Populating ORCID using Scopus exports

1) Log into <u>Scopus</u> using your university credentials.

2) Under the author search, look for your profile.

3) Once in your profile, select the Export drop down menu from the documents area, then click on the BibTeX option:

| 0 | O'Hara, Mich | elle |
|---|--------------|---|
| L document Export all ∧ Save all to list Sort b File types sion and preservation workshop CSV , Bell, S., Paterson, C., Nixon, W.J. RIS Joint Conference on Digital Libraries, 2022, 59 BibTeX Plain text Reference managers Mendeley Refworks (RIS) Zotero (RIS) EndNote (RIS) Platforms SciVal | | 0 |
| | | 1 document Export all ∧ Save all to list File types ion and preservation workshop CSV , Bell, S., Paterson, C., Nixon, W.J. RIS Joint Conference on Digital Libraries, 2022, 59 BibTeX Joint Conference on Digital Libraries, 2022, 59 Plain text Reference managers Mendeley Refworks (RIS) Zotero (RIS) EndNote (RIS) Platforms SciVal |

4) This will bring up an export screen. You should as a minimum, select all in the section 'Citation Information' as this will mean there is sufficient bibliographic information to create a good quality record in ORCID. You can select additional information if you wish to. Once you have selected the metadata you want, click on 'Export'.

5) You should now have a BibTeX file in your download folder and may wish to save this into a separate drive. You can rename this if you want but you should ensure that the .bib file extension remains, or the file will not work.

6) You then log into your <u>ORCID</u> profile. Start from the 'Works' section on your profile, select +Add, then Add BibTeX.

| ~ Works (3) | 🕂 Add 📻 Sort |
|--|----------------------------|
| Select all (3) Items currently selected (2) | Search & link Add DOI |
| Shaping the future of research evaluation: Insights from The Festival of Hidden REF | Add PubMed ID |
| 2024 Report DOI: <u>10.1108/EGP-02-2024-0001</u> CONTRIBUTORS: G.E. Derrick; S Hettrick; J Baker; E Karoune; S Kerridge; G Fletcher; N Chue Hong; L Ballantyne; Fransmann; T Roche et al. | Add BibTeX Add manually |
| Source: 😑 Ms MMA O'Hara | Ō |

7) Click 'Choose BibTeX file to import' to open the file menu, then select the BibTeX (.bib) file you have just downloaded.

| Works - Import BibTeX | × |
|--|---|
| Import citations from BibTex (.bib) files, including files exported from Google Scholar. <u>More information on importing BibTeX files into ORCID</u> Choose BibTeX file to import | |

8) The publications from the file will appear in a list. Select those works which you would like to import, then click 'Import work to your record' at the bottom of the page to import the selected works.

9) The imported publications will appear listed under 'Works' in your record with your name listed as the source.

Information for this sheet provided by ORCID under a CC0 license.