

ORCID Instructions for NOIRLab Staff

ORCID is a non-profit organization supported by a global community of member organizations, including research institutions, publishers, funders, professional associations, service providers, and other stakeholders in the research ecosystem.

ORCID iDs are unique researcher digital identifiers designed to provide a transparent method for linking researchers and contributors to their activities and outputs. They are required for certain publications, and they provide a way for you to maintain a listing of your publications. You own and control this identifier, which distinguishes you from every other researcher. You can connect your iD with your professional information: grants, affiliations, publications, peer review, etc.

The iD is an https URI that is compatible with the ISO Standard (also known as International Standard Name Identifier [ISNI]).

The ORCID website is at <https://orcid.org>.

NOIRLab Library Services encourages you to update your affiliation under NOIRLab with ORCID. If you do not already have an ORCID account, we urge you to sign up: both to take advantage of its benefits when compiling your bibliography and to make the tracking of your publications accurate and straightforward.

A listing of known NOIRLab Staff ORCID IDs is available [here](#). The listing contains links to ORCID records.



1
REGISTER
Get your unique ORCID identifier. It's free and only takes a minute. [Go register now!](#)

2
USE YOUR ORCID ID
Use your iD when prompted, in systems and platforms from grant application to manuscript submission and beyond, to ensure you get credit for your contributions.

3
SHARE YOUR ORCID ID
The more information connected to your ORCID record, the more you'll benefit from sharing your iD – so give the organizations you trust permission to update your record as well as adding your affiliations, emails, other names you're known by, and more.

orcid.org home page

Sign in / Register in System



SIGN IN/REGISTER English

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Use Sign In/Register link on top right of home page (<https://orcid.org>).

Direct sign-in page: <https://orcid.org/signin>

Direct Register page: <https://orcid.org/register>

NOIRLab Affiliations

NOIRLab staff should have NSF's NOIRLab (and their Program's name where applicable) in their affiliation statement, using the form shown below:

AUTHOR_Name, Program_name, NSF's NOIRLab, Site_address

The available options for Program_name and site_address are listed below.

Site Address Options (use the one that is relevant):

- Casilla 603, La Serena, Chile
- 670 N. A'ohoku Place, Hilo, Hawai'i 96720, USA
- 950 N. Cherry Ave., Tucson, AZ 85719, USA

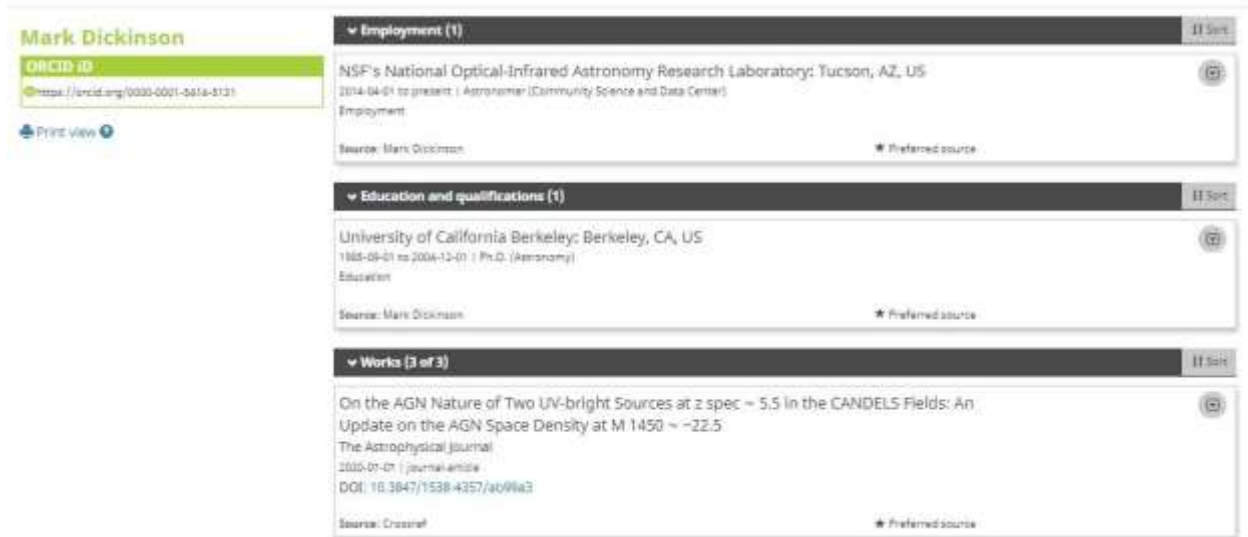
Program Affiliation Options (not mandatory for inclusion):

