

## Exporting from SciENcv (i.e. NIH Biosketch format, NSF Biosketch format, or IES Biosketch format) to ORCID

### What is SciENcv and My Bibliography?

SciENcv is a professional profile (ie., Biosketch required for grants) created in My NCBI. My NCBI is a tool that allows users set up an account and establish a “My Bibliography” listing of their publications. “My Bibliography” can be populated by:

- 1) adding citations directly from PubMed (which should capture the majority of our authors’ works at VUMC);
- 2) adding citations manually (for journal articles that do *not appear in PubMed*, books and book chapters, meeting abstracts, presentations, patents, etc);
- 3) uploading citations from a file in RIS format (ie., files that have a “.ris” extension in the name) saved from citation management tools such as EndNote, Reference Manager, and Zotero.

The screenshot shows the My NCBI interface with the following sections:

- Search NCBI databases:** A search box with a dropdown menu set to 'PubMed' and a 'Search' button. A hint below states: "Hint: clicking the 'Search' button without any terms listed in the search box will transport you to that database's homepage."
- My Bibliography:** A section highlighted with a blue arrow. It contains:
  - Your bibliography contains 6 items.
  - Share your bibliography with this URL: <https://www.ncbi.nlm.nih.gov/sites/myncbi/annette.williams.1/bibliography/40090326/public?sort=date&direction=descending>
  - Most recent citations:
    - DesAutels SJ. Using Best Practices to Extract, Organize, and Reuse Embedded Decision Support Content Knowledge Rules from Mature Clinical Systems. AMIA ... Annual Symposium proceedings / AMIA Symposium. AMIA Symposium. Forthcoming;
    - Giuse NB, Williams AM, Giuse DA. Integrating best evidence into patient care: a process facilitated by a seamless integration with informatics tools. J Med Libr Assoc. 2010 Jul;98(3):220-2. doi: 10.3163/1536-5050.98.3.009. PubMed PMID: 20648255; PubMed Central PMCID: PMC2901005.
    - Martin S, Jerome RN, Epelbaum MI, Williams AM, Walsh W. Addressing hemolysis in an infant due to mother-infant ABO blood incompatibility. J Med Libr Assoc. 2008 Jul;96(3):183-8. doi: 10.3163/1536-5050.96.3.002. PubMed PMID: 18654647; PubMed Central PMCID: PMC2479049.
  - [Manage My Bibliography >](#)
- Saved Searches:** A table with columns: Search Name, What's New, Last Searched.

| Search Name   | What's New | Last Searched |
|---|------------|---------------|
| physician incentive programs and quality            | 22         | last year     |
| (Attitude of health personnel[mh] OR attitude*[...] | 167        | last year     |
| (Laboratories, hospital[mh] OR hospital labs[ti...] | 15         | last year     |
| IH Involution                                       | 30         | 2 years ago   |
| Regionalization and perinatology                    | 2          | 2 years ago   |
| Generic Harms search                                | 898394     | 2 years ago   |

[Manage Saved Searches >](#)
- Collections:** A table with columns: Collection Name, Items, Settings/Sharing, Type.

| Collection Name                | Items | Settings/Sharing | Type     |
|--------------------------------|-------|------------------|----------|
| Favorites                      | 1     | Private          | Standard |
| My Bibliography                | 6     | Public           | Standard |
| Other Citations                | 0     | Private          | Standard |
| leep1000's My Bibliography     | 502   | Private          | Standard |
| leep1000's Other Citations     | 0     | Private          | Standard |
| Selected EBL publications      | 7     | Public           | PubMed   |
| healthcare costs in curriculum | 5     | Public           | PubMed   |

Note:

\*to create an NCBI account, see: [https://www.ncbi.nlm.nih.gov/books/NBK3842/#MyNCBI.Accessing\\_My\\_NCBI](https://www.ncbi.nlm.nih.gov/books/NBK3842/#MyNCBI.Accessing_My_NCBI)

\*to create and populate My Bibliography within My NCBI, see: <https://www.ncbi.nlm.nih.gov/books/NBK53595/>

## Downloading My Bibliography

The screenshot shows the 'My NCBI' interface. At the top, there are links for 'NCBI Resources' and 'How To'. Below is a search bar with a dropdown menu set to 'PubMed' and a 'Search' button. A hint below the search bar reads: 'Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.' The 'My Bibliography' section shows 'Your bibliography contains 6 items.' and a shareable URL. It lists 'Most recent citations' with three entries. At the bottom of the list is a link that says 'Manage My Bibliography >' with a blue arrow pointing to it.

