

How to manage your Web of Science Researcher Profile

Web of Science (WoS) is an established citation database developed by Clarivate tracking over 2.3 billion cited references and publications across 34,000+ journals indexed. The Platform also offers extended scholarly functions including Researcher Profile, research metrics analysis and literature search.

WoS Researcher Profile is one of the trusted channels in author profile and identity management. Ensuring an accurate and up-to-date Researcher Profile is crucial to accurately representing and showcasing your academic publications, accomplishments and author-level research impact.

We hope this introductory guide could help you get started in managing your Researcher Profile on Web of Science for the benefit of your research journey.

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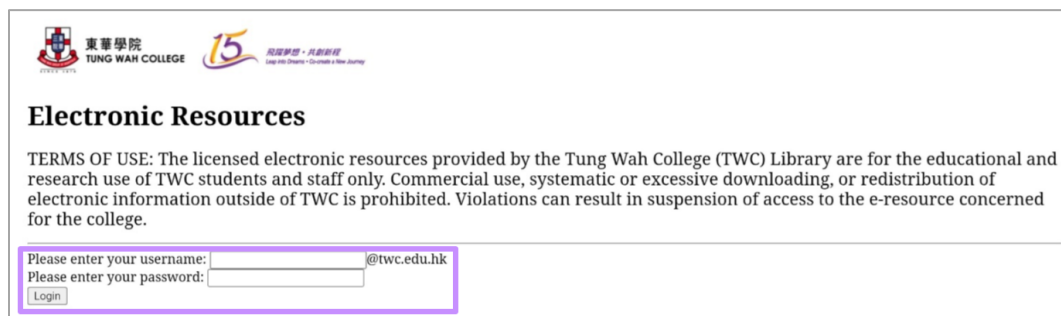
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Sign in / Register and Set up your Web of Science Researcher Profile

1. Visit Web of Science homepage via this link below:

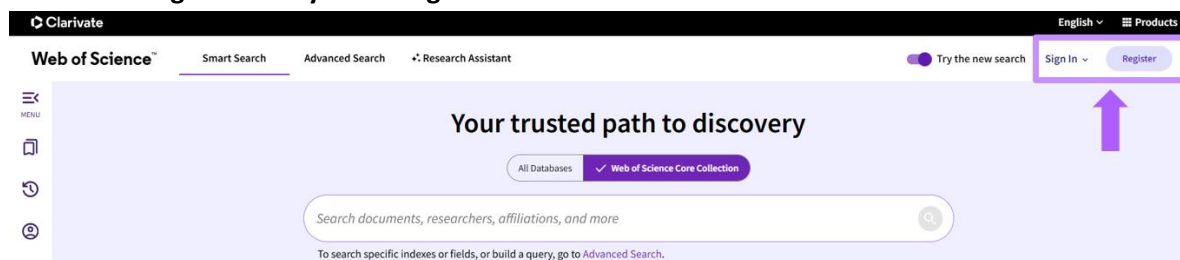
<https://www.edb.twc.edu.hk/login?url=https://www.webofscience.com>

→ If you are off campus, enter your college email login details and click the **Login** button.

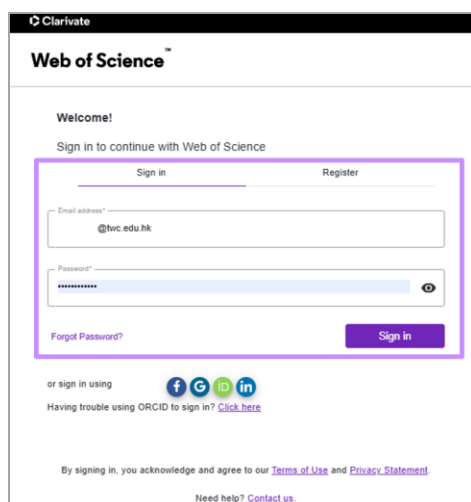


2. On Web of Science homepage, **Sign in with your college email** and self-assigned password in order to access the subscribed services.

If you had not registered an account with your college email, click **Register** button on the upper-right corner and **register with your college email**.



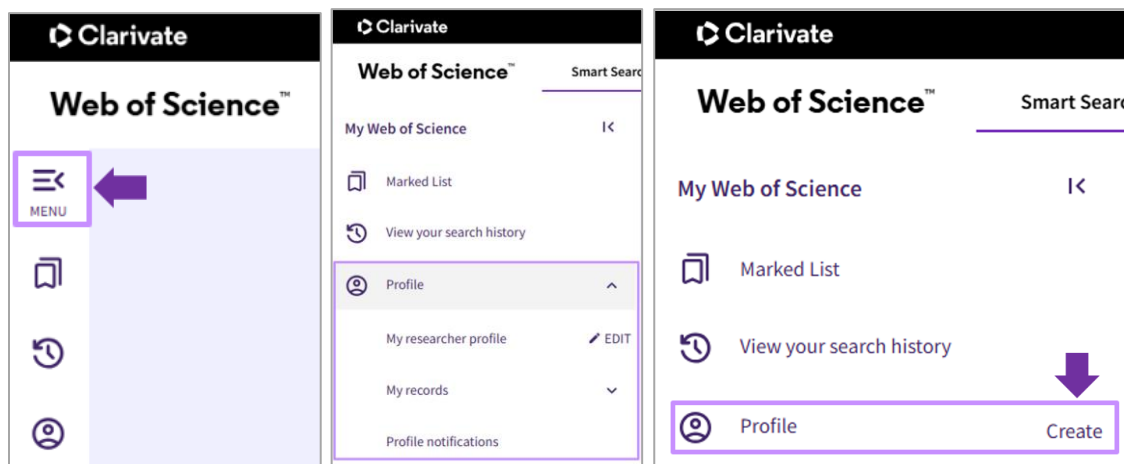
Sign in with your college account:



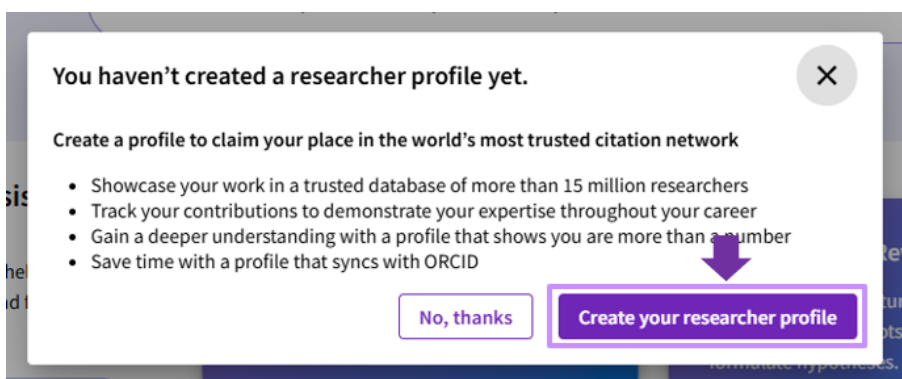
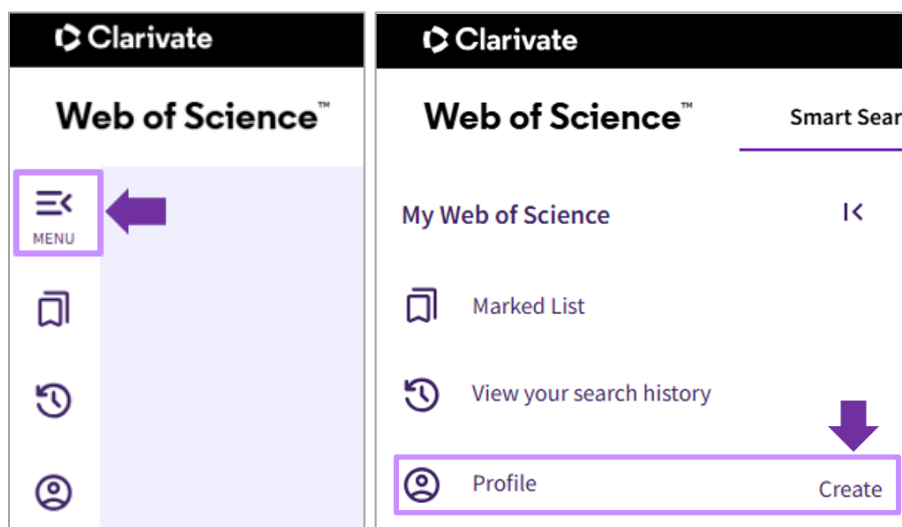
Register new account with your college email:



3. After signing in, check if you already have a Researcher Profile under college email. If you have a Researcher Profile under college email you will see a submenu under **Menu > Profile**. Otherwise, you will see Create button next to **Menu > Profile**.

