



Your library

**ORCID** at NTU

[www.ntu.ac.uk/library](http://www.ntu.ac.uk/library)

NOTTINGHAM  
TRENT UNIVERSITY

## ORCID at NTU

An ORCID iD provides researchers with a single, unique, persistent digital identifier which works across the research landscape. There is emerging consensus worldwide among major research funders, universities and publishers that ORCID has become established as the de facto international and interdisciplinary standard for researcher ids. An ORCID iD is now essential for grant applications for a number of funders (including Wellcome Trust and NIHR). RCUK plan to integrate ORCID into their workflows and systems in the near future, and it is becoming increasingly likely that it will be mandatory for the next REF.

As part of the [NTU Publications Policy](#), all staff undertaking research and PGR students are required to register for an individual ORCID identifier and include it when submitting publications to publishers, when applying for grants, and in any research workflow to ensure that the individual is credited for their work and that the correct institutional affiliation is achieved. An ORCID identifier is also required for submission of all deposits to [IRep](#) via [PubSub](#).

### How to get an ORCID iD

Staff and PGR students can register for an ORCID iD at the ORCID website. Go directly to [ORCID](#) to complete the registration form. Please use your NTU institutional email address – you can add others to your profile once registered.

ORCID  
Connecting Research and Researchers

FOR RESEARCHERS FOR ORGANIZATIONS ABOUT HELP SIGN IN

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REGISTER ORCID iDs and covering. See more...

### Register for an ORCID ID

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized.

As per ORCID's terms and conditions, you may only register for an ORCID ID for yourself.

First name

Last name

### Essential ORCID fields to be completed

To help ensure that you gain full credit for your work and that the correct institutional affiliation is achieved, it is essential that you complete the following fields within your ORCID profile:

Essential fields	Information required
Employment	It is essential that you add your NTU affiliation as follows: Nottingham Trent University
Link to other identifiers	It is essential to provide Scopus and Web of Science permission to read your ORCID record, and that you send your Scopus Author details and Researcher ID to ORCID
Works (publications), either by: <ul style="list-style-type: none"><li>• Search and Link</li><li>• Import BibTEX (including BibTEX files from IRep)</li><li>• Add manually</li></ul>	This is essential if you are funded by an organisation using Researchfish (e.g. RCUK)
Also known as	This is essential if you have been publishing under other name formats. You should add all "other names" you have published under

Websites	It is essential that you include a link to your NTU staff profile page – you can add others to your profile
Emails	It is essential to use your NTU email account when setting up the initial account - you can add others to your profile once registered should you wish to do so

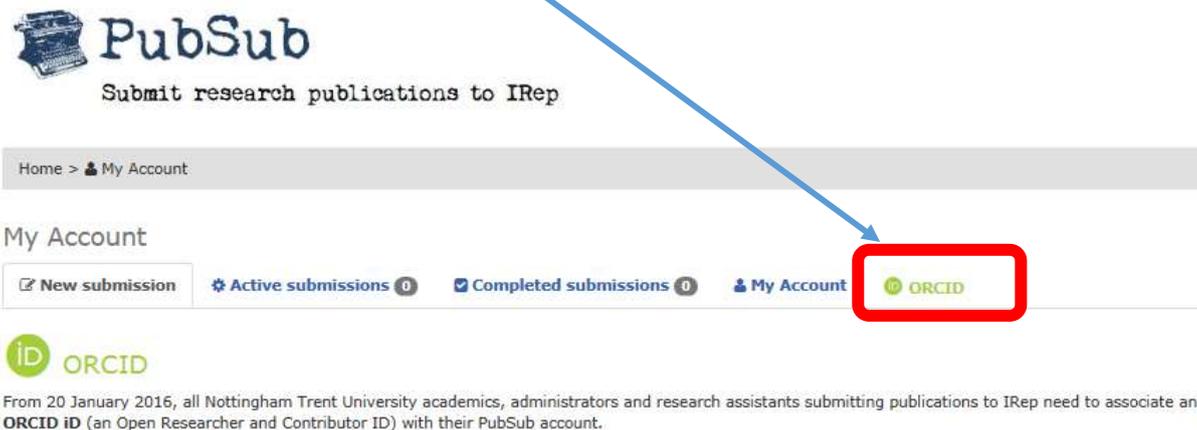
## What to do if you already have an ORCID account

