

# Summary of this presentation

## How to set up your ORCID account

Slides 2-4

Required if you don't want to report your number of citations in HAP yourself, but prefer that the research officer finds it on your behalf using your ORCID

## How to link WoS Researcher ID, i.e. Publons.com with ORCID

Slides 5-6

Not necessary, but convenient for a better update of ORCID

## How to access scopus.com from outside USB network

With full functionality, slides 7-13

Needed to check if Scopus sees your ORCID record correctly

**IMPORTANT:** Note that after setting up your ORCID account and linking it with Scopus, it takes about 2 days before Scopus starts to recognize your ORCID record !!!!!

## Conclusion – is it a mess?

Slide 14

# Setting ORCID to list your records and allow Scopus to access your ORCID record

## Registering for an ORCID and filling your publication record – perfect tutorial

<https://www.youtube.com/watch?v=KMaPkDgBhO4>

### Highlights from the video:

Setting public access (that will allow the research officer Jana Meinelová to find out your citations) (time 1:13)

Add Works → Search & link (time 3:17)

In most cases you want to use the mass import of publications, not one by one

Connect to Scopus (time 3:34, 4:37)

This change should be visible immediately

Setting the Scopus to ORCID connection can be also invoked directly using

<https://orcid.scopusfeedback.com/#/>

ORCID and Scopus: Manage your author profile – alternative video

<https://www.youtube.com/watch?v=UJBq0f0Qnrs>

# How your ORCID profile should look like

ORCID  
Connecting Research and Researchers

SIGN IN/REGISTER English

Registry Search

FOR RESEARCHERS FOR ORGANIZATIONS ABOUT HELP

We recently updated our privacy policy. You can read the [summary of the changes and full policy here](#).

**Milan Předota**

**ORCID iD**  
https://orcid.org/0000-0003-3902-0992

Print view

Websites & Social Links  
Personal web page  
Mendeley profile

**Other IDs**  
ResearcherID: A-2256-2009  
Scopus Author ID: 6701769926

**Employment (1)**

University of South Bohemia in České Budějovice: České Budějovice, CZ  
2008-01-01 to present | Associate Professor (Institute of Physics, Faculty of Science)  
Employment  
Source: Milan Předota Preferred source

**Education and qualifications (2)**

Charles University: Prague, CZ  
1995-08 to 1998-12 | Ph.D. (Department of Physical and Macromolecular Chemistry)  
Education  
Source: Milan Předota Preferred source

Charles University: Prague, CZ  
1990-09 to 1995-06 | MSc. (Department of Theoretical and Mathematical Physics)  
Education  
Source: Milan Předota Preferred source

**Works (50 of 72)**

Items per page: 50 1 - 50 of 72

Zeta Potential Determination from Molecular Simulations  
The Journal of Physical Chemistry C  
2020-02-06 | journal-article  
DOI: 10.1021/acs.jpcc.9b11371  
Source: Crossref Preferred source (of 2)

Surface Characterization of Colloidal Silica Nanoparticles by Second

You can search by your name or ORCID here

Essential links, see next slide

Your works should appear here (72). This number should exceed the number of your works in scopus.com and/or webofknowledge.com (=WoS), since ORCID can list even publications not indexed (on purpose) in the former databases. The number 50 is just the number of records displayed per page, ignore.

# Linking ORCID with other IDs

## Other IDs

ResearcherID: A-2256-2009

Scopus Author ID: 6701769926

Researcher ID has been merged with <https://publons.com/> and it serves as WoS Researcher ID ([webofknowledge.com](http://webofknowledge.com)). To make the connection between ORCID and WoS is also useful – helps to keep your ORCID and WoS record updated/synchronized. To link Researcher ID with ORCID, see next 2 slides

**Scopus ID** – if it is not here, Scopus can't access your ORCID profile ⇒ **research officer can't find out your number of citations**. No one but you can reliably determine your publications and citations if your name is not unique (e.g. Jan Novák), or you existed under several identities (e.g. married women). That's why we need unique IDs, which allow us to correct our lists (add/remove publications) and merge/split identities.

**Having your Scopus ID here is essential. You will add it by the procedure detailed in the movie (slide 1).** It will also improve the update of your record by new publications.

