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# Disambiguating yourself: online identity management for researchers

## A quick user guide

REF UK TOP 20 RESEARCH-INTENSIVE UNIVERSITY

THE UK UNIVERSITY OF THE YEAR WINNER

THE UK ENTREPRENEURIAL UNIVERSITY OF THE YEAR WINNER

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## Background to online identity management

The citation impact of academic authors is normally analysed using one or more of the following tools: Scopus (or SciVal, based on Scopus data), Web of Science, or Google Scholar. University ranking tables, such as the THES World University Rankings, also rely on citation data derived from these tools. It is therefore important that citation data compiled by these systems are as accurate as possible. Strathclyde researchers should therefore ensure they maintain their online identities within key research intelligence tools thus guaranteeing they receive academic credit for their research outputs.

When an author publishes for the first time they are automatically assigned a Scopus ID (by Scopus - Elsevier) and/or a ResearcherID (by Web or Science – Thomson-Reuters). For name disambiguation reasons, identifying authors correctly can be problematic for Scopus and Web of Science and this can often mean that citations are either omitted or misassigned for outputs that belong to an individual's publication history. This issue is often compounded by the numerous institutional affiliations authors may acquire during their career which, when combined with challenges surrounding name disambiguation, can make the correct assignation of citations very difficult. Sometimes authors may find that they have several identities within Scopus or Web Science thereby diluting their overall citation impact.

Fortunately most of the above noted tools recognise that their data can be inaccurate and all therefore provide functionality such that authors can update data held about their research outputs.

**ORCID** is not covered in this quick guide. ORCID is a platform agnostic approach to identifying research authors, as opposed to ResearcherID and Scopus Author ID, both of which are proprietary. The University of Strathclyde endorses the use of ORCID and has arranged for **all research staff** to be assigned an ORCID. ORCIDs are 16 digit codes (e.g. 0000-0002-8482-3473) used to uniquely identify authors which can be linked to Scopus Author ID and ResearcherID. Staff unsure of their ORCID should consult their profile within PURE.

Note that during summer 2016, ORCID will begin synchronising with PURE. It will therefore be unnecessary for staff to maintain their ORCID profile because it will be updated automatically (assuming data in PURE are up-to-date). Both ResearcherID and Scopus Author ID have features to allow users to exchange data with ORCID thereby minimising duplication of effort. Thus, assuming PURE is kept up-to-date, ORCID will be synchronised and ORCID data can be used to help staff maintain their ResearcherID and/or Scopus Author ID profile. Details are provided within this quick guide.

Further assistance regarding ORCID can be requested by contacting pure@strath.ac.uk. Guidance on integrating an existing ORCID within PURE can be found at: https://goo.gl/ulnjbi.

## Scopus Author ID: Using Scopus Feedback Wizard

Scopus automatically assigns you an Author ID when publications you have authored are indexed and abstracted by the Scopus database. The Scopus Feedback Wizard (http://www.scopusfeedback.com) enables authors to check their Scopus Author IDs and submit corrections or additions.

The process will work best if you have a Scopus username and password. If you have not set up a username and password for Scopus, visit http://scopus.com/ click on Register in the top right corner of the screen, fill in your details and select a password. Note that this initial registration process must occur on campus so that Scopus is aware you are registering from a Scopus subscribing institution.

1. To maintain your Scopus Author ID, **visit** the Scopus Feedback Wizard at: http://www.scopusfeedback.com/.
2. **Enter** your author and affiliation details into the interface, as per Figure 1. Note that you can add previous institutional affiliations and name variations. This can assist Scopus in identifying all possible Scopus IDs that may be linked to your published work.

   **Click** Search when you are finished. After clicking the Search button you will be presented with 5 steps to complete: Select profiles, Select preferred name, Review documents, Review profile and Submit changes. All steps are required to be completed in order to submit feedback to Scopus.

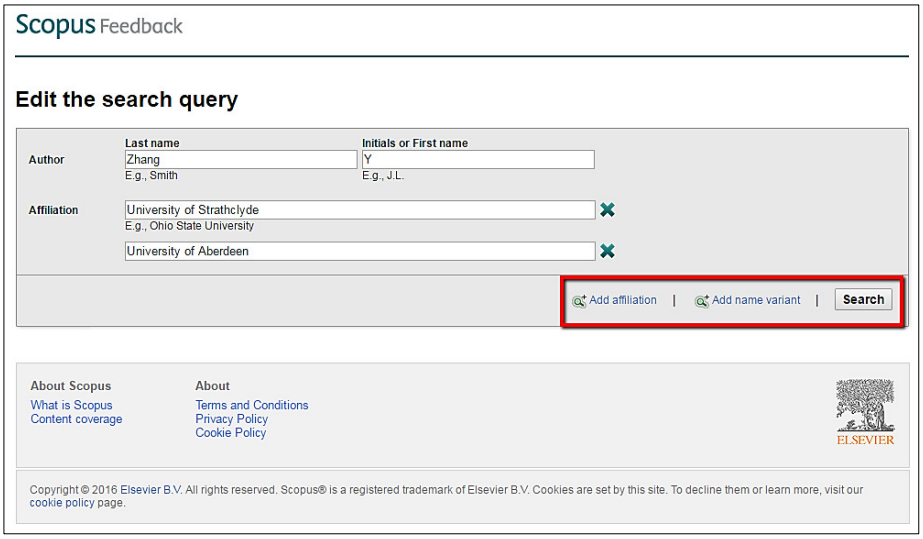


*Figure 1: Entering author and affiliation details into the Scopus Author Feedback Wizard.*

3. In the select profiles screen (Figure 2), **review** the list of profiles presented and **click** the tick box(es) to indicate which profiles may contain your research outputs. Remember that some of these profiles may have been created by Scopus when you were affiliated with a previous institution, belonged to a different research unit within Strathclyde or published under a different form of your personal name. Users can click “Show recent documents” to provide more detail about the published outputs associated with each profile.

