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Writing works to ORCID records using the New Zealand ORCID Hub

Royal Society Te Apārangi

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Purpose of this guide

This guide describes how an organisation's Technical Contact or designated Organisation Administrator(s) can write works to ORCID records using the New Zealand ORCID Hub. It describes file construction and upload, and editing/updating of records. If your anticipated Hub use differs from the scenarios in the guide please [contact us](#) for assistance.

Prior to using the New Zealand ORCID Hub, your organisation must be onboarded to the application. If your organisation is not listed on the Hub's home page, your organisation's ORCID Technical Contact should request an invitation to onboard. Onboarding involves being authenticated in the Hub, using the Hub to obtain API credentials for your organisation from ORCID, and entering these into the Hub. Guides for onboarding your organisation to the New Zealand Hub are available [here](#).

Logging into the Hub

There are two ways to log-in to the Hub, depending on whether your organisation is a member of Tuakiri, New Zealand's federated identity system, or not.

1. Tuakiri log in, for Hub use:
Click the Log-in button for the Hub, select the left hand option for Tuakiri. From there, select your home institution and **log-in using your institutional username and password**.
2. Other member organisation log-in, using an ORCID account:
Click the Log-in button for the Hub, select the right hand option (log-in with ORCID) and log-in to your ORCID iD. You will then be returned to the Hub.
Note – You can only log-in via ORCID if the New Zealand ORCID Hub has already learned your ORCID iD via your use of a Hub-invitation. If you are an organisation administrator from a non Tuakiri member organisation you must have confirmed your ORCID iD by initially making your email address visible to trusted parties using the 'account settings' menu before logging into the Hub for the first time. [Contact us](#) if you are unsure of this step.

Types of works allowed in ORCID records

'Works' is the generic term used by ORCID to describe research outputs. A large range of outputs is recognised and listed by ORCID [here](#).

Fields/metadata for works

The following can be included in works entries to ORCID records. Certain fields are mandatory, others are optional. Identifiers are used to group identical works in ORCID – for example, if the same work is written from two different sources such as Scopus and Web of Science and has the same DOI, ORCID will group them together.

Table 1 – information, required and optional, for writing works to ORCID records using the Hub

Field	Description
Invitee first name (required)	Person to whose ORCID record you are writing
Invitee last name (required)	Person to whose ORCID record you are writing
Invitee email address (required)	Person to whose ORCID record you are writing
Invitee local identifier	A local identifier – e.g. one used by your internal system.
Title (required)	The title of the work
Subtitle	The subtitle, if relevant
Translated title	The title as translated, if relevant
Translated title language	Language of the translated title e.g. mi (te reo Māori)
Journal title	This is the title of the main body that the work is a part of – can be journal title, book title, conference title etc. Note that ALL variations are captured under the term ‘journal title’; do NOT change the name of this header.
Type (required)	The type of work – for example: journal-article; book-chapter. Must be one of ORCID’s accepted types found in https://members.orcid.org/api/resources/work-types
Publication date	Year, year and month, or year, month and date
Description	A short abstract or description of the work. ORCID recommends keeping this below 200 words as this data is not always read by systems that connect with ORCID.
Citation type	Citations may be fielded as in RIS, BibTex (preferred by ORCID) – or may be textual (APA, MLA, Chicago)
Citation	The content of the citation in one of the formats allowed, e.g. BibTex
URL	An external link to the work
Language	Language used in the work
Country	Country of publication

External ID Type (required)	The external ID type of the work; for example a DOI, ISBN etc. Must be one of ORCID's accepted identifiers found in https://pub.orcid.org/v2.0/identifiers . If you are unable to assign a DOI or ISBN you can use 'source-work-id'.
External ID relationship (required) (json or yaml file must be used if more than one external relationship identifier is included)	SELF (e.g. if your 'external ID type' is, for example, a DOI for a journal article). You can also have a PART_OF identifier relationship such as the ISSN of the journal in which the article is published). A SELF identifier is mandatory.
External ID Value (required)	This is the identifier value, i.e. the ISBN of a book or the DOI of an article, or your internal source-work-id.
Identifier URL (external ID URL)	The url that an identifier resolves to. ORCID will auto-populate if an identifier type is recognised.
Contributors (json or yaml file only, if more than one contributor to be included)	Describes the role of the contributor. Can be: author / assignee / editor / chair-or-translator / co-investigator / co-inventor / graduate-student / other-inventor / principal-investigator / postdoctoral-researcher / support-staff (Hyphens are essential)
Contributor-sequence	Can be 'first' or 'additional' only
PUT code	Use the PUT-Code if you wish to update an item. The code can be obtained by exporting the task from the Hub once the entry is written to the ORCID record. By writing information using a PUT code the row of information in your file overwrites the specified item in the user's ORCID record rather than creating a new entry.

