This fact sheet is one of a series available that discusses how to create and manage an online academic profile. For research assistance, contact the Flinders University Library.

**Why Web of Science ID (Publons ID)**

- Cleaning up your multiple profiles means your citation overview is aggregated and ensures your data is accurate. This data is used for the Highly Cited Researcher list and in the bibliometric impact bench-marking database InCites. Keeping this accurate will ensure you have timely information at your fingertips for your next promotion or grant application.

- Sync with ORCID to keep your Web of Science record (and ORCID record) up-to-date.

- Web of Science data is used for University rankings worldwide.

- Check and claim publications once or twice a year.

**Affiliation**

Web of Science will update your profile affiliation with the affiliation of your most recently published (and indexed) paper. Ensure your affiliation is to Flinders University.

**Web of Science (Publons) step-by-step guide**

Merge multiple author profiles into one to ensure your complete citation overview is available at a moment’s notice.

1. Go to Library Findit via Okta and go to the Library A-Z database list.
2. Go to Web of Science via the Library A-Z database list.

3. In Author search look up last name and first name.

4. Select the relevant author records. Select View combined record.
5. Select Claim this record.

![Claim record image](image1)

6. Follow link to create Publons ID and claim ownership of the records.

![Claim ownership image](image2)

7. In Publons, navigate to *My records > Publications*. Remove any incorrect publications (this will update Web of Science in due course too).

![Publons navigation image](image3)
8. In Publons, navigate to Account. Add your Flinders University affiliation.

Link Publons & ORCiD step-by-step guide
1. In Publons, navigate to Settings > Permissions.
2. Tick box to Sync your ORCID record with Publons and Export your publications to ORCID.

Syncing with Publons ID will push publications from Web of Science to ORCID and ORCID publications to Publons.