   **Click** Next when you are finished.

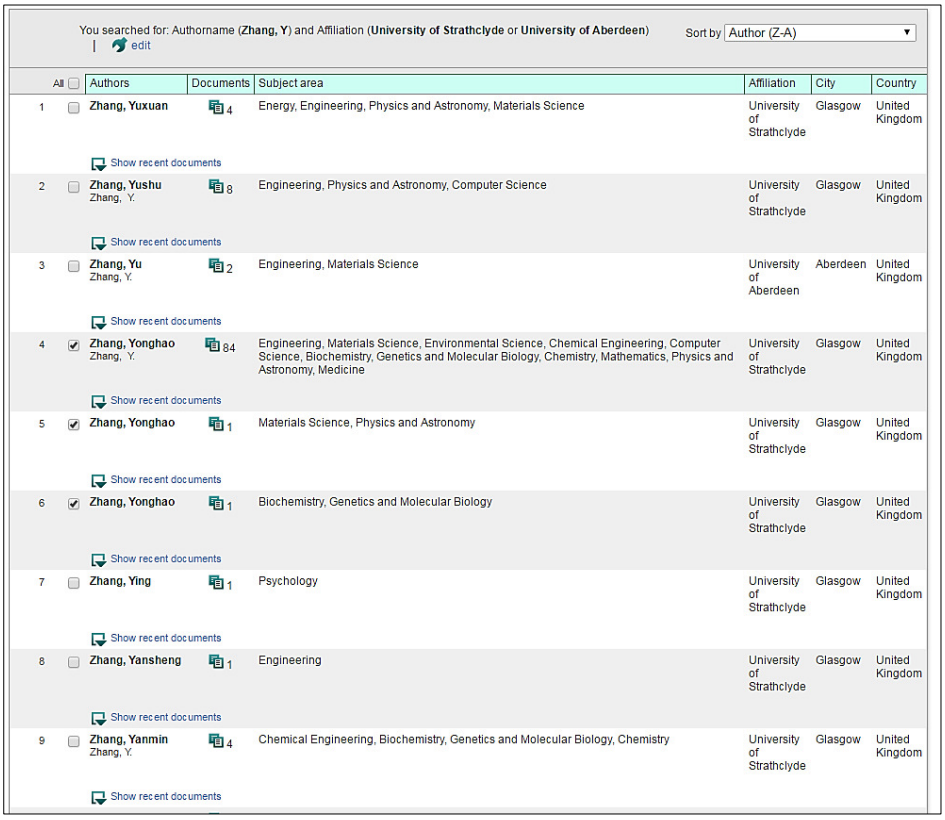


*Figure 2: Selecting author profiles.*

4. The next screen should be the “Preferred name” screen. This allows the user to indicate their preferred name form and to collocate any name variations under a preferred name form.

   **Select** the “preferred form” of your name and **click** Next to move onto the next step.

5. Step 3 allows users to review their authored outputs and claim or disclaim outputs listed in the profile. A list of research outputs associated with the profiles you selected should therefore be presented, as in Figure 3.

   **Using** the cross (X) and tick icons (✓), indicate which outputs belong in your profile and which do not. **Click** the “View on Scopus” link if there is insufficient detail to make a decision.

   **Click** Next when you are finished and move onto the next step.

**Are there important publications missing from this list which belong on your profile?** If so, **click** the “Search for missing documents” link at the bottom of the page. This will generate a search window within which it is possible to search for your missing research outputs. Once discovered, missing outputs can be added by **clicking** the tick boxes and **clicking** Add selected articles. **Click** Next when all relevant outputs have been added to your profile.

Remember that any search at this stage is restricted to Scopus and therefore any research publications not indexed by Scopus will not be discoverable.

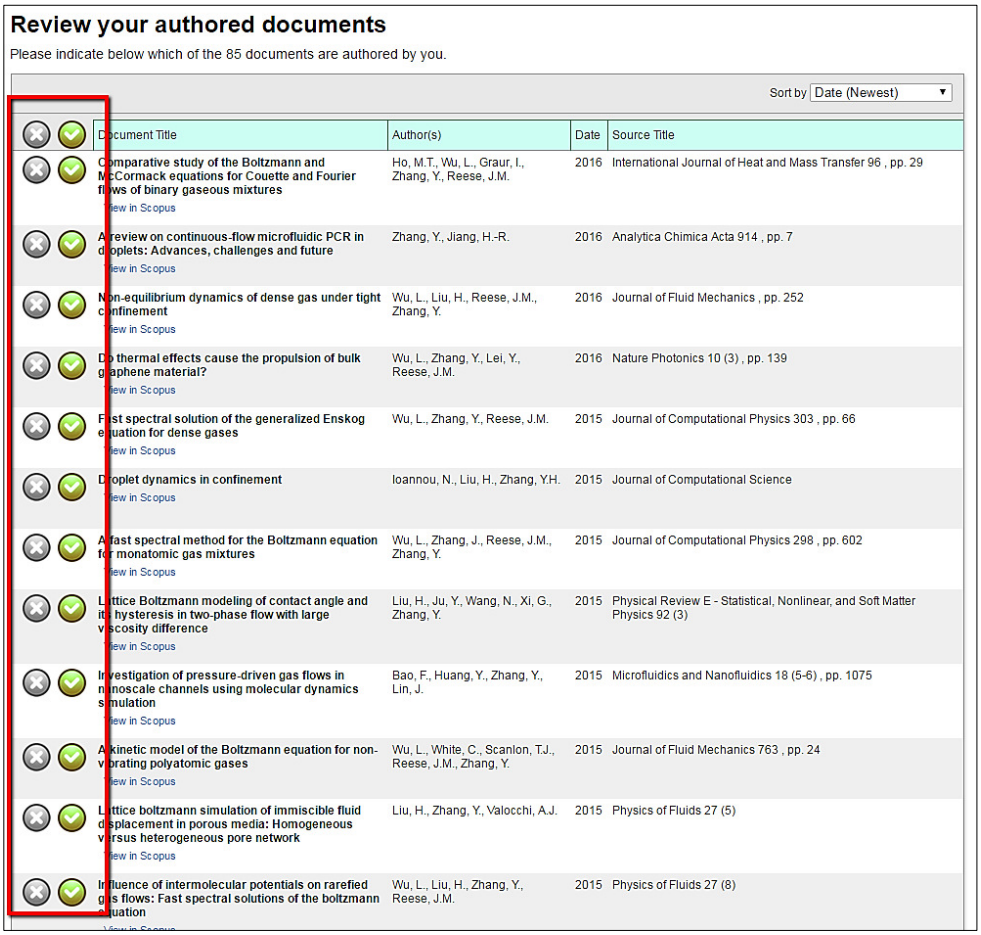


*Figure 3: Claiming and disclaiming publications within the Feedback Wizard.*

6. The next step allows users to review the profile information. If errors are spotted, either click on the Back link (at the bottom of the page) or click on step 3 in the navigation bar (3. Review documents). Otherwise simply **click** Next to enter the final step

7. The final step requires users to verify their identity. This is necessary to ensure that the data Scopus provides is not distorted. It also ensures spoof profiles are not created by malicious users. Please **complete** the necessary details. It is recommended that you use your Strathclyde email address to enable Scopus to verify your institutional affiliation. You may also consider adding some additional remarks about the changes you are requesting.

   **Click** Submit when complete.

   You should observe a confirmation screen upon form submission and will receive an email confirmation from Scopus. It can take several weeks for Scopus to review and action any changes; however, after changes have been actioned users **should review** their Scopus Author ID periodically to ensure Scopus is correctly identifying all recently published outputs. Action should be taken where outputs have been misattributed or if outputs have not been added to your profile. You may also wish to promote your Scopus Author ID in your email signature or personal website.

## ResearcherID: Claiming and maintaining your identity

Like Scopus, ResearcherID automatically assigns authors an ID when publications they have authored are indexed and abstracted by the Web of Science database. This ID (maintained by Thomson-Reuters) is known as a ResearcherID (http://www.researcherid.com/). Thomson-Reuters allow authors to claim their identity via ResearcherID, improve it and maintain it over time.