If you already have an ORCID iD, you just need to check that all essential ORCID fields have been completed (see above), and then link your ORCID iD to other identifiers (e.g. Scopus Author ID) and your PubSub account.

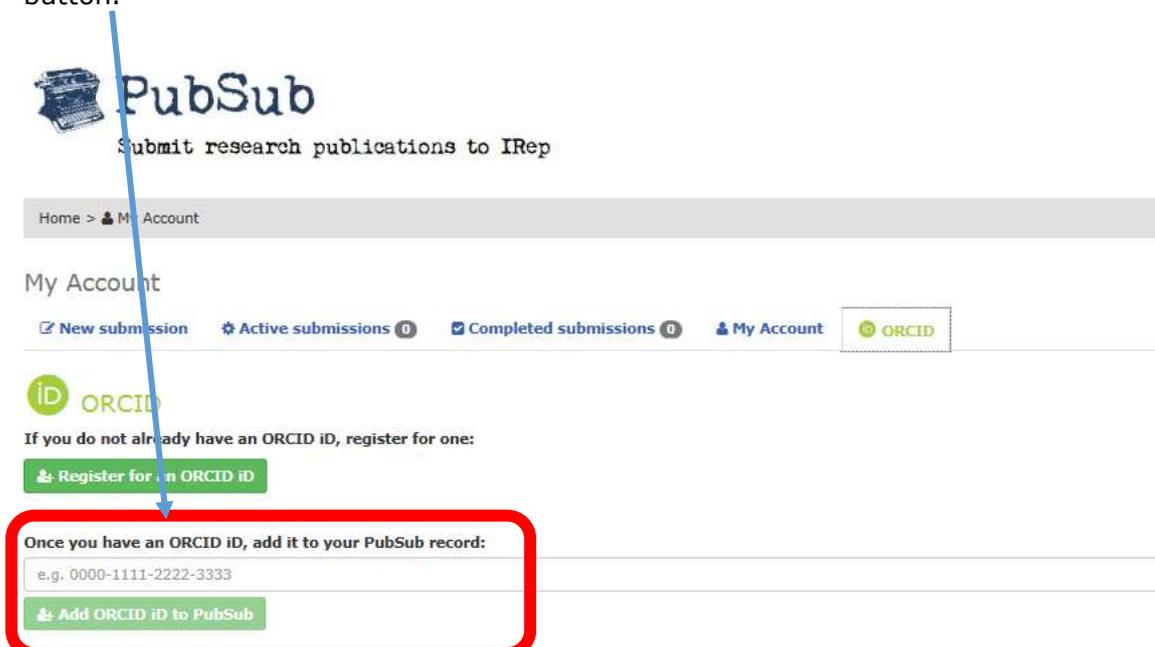
## How to link your ORCID iD to your PubSub account

All NTU academics, administrators and research assistants submitting publications to IRep need to associate an ORCID iD with their PubSub account. This is a one-off process and once you have linked your ORCID iD to your PubSub account, you will be able to submit new publication details to IRep.

