Yearly Check of ORCID, Scopus and Web of Science Profiles

This guide will help you check your online profiles and make necessary corrections as recommended at SDU. In this guide, we assume, that you have already set up your profiles and connected them to ORCID. If not, see our guide for that here: https://sdunet.dk/-/media/files/bibliotek/pure/save-your-orcid-in-pure.pdf
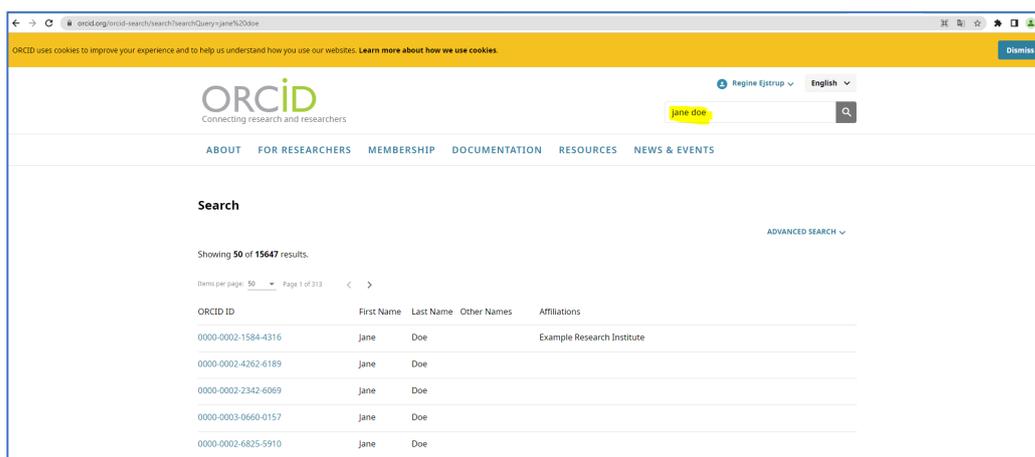
Jump to content:

ORCID

Check for duplicates and request merges if any is found.

1. Go to https://orcid.org/
2. Use the search bar and type in your name. If you have several name variants, search for all of them.

3. If more than one appears, you will need to write down the ORCID number of the duplicate entry or entries. You will also need the passwords to the duplicate entries. If you are unsure of the

passwords, attempt to login using the duplicate ORCID number and reset password to each of them before you proceed.

4. Now, login to your main ORCID profile. Go to 'Account settings' which is found in the menu next to your name.

5. Select the tab 'Remove a duplicate record'.

6. Paste the duplicate ORCID ID and the retrieved password for the entry in question.

7. Then, click 'Remove Duplicate Record.
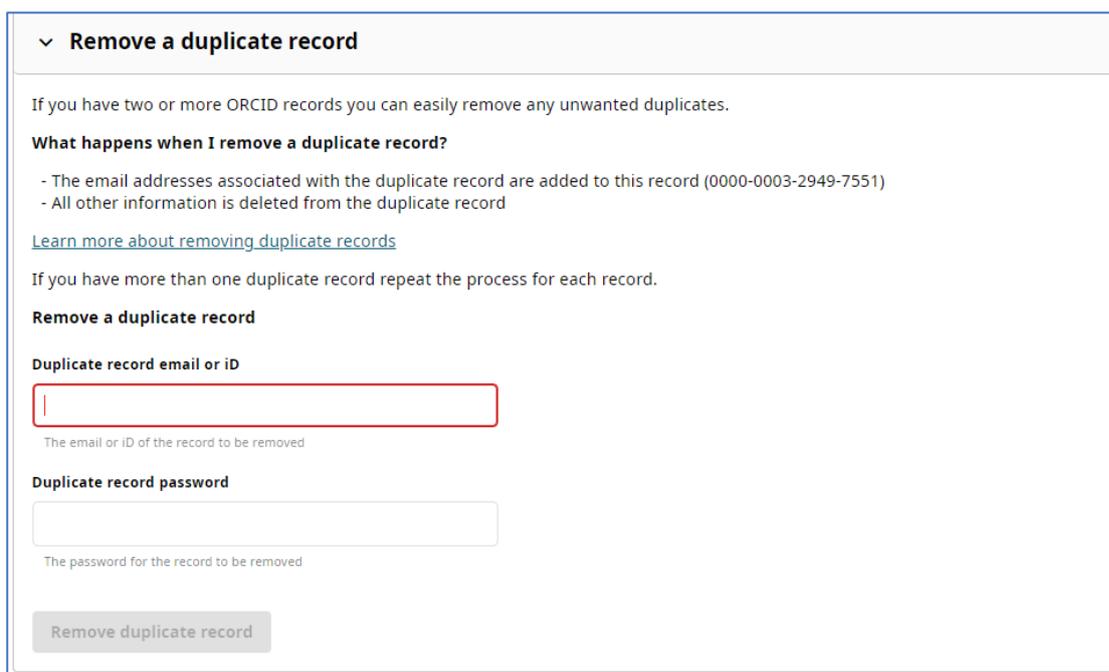
⌄ Remove a duplicate record

If you have two or more ORCID records you can easily remove any unwanted duplicates.