# Linking with WoS Researcher ID – not necessary

The screenshot shows the Publons dashboard for Milan Předota. The browser address bar displays `publons.com/dashboard/summary/`. The page header includes the Publons logo, navigation links (BROWSE, COMMUNITY, FAQ), a search icon, and a user profile icon (MP) with a notification badge (1) and a Web of Science logo. The main content area features a sidebar on the left with navigation options: Me, Dashboard summary, My records, Activity, Community, and Settings. The 'Settings' menu is highlighted with a red box, containing 'Account', 'Profile', and 'Affiliations'. The main content area displays a tip: 'Tip: Improve your profile by showcasing your peer review expertise'. The tip text states: 'Getting recognition for all your peer review work is easy and helps demonstrate your expertise and standing in your field. We'll add your reviews for partnered journals by default (you can turn this off [here](#)) and you can add reviews for non-partnered journals by sending "thank you" emails from editors to [reviews@publons.com](mailto:reviews@publons.com).' Below the tip is a button labeled 'MANAGE YOUR REVIEW RECORDS'. At the bottom of the main content area, there are four action cards: 'Track my citations', 'Manage my reviews', 'See my profile', and 'Export my record'. The 'Account' option in the settings sidebar is highlighted with a red box.

publons BROWSE COMMUNITY FAQ

Private Dashboard ▶ Summary

MP Private dashboard - Summary For Milan Předota

Web of Science ResearcherID<sup>®</sup> A-2256-2009

Me

- Dashboard summary
  - Public profile
  - Export verified record
- My records
  - Publications
  - Peer reviews
  - Editor records
- Activity
  - Notifications (1)
  - Pending records
- Community
  - Refer colleagues
  - Scored publications
  - Followed publications
  - Endorsements
  - ResearcherID badge
- Settings
  - Account
  - Profile
  - Affiliations

Tip: Improve your profile by showcasing your peer review expertise

Getting recognition for all your peer review work is easy and helps demonstrate your expertise and standing in your field.

We'll add your reviews for partnered journals by default (you can turn this off [here](#)) and you can add reviews for non-partnered journals by sending "thank you" emails from editors to [reviews@publons.com](mailto:reviews@publons.com).

MANAGE YOUR REVIEW RECORDS

Track my citations  
Get the *Web of Science Core Collection* citation counts for your publications.

Manage my reviews  
Add new or past peer reviews to show your expertise.

See my profile  
See what your profile looks like to other people on Publons.

Export my record  
Download your record for funding or promotion applications.

Recent notifications

# Linking with WoS Researcher ID – not necessary

Publons



[Return To Publons](#)

## Account sign in & security

You can manage emails, create or change your password, connect sign in methods, and request deletion of your account.

Your account sign in & security changes will apply to Web of Science, EndNote, ResearcherID, Publons, and other Clarivate Analytics products.

**Emails**   **Password**   **Connected accounts**   **Delete account**

Connected accounts provide flexibility in sign in options. We do not post back information to your social accounts. If you remove a connected account, your email address will not be automatically removed. You can remove the email address from the Emails tab.

### Connected Accounts

 predota@prf.jcu.cz *Last sign in: 17 Apr 2020 | 03:10 PM*

 <https://orcid.org/0000-0003-3902-0992> *Last sign in: 29 Mar 2020 | 07:05 AM*

Remove

### More Options

 Facebook

 LinkedIn

 Google

 Wechat

Connect

Connect

Connect

Connect

Set your link with ORCID here

# Accessing Scopus from outside USB network

If you are already registered at Scopus, sign in using your registered scopus e-mail address and password

Works even without VPN

If you are not registered at Scopus

VPN itself does not help

Sign in using your USB identity (IDM)

# Accessing Scopus from outside USB network

If your welcome Scopus screen looks like this, you don't have full access. Proceed as indicated.

The screenshot shows the Scopus Preview homepage. At the top, there is a navigation bar with the Scopus logo, 'Scopus Preview' text, and links for 'Author search', 'Sources', 'Create account', and 'Sign in'. Below this is a large grey banner with the text 'Welcome to Scopus Preview'. Underneath the banner are links for 'What is Scopus' and 'Blog', and social media icons for LinkedIn, Twitter, Facebook, and YouTube. The main content area is divided into several sections:

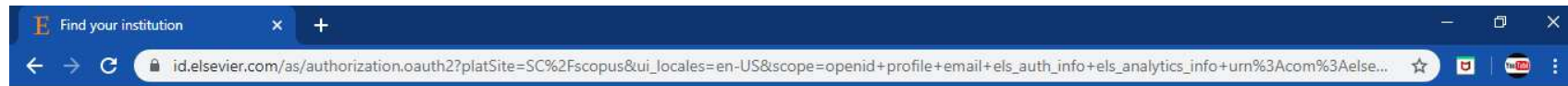
- Check access:** A section with the heading 'Check access' and the text 'Check if you have access through your sign in credentials or via your institution.' Below this is a blue button labeled 'Check Scopus access' which is highlighted with a red box and a red number '1'.
- Check out your free author profile!:** A section with the heading 'Check out your free author profile!' and the text 'Did you know Scopus offers free profiles to all indexed authors? Review yours, claim it, and update it — all for free!' Below this is a link 'View your author profile >'. To the right is a small screenshot of the 'Search for an author profile' interface.
- Scopus content:** A section with the heading 'Scopus content' and links for 'Content coverage guide', 'Scopus source list', 'Book title list', and 'Scopus discontinued sources list'.
- Looking for free journal rankings and metrics?:** A section with the heading 'Looking for free journal rankings and metrics?' and the text 'Scopus offers free metrics to non-subscribers.' Below this is a link 'View journal rankings >'. To the right is a small screenshot of the 'Sources' interface.

At the bottom of the page, there are three columns of text:

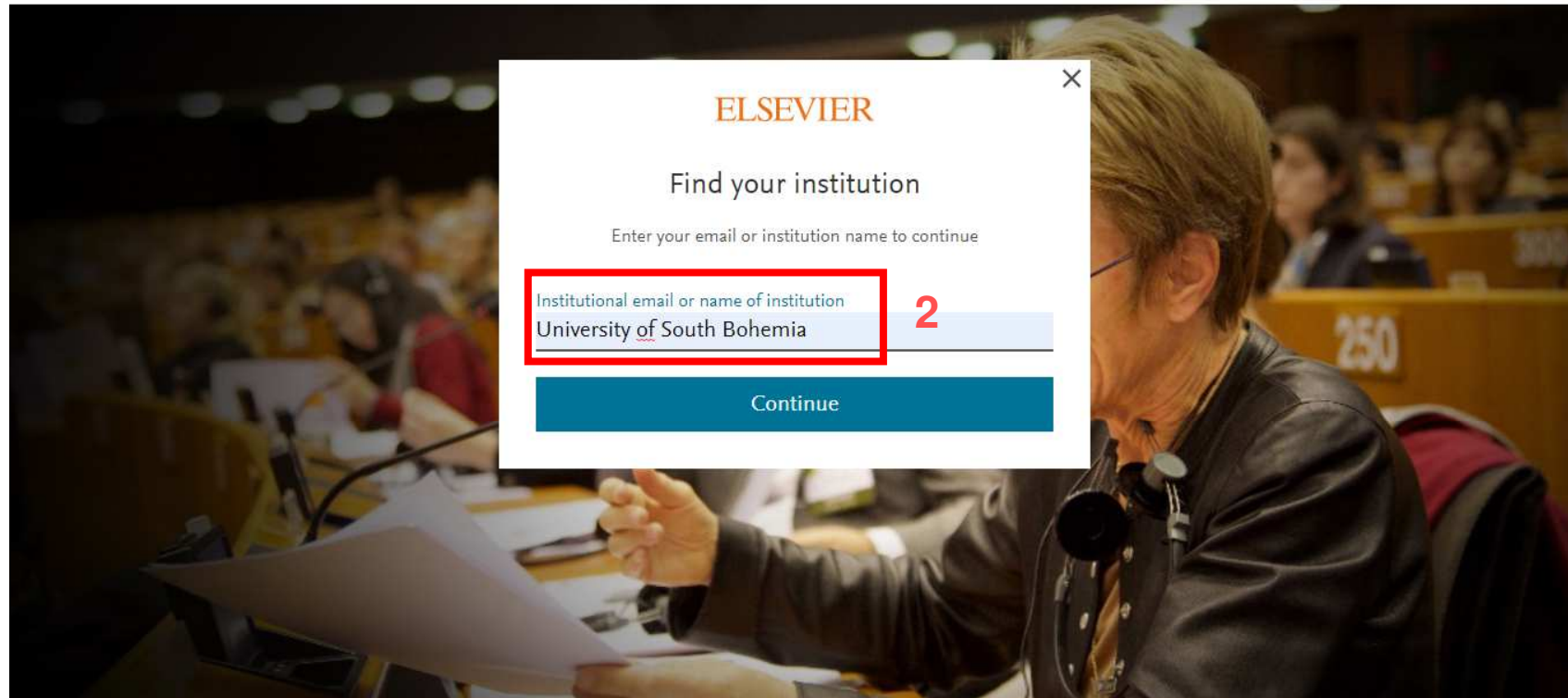
- Don't have a Scopus account?:** You can [create an account](#) for free access to Scopus preview and other Elsevier products.
- Interested in subscribing to Scopus?:** [Contact sales](#) to speak with your local representative.
- Footer links: 'About Scopus', 'Language', and 'Customer Service'.