To link your ORCID iD to your PubSub account, log into [PubSub](#), and then click on the ORCID tab on the right hand side of the screen:

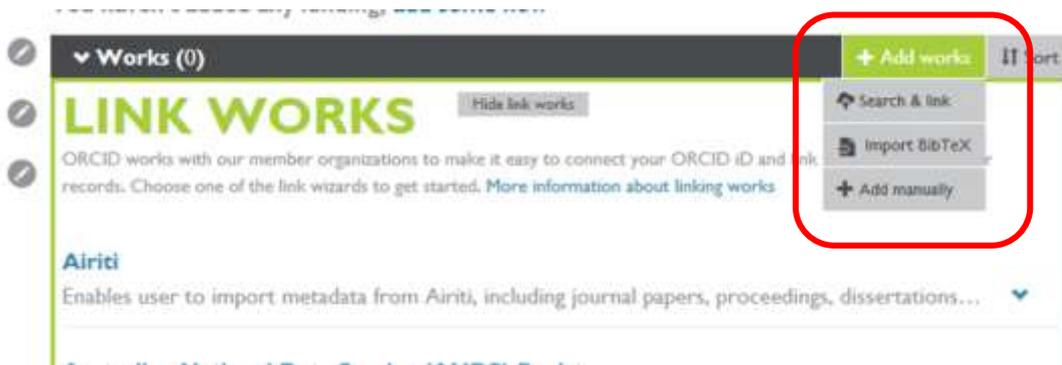


Add your ORCID iD to the box at the bottom of the screen and click on the 'Add ORCID iD to PubSub' button.



## How to populate your ORCID record with your research outputs

You can add publications from data sources such as CrossRef, Scopus, Web of Science etc. by using the Search and link function on your ORCID profile homepage.



These will locate and import metadata for your publications. You will need to accept those which are yours to add them to your profile. You may wish to use a combination of data sources for best results, for example:

- **CrossRef Metadata Search** and **Scopus to ORCID** help import records from a range of disciplines, from the sciences to humanities.
- **Europe PubMed Central** is useful for health, clinical and life sciences.
- **ISNI2ORCID search and link** is useful if you publish books / monographs in any discipline.
- **DataCite Metadata Store** helps you link datasets with DOIs to your profile.

See the [full list and description of ORCID's data sources](#) to help you decide which ones are best for you.

You can also add works manually, or import works to your ORCID records from **Google Scholar**. This is useful for works which do not have a linked data source, such as patents. You will first need to export your works as a BibTeX file, which can then be imported to ORCID. See [how to add works to your ORCID record](#) for information on how to do this.

## How to link other identifiers to your ORCID account

You can link other identifiers to your ORCID account. Scopus Author ID and Researcher ID are both ORCID compliant.

You can use your ORCID to import records from Scopus and Web of Science to populate your profile. This makes sure all your outputs are visible and discoverable via a single route and lets you easily import data from these into ORCID.

- [Linking Scopus Author ID to ORCID](#)
- [Linking Researcher ID to ORCID](#)

## Personalise your record

It is essential to add other versions of your name if you have published under other name formats. You should add all "other names" you have published under - this includes abbreviations, middle initials, different surnames, and non-Latin character sets. You can also add a biography, keywords, your country, and link to other web pages, such as your personal web page, or your NTU staff profile page.

**ORCID ID**  
 ID orcid.org/0000-0002-6977-1132  
 View public version

Get a QR Code for your iD ?

Also known as

Country

Keywords

Websites

Description

URL

Education (0) + Add education || Sort  
 You haven't added any education, add some now

Employment (0) + Add employment || Sort  
 You haven't added any employment, add some now

Funding (0) + Add funding || Sort  
 You haven't added any funding, add some now

Works (0) + Add works || Sort  
 You haven't added any works, add some now

Cancel Save changes

Add other versions of your name here

Add link to your NTU staff profile page here

### Don't forget to set your profile to public



Make sure you select the 'everyone' setting so your publications are visible to potential collaborators and funders.

### How to publish your ORCID iD on your outputs

Once your profile is populated, make sure you include your ORCID ID when submitting a grant application or publication, and on datasets, research blogs, presentations, business cards and personal websites. See guidance on [how to display your ORCID identifier](#).

### Further help and support

For more information about ORCID iDs, and how to manage your researcher identity contact the [Library Research Team](#).