Using My Bibliography and ORCiD to Make e-Publications Accessible to SciENcv Biosketches

How to use ORCiD with SciENcv
Your ORCID iD is a unique, open digital identifier that distinguishes you from every other researcher.
- [ ] If you do not have an ORCiD iD linked to your journal articles, you can build an e-bibliography that can be linked to your My NCBI account following directions in the SciENcv User Checklist.
- [ ] ORCiD is especially helpful to researchers who use BibTeX for their bibliographies as that is the only type of file that can be manually added to ORCiD. *BibTeX cannot be used to upload citations into My Bibliography which is the My NCBI based system linked to PubMed.*
- [ ] ORCiD tutorial linked here
- [ ] How to Add Works Manually instructions linked here
- [ ] Once ORCiD is linked to the appropriate My NCBI account and citations have either been added automatically from journal articles that already include the author's ORCiD or manually from a BibTeX file, users can pull citations directly into their NSF, NIH, or IES biosketches using My NCBI.

How to use My Bibliography
My Bibliography is a reference tool that helps you save your citations from PubMed, to upload citations as RIS files, or to enter citation information manually using My Bibliography templates.
- [ ] References from PubMed that are already affiliated with a user's My NCBI account will automatically be visible on their My Bibliography.
- [ ] The number of publications in your My Bibliography or in a Delegated Bibliography are visible from the My Bibliography block in the middle left-hand section of the My NCBI homepage.
- [ ] Access your own My Bibliography by clicking Manage **My Bibliography** at the bottom right of the My Bibliography block
- [ ] Access delegated (PI's) My Bibliography by clicking the **PI's named bibliography** under **Delegated Bibliographies**.
- [ ] Make sure you're in the right bibliography when adding citations because you can only pull publications for PI "A" biosketch from PI "A" My Bibliography.
  - o You can check what My Bibliography you're in at a given time by checking the top of the page where it says "My Bibliography" in large, bold print. Besides that, you'll see the person's name.
  - o If you are delegated to other My Bibliographies, you can change which one you're using by selecting the dropdown menu under your username near the top, right-hand side of the page that says **# Bibliographies** depending on how many accounts you have access to.
- [ ] Add Publications to My Bibliography
  - o Click **Add citations** to open the dropdown menu which gives you the option of selecting to add citations either **From PubMed**, **From a file**, or **Manually**.
  - o Using **From PubMed**

- PubMed is a search engine accessing primarily the MEDLINE database of references and abstracts on life sciences and biomedical topics.
- You can search by title, author, DOI, or journal.
- If publication(s) are available, you can select them by clicking the box located to the left of the publication and then clicking the **Send To** box at the top of the page beneath the search bar. This will give you dropdown options to choose from. Select **My Bibliography** to send the publications directly to the My Bibliography you're working in.
  - o Using **From a file**
    - As soon as you select this option, you'll be directed to your Finder Window where you can choose a RIS file to upload publications directly into the My Bibliography you are working in.
    - RIS files are ones downloaded from citation management applications like Endnote, Endnote Online, Zotero, Mendeley, Citavi, Papers, and RefWorks. These tools provide the ability to download a number of applicable citations at one time that can then be uploaded to My Bibliography together.
    - You can also download <u>individual</u> citations as RIS files from a number of journals and search engines including Google Scholar by searching the web for titles and DOI.
    - Sometimes files are not uploaded as accurately as needed, so make sure to check the individual files you upload and correct as needed.
  - o Using **Manually**
    - Choose the type of citation to create from the dropdown menu
    - Add the pertinent information about the citation to each of the fields.
    - Click **Add Another Author** under Author option to add more authors. An et al. option is not available.
    - Click **Add Citation** when you're ready to save
- ☐ Publications can be deleted from My Bibliography by selecting them and then choose **Manage citations** at the top of the screen. The dropdown menu will give you the option to choose **Delete citations**. Only those that have been selected will be deleted.
- ☐ You may get an alert that "Citations require attention. Please click here to resolve the issues." This happens when a publication in your My Bibliography (manually added or uploaded from RIS file) has been identified as having a similar publication in PubMed. If you want to keep your publications free of PubMed ID numbers or you want to be able to modify them, you can ignore this warning.
- ☐ If you need to make changes or check if a citation has been added, you can search for citations included on your My Bibliography, by adding title or other reflective search parameters to the Search citations bar located in the middle right-hand side of the page.