1. To claim your ResearcherID and maintain it, **visit** ResearcherID at: http://www.researcherid.com/.
2. **Click** the "Join now it's free" button in the left column of the screen, highlighted in Figure 4. (If you already have previously registered with ResearcherID, **click** the login button)

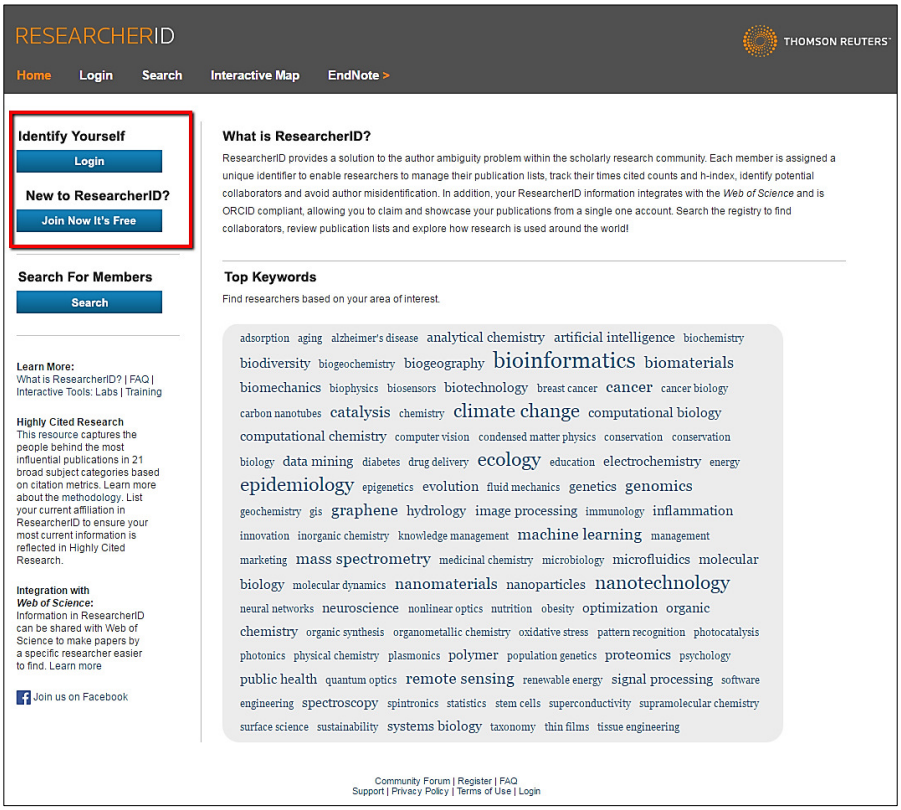


*Figure 4: Claiming your identity in ResearcherID.*

3. The next step is to create your basic profile information (Figure 5). **Enter** the name you are publishing under, or intend to use, as a published researcher. Use your University of Strathclyde email address. Email is required to verify your identity and institutional affiliation. **Click** Submit when finished. ResearcherID will send you a confirmation email. **Open** the link in the confirmation email to continue.

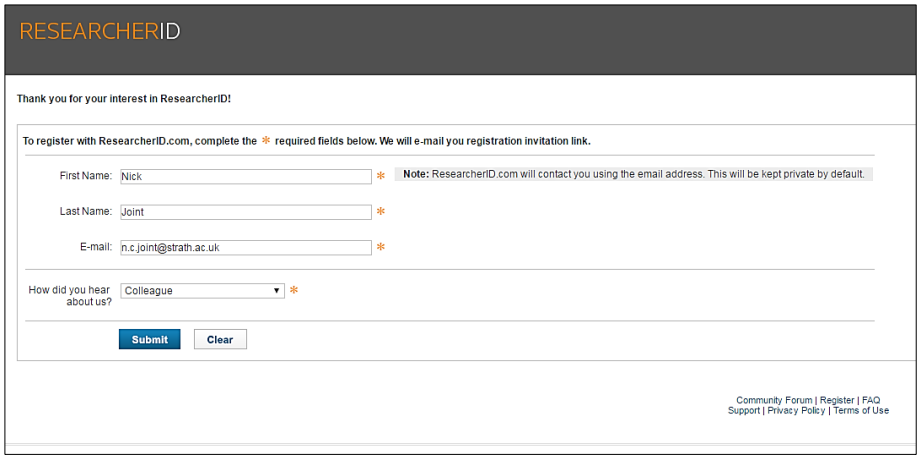


*Figure 5: Entering basic profile information into ResearcherID.*

4. Opening the link in the confirmation email should take you to the registration screen, as in Figure 6. This screen captures essential information about the author. **Complete** as much information as possible, paying particular attention to add any other names you may have used in the past when publishing. Ensure you list the "University of Strathclyde" correctly in institutional affiliation.

   **Click** Submit when you are finished. You should receive a confirmation screen (Figure 7) and a confirmation email, both of which confirm your ResearcherID. In this case the ResearcherID is **H-3567-2016**.