Constructing files for upload to the NZ ORCID Hub

Works that contain macrons or other diacritical marks

If you are using Excel to create a file for upload to the Hub, and it contains macrons or other diacritical marks, you must save your file as Unicode text (under the 'save as' option) and then manually change the file ending from .txt to .tsv - if you omit this step the macrons or other marks will not display properly in the ORCID record.

Constructing csv or tsv files to write single authored works to ORCID records

Only upload a csv file if your work has:

- One invitee
- One external identifier type

The csv or tsv file is not designed to enable writing to ORCID records when there are additional authors/contributors and you want to write the work to all parties' ORCID records. Nor can it write a hyperlinked 'part-of' record should you wish to add a journal article with a hyperlinked DOI, and include the title of the journal with a linked ISSN. In this instance you will need to upload a json or yaml file.

Files in csv or tsv format:

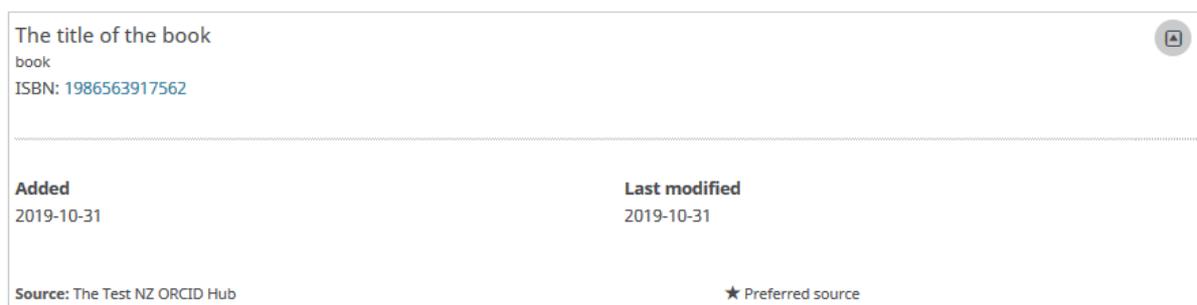
You can construct simple csv or tsv files when there is only one author and one identifier for the work.

Csv example 1 –constructing a file for a stand-alone work such as a book

Figure 1 shows an example of a stand-alone work with one author written to an ORCID record.

A template file (works_guide_file_1.csv) for this example can be found [here](#).

Figure 1 – ORCID record displaying a work that has one author and one identifier, in this case, an ISBN.