# Accessing Scopus from outside USB network



Scopus



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# Accessing Scopus from outside USB network

Find your institution

id.elsevier.com/as/0mQNY/resume/as/authorization.ping?client\_id=SCOPUS&state=checkAccessLogin

## Scopus

**ELSEVIER**

Find your institution

Enter your email or institution name to continue

Institutional email or name of institution

University of South Bohemia

University of South Florida

南华大学 (University of South China) (University of South China)

**University of South Bohemia in Ceske Budejovice (University of South Bohemia)** 3

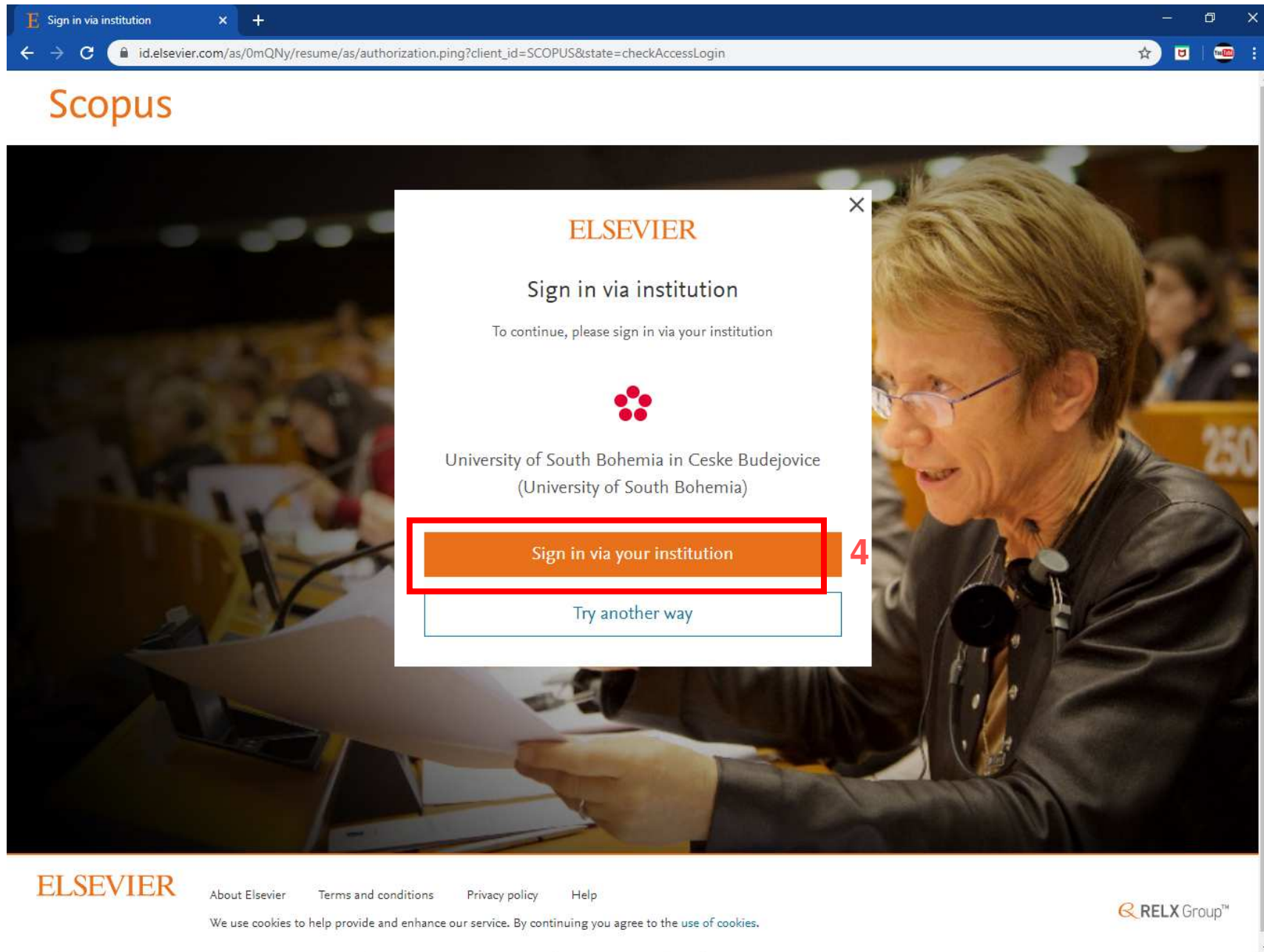
Medical University of South Carolina

Can't find your institution? Refine your search.  
Use city or country name to narrow down the results.

Continue

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# Accessing Scopus from outside USB network



The screenshot shows a web browser window with the URL `id.elsevier.com/as/0mQNy/resume/as/authorization.ping?client_id=SCOPUS&state=checkAccessLogin`. The page displays the Scopus logo and a modal dialog box for institutional sign-in. The dialog box contains the Elsevier logo, the text "Sign in via institution", and the instruction "To continue, please sign in via your institution". Below this, the University of South Bohemia in Ceske Budejovice (University of South Bohemia) is listed. Two buttons are visible: "Sign in via your institution" (highlighted with a red box and a red number 4) and "Try another way". The footer includes the Elsevier logo, navigation links for "About Elsevier", "Terms and conditions", "Privacy policy", and "Help", a cookie notice, and the RELX Group logo.

Sign in via institution


id.elsevier.com/as/0mQNy/resume/as/authorization.ping?client\_id=SCOPUS&state=checkAccessLogin

## Scopus

**ELSEVIER**

Sign in via institution

To continue, please sign in via your institution



University of South Bohemia in Ceske Budejovice  
(University of South Bohemia)

**Sign in via your institution** 4

Try another way

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We use cookies to help provide and enhance our service. By continuing you agree to the use of cookies.

RELX Group™

# Accessing Scopus from outside USB network



Vložené heslo nebylo správné.  
Přihlášení ke službě: Elsevier