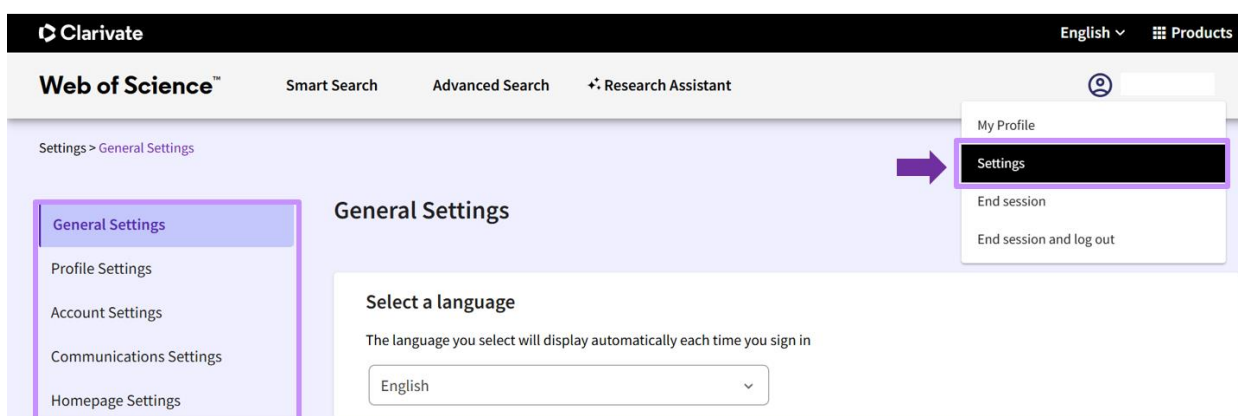


4. If you do not have a Researcher Profile under college email, go to **Menu > Profile** and click **Create**. In the pop-up message, click **Create your researcher page** to proceed.

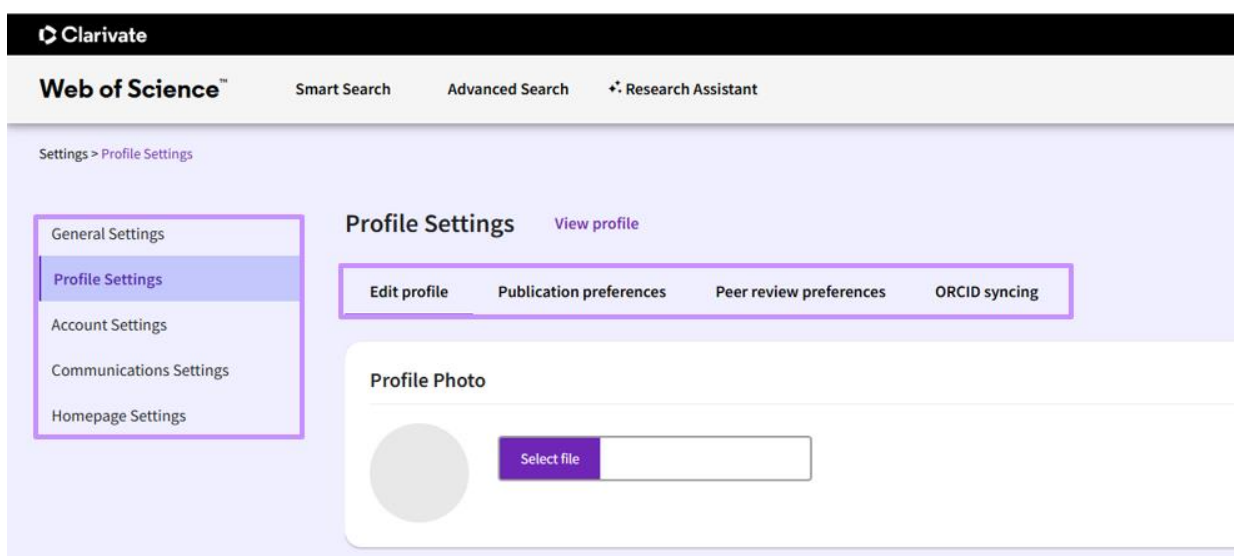


- Now you have your own Researcher Profile! Under your Profile name on the top right corner, click **Settings** to configure different aspects of your profile. Users could set their own preferences including:
 - General Settings:** language settings, default search settings
 - Profile Settings:** profile photo, displayed & published names, peer-review preferences, hide & customize organizational history, ORCID syncing
 - Account Settings:** manage emails & password, connect other accounts, delete profile
 - Communication Settings:** notifications on newly authored article getting indexed
 - Homepage Settings:** show / hide items on your researcher profile

General Settings



Profile Settings

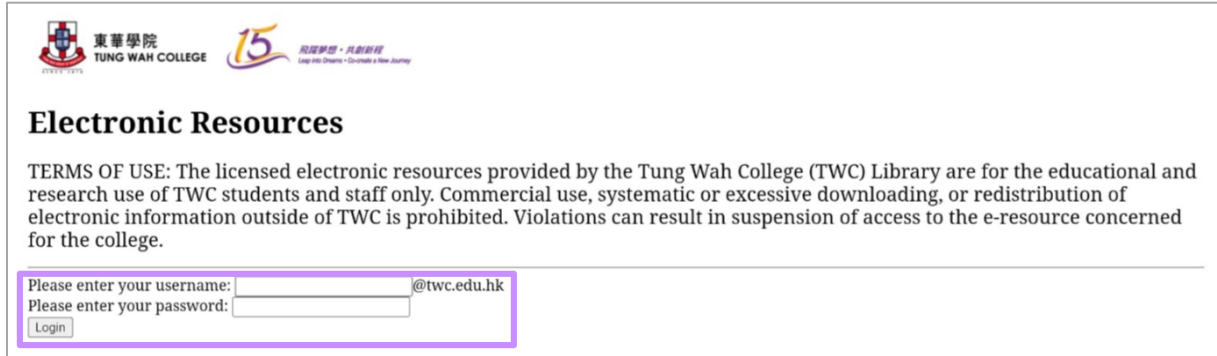


Claiming your Profile

1. **Sign in** to your Web of Science account at

<https://www.edb.twc.edu.hk/login?url=https://www.webofscience.com>

→ If you are off campus, enter your college email login details and click the **Login** button.



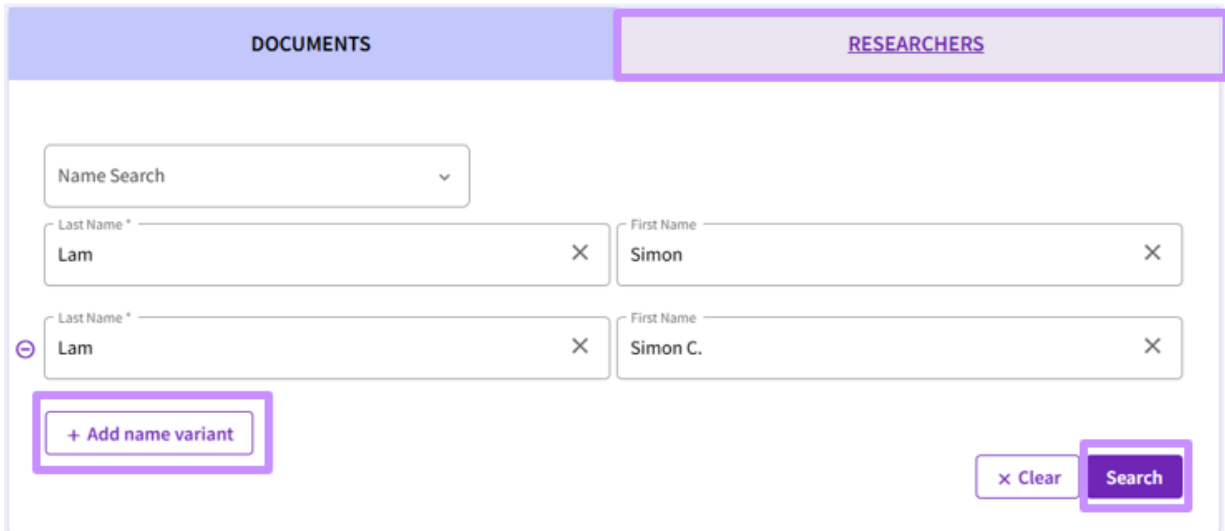
The screenshot shows the 'Electronic Resources' login page for Tung Wah College. At the top left are the college's logo and name in Chinese and English, along with a 15th anniversary logo. Below this is the title 'Electronic Resources' and a 'TERMS OF USE' paragraph. The login section contains two input fields: 'Please enter your username:' followed by a text box and '@twc.edu.hk', and 'Please enter your password:' followed by a text box. A 'Login' button is positioned below the password field.