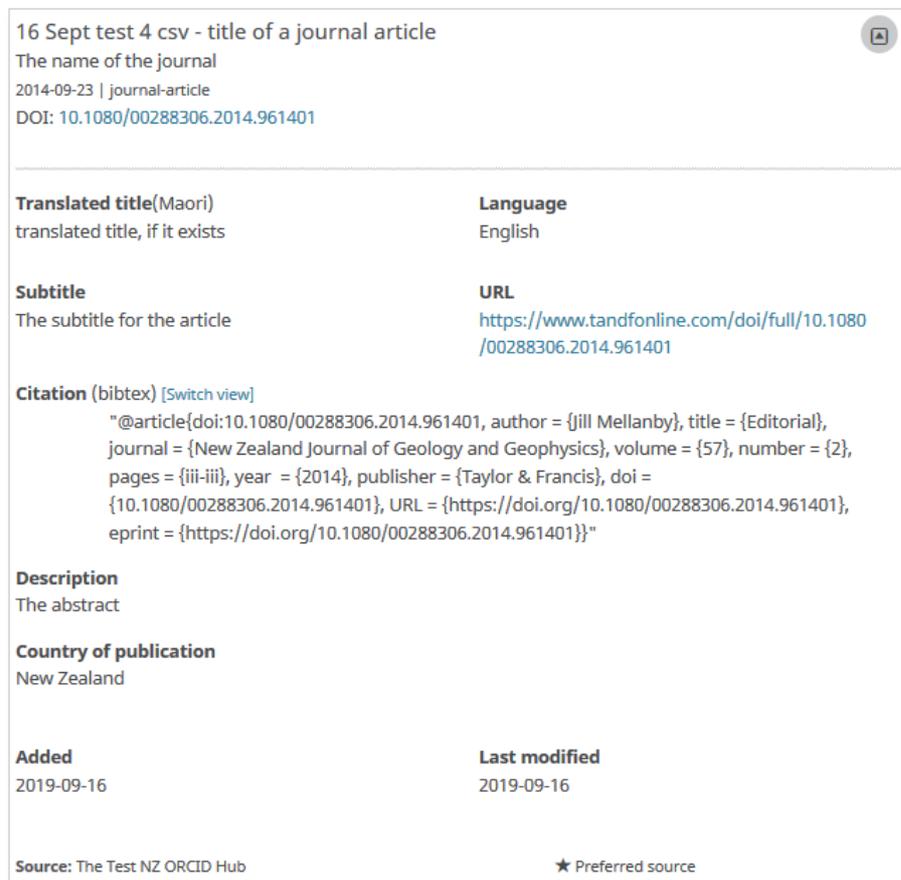


Csv example 2 – incorporating extra headers to write more information to the record:

Figure 2 shows an example of a work containing richer information.

A template file (works_guide_file_2.csv) for this example can be found [here](#).

Figure 2 – ORCID record displaying rich information about a work.



The screenshot shows an ORCID record for a journal article. The record is titled "16 Sept test 4 csv - title of a journal article" and includes the following information:

- Title:** The name of the journal
- Date:** 2014-09-23 | journal-article
- DOI:** 10.1080/00288306.2014.961401
- Translated title (Maori):** translated title, if it exists
- Language:** English
- Subtitle:** The subtitle for the article
- URL:** <https://www.tandfonline.com/doi/full/10.1080/00288306.2014.961401>
- Citation (bibtex):** `@article{doi:10.1080/00288306.2014.961401, author = {Jill Mellanby}, title = {Editorial}, journal = {New Zealand Journal of Geology and Geophysics}, volume = {57}, number = {2}, pages = {iii-iii}, year = {2014}, publisher = {Taylor & Francis}, doi = {10.1080/00288306.2014.961401}, URL = {https://doi.org/10.1080/00288306.2014.961401}, eprint = {https://doi.org/10.1080/00288306.2014.961401}}`
- Description:** The abstract
- Country of publication:** New Zealand
- Added:** 2019-09-16
- Last modified:** 2019-09-16

Source: The Test NZ ORCID Hub ★ Preferred source

Constructing json or yaml files to write multi-authored works to ORCID records

Writing a json/yaml file for one work

If you wish to write a work to an ORCID record that has multiple authors/contributors you should upload a correctly formatted json or yaml file to the Hub.

Figure 3 shows an example of a work with multiple identifiers and multiple contributors written using sample file 3 or 4. The template files (works_guide_file_3.json OR works_guide_file_3.json.yaml) for this example can be found [here](#).

Figure 3 – ORCID record displaying a work with multiple identifiers and contributors

13 Sept json test. This is the title for the article 🗖

This is the title of the journal

2013-12-09 | journal-article

Part of ISSN: 1175-8775

DOI: 10.1080/00288233.2013.860038

Translated title(Maori) Translated title, if there is one, e.g. in te reo	Language English
Subtitle This is the subtitle of the article	URL https://royalsociety.org.nz/assets/Uploads/Blue-light-Aotearoa-factsheet.pdf

Citation (bibtex) [\[Switch view\]](#)

```
@article{doi:10.1080/00288233.2013.860038,author = {Jill Mellanby},title = {Editorial},journal = {New Zealand Journal of Agricultural Research},volume = {56},number = {4},pages = {247-247},year = {2013},publisher = {Taylor & Francis},doi = {10.1080/00288233.2013.860038},URL = {https://doi.org/10.1080/00288233.2013.860038},eprint = {https://doi.org/10.1080/00288233.2013.860038}}
```

Description
This is the abstract of the article / or book blurb

Country of publication New Zealand	Contributor Associate Professor Winston Mellanby (author, additional) Shadow Mellanby (author, first, 0000-0002-4176-1389)
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Added 2019-09-13	Last modified 2019-09-13
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Source: The Test NZ ORCID Hub ★ Preferred source

Note that although both contributors' ORCID numbers are included in the file, they appear in the record as digits and not as hyperlinked ORCID records – this is normal ORCID behaviour.

Writing a json/yaml file for multiple works

If you wish to write multiple works to ORCID records, one json file containing information about all works to be written can be constructed.

Figure 4 shows examples of two works written using sample files 5 or 6.

The template files for writing three works to ORCID using both json and yaml formats can be found [here](#). Figure 4 shows two ORCID records with information written by these files.

