

ORCID IMPLENTATION GUIDE

ORCID Global Participation Fund
(GPF) by KLISC

1



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Open Researcher and Contributor ID (ORCID)

1.1 Background

Name ambiguity presents one of the biggest challenges in the necessary attribution in research publications. The ambiguity makes it hard to authoritatively establish who the author/creator of a work is.

Ambiguity is caused by:

- ▶ Change of names through eg marriage
- ▶ Different spellings of the same name
- ▶ People sharing names
- ▶ Variations in name forms
 - ▶ John Stephen Doe
 - ▶ John S. Doe
 - ▶ Doe J.S etc

1.2 Consequences of name ambiguity

- ▶ Challenges in connecting researchers with their respective research
- ▶ Mistaken identity
- ▶ A researcher can lay claim to a work that does not belong to them
- ▶ A researcher fails to get credit for what they have authored

2. Examples of Researcher Ids

- ▶ [Researcher ID](#) - provided by Thomson Reuters (the company that provides Web of Science)
- ▶ [Scopus Author Identifier](#) - Automatically generated for authors whose work is indexed in Scopus
- ▶ [ORCID ID \(Open Researcher & Contributor ID\)](#) - Nonprofit, all disciplines data can be exchanged between ResearcherID system and ORCID

2.1 [ORCID](#)

ORCID, which stands for Open Researcher and Contributor ID, is a global, not-for-profit organization

Their vision

“A world where all who participate in research, scholarship, and innovation are uniquely identified and connected to their contributions across disciplines, borders, and time”

- ▶ Launched in 2012
- ▶ About 9.39M active users. The statistics capture users who have either signed into or updated their own records, or used their records to sign into another system in the last 365 days. (accessed on 27th March 2023)
- ▶ ORCID provides a unique identifier for individuals to use with their name as they engage in research

2.2 What is an ORCID ID

- ▶ a free persistent and permanent digital identifier that distinguishes you from every other researcher
- ▶ It consists of a 16 digit number that is hyperlinked

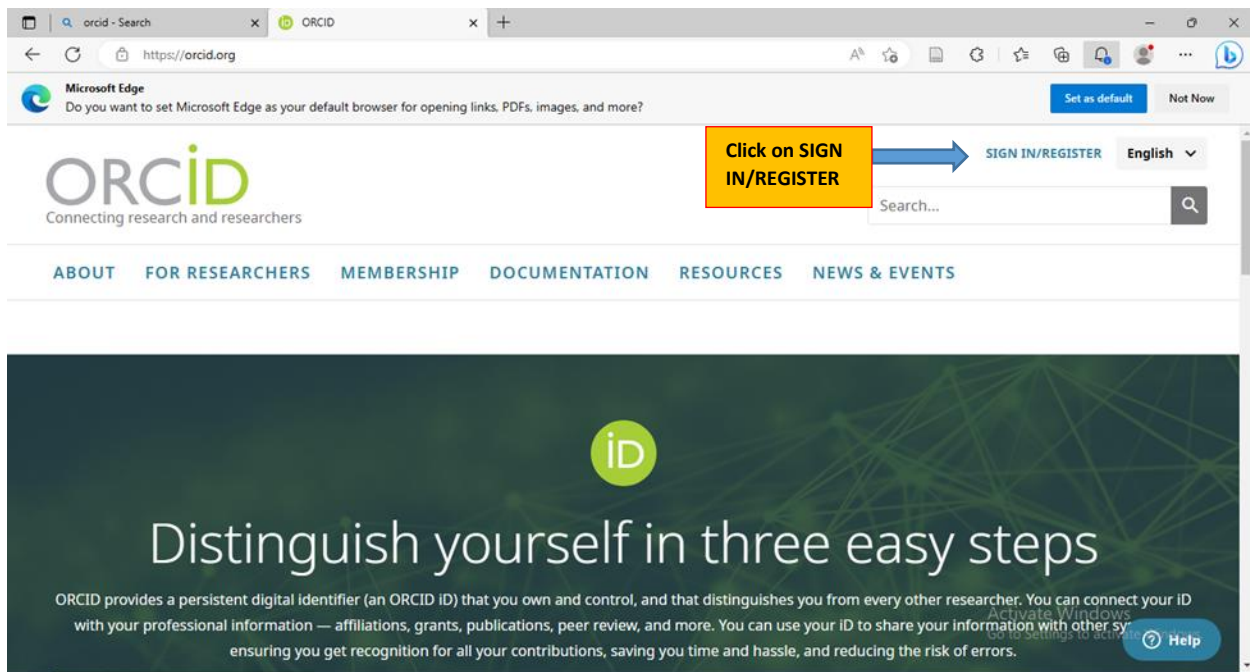
Eg <https://orcid.org/0000-0002-4120-0899>

