Exporting Publications from Elements to ORCID
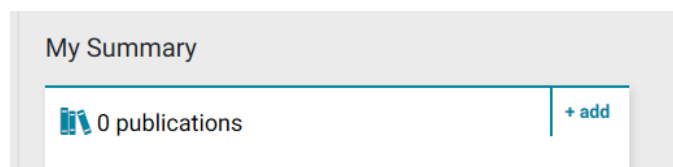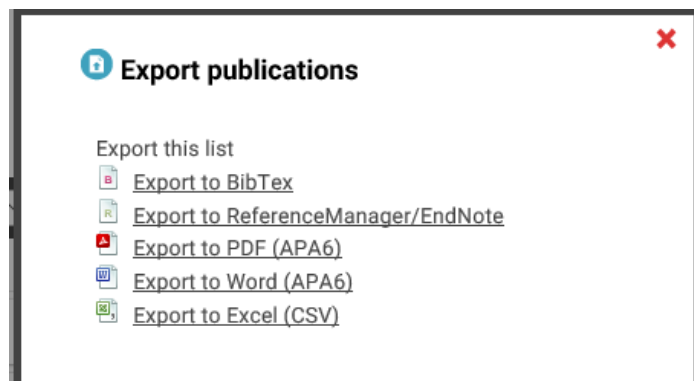
Step 1: Export from Elements to ORCID as a BibTeX file

1.1 Log in to Elements and navigate to your publications list.

Select **Home** and then under 'My Summary' click on 'Publications'. This will take you to your list of publications recorded in Elements.

1.2 To export the complete list of your publications select **Export**.

Select 'Export to BibTex' from the options.
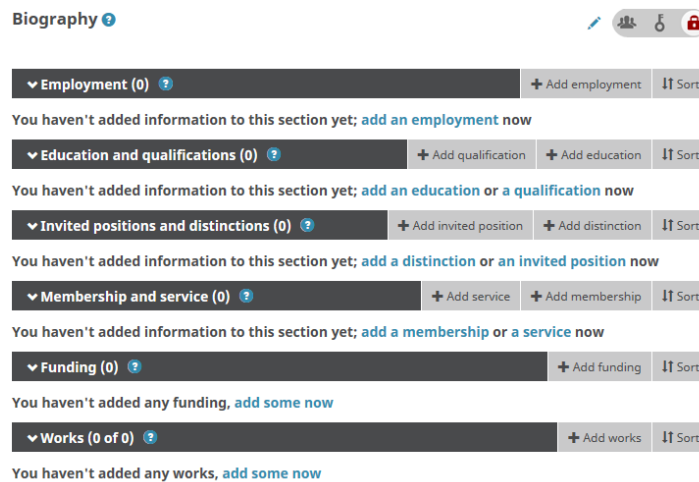Save the file for step 2.5.

Step 2: Import BibTex file to ORCID

2.1 Sign into your ORCID account.

2.2 Navigate to **Biography**

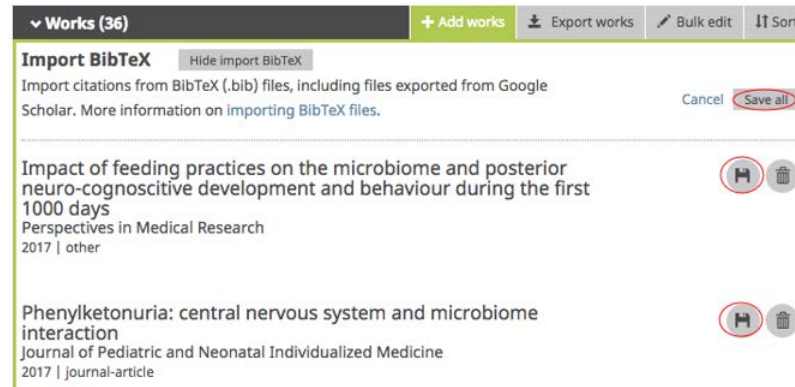2.3 Under 'Biography' select 'Works'.

2.4 To import a list of works saved as a BibTeX file into the Works section of your ORCID record start from the Works section, go to "Add works", then select "Import BibTeX".

2.5 Click "Choose File" to open the file menu, then select the BibTeX (.bib) file you want to import (i.e. the file you saved under step 1.2 above).

2.6 From the import list you can choose to 'Save all' or individually remove publications that you do not wish to appear in your ORCID profile.

2.7 The publications from the file will appear in a list. Select save ("disk" icon) next to a work to add the work individually, delete ("trash can" icon) to delete the work individually, or save all to add all of the publications at once.   If you do delete publications be careful that your cursor doesn't inadvertently land on 'save all'.

The publications will appear listed under works in your record with you clearly listed as the source.

3   Add Works manually and edit Works

Information on how to add Works manually and edit Works in your ORCID profile is available under the **Help** once you have logged into your ORCID account.