



An ORCID is an identifying number unique to each researcher. Registering for an ORCID means that your research outputs are easily connected and identified to you. Over 6.5 million researchers now have an ORCID.

If you have publications on the University's repository, UBIR, you can import them into your ORCID profile using the following steps.

Go to ORCID and sign in <https://orcid.org>. If you don't have an ORCID number you can register at this point. To get the most out of your ORCID registration, i.e., in promoting your research output. Use your University email and set your email and biography to be viewed publically by selecting the green option within the sections, but particularly the **Email** and **Works** sections.



### Import your publications from UBIR

Go to the **Works** sections and click on **add some now**. The Link Works box will appear. Select **Articles** in **Work type** and **Europe** in **Geographical area**.

**LINK WORKS** Hide link works

ORCID works with our member organizations to make it easy to connect your ORCID iD and link to information in their records. Choose one of the link wizards to get started. [More information about linking works](#)

Work type:  ▼      Geographical area:  ▼

**BASE - Bielefeld Academic Search Engine**  
BASE is one of the world's most voluminous academic search engines. It searches metadata about m...

Click on **BASE – Bielefeld Academic Search Engine**. Bookmark this website for future use, as this option does not appear again once you have added a publication.

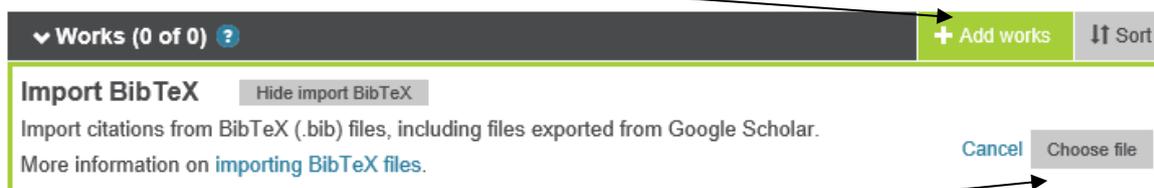
**BASE** will open with your name in the search field by database. If this doesn't bring up your details, paste your ORCID into the search box. This should bring up the publications that you have in UBIR and on other websites where your ORCID appears.

You can select the ones you wish to import or select **All Records** at the bottom.

Click on the arrow by **Export** and choose **BibTeX**  All Records **Export** 

Save the document rather than opening it – you can leave it as a **.bib file**

Go back to ORCID. Select **+Add Works** and **Import BibTeX**



Then **Choose file** and find the BibTeX file you have just saved and open it.

Your publications will then appear. Click **Save all**.



## Edit date



You will notice that the date in the record displays year only. It is important for REF submission that you edit this to include the month. Click on the **edit icon** to amend each item. You can also tidy up any of the other fields as required.

## Keeping up to date

Each time you add a publication to UBIR make sure you add it to your ORCID profile. This will not happen automatically.

## Further help

For further help or guidance, please contact the UBIR team. Phone 01204 903547 or email [UBIR@bolton.ac.uk](mailto:UBIR@bolton.ac.uk) .