2.3 Why have an ORCID ID?

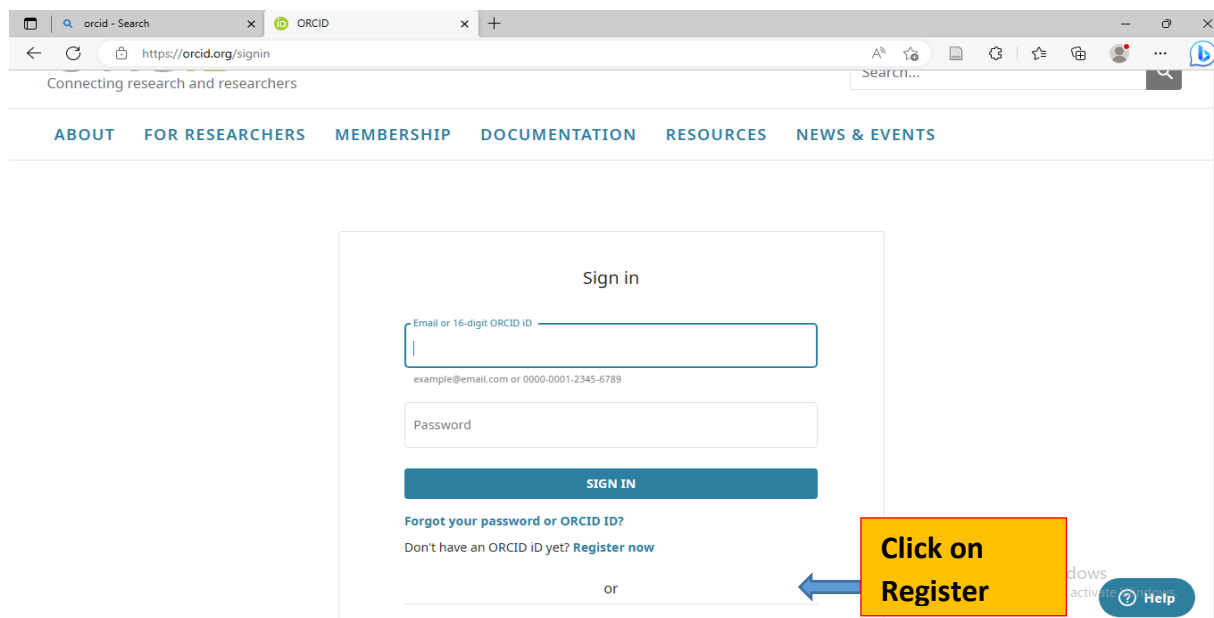
- ▶ Showcase your work from a single point
- ▶ Journal article publishing
- ▶ [NACOSTI](#) platform for research license application
- ▶ Applying for grants
- ▶ Use in contact cards, email signature etc
- ▶ It is your online CV if well populated

3. How to register for ORCID and create a profile

3.1 Step 1: Go to ORCID site on <https://orcid.org/> and click on *SIGN IN/REGISTER*



3.2 Step two: Register - <https://orcid.org/register>



3.3 Step three

- a. Fill in the registration form

Create your ORCID iD
This is step 1 of 3

Per ORCID's [terms of use](#), you may only register for an ORCID iD for yourself. Already have an ORCID iD? [Sign In](#)