- Community Science and Data Center
- Gemini Observatory
- Mid-Scale Observatories
- Vera C. Rubin Observatory
- SOAR Telescope
- US-ELTP

So, for example, a staff member at Gemini resident in Hilo, would write the following:

AUTHOR_Name, Gemini Observatory, NSF's NOIRLab, 670 N. A'ohoku Place, Hilo, Hawai'i 96720, USA

Sample ORCID Record



The image shows a sample ORCID record for Mark Dickinson. The record is organized into sections: Employment, Education and qualifications, and Works. Each section contains details about the institution, dates, and source information.

Mark Dickinson
ORCID ID: <https://orcid.org/0000-0001-0414-8131>
Print view

Employment (1)

- NSF's National Optical-Infrared Astronomy Research Laboratory: Tucson, AZ, US
2014-04-01 to present | Astronomer (Community Science and Data Center)
Employment
Source: Mark Dickinson | Preferred source

Education and qualifications (1)

- University of California Berkeley: Berkeley, CA, US
1985-09-01 to 2004-12-01 | Ph.D. (Astronomy)
Education
Source: Mark Dickinson | Preferred source

Works (3 of 3)

- On the AGN Nature of Two UV-bright Sources at $z \text{ spec} \sim 5.5$ in the CANDELS Fields: An Update on the AGN Space Density at $M 1450 \sim -22.5$
The Astrophysical Journal
2005-07-01 | journal article
DOI: 10.3847/1538-4357/ab0Wd3
Source: Crossref | Preferred source

Locating Individuals in the Registry

Simple Search: Use the Search box at the top right of the home page, <https://orcid.org/>



Connecting research and researchers

SIGN IN/REGISTER English

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You can also perform an Advanced Search from the Search results page.



The image shows the Advanced Search form on the ORCID website. It includes fields for First Name, Last Name, Institution Name, and Keyword. There is also a checkbox for "Also search other name fields" and a field for ORCID ID. A blue SEARCH button is located at the bottom left of the form.

ADVANCED SEARCH

First Name Last Name Institution Name Keyword

Also search other name fields

ORCID ID

SEARCH

Adding Citations to Your ORCID Profile

You can add citations manually or import citations from elsewhere. See the information sheet, “Add Works to your ORCID record,” at <https://support.orcid.org/hc/en-us/articles/360006973133-Add-works-to-your-ORCID-record>.

ORCID and ADS

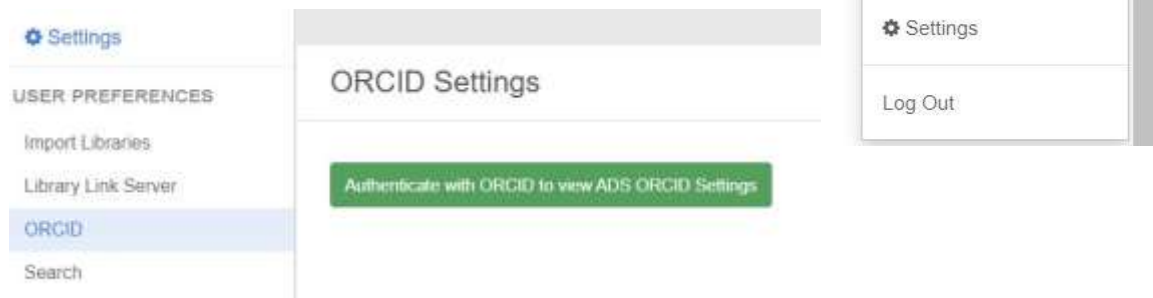
You can “claim” papers in ADS Bumblebee, and these papers will be imported into your ORCID profile and indexed in ADS, where they are then searchable by ORCID iD.