2. Go to WoS Researcher search at

<https://www.edb.twc.edu.hk/login?url=https://www.webofscience.com/wos/author/author-search>

3. Search for your name under **RESEARCHERS** tab. Click **Search**

→ Click **+ Add name variant** and input your other preferred names (if any) to build your search

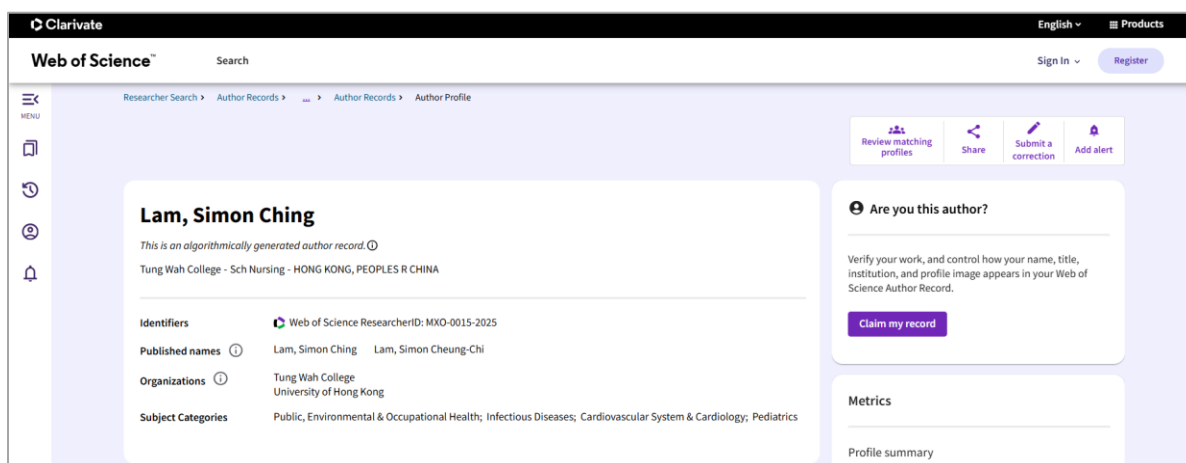


The screenshot displays the 'RESEARCHERS' search tab in the WoS interface. It features a 'Name Search' dropdown menu. Below it are two rows of input fields for 'Last Name' and 'First Name'. The first row contains 'Lam' and 'Simon'. The second row contains 'Lam' and 'Simon C.'. A '+ Add name variant' button is highlighted with a purple box. At the bottom right, there are 'x Clear' and 'Search' buttons.

4. Search result returns an **unclaimed Researcher Profile of your name (no green tick next to author name)**

Important Note: Web of Science automatically generates researcher profiles by artificial intelligence algorithms based on publication data indexed in its core collection. Despite having claimed a profile of your own, you may still find separate new profile(s) under your name in the search results. These profiles may require claiming to ensure accuracy. It is important to review the list of publication in the unclaimed profile to ensure that they are your works, and submit corrections where necessary.

4a. Click your name to open the unclaimed Researcher Profile

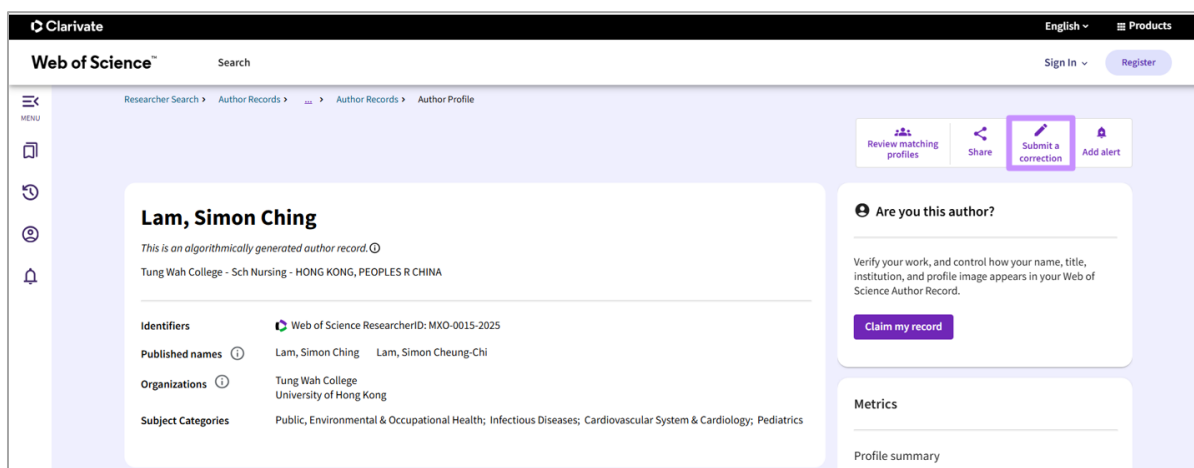


4b. Check carefully whether all works under your profile were **authored by you**

4c. If you confirm all works are authored by you, **go to Step 5 (p. 10) to claim your Researcher Profile**

4d. If there are works that are not authored by you, **go to Step 4e below to start removing wrongly attributed items**

4e. Click **Submit a correction** button on the right side of your profile



4f. Fill in the required fields in the contact form

Click **Next: Review publications** green button at the bottom

Clarivate Web of Science™

Author record correction form: Lam, Simon Ching

1 Your information 2 Review documents 3 Confirm and submit changes

Please provide your contact information

Once you submit your corrections, you will be notified within 2 days whether they have been accepted or rejected.

How are you connected to this author? *
I am/was a co-author

Name
LUK, Angela

Organization

Email address
angelaluk@twc.edu.hk

Cancel Next: Review publications ?

4g. Carefully review the list of publications and click **Remove** (by item) or **Remove selected** (by batch) to remove item(s) **not authored** by you. It is possible that WoS wrongly linked items not authored by you to your profile under its algorithms.

→ Filter by **Author name**, **Organisations**, and / or **Journal name filters** to eliminate wrongly attributed items

→ Use **Refine results** to look up a specific item when needed

Clarivate Web of Science™

Author record correction form: Lam, Simon Ching

1 Your information 2 Review documents 3 Confirm and submit changes

Improving this profile by removing documents not written by this author and add missing documents to the profile.

Select all publications that don't belong to this author and across all pages, and use the Add publication button to add a new publication to this profile. Then, click Next to continue.

+ Add publications

Publications View corrections (0)

Refine results

Search within results...

Author name
 Lam, Simon Ching
 Lam, Simon Cheung Chi

Journal Name
 INFECTION PREVENTION IN PRACTICE
 FRONTIERS IN PEDIATRICS
 JACC-ASIA

Organizations
 Tung Wah College

2/4 publications in this author profile Remove Selected

Sort by Dates newest first 1 of 1

1 World Hand Hygiene Day 2025: A perspective from the Infection Prevention in Practice Editors
Kelly, S, Winsor, G and Lam, SC
Jun 2025 | INFECTION PREVENTION IN PRACTICE 7 (2)
Associated Authorship: Lam, Simon Ching

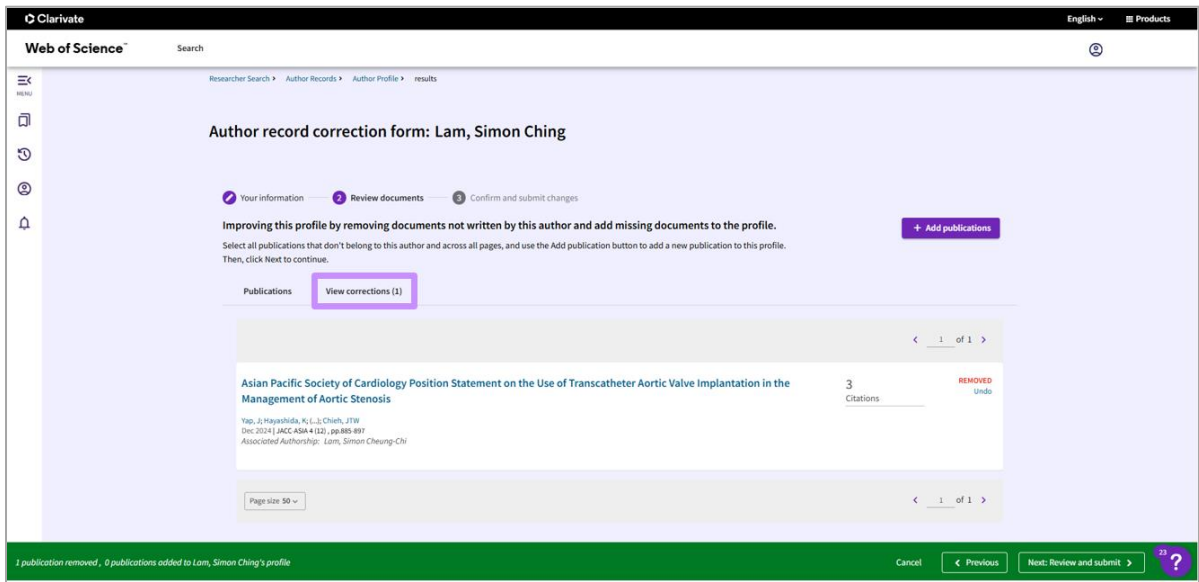
2 MRSA: the enduring foe
Kelly, S, Winsor, G and Lam, SC
Jun 2025 | INFECTION PREVENTION IN PRACTICE 7 (2)
Associated Authorship: Lam, Simon Ching