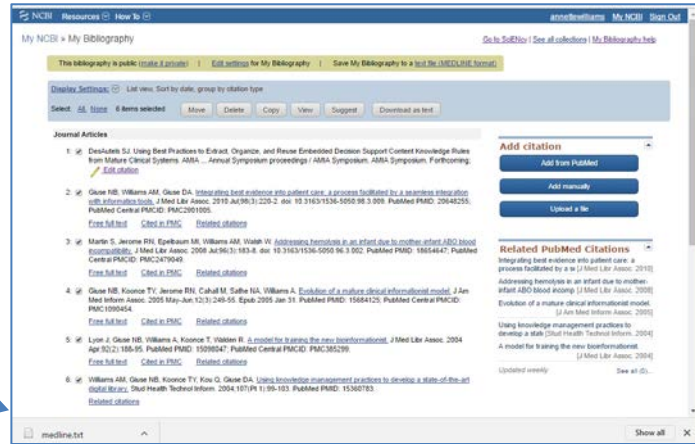
1. Within My NCBI, click "Manage My bibliography."

2. Select references for downloading by placing checkmarks to the left of the citations, or use the "All" link to select the full list.

3. Click download as text button.

This screenshot shows the 'My Bibliography' management page. At the top right, it says 'annettewilliams My NCBI Sign Out'. Below the header, there are options: 'This bibliography is public (make it private)', 'Edit settings for My Bibliography', and 'Save My Bibliography to a text file (MEDLINE format)'. A 'Display Settings' section shows 'List view, Sort by date, group by citation type'. A 'Select' bar has 'All', 'None', and '6 items selected' options, along with 'Move', 'Delete', 'Copy', 'View', 'Suggest', and 'Download as text' buttons. A list of 'Journal Articles' follows, with six items, each having a checkbox on the left. Item 2 is selected. On the right side, there is an 'Add citation' section with 'Add from PubMed', 'Add manually', and 'Upload a file' buttons. Below that is a 'Related PubMed Citations' section with a list of related articles and a 'See all (0)...' link.

4. The downloaded file will appear at the bottom of your browser window, automatically named "medline.txt" (and subsequently "medline2.txt" etc).

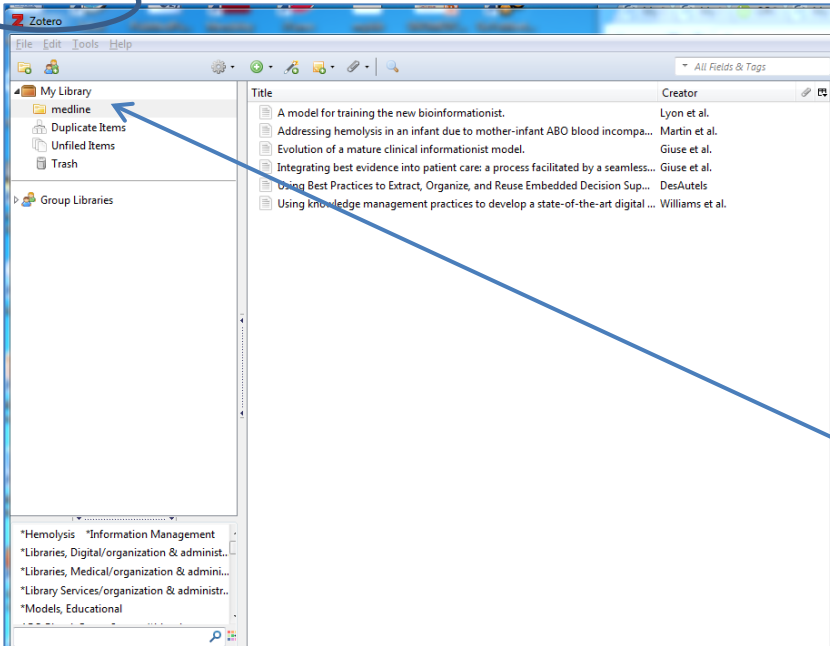


5. Open your citation manager software. Here we are using the freely available Zotero. **Note: Zotero offers the advantage of being able to import all types of citations from My Bibliography (including those for presentations and those entered manually.) EndNote only imports journal article citations.**

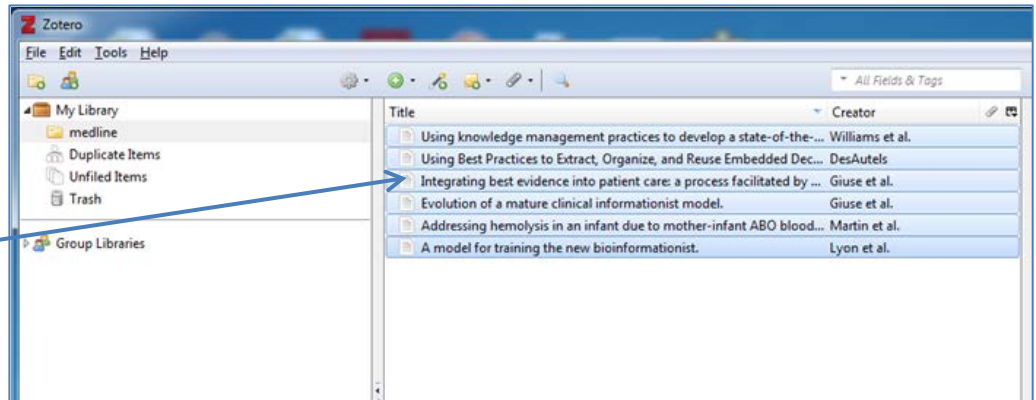
**Information about Zotero:**  
<https://www.zotero.org/>