First name ?
Please enter your first/given name

Last name (Optional)

Primary email

Confirm primary email

Additional email (Optional) ?
[+ Add another email](#)

Ensure that you never lose access to your ORCID record by registering additional email addresses on your account. [Ok](#)

Activate Windows
Go to Settings to activate Windows

[Help](#)

3.4 Step four

1. Confirm if any of the listed records is yours by viewing the record you suspect could be yours (You might have registered and forgotten!)
2. If none of the records is yours click on **NONE OF THESE ARE ME, CONTINUE WITH REGISTRATION**

Could this be you?

We found some accounts with your name, which means you may have already created an ORCID iD using a different email address. Before creating an account, please confirm that none of these records belong to you. Not sure if any of these are you? [Contact us](#).

First Name	Last Name	Affiliations	View Record
Miriam	Ndungu	Christian Association of Librarians in Africa, Co-operative University of Kenya, Jomo Kenyatta University of Agriculture and Technology, KENYA INSTITUTE OF SURVEYING AND MAPPING, Kenyatta University, Moi University	View Record
Abraham	Ndungu	Ashland Theological Seminary, Cedarville University, Katallagé Institute, J. Jireh, Ohio Christian University, Ohio State University, Sedale Bible College, Tonali	View Record

If none of the records is yours click here

[I ALREADY HAVE AN ID, GO BACK TO SIGN IN](#) [NONE OF THESE ARE ME, CONTINUE WITH REGISTRATION](#)

3.

3.5 Step five: Set your password

Set your preferred password

Create your ORCID iD

This is step 2 of 3

Password ?

- ✓ 8 or more characters
- ✓ 1 letter or symbol
- ✓ 1 number

Confirm password

Notification settings

ORCID sends email notifications about items related to your account, security, and privacy, including requests from ORCID member organizations for permission to update your record, and changes made to your record by those organizations.

You can also choose to receive emails from us about new features and tips for making the most of your ORCID record.

☐ Please send me quarterly emails about new ORCID features and tips. *To receive these emails, you will also need to verify your primary email address.*

Activate Windows
Go to Settings to activate Windows. [Help](#)