3 Contextual factors associated with neonatal pain responses: clinical

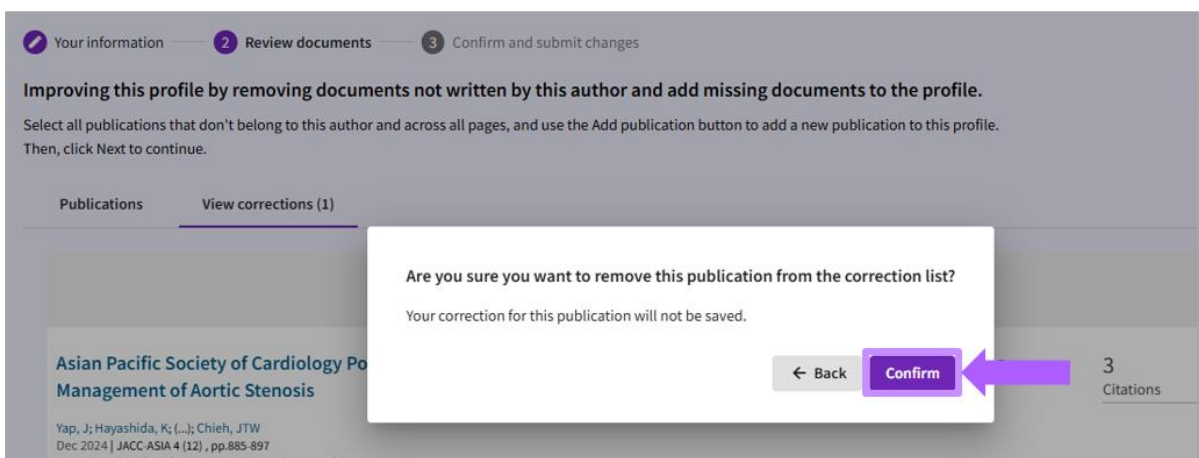
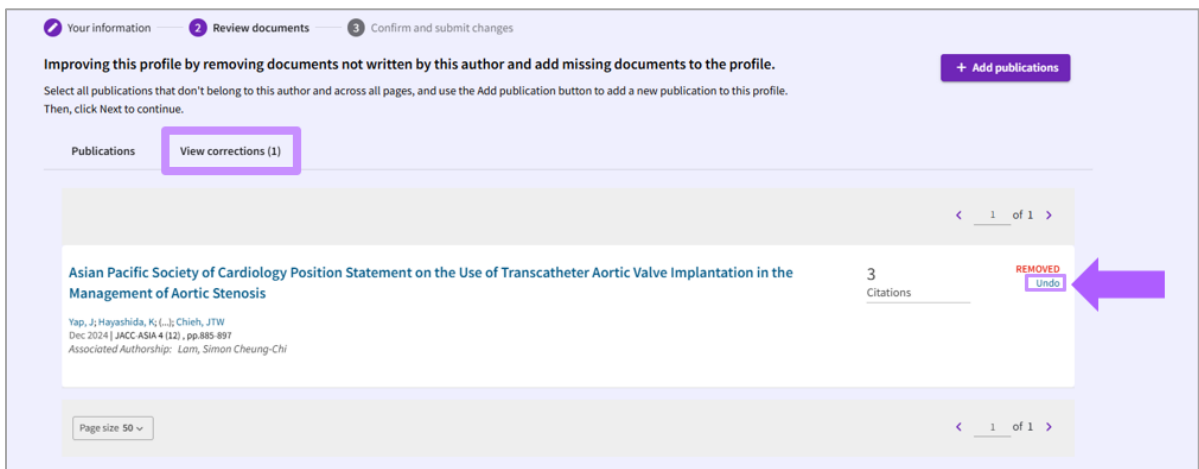
0 publications removed, 0 publications added to Lam, Simon Ching's profile

Cancel Previous Next: Review and submit ?

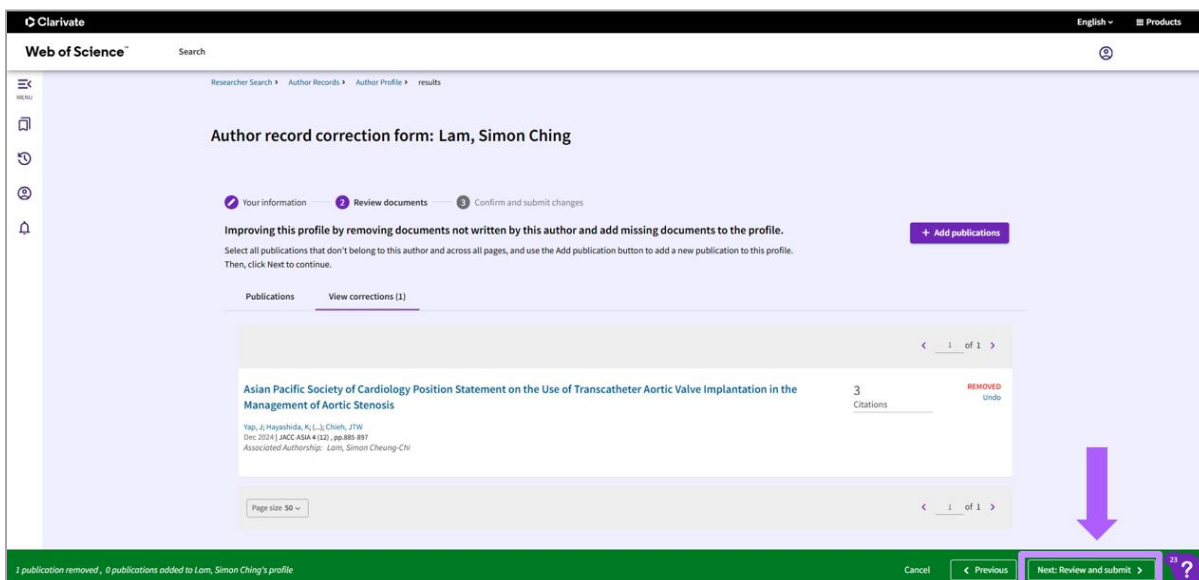
4h. Click **View corrections** tab to inspect the removed items



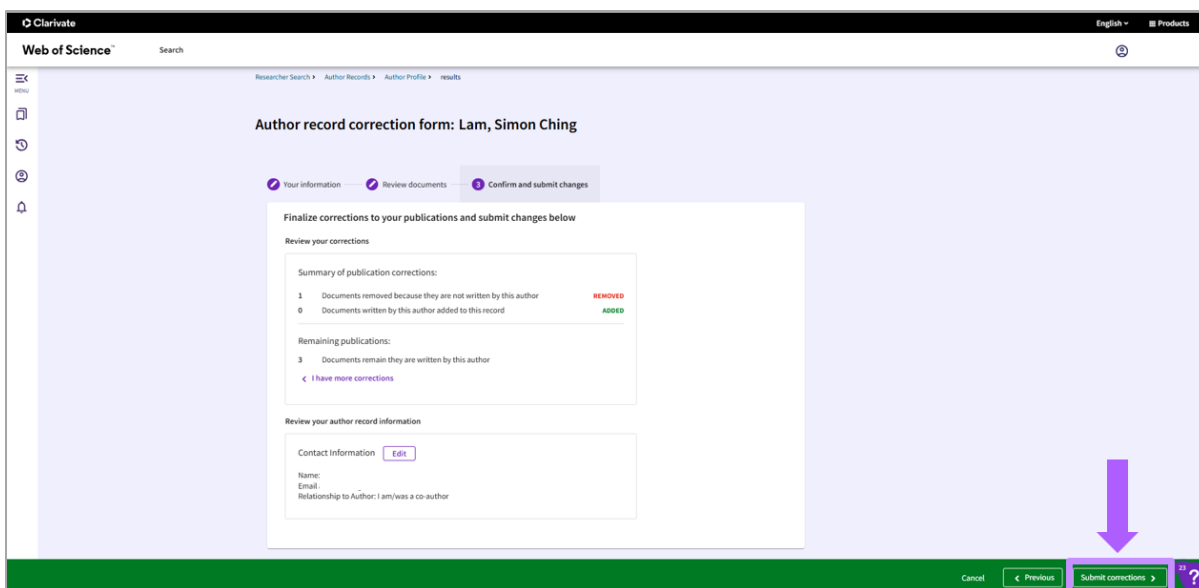
4i. If you have mistakenly removed an item, click **Undo** and **Confirm** to revert the removal action



- 4j. When you have finished selecting all items for correction, click **Next: Review and submit** green button at the bottom to proceed



- 4k. Review your corrections and click **Submit corrections** green button at the bottom to proceed



- 4l. Requests are **reviewed by WoS editors**. You will receive an email to confirm receipt of your request and another to confirm whether the change has been accepted

- 4m. After your publication corrections are in place, **follow Step 5** to claim this Researcher Profile

5. You are required to **Sign in** to your Web of Science account to claim a record
Open an unclaimed author record, click **Claim my record** to proceed

The screenshot displays the Web of Science interface for an author profile. The author's name is **Lam, Simon Ching**, and the record is noted as algorithmically generated. The profile includes identifiers, published names, organizations, and subject categories. A navigation menu on the left contains icons for home, search, and notifications. The top right corner features a 'Sign In' button and a 'Register' button, both highlighted with a red box and a red arrow. Below the profile information, a 'Claim my record' button is also highlighted with a red box and a red arrow. The right sidebar contains options for 'Review matching profiles', 'Share', 'Submit a correction', and 'Add alert', along with a section titled 'Are you this author?' which prompts the user to verify their work.