Figure 4 – examples of works written to ORCID by sample files 5 or 6

 Title of article 2
NZ ORCID Hub test journal title
2019 | journal-article
SOURCE-WORK-ID: testjournalp35
Part of ISSN: 1175-8899

Language
English

Country of publication
New Zealand

Added
2019-12-12

Last modified
2019-12-12

Source: The Test NZ ORCID Hub ★ Preferred source

 Title of a book for testing the Hub
The title of a test book
2019 | book
ISBN: 978-1-877264-30-6

Language
English

Country of publication
New Zealand

Added
2019-12-12

Subtitle
This is the book's subtitle

Contributor
Karla the Kereru (author, additional)
Kevin the Kiwi (author, additional)
Shadow Mellanby (author, first)

Last modified
2019-12-12

Source: The Test NZ ORCID Hub ★ Preferred source

Using the Hub to write works to ORCID records

Uploading files and activating them in the Hub generates email to your researchers and contributors, inviting them to give your organisation permission to access their ORCID record.

Branding Hub generated messages with your organisation's logo

The email branding, by default, is that of Royal Society Te Apārangi and therefore you may wish to customise Hub emails with your own organisation's branding.

To customise the Hub's emails with your organisation's branding log in and navigate to:

Settings > logo

Upload a jpg or png file of a recommended 127 pixels, maximum 200 pixels, in height. Please resize, if necessary; [contact us](#) if you require assistance to do this.

Your logo will be placed on the default black header block. If you prefer your logo to be placed on a white header, or any other colour branding, this can be done by slight alteration of the html code. Please [contact us](#) for assistance on how to do this.

Uploading files to the Hub

If the researcher(s) have not already given you permission to read from/write to their ORCID records, perhaps from you writing an affiliation entry to their record, then prior to uploading and activating your file in the Hub, and according to your organisation's normal communications procedures, you should contact them in advance to let them know that you intend to write works information to their ORCID records. You must explain that they will be receiving an email from the New Zealand ORCID Hub, and the date on which you intend to upload your file. By doing this, your research community will be expecting the Hub's email and be less likely to delete it as spam.

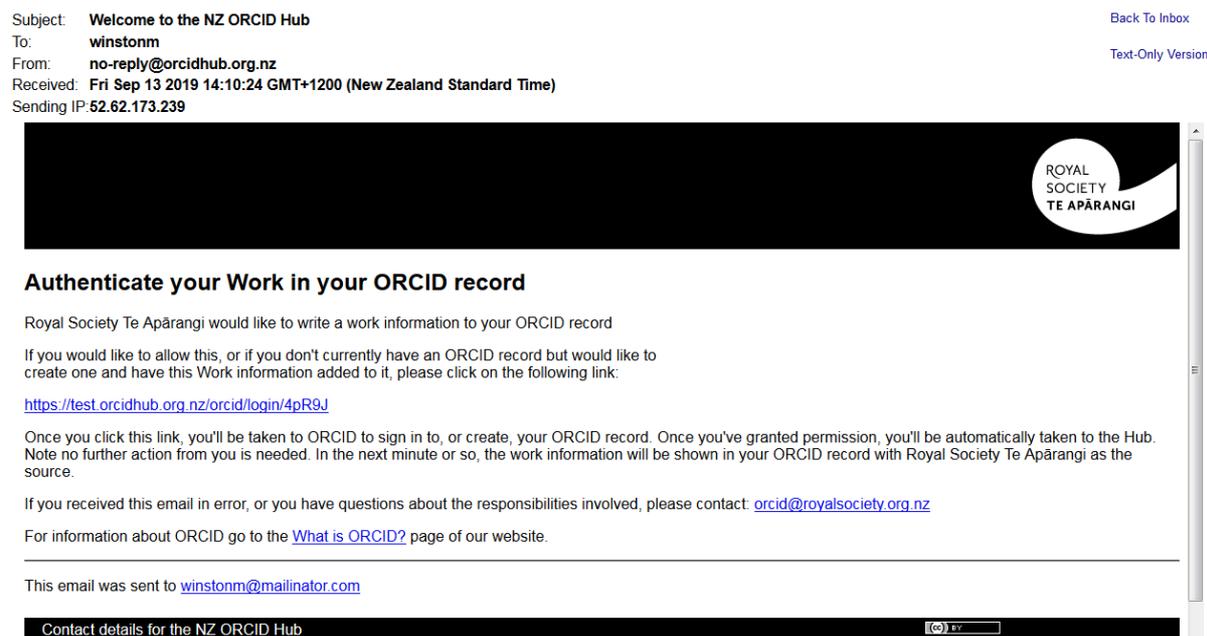
To upload 'works' file to the Hub log-in and go to

>Tasks >Upload works ...upload your file...>activate all

This will either

- send an invitation to those people whose ORCID records you wish to write to (Figure 5) OR
- if the researchers have already given your organisation permission to act on their ORCID records, the works record will immediately be written, with your organisation as the source of the information.