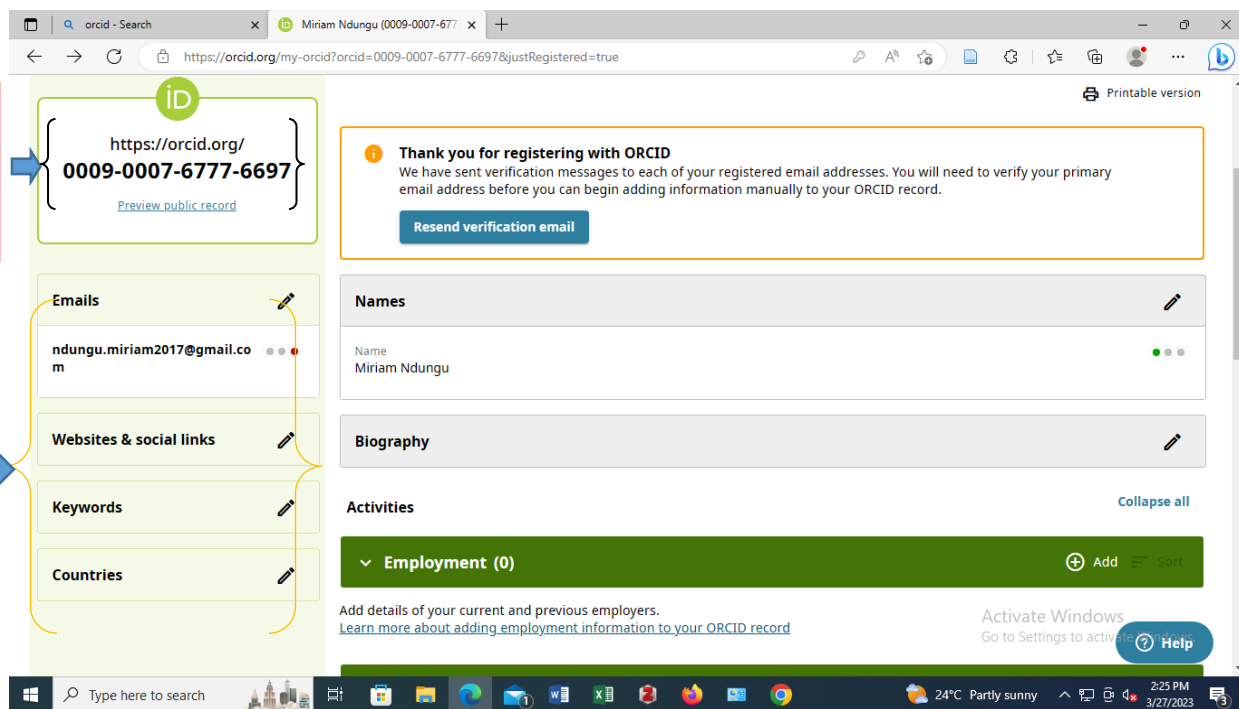
3.6 Step six

Congratulations! You now have an ORCID ID!

- Verify your email and login to your record
- You can edit the fields shown on the left panel
- Link your profile to your other profiles such as

Your ORCID iD looks like this

You can edit this fields

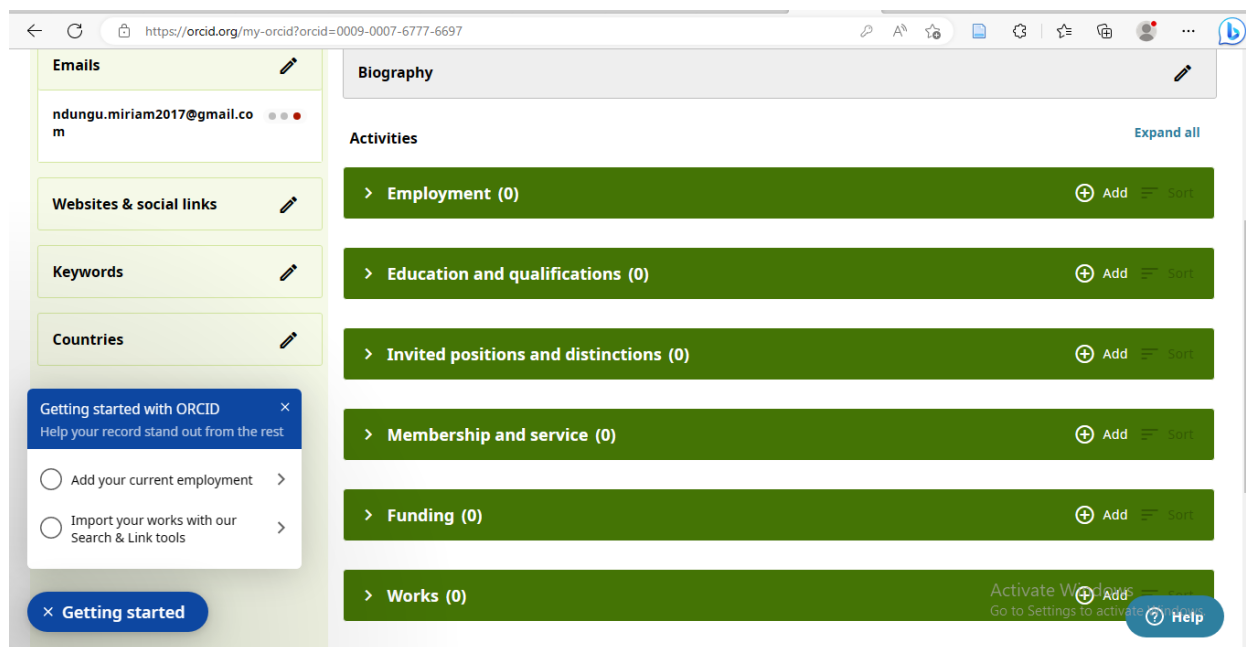


Nb: You must verify your email before adding anything to your record

3.7 Step 7: Let us look at how you populate and create your ORCID profile

- Add details of Employment, Education and qualifications etc.
- You can set the visibility level at every stage