What happens when I remove a duplicate record?

- The email addresses associated with the duplicate record are added to this record (0000-0003-2949-7551)
- All other information is deleted from the duplicate record

Learn more about removing duplicate records

If you have more than one duplicate record repeat the process for each record.

Remove a duplicate record

Duplicate record email or iD

The email or iD of the record to be removed

Duplicate record password

The password for the record to be removed

Remove duplicate record

---

8. If you are not able to remove your duplicate ORCID with this method, you will need to contact ORCID's support. This is done here: https://support.orcid.org/hc/en-us/requests/new

Scopus ID

If at least one of your publications is indexed in the Scopus database, you will have a Scopus author ID. Note that it is not possible to create a Scopus ID yourself. Scopus profiles follows your newest publications and affiliation info will update when you have two published publications with your new affiliation indexed in Scopus.

Check the database for duplicated author profiles. This will often happen when you publish with a new name variation, new affiliation or in a journal slightly outside of the topic your previous published articles.

1. Go to Scopus Author Search:

   https://www.scopus.com/search/form.uri?zone=TopNavBar&origin=searchbasic&display=basic#author

2. Enter your name. Try different variation as middle names and ambiguous spelling might not be included in every variation the database has listed.


3. From the result list, click all name variants that is a version of your name with an affiliation you have had. Once relevant names are ticked, click 'Request to merge authors.

4. Now, you will have the option to make correction to your profile. You can make selections based on different variations Scopus has collected from the publications they have indexed.

   a. Set your 'Preferred name' to the variation that best matches the name you publish under.

   b. Set your current affiliation to The University of Southern Denmark or 'Syddansk Universitet'. If you cannot select this affiliation, Scopus has not yet indexed publications in which you affiliate to SDU and you will have to try again next time you update your profile.
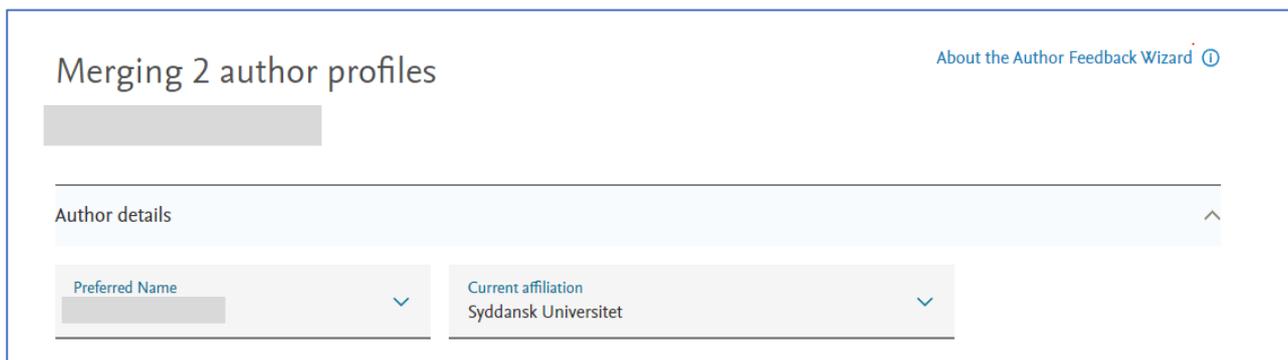
5. We recommend that you go through the tabs below affiliation called 'Documents', 'Preprints' etc.

   a. Remove any documents that is not yours. You can also search for missing documents, but again, do not expect to find a complete list of your publications in Scopus. If you merge name duplicates once a year, you will most likely have all publications gathered on your main profile.

6. Review and submit your request. It may take a while before the change is visible in Scopus.

Researcher ID

Researcher ID is found in the database Web of Science. Check the database for duplicated author profiles. This will often happen when you publish with a new name variation, new affiliation or in a journal slightly outside of the topic your previous published articles.

Login to Web of Science: https://www.webofscience.com/

1. Enter your name. Add name variations as middle names and ambiguous spelling might not be included in every variation the database has listed.

2. From the result list, click all profiles that point to you. You can view affiliated documents on each profile to confirm that the profile is a match.

3. If the 'Merge Record' option is available, select it now. If it is not, as is often the case, you will need to copy each Researcher ID to be able to paste them into an email.