Merging Researcher Profiles

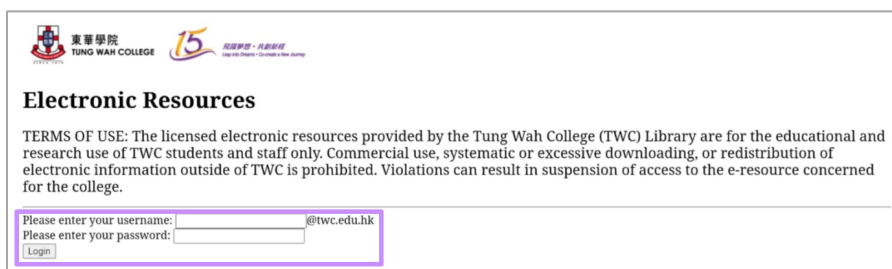
Important Note: Web of Science automatically generates researcher profiles by artificial intelligence algorithms based on publication data indexed in its core collection. Despite having claimed a profile of your own, you may still find separate new profile(s) under your name in the search results. These profiles may require claiming and merging to ensure accuracy. You will be asked to review the list of publications under the profiles concerned when you merge Researcher Profiles.

Case 1 – Merging claimed & unclaimed profiles belonging to the name person under different name variants

1. You are required to **Sign in** to your Web of Science account to merge any claimed profiles.
2. **Sign in** to your Web of Science account at

<https://www.edb.twc.edu.hk/login?url=https://www.webofscience.com>

→ If you are off campus, enter your college email login details and click the **Login** button.

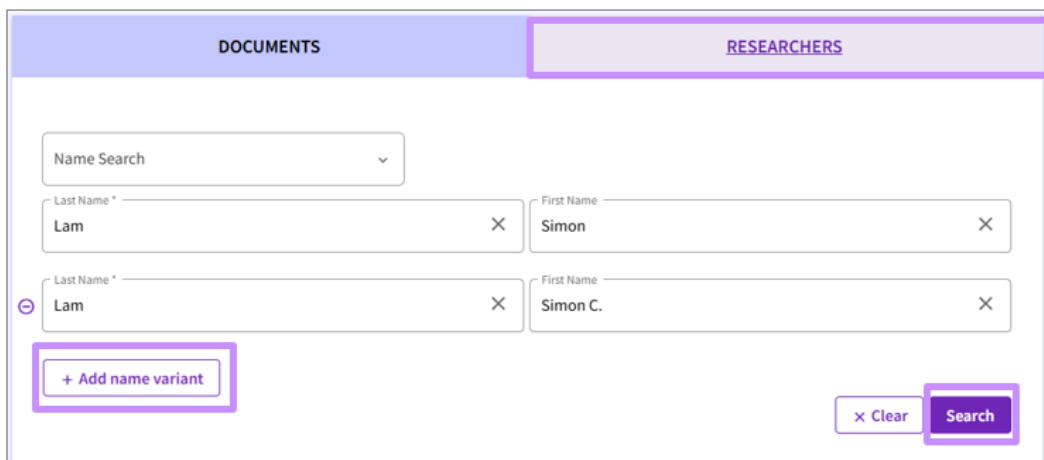


3. Go to WoS Researcher search at

<https://www.edb.twc.edu.hk/login?url=https://www.webofscience.com/wos/author/author-search>

4. Search for your name under **RESEARCHERS** tab.

→ Click **+ Add name variant** and input your other preferred names (if any) to build your search



5. Check the tick box next to the profiles containing works authored by the same author

Click **Merge records**

The screenshot shows the '3 results from Web of Science Researchers for: Lam, Simon C. (Author name)'. On the left, there are 'Refine results' filters for Quick Filters, Claimed Status, Authors, Web of Science Categories, and Affiliations. On the right, three author profiles are listed, each with a checkbox and a 'Merge Records' button. The first profile is 'Lam, Simon (Lam, Simon Ching)' with a checked checkbox and a highlighted 'Merge Records' button. The second profile is 'Lam, Simon (Lam, Simon Chi-Cheung)' with an unchecked checkbox. The third profile is 'Lam, Simon Ching' with a checked checkbox and a highlighted 'Merge Records' button. A purple arrow points to the 'Merge Records' button of the first profile.

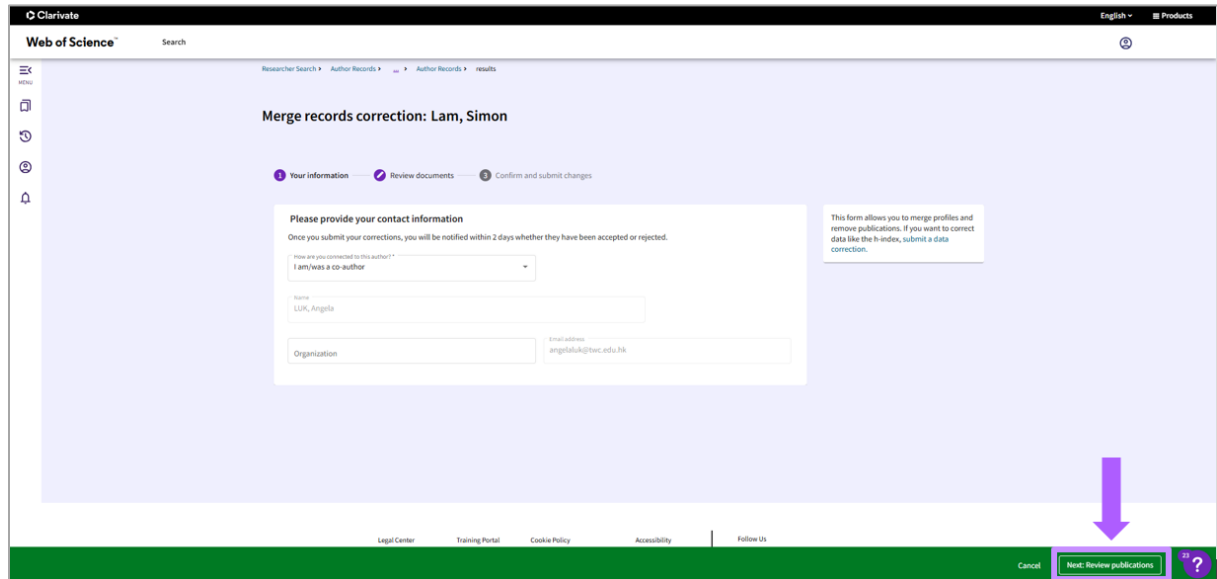
Profile	Author Name	Years	Documents	Editor Records	Peer Reviews
1	Lam, Simon (Lam, Simon Ching)	2009-2025	112	44	150
2	Lam, Simon (Lam, Simon Chi-Cheung)	1992-2024	65		
3	Lam, Simon Ching	2024-2025	4		

6. Click **Get started** to proceed

The dialog box titled 'Merge Author Records' contains the following text: 'You can submit multiple author records as a single Author Profile with our three-step Author Record Correction Form:'. It lists three steps: 1. Begin by filling out our contact form so we can contact you once the merge process is complete. 2. Then select publications that may not belong in the merged publications list. If you have no changes, skip this step. 3. Review your merged record summary and submit for review. At the bottom, there are 'Cancel' and 'Get started' buttons, with the 'Get started' button highlighted by a purple box.

