Setting up your ResearcherID Account

A step-by-step guide

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February 2013
What is ResearcherID

ResearcherID provides a unique identifier for individual researchers.

With ResearcherID you can:

• Generate a public profile
• Manage your publication list
• Track citations
• Generate your H-Index
• Identify potential collaborators, and
• Avoid author misidentification.
Establishing your ResearcherID Account

Go to www.researcherid.com

Using the search option at the top of the screen on the right, check to see that you haven’t already established a ResearcherID account in the past.

If you can’t find an existing entry, return to www.researcherid.com and click on the option.

Join Now It’s Free
Sign up for an account

- Fill in your details
- Check your email and follow the instructions provided in the ResearcherID- Invitation to Register in ResearcherID.com email
Fill in your registration details

- Remember to use University of Western Australia as your institution
- To establish a password you must include a number, a symbol and both upper and lower case letters
- Click **Submit Registration** when complete
Creating and Updating Your Profile

• Log into your account

• If asked about ORCID, just select ‘no thanks’.

• Select **Manage My Profile** on the left hand side of the screen
You can update your profile using the following 5 tabs.

Before switching to a new tab, you must click on the button to save any edits you have made.

ResearcherID allows you to highlight key subjects that describe your research interests; any URLs relating to your research; joint affiliations (currently only 1 joint affiliation can be entered in the system); and up to 10 previous affiliations.
Importing your Web of Science (WOS) Indexed Papers

- Open up a new tab in your web browser, ensuring you remain logged into researcher ID.
- Access the **Web of Knowledge** through the Library Catalogue.
- Select the **Web of Science** option
1. Select the **Advanced Search** Option

2. Enter AU= your surname then your initials (do not include punctuation).

3. Select a date range that reflects your research Career

4. Click on the **Search** button
Refining the Results of a Web of Science Search

- Scroll down the screen and click on the blue **results** number

- If you have a common name, the chances are yours will not be the only publications identified by Thomson Reuters following a search for your surname and initials.

- There are four easy ways to refine the results
  1) Organisations-Enhanced;
  2) Authors;
  3) Web of Science Category; and
  4) Source title

- All three of these options can be seen in the pale blue Refine Results box on the left hand side of the screen.
Refining the Results by Organizations Enhanced

- Use the drop down option to view the Organizations-Enhanced.
- Only the top five organisations are listed, so if you need to select multiple organisations and some do not appear, select the more options/values link.
- Otherwise choose the institution and click refine.
- If you are not the only person at your institution using the same publishing name, you will need to further refine your results using the ‘Web of Science Categories’ or the ‘Source Titles’ options.
- If you have refined your results adequately, move to slide 13. Otherwise, continue.
Further Refinement (if necessary)

IF you have selected the more options/values link, you will find the top 100 results. You can refine through a process of selection or exclusion. Tick the results of interest and then select the appropriate method of refinement.

Results are listed by value and then alphabetically, so if what you’re looking for doesn’t appear to be within the results page and the final result has a value greater than one and starts with a for example, K, click on the analyze results option.
Extreme Further Refinement (Only if necessary)

IF you need to refine beyond the top 100 results, access the **Analysis Results** option then select the field you wish to examine.

- Request the top **500** results with a minimum record count of **1**
- Click on **Analyze**
- **Tick** the appropriate records
- Click the **View Records** button
Check the results

• Check to see that the publications listed are yours.

• You may find that during your process of refinement, particularly if you used the exclusion process, you have removed some of your own publications as they were classified under fields of research associated with the journal in which they were published, rather than your own field of research, or because you excluded certain organisations but had actually collaborated with researchers at one or more of those organisations.

• You can use Advanced Search feature at the top of the screen to return to the results and backtrack.
Exporting your Data from the Web of Science

• Once you are satisfied that you have all of your publications, you can export them from the WOS.

• Scroll down to the bottom of the results page and enter the number of publications you wish to export.

• Then Click on the I Wrote These Publications button

• The system will ask you to verify that you are the author. Agree.

• Depending on the number of publications involved it will take a minute or two for the process to occur. Move back to ResearcherID tab in your web browser.
Viewing your imported Publications in Researcher ID

Select the **My Research Profile** option at the top of the screen.

On the left hand edge of the screen click on view publications and your publications should appear!
Citation Metrics within ResearcherID

ResearcherID will generate basic citation metrics for you based on the publications imported from the WOS. To access, select the Citation Metrics option on the left hand side of the screen.
Remember to Add New Publications to your profile

• A lot of people set up their ResearcherID account, add their existing publications and then never return to the site.

• It is important that you add new publications to your profile so that potential collaborators looking at the site recognize that you are research active, and can work out your current research interests.

• Also, grant agencies and recruiters are increasingly looking up the research profiles of applicants, so it is worth keeping your profile up to date!
Manually Adding non-indexed items to your ResearcherID Account

If you have non-indexed items that you would like included in your ResearcherID account, log into your account and select **My Research Profile**.

Click on the **Add Publications** button.

Select **Option 2: Go to Endnote Web**
Starting a new Reference

- Select the **Collect** tab in Endnote Web
- Then click on the **New Reference** Option
Manually Entering Your Data

From the drop down list select your publication type, then enter your data. When complete click on Save.
Export your Data to ResearcherID

- When you have finished entering all of your data select the **Format** tab and click on the **Export References** option
- Selected **Unfiled** References (not All as this may produce duplicates in your ResearcherID)
- Select the **RefMan (RIS) Export** option
- Click on the **Save** button
Importing your data into ResearcherID

• Return to ResearcherID

• Select the **add publications** option

• Select **Option 3: Upload an RIS File**

• Find your file and **upload**

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**Image:**

[Screen capture of the ResearcherID interface showing the option to upload an RIS file.]

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*The University of Western Australia*
View your manually entered data

Your new publications will be now be visible in ResearcherID

Note: Because these publications are not indexed in the Web of Science, any citations attributed to the publication will not appear in ResearcherID (even if they are visible in Google Scholar).
Questions?

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