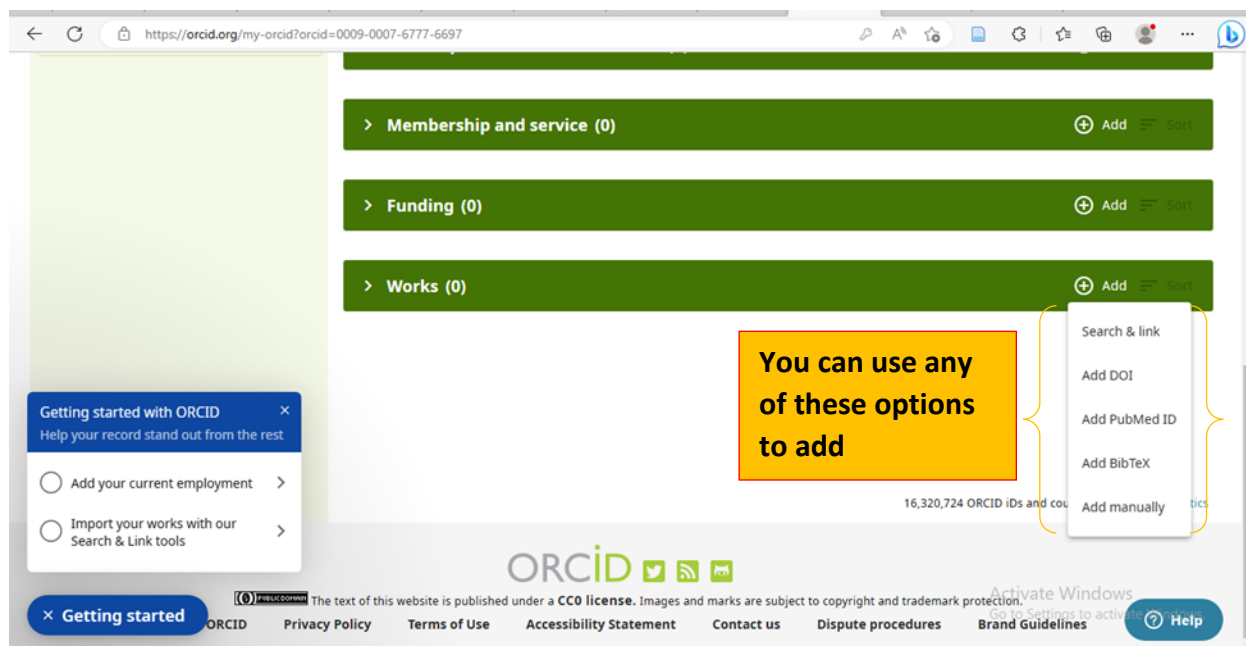
NB: This step is often overlooked by our researchers. Once they get the ID they think it is not important. When the ORCID record/profile is well populated and updated, it can serve as your online CV



3.8 Step eight: Adding your publications to your profile

Let us focus a little more on this stage

- i. Adding publications is done under Works
- ii. You have five options you can use to add your publication



3.1.1 Option 1: Search and link

- ▶ This option is recommended. It is accurate because publications are added by importing from the hosting database
- ▶ Once you select the platform hosting the paper, you are prompted to grant access to the organization's integration

3.1.2 Option 2: Add DOI

- ▶ You can add a paper by inserting the DOI or url in the field provided and click on

Retrieve work details from DOI

3.1.3 Option 3: Add from PubMed

- ▶ Paste the full PubMed URL and click on

Retrieve work details from PubMed

3.1.4 Option 4: Add BibText

- ▶ You can import citations from BibTex (.bib) files, including files exported from Google Scholar.
- ▶ Understanding how to import from Google Scholar is important because many of our researchers have Google Scholar profiles. Here is how you do it
 - ▶ Open your Google Scholar Profile
 - ▶ Check the box of the articles you want to export
 - ▶ Click on EXPORT and select BibTex (*Remember this is the file ORCID needs to import*)