7. Fill in the required fields in the form

Click **Next: Review publications** green button at the bottom

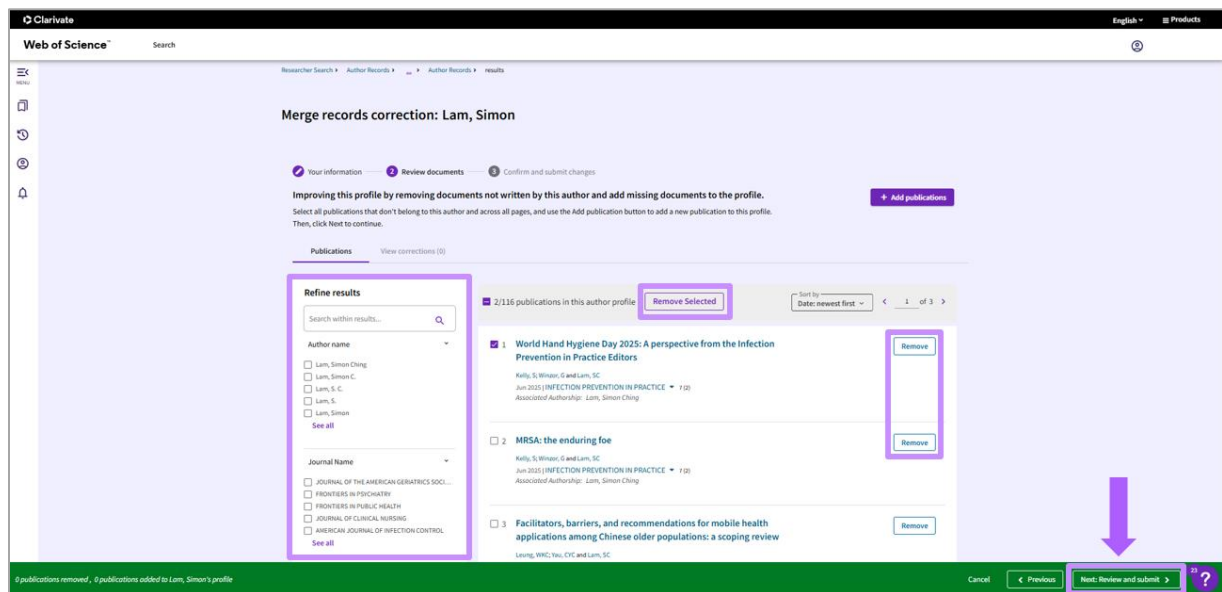


8. Carefully review the list of publications and click **Remove** (by item) or **Remove selected** (by batch) to remove item(s) not authored by you. It is possible that WoS wrongly linked items not authored by you to your profile under its algorithms. These items will be removed from the merged researcher profile.

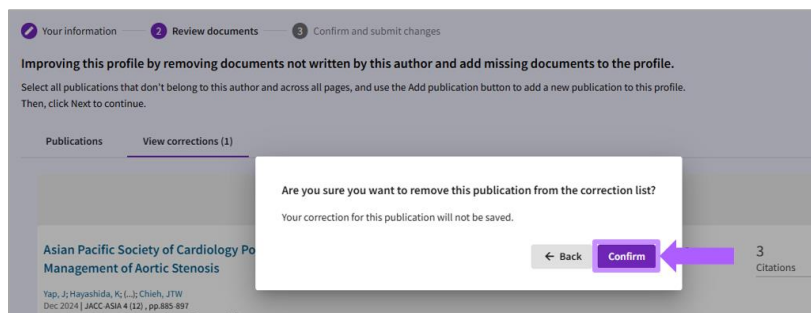
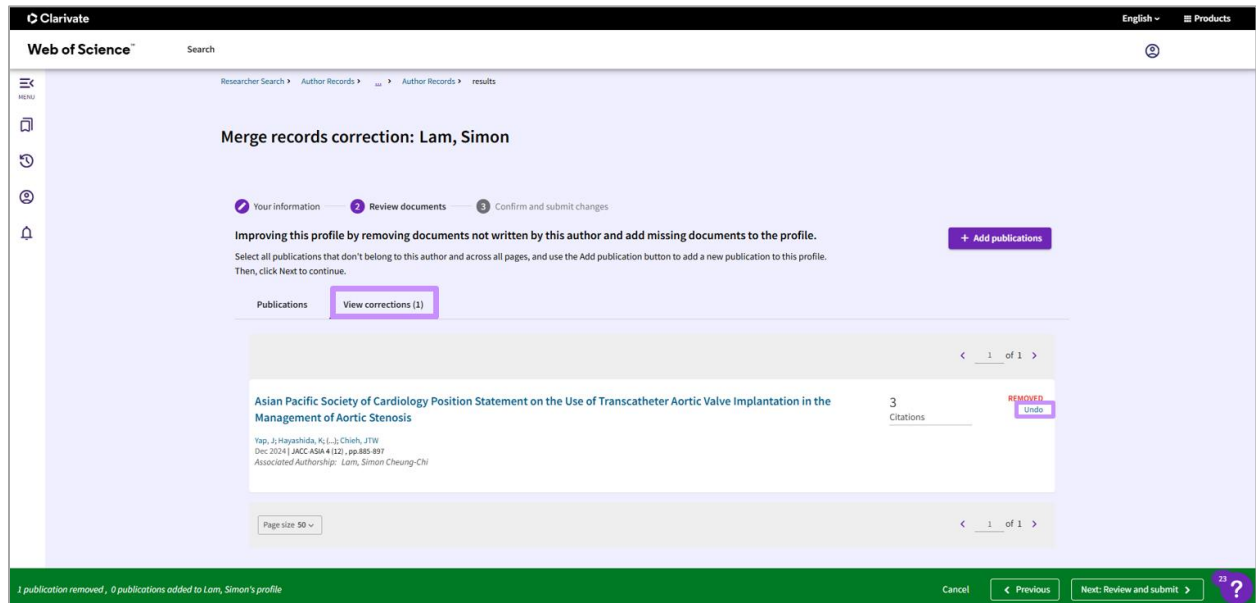
Click **Next: Review and submit** green button at the bottom to proceed

→ Filter by **Author name**, **Organisations** and / or **Journal name filters** to eliminate wrongly attributed items

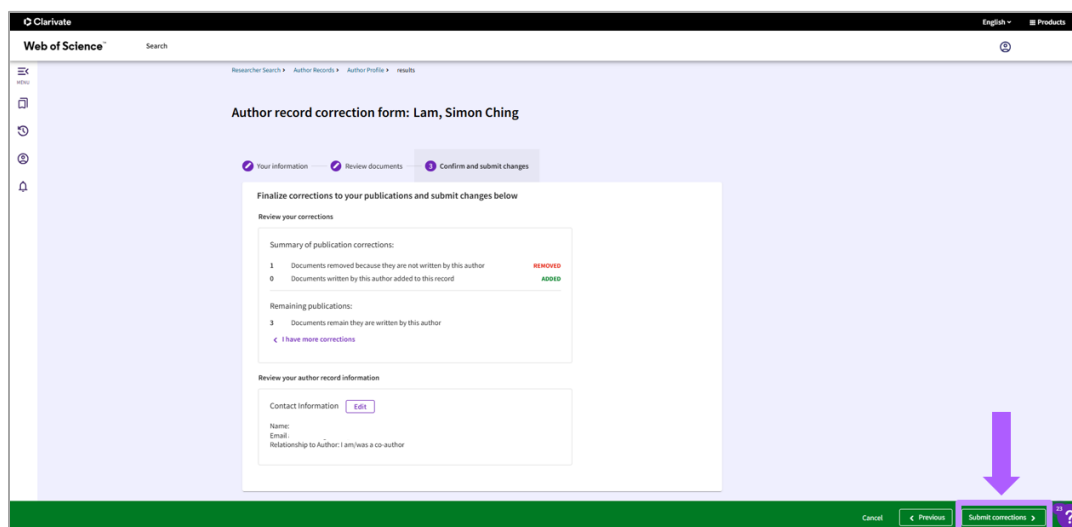
→ Use **Refine results** to look up a specific item when needed



- Click **View corrections** tab to inspect the removed items.
Click **Undo** and **Confirm** to revert the removal



- Review your corrections and click **Submit corrections** green button at the bottom to proceed

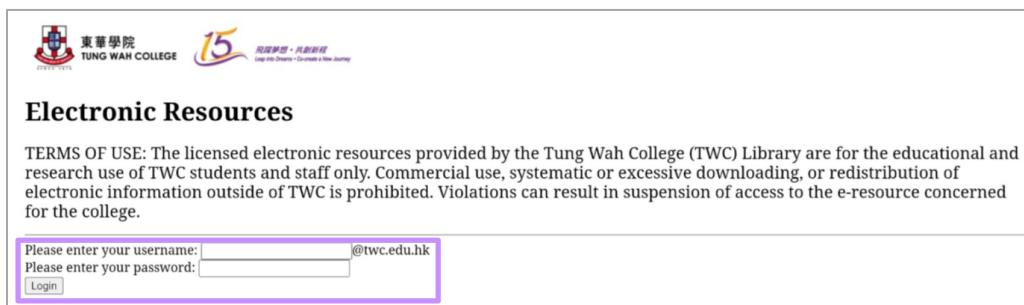


- Requests are **reviewed by WoS editors**. You will receive an email to confirm receipt of your request and another to confirm whether the change has been accepted.