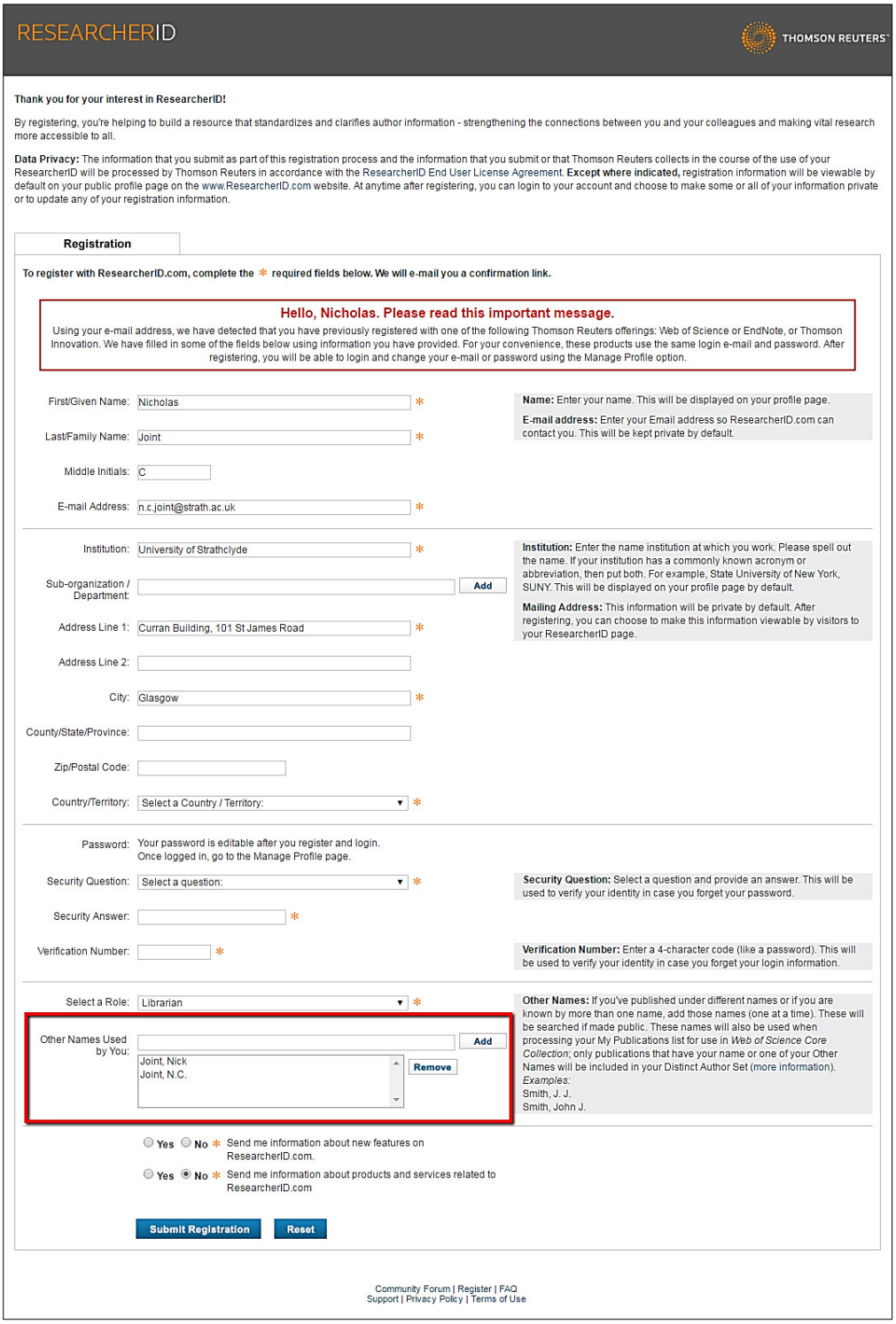


*Figure 6: Completing the registration process for ResearcherID.*

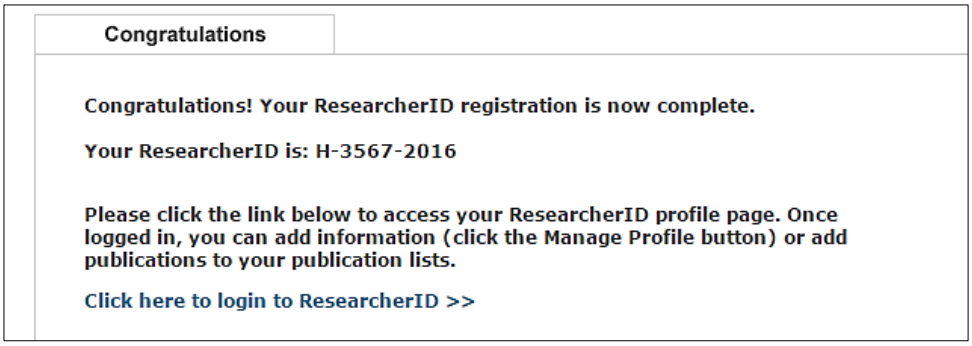


*Figure 7: Confirmation of the creation of a ResearcherID, including the ResearcherID itself.*

5. Now that you have claimed your ResearcherID, **login** by following the link on the confirmation screen.

   Upon logging in you may be asked if you would like to associate your ORCID with ResearcherID. If you have your ORCID to hand, **select** to associate your ORCID before proceeding. If you do not have your ORCID to hand simply proceed by selecting, "No, thank you". An ORCID can always be associated later.

ORCID is a platform agnostic approach to identifying research authors, as opposed to ResearcherID and Scopus Author ID, both of which are proprietary. The University of Strathclyde endorses the use of ORCID and has arranged for **all research staff** to be assigned an ORCID. ORCIDs are 16 digit codes (e.g. 0000-0002-8482-3473) used to uniquely identify authors. Staff unsure of their ORCID should consult their profile within PURE. Further help and advice can be requested by contacting pure@strath.ac.uk

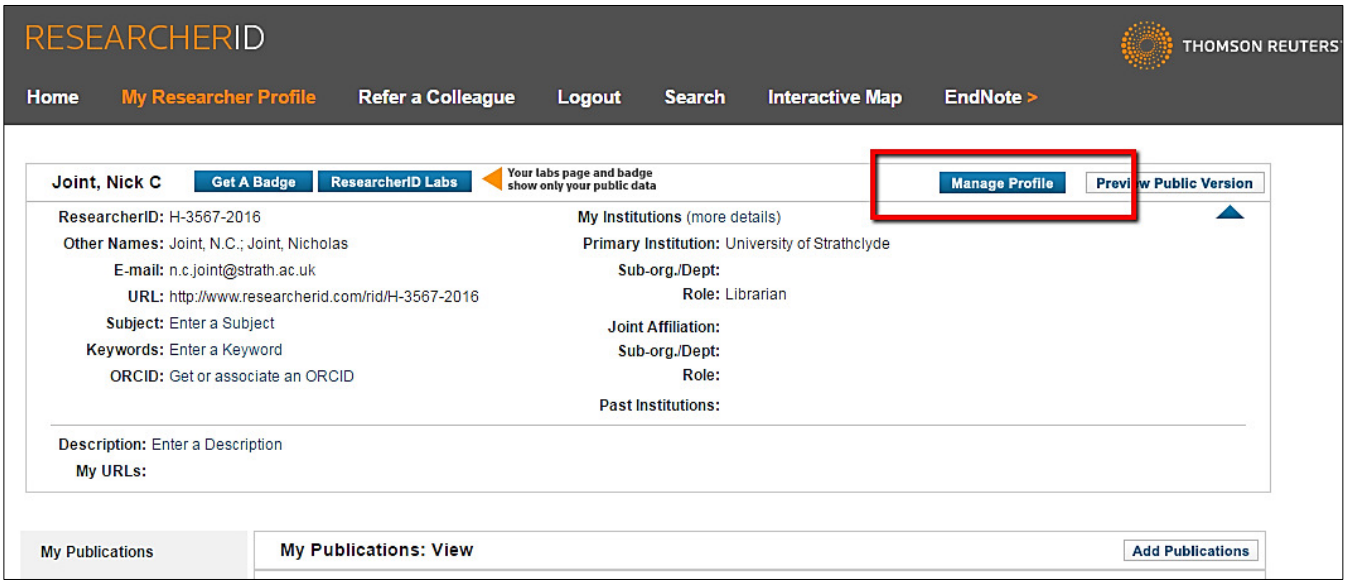


*Figure 8: My Researcher Profile within ResearcherID.*

6. Logging into ResearcherID will present My Researcher Profile, as pictured in Figure 8.

   **Click** Manage Profile to enhance the quality of the identity data ResearcherID contains. This will display the My Researcher Profile navigation (e.g. My Affiliation, Publication List, etc.)

   Follow the navigation and make the most of the opportunity to have your research expertise and outputs found by others. Include:

   - Variant forms of your name
   - 3-4 Keywords

- A brief description of your research interests/expertise
- URLs for other web profiles
- School, Department, Research Unit, etc.
- Affiliations
- Past Institutions. (If you have worked as a research or post-doc at numerous institutions, you should list them all. Please ensure you use the correct name of those institutions.)

7. You can tell ResearcherID which research outputs are yours and which outputs belong in your publication profile by **clicking** "Add Publications" in My Researcher Profile, as in Figure 9 below. **Select** "Option 1" to add publications, although please note that you must be on campus for for ResearcherID to authenticate you as belonging to a Strathclyde subscribing institution.

   In the resulting search interface, perform a search for all outputs with your name and institutional address (e.g. University of Strathclyde). Providing information on topic area(s) may also enable ResearcherID to exclude irrelevant subjects from the search results. **Click** Search when you are finished.