Searching by ORCID iD in ADS:

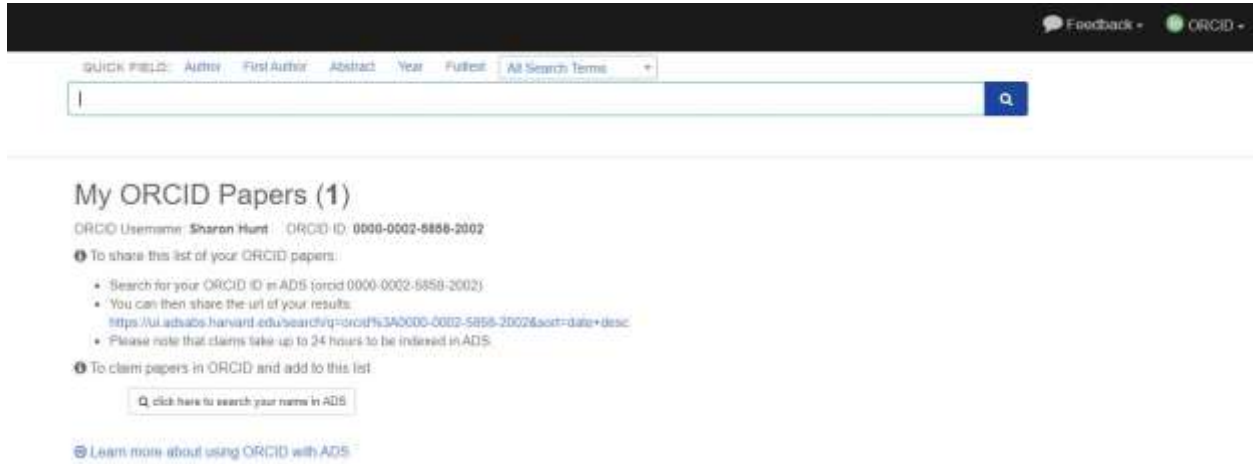


Claiming Papers in ADS

1. Log into your ORCID account.
2. Log into ADS account (<https://ui.adsabs.harvard.edu/>).
3. Click on “Account” (top right) and then “Settings” (dropdown menu) and then “ORCID” (navigation bar on left) to authenticate with ORCID to view ADS ORCID settings.



4. Search your name in ADS to identify your publications.



The screenshot shows the top navigation bar of the ADS website with a search bar and a 'Feedback' link. Below the search bar, the 'QUICK FIELD' dropdown menu is open, showing options: Author, First Author, Abstract, Year, Fulltext, and All Search Terms. The main content area is titled 'My ORCID Papers (1)'. It displays the user's ORCID information: 'ORCID Username: Sharon Hunt' and 'ORCID ID: 0000-0002-8888-2002'. There are two main instructions: 1. 'To share this list of your ORCID papers:' with a list of steps including searching for the ORCID ID in ADS and sharing the URL. 2. 'To claim papers in ORCID and add to this list:' with a button that says 'click here to search your name in ADS'. A link to 'Learn more about using ORCID with ADS' is also present.

5. Click button “Claim in ORCID” underneath a search result to claim the paper.
6. You can also click the box to the left of each citation and then click on “Bulk Actions: Claim” in right column of screen.



The screenshot shows a search result for the paper 'FM14 Session 1: Bridging the Astronomy Research and Outreach Communities - Recent Highlights, Emerging Collaborations, Best Practices and Support Structures' by Cheung, Sze-Leung; Vauclair, Sylvie D.; Cui, Chenzhou. The result includes a checkbox on the left, the paper ID '2020IAUGA..30..510C', the date '2020/03', and a 'Claim in ORCID' button. There are also icons for document, list, and print.

7. More directions on the ADS/ORCID connection can be found at <https://ui.adsabs.harvard.edu/orcid-instructions>.