ORCID at its minimum: core criteria to complete

To ensure your ORCID is visible, accept the default privacy settings (Everyone)

Name
Enter both a Family Name and Given Name – ORCID recommend you use the name by which you are most commonly known

Other names
Include any variant forms of your name e.g. as used on publications or in a collegial environment, as well as name changes
- these will show in the results of an ORCID search by name, if more than one match occurs on the family and given names

Education and/or Employment
Use the official, current and full name of the institution, i.e. University of Tasmania, and your School/Centre/Institute (aka Department), e.g. School of Engineering and ICT, each with Headline Style capitalisation
- these are important for publishers, funders and the University of Tasmania to disambiguate you from other authors with the same name

Works
Add all current publications, and keep the list up-to-date
- to ensure you get due credit for your research outputs

  a) Add published works via Search & Link e.g. pubs indexed in Scopus, publications associated with your ResearcherID (if you have one), data descriptions included in Australian National Data Service (ANDS) Registry etc.

  b) Add pubs indexed by Google Scholar one-by-one, c/- Import BibTex

  c) Add manually any other works e.g. creative works

Keywords
Add two to three (2-3) keywords to describe your areas of research expertise/activity

Optional Extras
The more public content you include in your ORCID account, the less you need to repeat it elsewhere and the easier it will be for others to distinguish you from other researchers in your research area, region etc. In particular we recommend:

Websites – can include your University of Tasmania web profile, if applicable, and/or LinkedIn, Google Scholar citations, Twitter etc. – consider any other web or social media presence that adds value to your personal, or the institutional, research reputation

Request a consultation: http://www.utas.edu.au/library/forms/research-consultation
Email questions or feedback: Research.Librarians@utas.edu.au
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