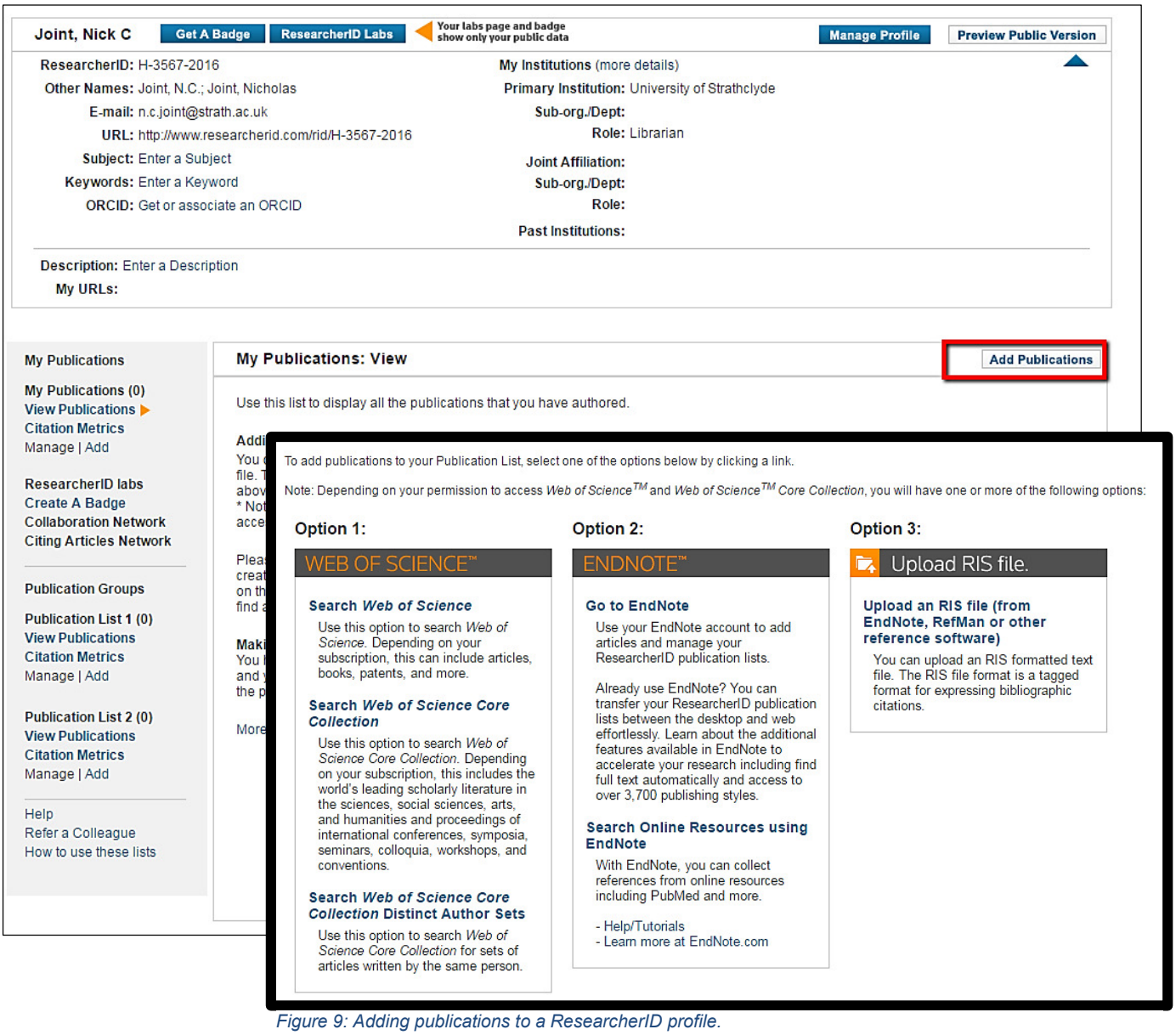


*Figure 9: Adding publications to a ResearcherID profile.*

8. **Peruse** the results screen and **tick all** research outputs that you would like to claim. You may have several pages of results. **Select** records **on each page** and add them to your list before navigating to other pages. Publications can be added to your profile my clicking "Add" at the bottom of the screen, as shown in Figure 10.

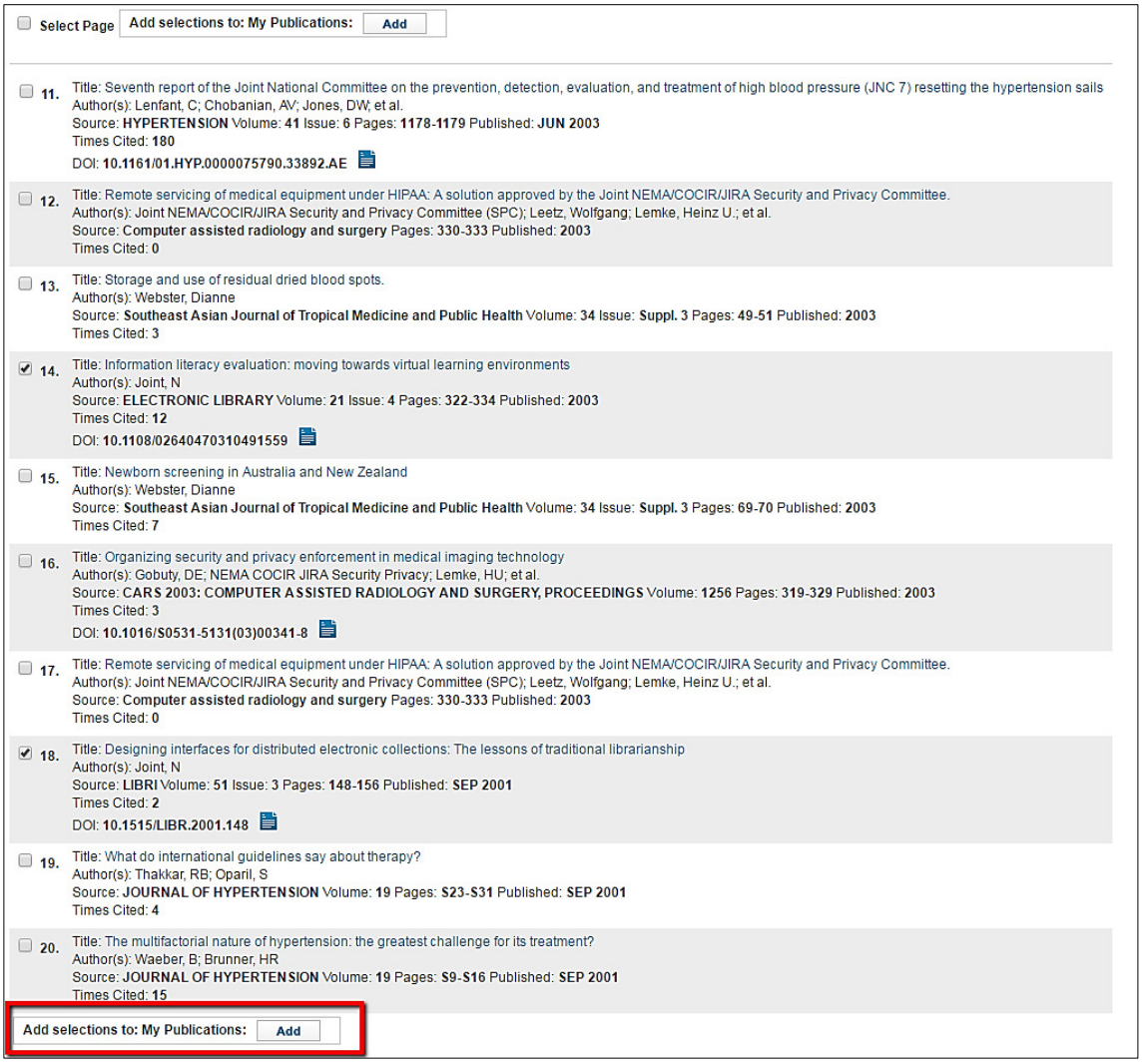


*Figure 10: Selecting and adding publications to a ResearcherID profile.*

9. Your ResearcherID is complete! Once you have added all available research outputs to your profile and provided ResearcherID with your affiliation history, name variants, etc. you can consider your profile complete.

