



Your library

ORCID at NTU

www.ntu.ac.uk/library

ORCID at NTU

An ORCID provides researchers with a single, unique, persistent digital identifier which works across the research landscape. ORCID is the recognised interdisciplinary standard for researcher ids, and is used worldwide by major research funders, universities and publishers. An ORCID is now mandated by most funders and is a requirement for REF2021.

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 assigned. An ORCID identifier should be included in your staff profile within Worktribe (NTU's research information system).

How to get an ORCID

Staff and PGR students can register for an ORCID by going directly to [ORCID](#) and completing the registration form. Please use your NTU institutional email address as your primary email.

ORCID
Connecting Research and Researchers

SIGN IN/REGISTER English

Registry Search

FOR RESEARCHERS FOR ORGANIZATIONS ABOUT HELP

7,258,398 ORCID IDs and counting. [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.

Per ORCID's [terms and conditions](#), you may only register for an ORCID iD for yourself.

First 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	You must add your NTU affiliation as follows: Nottingham Trent University
Link to other identifiers	You should link any other relevant identifiers such as your Scopus Author ID to your ORCID profile. Many identifiers provide a 'search and link' wizard to do this.
Works (publications)	This is essential if you are in receipt of UKRI Research Council funding.
Also known as	This is vital if you have published under another name format. You should add all other names.
Websites	Include a link to your NTU staff profile page.
Emails	Use your NTU email account when setting up the initial account.

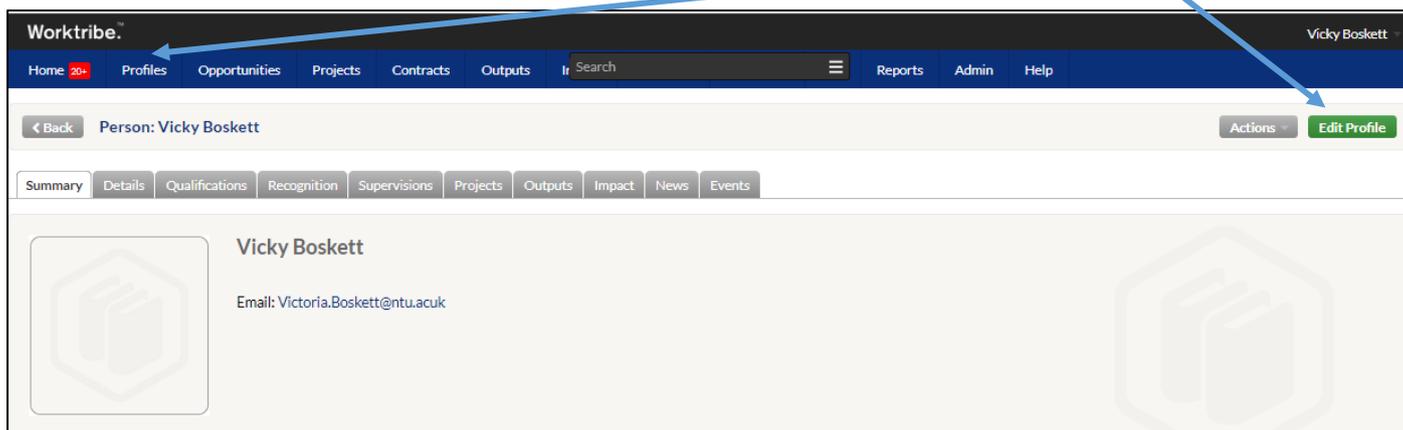
What to do if you already have an ORCID account

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

Last updated October 2019.

How to link your ORCID to your Worktribe profile

Log into [Worktribe](#) and locate your profile (Profiles/My Profile) and select 'Edit profile'



Locate the field marked ORCID and add the identifier and select 'update'.

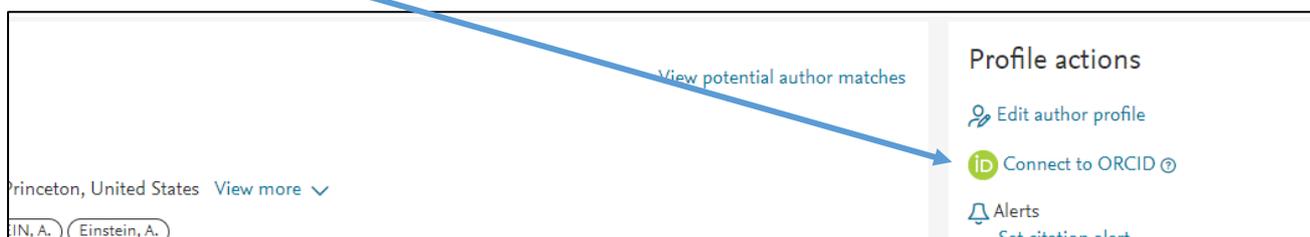
How to populate your ORCID record with your research outputs

There are four ways to add outputs to your ORCID:

1. Directly import them from other databases (including Scopus, Crossref, etc) using the 'search and link' wizard



2. Add works using an identifier – such as your Scopus ID. Go to your Scopus author page and follow the wizard



3. Import and export works via BibTeX, this can be useful for importing records from institutional repositories (functionality allowing) and resources like **Google Scholar**.
4. Input works manually or using a doi.

Personalise your record

It is essential to add other versions of your name if you have published using different name formats. You should add relevant name variants - 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.

Don't forget to set your profile to public



Select the 'everyone' setting to all the areas you want to make visible to potential collaborators and funders.

How to display your ORCID

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 and managing your researcher identity please contact the [Library Research Team](#).