6. To import the citations that you just downloaded from "My Bibliography", click "File" and then "Import...". Your computer will open your directory of downloaded files. Find your "medline.txt" file, highlight it and click the "open" button.

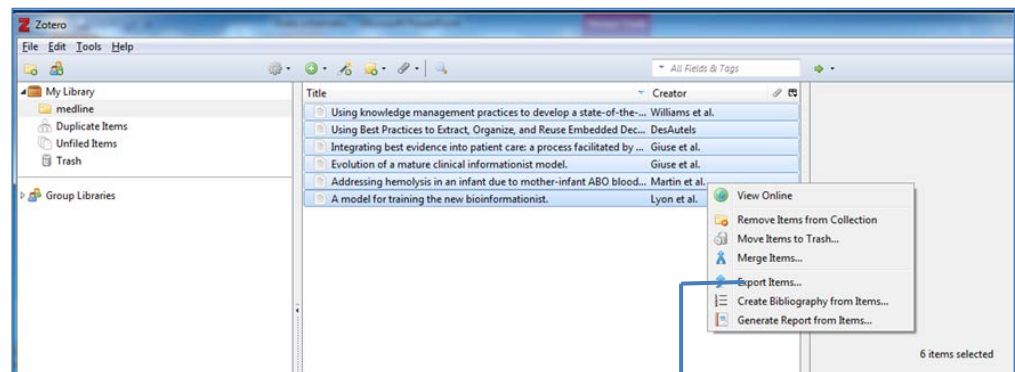
7. The file you have downloaded will appear in your citation manager Library and the citations you downloaded will appear in the main portion of the screen. You may rename it by right clicking on the name and selecting "rename collection."



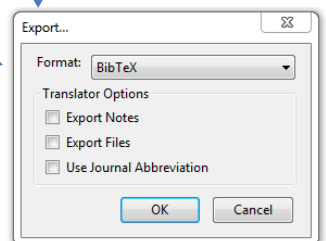
8. In the main portion of the screen highlight the citations you wish to export to ORCID. You may click and highlight a selection or simply click Ctrl A to highlight all of the citations.



9) **Right** click on the highlighted citations you just selected in the middle of the screen. Within the popup box that will appear, click "Export items". The system will respond with a pop-up window for defining the export format for the citations. From the format dropdown menu choose "BibTeX" and leave the checkboxes blank. Click "Ok."

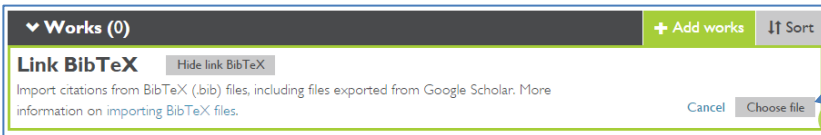
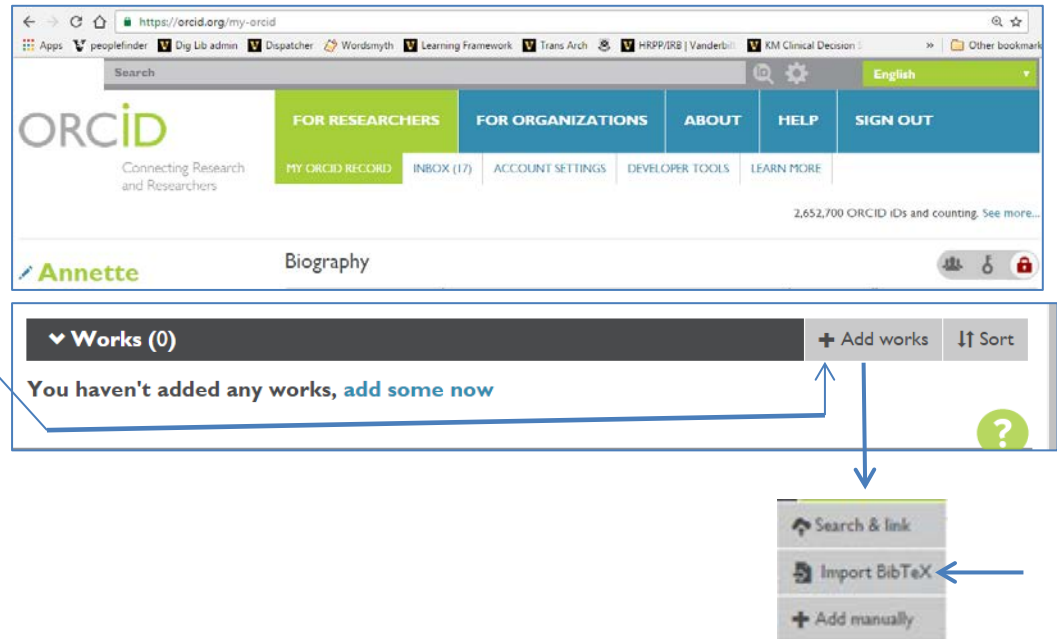