  **MERGE**  **DELETE**  **EXPORT**

Click on
EXPORT

Update articles
We have updates for your articles.
[UPDATE](#)

Miriam Wanjiku Ndungu

The Co-operative University of Kenya
Verified email at cuko.ac.ke
[Information literacy](#) [Institutional Repositories](#) [Publishing](#) [Digital services](#)

[FOLLOWING](#)

[MERGE](#) [DELETE](#) [EXPORT](#)

- ☒ Promotion of electronic resources in academic libraries on a minimal budget 26 2016
MW Ndungu
International Information & Library Review 48 (2), 94-101
- ☒ Strategic marketing of electronic resources in academic libraries in Kenya 11 2018
M Wanjiku Ndungu, J Wacuka Gikandi
Journal of Scholarly Publishing 49 (4), 435-452
- ☒ Publishing with Open Journal Systems (OJS): A Librarian's Perspective 9 2020
MW Ndungu
Serials Review 46 (1), 21-25
- ☐ Bibliographic control of theses and dissertations in Kenya 5 2017

Cited by

	All	Since 2018
Citations	58	53
h-index	4	4
i10-index	2	2

Bar chart showing citations from 2016 to 2023. The y-axis ranges from 0 to 18. The chart shows a general upward trend in citations over the years.

Co-authors [EDIT](#)

Check
against
the titles

► A BibText file looks like this

```
@article{ndungu2016promotion,
  title={Promotion of electronic resources in academic libraries on a minimal budget},
  author={Ndungu, Miriam Wanjiku},
  journal={International Information & Library Review},
  volume={48},
  number={2},
  pages={94--101},
  year={2016},
  publisher={Taylor & Francis}
}

@article{ndungu2020publishing,
  title={Publishing with Open Journal Systems (OJS): A Librarian's Perspective},
  author={Ndungu, Miriam Wanjiku},
  journal={Serials Review},
  volume={46},
  number={1},
  pages={21--25},
  year={2020},
  publisher={Taylor & Francis}
}

@article{wanjiku2018strategic,
  title={Strategic marketing of electronic resources in academic libraries in Kenya},
  author={Wanjiku Ndungu, Miriam and Wacuka Gikandi, Jane},
  journal={Journal of Scholarly Publishing},
  volume={49},
  number={4},
  pages={435--452},
  year={2018},
  publisher={University of Toronto Press}
}
```

- Right click and save it
- Go to ORCID and when prompted to upload the file, pick it from your saved file

3.1.5 Option 5: Add manually

- Fill in as many bibliographic details as you can and remember to save changes

Electronic Information for Libraries (Vilnius, LT)

Works [X]

Work details * Required information

Work type*
Select a work type

Work title*
[Text input field]

+ Show translated title

Work subtitle
[Text input field]

Journal title
[Text input field]

[Work details](#)
[Citation](#)
[Identifiers](#)
[Contributors](#)
[Other information](#)
[Visibility](#)

Save changes **Cancel**

DOI: 10.1080/00987913.2020.1732717
CONTRIBUTORS: Miriam Waniiku Ndungu

4. How and where can I use my ORCID iD?

- When publishing
- Applying for grants
- Use in contact cards, email signature etc
- As an online CV
- To log into ORCID enabled systems

Remember to keep your record upto date!

Bibliography

ORCID. (n.d.). Retrieved May 21, 2023, from <https://orcid.org/>

Thomas, Wm. J., Chen, B., & Clement, G. (2015). ORCID Identifiers: Planned and Potential Uses by Associations, Publishers, and Librarians. *The Serials Librarian*, 68(1–4), 332–341.

<https://doi.org/10.1080/0361526X.2015.1017713>

Video Tutorials. (n.d.). Retrieved May 21, 2023, from <https://info.orcid.org/video-tutorials/>