4.   Write an email to: wosg.support@clarivate.com

   For example, you can write:

Dear Clarivate/Web of Science,

I would like to request a record merge of the Web of Science records on [name]. The "merge authors"
button in Web of Science is greyed out, therefore this email.

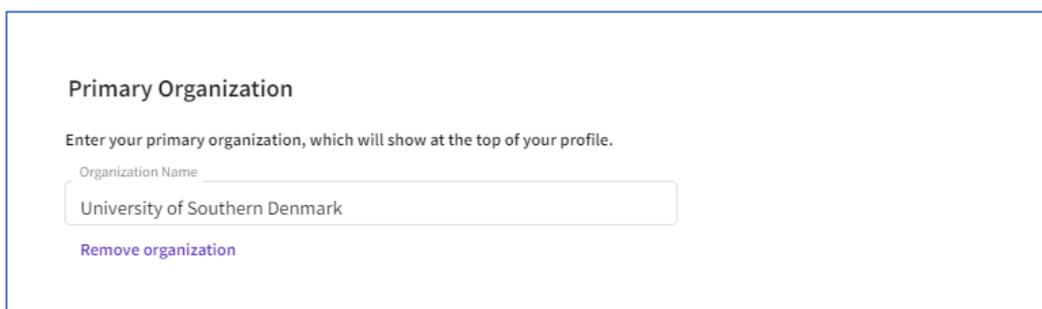The Web of Science ResearcherIDs that need to be merged are:

Web of Science ResearcherID: [ResearcherID 1]

Web of Science ResearcherID: [ResearcherID 2]

5.   Await a response and proceed to change your affiliation.

6.   Go to your Researcher Profile in the vertical menu to the left.
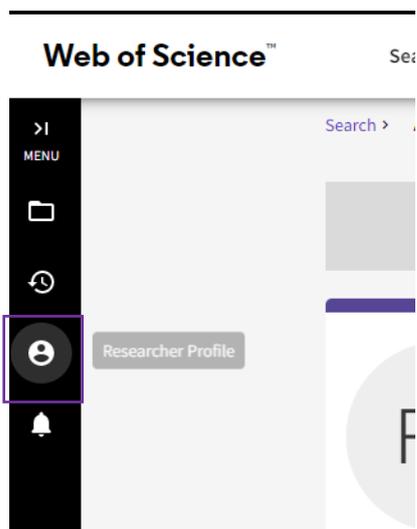
7.   On your profile you can change your affiliation details. Click 'Edit' on the top right corner in the box

   with your name displayed. Search for 'Syddansk Universitet' in the search box below 'Primary

   Organization' and select University of Southern Denmark or Syddansk Universitet.

If you want your public profile to link to your Web of Science profile, you will also need to insert a link on your profile in Pure as is shown at the bottom in the picture.

Find your unique ResearcherID link by clicking share on the personal profile in Web of Science and copy the link in the pop-up window. *
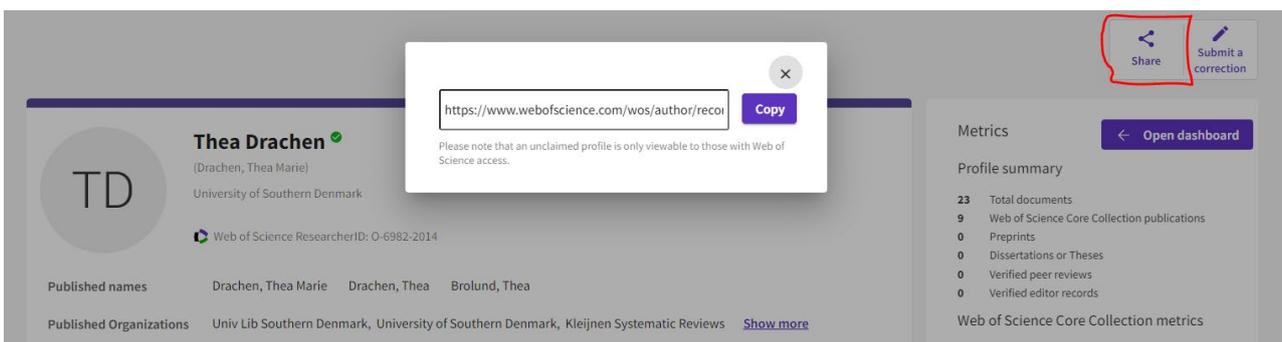
*Pure is an Elsevier product and the company doesn´t have the license to display a Web of Science Clarivate logo. The logo will be a globus on the research portal.

You have now updated your researcher ID's.

SDU Library, Team Pure

puresupport@bib.sdu.dk – T +45 6550 2430

Updated 4/3/2025