   It can take several weeks for ResearcherID to review and action any changes. Users **should review** their ResearcherID periodically to ensure Thomson-Reuters is correctly identifying all recently published outputs. Action should be taken where outputs have been misattributed or if outputs have not been added to your profile. You may also wish to promote your ResearcherID in your email signature or personal website.

   Please note that data from **ORCID** can be imported into ResearcherID. This may minimise any duplication of effort (see next section); but staff should be aware that this will not substitute for maintaining a ResearcherID profile as Thomson-Reuter may still misattribute outputs. However, the ability to exchange data between systems will mean that maintenance of multiple online identities will be simpler.

## Exchanging ORCID data with ResearcherID

10. During summer 2016 ORCID will begin synchronising with PURE. ResearcherID allows users to exchange data with ORCID thereby minimising duplication of effort. Assuming PURE is kept up-to-date by staff members, ORCID will be synchronised thereby allowing ORCID data to be re-used in other online identity systems, such as ResearcherID. This will assist staff in the maintenance their ResearcherID profile.

11. Associate your ORCID with ResearcherID. If you did not associate your ORCID with ResearcherID in step 5, your ORCID can be associated later by **clicking** on "My Researcher Profile" and **clicking** the "Get or associate an ORCID" link (Figure 11). Follow the on-screen instructions to associate your ORCID.

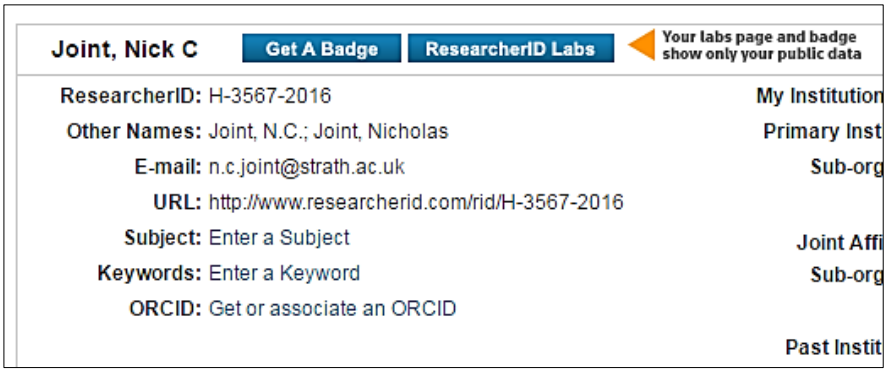


*Figure 11: Associating ResearcherID with ORCID.*

12. Once associated, your ORCID should appear in your "My Researcher Profile" summary and an "Exchange Data With ORCID" button should be visible, as per Figure 12. **Click** this button and in the next screen **select** "Retrieve ORCID publications into my ResearcherID account" (Figure 12).

*Figure 12: Initiating the exchaging data with ORCID process.*

*Figure 13: Retrieving outputs from ORCID via ResearcherID.*

13. ResearcherID will direct you to **sign into ORCID**. This is because ResearcherID requires your permission to access your ORCID profile.

    Once you have signed into ORCID you will be automatically be redirected to ResearcherID where a list of your ORCID publications will be visible (Figure 14). Select the outputs from ORCID that you would like to import to ResearcherID and **click** the "Add" button. Outputs from ORCID should now be added to your ResearcherID profile.

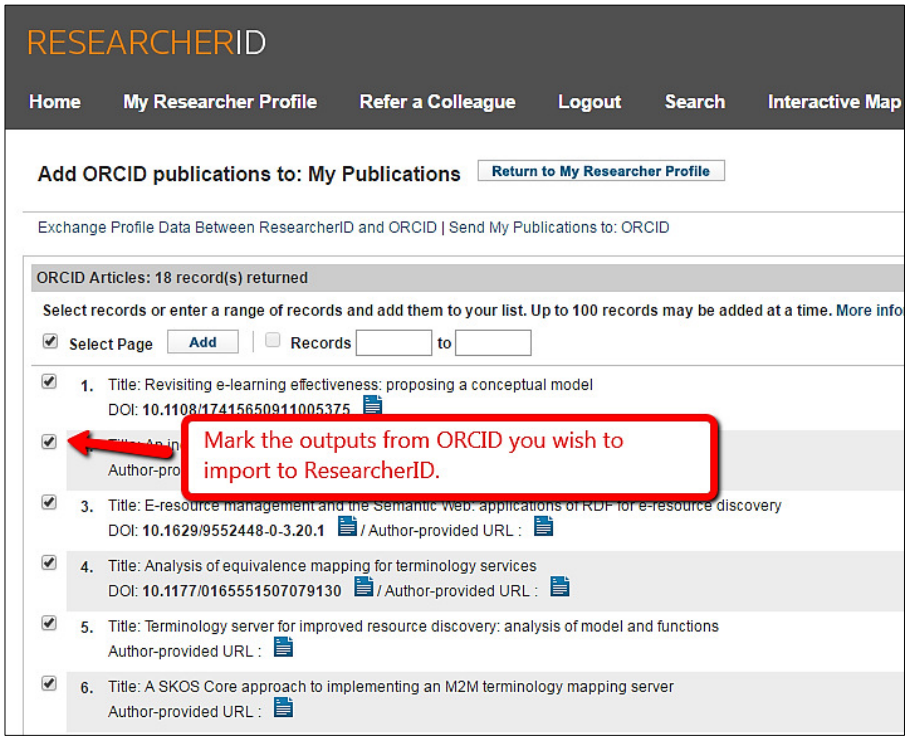


*Figure 14: Deciding which outputs to import from ORCID.*

## Google Scholar: Setting up a profile

Creation of a Google Scholar offers researchers several benefits:

- It showcases an author's research outputs and the citations they have received;
- It improves the overall search accuracy of Google Scholar. By setting up your profile and claiming/disclaiming research outputs, you help to improve the precision of Google Scholar as a search service for others;
- It also calculates a platform-dependent h-index, which some researchers enjoy tracking. (Note that this h-index may provide interesting information but data from Google Scholar can differ significantly from Scopus or Web of Science).

Before continuing please read the information below regarding Google accounts.

**If you do not already have a Google account**

It is necessary to have a Google account in order to create and manage an author profile in Google Scholar. If you do not already have a Google account please visit the following URL to create one: https://accounts.google.com/signup. It is possible to create a Google account using your Strathclyde (strath.ac.uk) email address. This is recommended so that Google Scholar can verify your academic identity. To use your strath.ac.uk simply click "I prefer to use my current email address" during the account creation process (Figure 11). Note that you can always associate this account with a Gmail account at a later date, if you so wish.