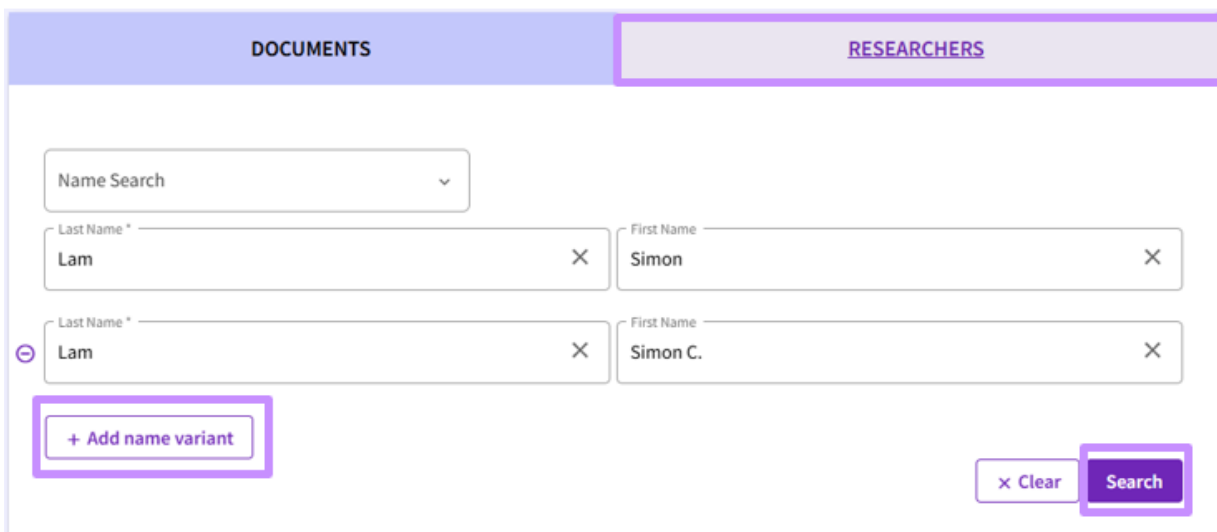
Case 2 – Merging two claimed profiles set up under different appointments

1. **Important Note:** Changes to **claimed profiles (identified by green tick)** can only be submitted personally by the author concerned.
2. You are required to **Sign in** to your Web of Science account to merge any claimed profiles.
3. **Sign in** to your Web of Science account at
<https://www.edb.twc.edu.hk/login?url=https://www.webofscience.com>

→ If you are off campus, enter your college email login details and click the **Login** button.

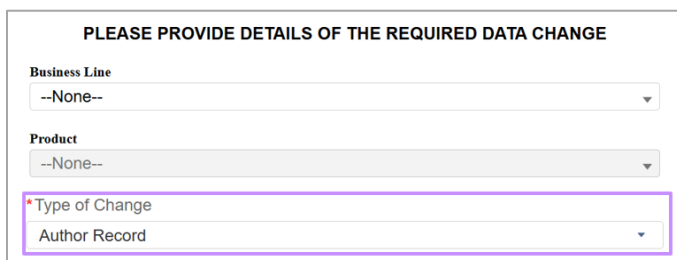


4. Go to WoS Researcher search at
<https://www.edb.twc.edu.hk/login?url=https://www.webofscience.com/wos/author/author-search>
5. Search for your name under **RESEARCHERS** tab.
→ Click **+ Add name variant** and input your other preferred names (if any) to build your search
→ If you found several claimed profiles under your names under your current / previous affiliations, follow next steps to submit corrections



6. Fill in the WoS support form at
https://support.clarivate.com/ScientificandAcademicResearch/s/datachanges?language=en_US

7. Choose **Author Record** under Type of Change



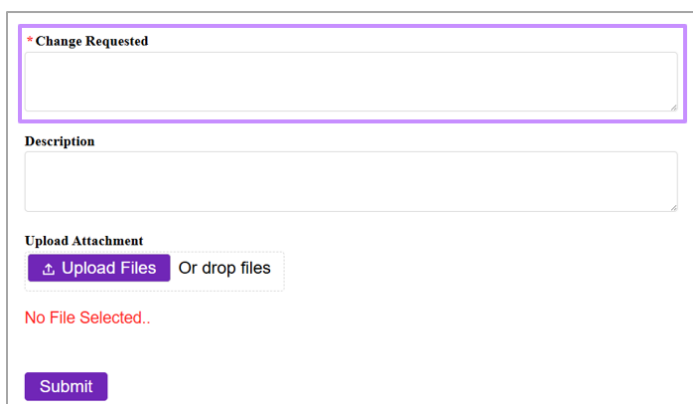
PLEASE PROVIDE DETAILS OF THE REQUIRED DATA CHANGE

Business Line
--None--

Product
--None--

*Type of Change
Author Record

8. In **Change Requested** field, provide the author IDs / profile details concerned to be merged and clearly explain your request



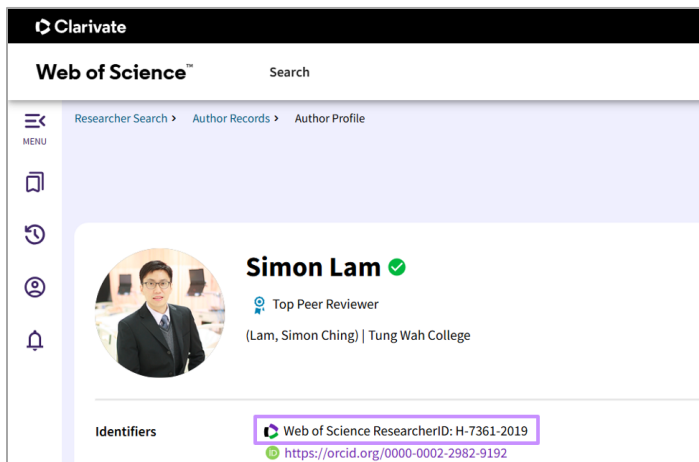
* Change Requested

Description

Upload Attachment
Upload Files Or drop files

No File Selected..

Submit



Clarivate

Web of Science™ Search

Researcher Search > Author Records > Author Profile

MENU

Simon Lam ✓
Top Peer Reviewer
(Lam, Simon Ching) | Tung Wah College

Identifiers
Web of Science ResearcherID: H-7361-2019
<https://orcid.org/0000-0002-2982-9192>

9. Click **Submit** to proceed with your request

10. Requests are **reviewed by WoS editors**. You will receive an email to confirm receipt of your request and another to confirm whether the change has been accepted.

Claiming your Publications

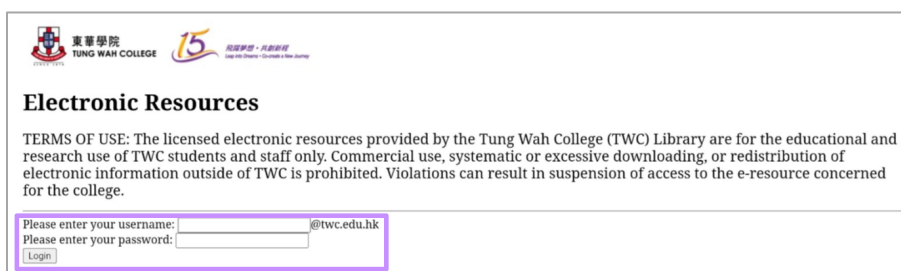
When your newly published works get indexed by Web of Science, due to the attribution mechanism of WoS, there is a chance that the works might be wrongly attributed to various algorithmically-generated unclaimed WoS Researcher Profiles that bear a similar author name as yours. Unless you claim the works into your claimed Researcher Profile, they will not appear under your official claimed Profile.

Follow the steps below to attribute your latest published works under your claimed WoS Researcher Profile.

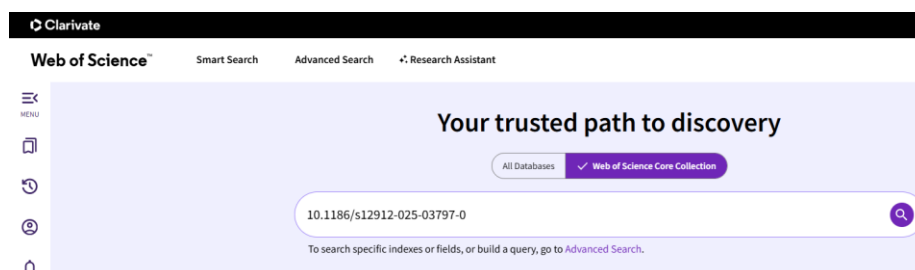
1. Sign in to your Web of Science account at

<https://www.edb.twc.edu.hk/login?url=https://www.webofscience.com>

→ If you are off campus, enter your college email login details and click the **Login** button.



2. Search the DOI of your latest work to confirm that it was already indexed in WoS.



3. Click your author name in the publication to check whether the work falls under your claimed Researcher Profile or another unclaimed profile.



