial of your first name (for example Baume, M), using the *author* search.
- Select your profile from the results by clicking on your name. If you have multiple profiles, select the profile with the most complete information. If you do not find yourself, search your publication and click on your author name.
- Check your profile and add your ORCID ID.

Did you find errors in your profile, or multiple profiles?

- Click on “Request author detail corrections” on the right side of the author profile screen, or use the Scopus Author Feedback Wizard at <https://www.scopus.com/feedback/author/home/new.uri> .

Scopus automatically attributes new publications to Scopus Author IDs. However, errors might happen, so keep an eye on your Scopus publication list with regard to your new publications.

In order to export your Scopus publication list and add it to your ORCID record, click on „Add to ORCID“ on the right side, or use the link <https://orcid.scopusfeedback.com/#>.

Via your Scopus Author ID, you can now be identified unambiguously in Scopus. Your publications in Scopus are correctly attributed to you, and they will be taken into account for the calculation of your h-index.

### 4. Google Scholar Citations

Researchers can also create a Google Scholar profile with a publication list in order to increase their visibility in Google Scholar. For the time being, it is not possible to link a Google Scholar profile with any other author identification system.

If you have any publication listed in Google Scholar, follow the instructions below:

- You must have a Google account in order to create a Google Scholar profile. Login with your Google mail address or create one.
- Go to the Google Scholar Citations website: <https://scholar.google.de/intl/en/scholar/citations.html>.
- Follow the instructions to create and complete your profile. Add your affiliation according to TUMs guidelines (<https://mediatum.ub.tum.de/publikationsrichtlinie>).
- Select your publications from the list of suggested titles.

- Turn off the automatic update of your profile or check regularly if the documents added by Google Scholar are indeed your publications.

Your Google Scholar profile with your list of self-curated publications can now be found via a search for your name in Google Scholar. The h-index in your profile is calculated based on the list of publications attributed to you and on Google Scholar citation data. You can also add publications that are not referenced in Google Scholar to your profile's publication list. They are visible in your profile, but are not included in the Google Scholar index and are not searchable in Google Scholar.

## 5. Maintain your profiles and use your ORCID ID

An author profile is only useful if it is current. Keep your ORCID record up-to-date and check regularly that your other author profiles in literature databases are current with regard to new publications.

Whenever possible, include your ORCID ID in your publication submissions.

**Ensure that your affiliation designation is correct** (Technische Universität München or Technical University of Munich). The official affiliation designation, as well as regulations on how to use it, can be found in the TUM Publication Guidelines (<https://mediatum.ub.tum.de/publikationsrichtlinie>).

## Would you like to know more about visibility and impact of research?

### Introduction to Bibliometrics and Impact

Are you interested in learning more about bibliometrics? In our course “Visibility and Research Impact: Bibliometrics, Scholarly Communication and Publication Strategies” you can learn about the most important bibliometric indicators and strategies for publication and academic identity management that can improve the visibility of your work. More information about the course and a list of upcoming sessions can be found at <https://www.ub.tum.de/en/course/visibility-and-research-impact>.

### Arrange an appointment for Consultation

We help you to clear up your author profiles and improve the visibility of your publications. Arrange an individual appointment either in the library, at your workspace, or online via web conferencing at: <https://www.ub.tum.de/en/consultation-service-bibliometrics-impact>

### Contact

#### Technical University of Munich

University Library  
Information Services Department  
Arcisstrasse 21, 80333 Munich

[bibliometrie@ub.tum.de](mailto:bibliometrie@ub.tum.de)  
<https://www.ub.tum.de/en/bibliometrics>

June 2019

This document is available online at [https://mediatum.ub.tum.de/academic\\_identity\\_management](https://mediatum.ub.tum.de/academic_identity_management)