Figure 5 – Email invitation sent from the Hub to invitees



Using the Hub's API to write works to ORCID records

If you wish to automate your organisation's processes by directly writing from your own internal systems to ORCID records via the Hub's API please [contact us](#) and request the addition of this feature to your organisation's functions in the Hub.

Sending reminders from the Hub

The invitation hyperlinks in the Hub's emails and the task (your uploaded file) expire after 28 days. On expiry the task is deleted from the Hub and any outstanding invitations will be invalid. If you wish to extend the expiry date and/or send reminders, clicking 'Reset all' will send a fresh invitation to anyone who has not yet given permission; if resetting a task within two weeks of its expiry, the expiry date is extended by 15 days from the time of the reset. If a user with a previously held token has revoked permission, they are sent a Hub-generated email asking them to grant permission again.

Exporting files from the Hub

As the Hub does not store files you should export your task from the Hub prior to its expiry date. By exporting your file you will obtain the PUT codes assigned by ORCID to every item you have written to ORCID records. You will require these PUT codes for updating information in the future.

To export your tasks go to **<tasks>**, **<uploaded tasks>**, select your file for export, click on **<export>** and choose the file format you wish to use. Save your file in your own system.

Updating/editing information written to ORCID records

You can edit information that you have written to ORCID records either by uploading a new file containing ORCID's PUT code for the item or by using the Hub's web-form features.

Uploading a new file containing a PUT code

Once an item has been written to an ORCID record ORCID returns a PUT code for it. This can be used later for editing the item in the record. You should export your tasks from the Hub before they expire in order to obtain the PUT codes for all the items you have written to ORCID records.

To edit a record you can create a new flat file (csv/tsv) and include an extra header of 'PUT code'. Construct your file as before containing all the information you wrote originally; add any new information under the appropriate header and add the PUT code for the item written to the record. If using a json/yaml file, include the PUT code for the item. If you need assistance in creating files [contact us](#).

Editing records using the Hub's web-form feature

You can edit information written to ORCID records in the Hub directly using the web-form features. Any information can be edited while the task is still active, but some edits can also be made after the task has expired.

If the task is still active in the Hub, navigate to it via **<Tasks>**, **<Uploaded Tasks>** then click on the eye icon to view the items. Choose the item you wish to edit and click on the icon that represents that information e.g. invitees, contributors, external identifiers. Once you have edited the information you must **'reset'** the task for the edits to appear in the records. If adding new invitees, these people will receive an invitation email as described previously.

If the task has expired you can still edit some information in ORCID records about the work item, including url, identifiers and information about the work itself, although not contributors. Go to **<Your People>**, **<view/export people>** and search for the person whose information you want to edit. Hover over the pencil icon on the left and a suite of icons will appear/ Click on the typewriter icon to edit works information. When the information appears on screen, click on the pencil icon on the left to edit the information.

Troubleshooting – Hub error messages

This list contains some of the most common error messages you may encounter in the Hub.

Error message	Solution
<p>Failed to load record file: invalid affiliation type 'invited position'. Expected values: student, education, employment, distinction, invited-position, qualification, membership, service.</p>	<p>You have omitted the hyphen in 'invited-position'. Correct the error and re-upload your file.</p>
<p>JSON Decode Error: Expecting property name enclosed in double quotes</p> <p>Failed to load records.</p>	<p>Your JSON isn't valid, check with https://jsonlint.com/, correct any errors and try again.</p>
<p>Model Exception: Wrong partial date value</p> <p>Failed to load affiliation file.</p>	<p>Wrong date information. Insert date information in the expected format and re-upload file.</p>
<p>Model Exception: Wrong number of fields. Expected at least 4 fields (first name, last name, email address or another unique identifier, student/staff):</p> <p>Failed to load affiliation file.</p>	<p>Check the headers and commas in your csv file.</p>
<p>Model Exception: Missing or incorrect property type. (expected: URL,NAME,KEYWORD,COUNTRY)</p> <p>Failed to load Researcher Url Record file.</p>	<p>Check that the property information in your file is correct.</p>
<p>Model Exception: Information about Convening Organisation (Name, City and Country) is mandatory</p> <p>Failed to load peer review records.</p>	<p>Your file must contain full information about the peer-review convening organisation.</p>

If you have any questions about using the New Zealand ORCID Hub please contact orcid@royalsociety.org.nz