**Uživatelské jméno**

**Heslo**

[> Neznáte své heslo?](#)  
[> Potřebujete pomoc?](#)

5

- Neukládat uživatelské jméno
- Zaškrtnutím tohoto políčka odejmete souhlas s předáním osobních údajů.

**Přihlásit**



**ELSEVIER**

Access Elsevier products using your institutional credentials

Pokud potřebujete pomoc, kontaktujte správce - Ing. Jan Marek, email: idm@rt.jcu.cz, linka 2080.

# Accessing Scopus from outside USB network

If your Scopus screen looks like this, you have full access.

Scopus - Author search | Signed

scopus.com/search/form.uri?display=basic#author

Scopus

Search Sources Lists SciVal

Author search

Compare sources

Documents **Authors** Affiliations Advanced

Author last name  
e.g. Smith

Affiliation  
e.g. University of Toronto

Show exact matches only

Search Q

ORCID  
0000-0003-3902-0992  
e.g. 1111-2222-3333-444x

Search Q

... and you can proceed to determination of the number of your citations based on your ORCID

.. and proceed to determine your citations as described in <https://www.prf.jcu.cz/data/files/498/530/3607citationscscopus-2017.pdf>

If your ORCID search returns the error message shown on the right, set up Scopus → ORCID link in ORCID and wait 2 days

No authors were found.  
Please check your search terms and search again.

# Conclusion

## Setting up your ORCID profile pays off

ORCID is your unique ID containing conjunction of various records (Scopus + WoS + other, even 'softer' sources if of interest to you)

You can use your ORCID to search for your records in Scopus and WoS

Note that Scopus or WoS will display only those of your ORCID publications, which are indexed by them

No worry about your multiple profiles or mess in Scopus or WoS – you are uniquely identified by ORCID

With ORCID and **your correctly filled in ORCID record and link to Scopus**, the research officer can find the number of your citations without self citations in the last year it on your behalf ⇒ monthly premium based on your scientific performance

ORCID is provided to numerous journals already during submission of manuscripts

Your ORCID is automatically updated and your ORCID often linked from your name in the electronic version of a paper

ORCID = Open Researcher and Contributor ID is an independent platform and hopefully becomes the leading ID of scientists