**I already have a Google account**

It is quite probable that you already have a Google account. However, it is recommended that you create another account using your strath.ac.uk email address. This will allow Google Scholar to verify your academic identity. To create a new account visit: https://accounts.google.com/signup. To use your strath.ac.uk simply click "I prefer to use my current email address" during the account creation process (Figure 15). Note that you can associate this account with a personal Gmail account at a later date.

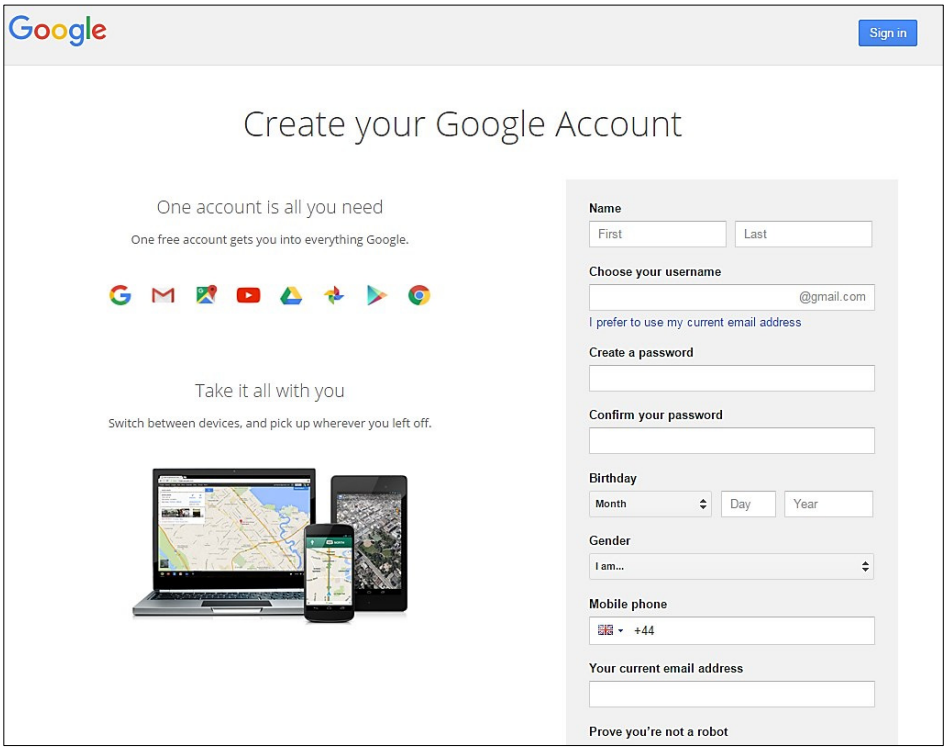


*Figure 15: Creating a Google account before using Google Scholar.*

1. Visit http://scholar.google.co.uk/. **Login** using your academic Google account and **click** the "My Citations" link at the top of the screen to begin the profile setup process. Most of the Google Scholar navigation options are located across the top of the screen, as per Figure 16.

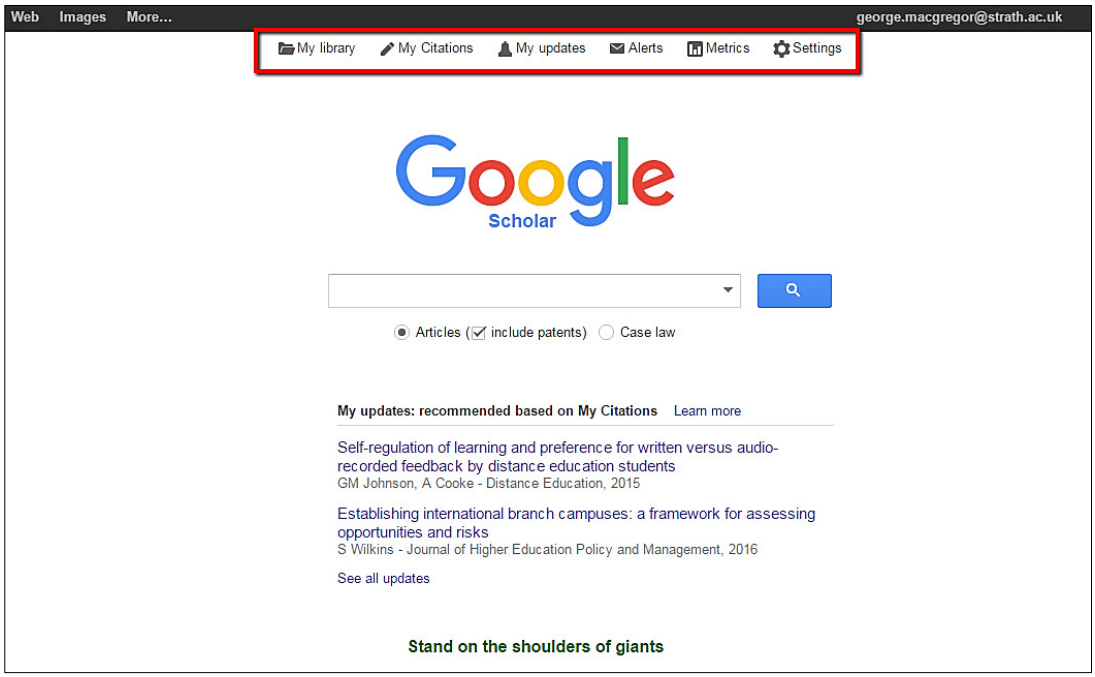


*Figure 16: The Google Scholar home page, with navigation displayed.*

2. Within My Citations Google Scholar will provide you with a list of research outputs it thinks are linked to you. **Peruse** the list of outputs. **Claim** the outputs which you have authored by **selecting** them using the tick boxes. Note that this list will likely contain outputs **you have not authored**, so take care to claim/disclaim relevant research outputs.

   **Click** the grey "Add" button at the top of your profile when you are finished.

   You might notice outputs that Google Scholar failed to automatically add to your profile. You will need to add these outputs manually.

   **Click** the "Add" button in the grey toolbar in the top of your profile. On the next page, click the "Add articles manually" link in the left-hand toolbar. The resulting interface is where you can add new outputs to your profile. Include as much descriptive information as possible–it makes it easier for Google Scholar to find citations to your work. **Click** "Save" after you have finished adding your article details, and repeat as necessary until all of your publications are on Google Scholar.

3. Next, **confirm** that you would like Google to automatically add new publications to your Google Scholar profile in the future. Note that this feature might add publications erroneously, particularly if you publish under a frequently occurring name; but it can save time - and any mistakes can be corrected when periodically maintaining your Google Scholar profile.