4. If the work is **not attributed** to your **claimed Researcher Profile**, you may start to **claim your work**.

5. Go to WoS Researcher search at

<https://www.edb.twc.edu.hk/login?url=https://www.webofscience.com/wos/author/author-search>

Search for your name under **RESEARCHERS** tab. Click **Search**

→ Click **+ Add name variant** and input your other preferred names (if any) to build your search

The screenshot shows the 'RESEARCHERS' search interface. It features a 'Name Search' dropdown menu. Below it are two rows of input fields for 'Last Name' and 'First Name'. The first row contains 'Lam' and 'Simon'. The second row contains 'Lam' and 'Simon C.'. A purple box highlights the '+ Add name variant' button. To the right, there are 'x Clear' and 'Search' buttons.

6. In this scenario, a new publication of yours is attributed to another algorithmically-generated **unclaimed Researcher Profile** with a similar name. You need to claim the work for it to appear under your **claimed Researcher Profile**.

7. Click to open your **claimed Researcher Profile** (the one with a **green tick**) to start the claiming process.

The screenshot shows the search results page. At the top, there are filters: '0/2 View as combined record', 'Merge Records', 'How to correct author records', and 'Sort by Relevance'. Below the filters, two researcher profiles are listed. The first profile is 'Lam, Simon (Lam, Simon Ching)' with a green tick and a purple arrow pointing to it. The second profile is 'Simon Ching Lam (Lam, Simon)'. Each profile includes details like affiliation, location, Web of Science ResearcherID, and published names.

8. Under your **claimed Researcher Profile**, click **Submit a correction** at top right-hand corner.

Researcher Search > Author Records > Author Profile

Simon Lam
Top Peer Reviewer
(Lam, Simon Ching) | Tung Wah College

Identifiers
Web of Science ResearcherID: H-7361-2019
<https://orcid.org/0000-0002-2982-9192>

Published names
Lam, Simon Ching Lam, Simon C. Lam, S. C. Lam, S. Lam, Simon

Organizations
Tung Wah College
Tung Wah Coll HK
Hong Kong Polytechnic University
Hong Kong Polytechnic Univ
Hong Kong Metropolitan University

Subject Categories
Nursing; Public, Environmental & Occupational Health; Geriatrics & Gerontology; Infectious Diseases; Psychiatry

Awards
Top reviewers for 'Journal of Clinical Nursing' - September 2017
Top reviewers for Nursing - September 2017

Review matching profiles Share **Submit a correction** Add alert

Metrics [Open dashboard](#)

Profile summary

123	Total documents
119	Publications indexed in Web of Science
111	Web of Science Core Collection publications
1	Preprint
0	Dissertations or Theses
4	Non-indexed publications
151	Verified peer reviews
44	Verified editor records
0	Awarded grants

Web of Science Core Collection metrics

23	111
H-Index	Publications

9. In the author record correction form, choose the correct personal information.
If you are submitting the claim request as your own and logged in to your own profile, choose **“This is me”**. Click **Next: Review publications** at the bottom right corner to proceed.

Smart Search > Results for lam, simon ching > Refine results for lam, simo... > Author Profile > results

Author record correction form: Simon Lam

1 Your information 2 Review documents 3 Confirm and submit changes

Please provide your contact information
Once you submit your corrections, you will be notified within 2 days whether they have been accepted or rejected.

How are you connected to this author?
I am/was a co-author

Name
Organization
Email address: @twc.edu.hk

This form allows you to remove publications. If you want to correct data like the h-index, [submit a data correction](#).

Cancel **Next: Review publications**

10. Click **+ Add publications** to look up your new publication to be claimed.

Author record correction form: Simon Lam

1 Your information 2 **Review documents** 3 Confirm and submit changes

Improving this profile by removing documents not written by this author and add missing documents to the profile.
Select all publications that don't belong to this author and across all pages, and use the Add publication button to add a new publication to this profile. Then, click Next to continue.

Publications View corrections (0)

+ Add publications

11. Next, input the **DOI** of the concerned publication and click **Search**. You may also choose to input by title.

The screenshot shows a dialog box titled "Add publications to Simon Lam's profile" with a close button (X) in the top right. Below the title is a section "Import by identifier" with a progress indicator showing three steps: 1. Search (active), 2. Article d..., and 3. Verify auth... Below the progress indicator is a text prompt: "Please enter the correct identifier if the publication has already been published. Please note that you can search and add publications that is indexed by the Web of Science Core Collections." There are two input fields: a dropdown menu set to "DOI" and a text box containing "10.1186/s12912-025-03797-0". A "Search" button is to the right of the text box. A purple arrow points to the "Search" button.

12. Check and fill in the missing metadata of the publication.

Click **Next: Verify Authorship** to proceed when all data looks fine.

The screenshot shows a form with several input fields. The "arXiv ID" field is empty. The "Title" field contains "Assessing nursing students' palliative care training needs and profiles: a cr...". The "Journal" field contains "BMC NURSING". The "Year Published" field contains "2025". At the bottom of the form are three buttons: "Cancel", "Previous", and "Next: Verify Authorship". A purple arrow points to the "Next: Verify Authorship" button.

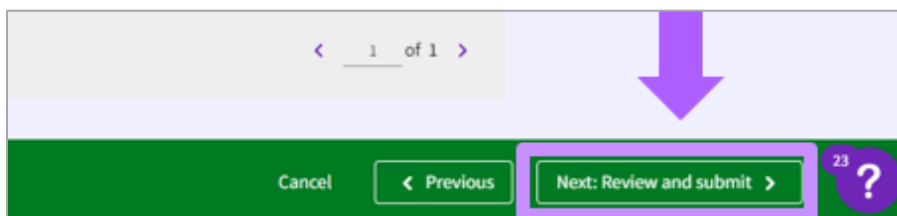
13. Next, click the **drop-down menu** to select your name from the author list. Double check the detail in the previous workflow step if needed.

Read the **Declaration Statement** and **check the box** to agree. Click **Add publication** to submit this request for verification.

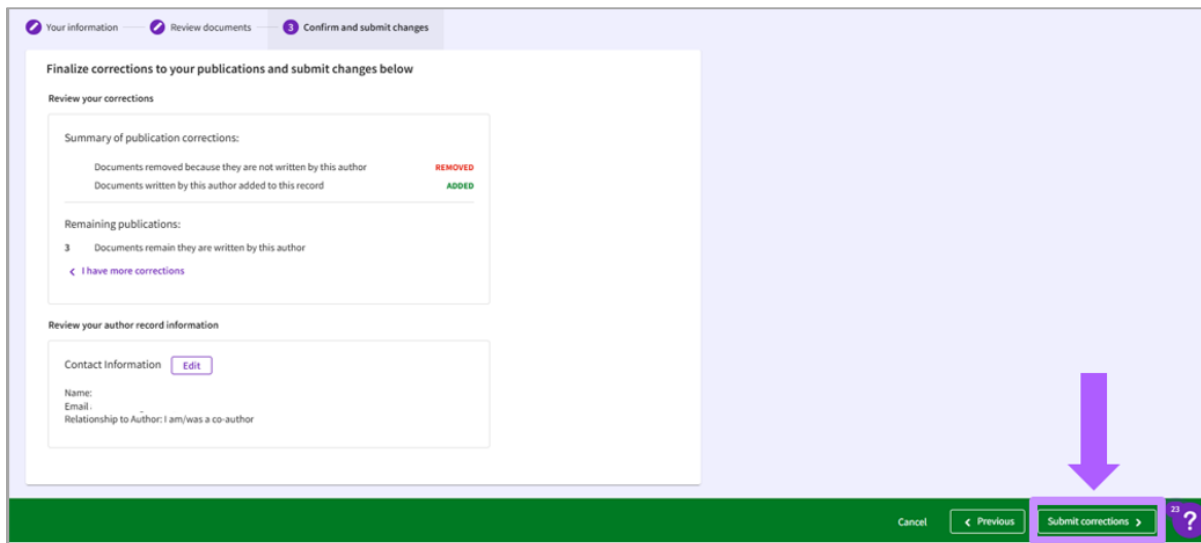
To claim more publications, **repeat Steps 6-9** (p.17-18).

The screenshot shows the "Import by identifier" section with the progress indicator now showing "3. Verify auth..." as the active step. Below the progress indicator is a text prompt: "Select the correct author name from the list of authors listed on this publication: Assessing nursing students' palliative care training needs and profiles: a cross-sectional study using K-means clustering". There is a dropdown menu showing "Lam, Simon Ching" with a downward arrow. A purple arrow points to the dropdown arrow. Below this is a "Submit for verification" section with a green checkmark icon and a checkbox that is checked. The checkbox text reads: "By submitting this request for verification, I am accurately identifying this profile owner as an author on the above publications. I acknowledge that any misrepresentation or false authorship identification may result in the removal of the publication in question, and can additionally lead to inaccurate data recommendations for this profile." At the bottom of the form are three buttons: "Cancel", "Previous", and "Add publication". A purple arrow points to the "Add publication" button.

14. Once complete, click **Next: Review and submit** button at the bottom to proceed.



15. Review your corrections and click **Submit corrections** green button at the bottom to proceed



16. Requests are **reviewed by WoS editors**. You will receive an email to confirm receipt of your request and another to confirm whether the change has been accepted.