10) The system will launch your file directory for you to choose a location to save your new BibTeX file. (You may need/wish to rename your file again prior to clicking the "Save" button.)



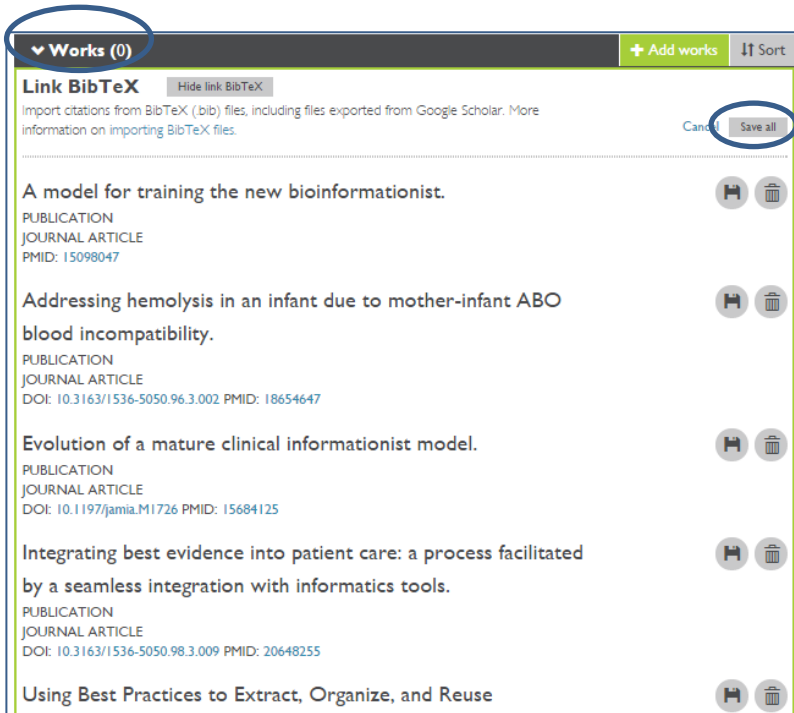
11. Log into your ORCID account and scroll down to “Works” section.

12. From the “+ Add works” pull down menu, select “Import BibTeX”



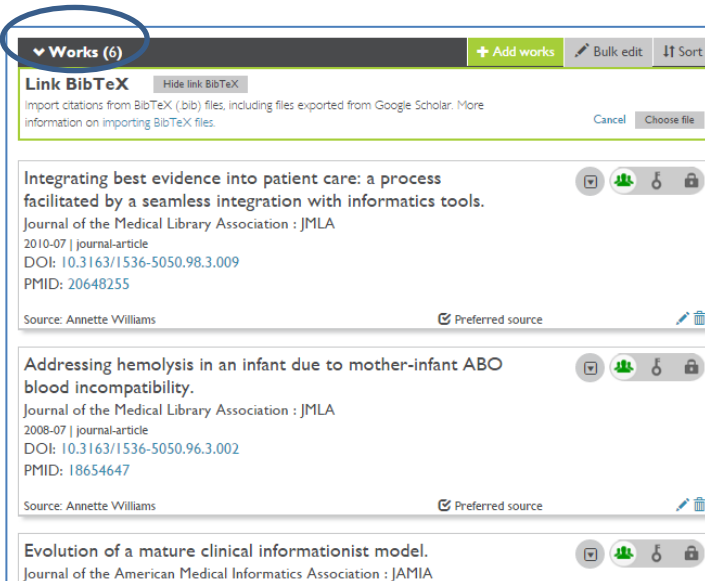
13. On the next screen that appears, click the “Choose file” button.

The system will display your file folder. Select your file downloaded from your citation management software and click “Open. “



14. Your citations will *display* in the "Works" section of ORCID. (Note in the upper left corner, the number of works indicates zero.)

15. You must click "Save all" to get the citations imported.



15. Now your screen should display the citations that have been imported into ORCID. Note the number of "works" now in the list.