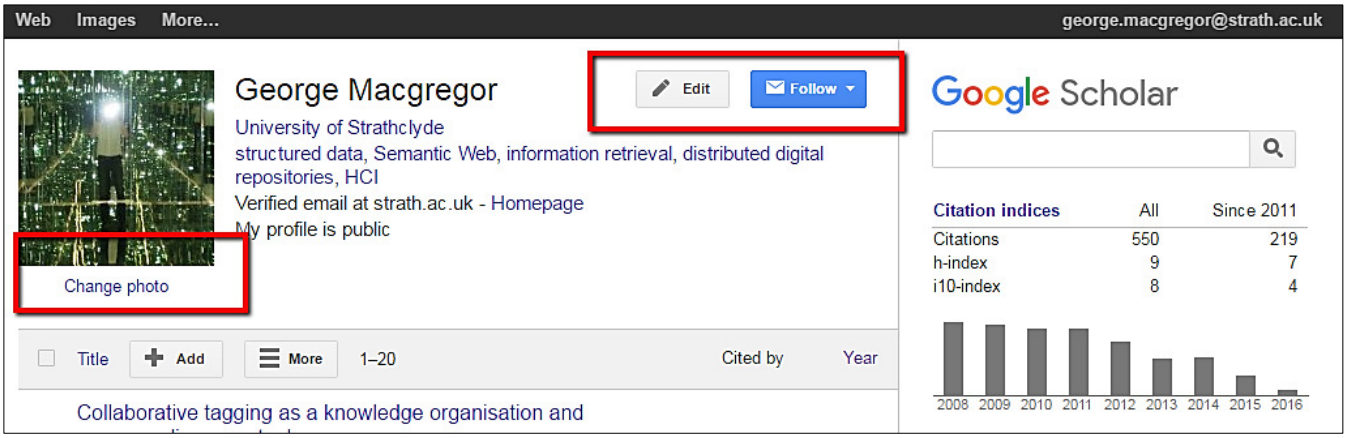


*Figure 17: Editing a Google Scholar profile.*

4. To maximise the impact of a Google Scholar profile it is important to indicate particular research interests, institutional affiliation and any related web presence. **Click** the grey "Edit" button at the top of your profile (Figure 17 above) and add the necessary information. Please also ensure your profile is set to "Public". A staff photograph or similar can also improve the quality of the profile. A photo can be added by **clicking** Change photo (Figure 17). **Save** any changes.

5. Taking advantage of Google Scholar's co-authorship features. Whilst your profile is technically complete, it is useful to harness Google Scholar's co-authorship relations. Adding co-authors is a good way of notifying other authors that you have a presence on Google Scholar. It is also useful if you decide to explore some of the other functionality Google Scholar offers (e.g. automatic alert, citations, etc.).

   **Add** a co-author by **clicking** on "Co-authors Edit…", as per Figure 18. Google Scholar may already have identified some co-authors. **Click** the plus-symbol next to each co-author you want to add. Alternatively, search for co-authors and add them in the same way.

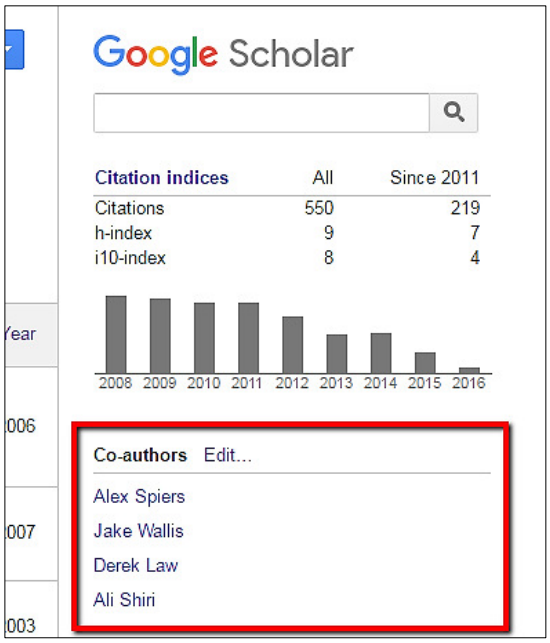


*Figure 18: Adding co-authorships.*

Your Google Scholar profile is complete and should look not dissimilar to the profile pictured in Figure 19! However, it is important to maintain this profile to ensure that Google Scholar is correctly identifying outputs and to take action where outputs have been erroneously assigned or are missing. You may also wish to promote your Google Scholar profile in your email signature or personal website.

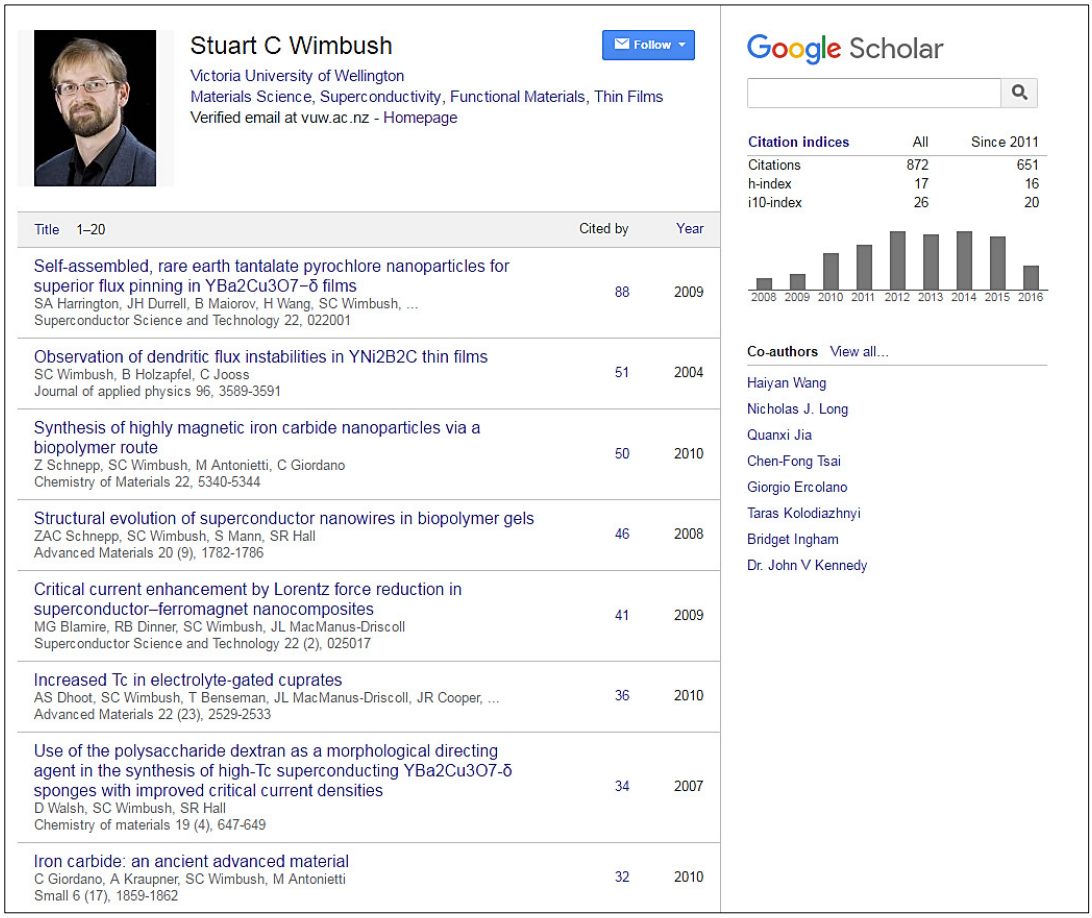


*Figure 19: A completed Google Scholar profile.*

## Further information

Enquiries about this quick guide, or name disambiguation more generally, can be directed to george.macgregor@strath.ac.uk