

Instruction: How to add my review records to Web of Science Researcher Profile

The following manual will guide you to update your Web of Science Researcher Profile account (formerly: Publons) by adding the reviewer records of **Budownictwo | Architektura** journal.

You need to have a personal Web Of Science (WoS) profile. It is assumed you have it (Fig. 1). The profile gathers your publications, patents, reviews and editor records. The publications and reviews are uploaded if WoS is connected to the ORCID profile (granted permission to record exchange). Unfortunately, reviews (from WoS) are recognised by ORCID separately from records directly from journals (publishing houses), so it may happen that they will be doubled. However, this does not apply to our journal.

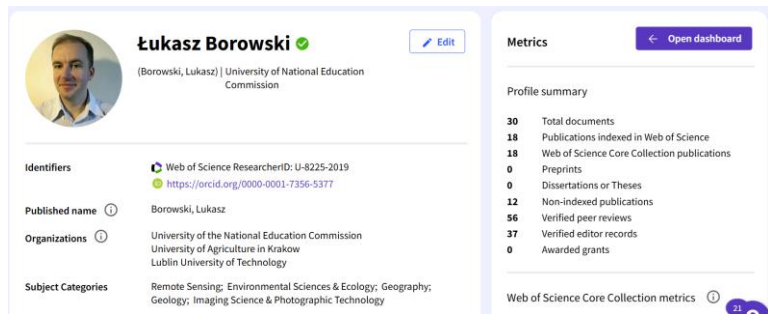


Fig. 1. The top of the *Web of Science Researcher Profile* (ex-Publons) account.

Log into your WoS profile and click Open Menu on the left. A menu of options (activities) will expand (Fig. 2). Then, click the **Peer reviews +ADD button**. The website will take you to the review details (Fig. 3).

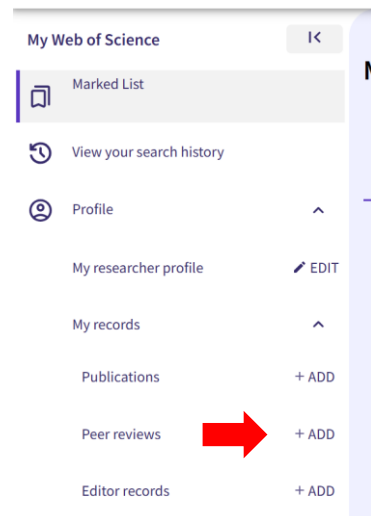


Fig. 2. Menu of activities

The default option is Publisher-invited review (Fig. 3). **Do not change it!** In the *Journal or Conference*, start typing Budownictwo ... , the journal name should be seen on the scroll bar (Budownictwo | Architektura). By clicking, choose it.

Fig. 3. Review details.

Then fill in the Date you performed the review, by following the YYYY-MM-DD date schema (e.g. 2024-12-29). Below is a field with instructions about DOI indentifier (Fig. 4). If the article has not been published so far, you have to

Fig. 4. Choose DOI, if it is published, or Title if not.

change DOI into Title and type in the field on the right. If it was, then write the short DOI identifier (short means without <https://doi.org/>, e.g. 10.35784/bud-arch.6310).

In the *Add Review Content* section, type your review (field *Review Content*). It is recommended to use the default *Manage display preferences* settings (Fig. 5, show journal, hide review content), as the journal uses a *double-blind review* procedure.

Manage display preferences

We also consider the preferences of journal, publisher and any authors before displaying a review but will never display more information than your preferences allow. Please do not publish a review if the journal's prohibits it.

Privacy *
Show journal/conference

Content *
Hide review content

Create Review

Fig. 5. It is recommended to use those default options.

Then click the *Create Review* button. The webpage should change, and the field with information about the verification process should be seen (Fig. 6). It says to send the *Thank you for reviewing* from Budownictwo I Architektura journal to reviews@webofscience.com, but with the review number (copied by clicking the *COPY* button). *"Thank you for reviewing"* is an email you received from the journal editor (with your personal and manuscript data) after the review was accomplished.

Not Verified

You can verify this review by forwarding the corresponding review receipt (i.e. 'thank you for reviewing' email) to reviews@webofscience.com with the following review number copied into the email's body.

Review Id
WOS_REVIEW_ [REDACTED]

COPY

Fig. 6. Information how to verified the review.

After a few minutes in the *My Web of Science Menu* in the *Pending records* (scroll down - it is at the bottom), there should be information that the review is processing and its estimated time. After the successful verification, the review will be added to your profile.

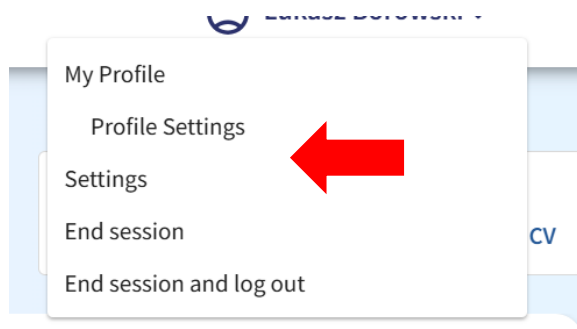


Fig. 7. Click to manage your Profile Settings.

The connection between WoS and ORCID might be done in the *Profile Settings* panel (top-right of web page, Fig. 7). Then, change the label to ORCID Syncing. Linked the ORCID to WoS if you haven't done so (Fig. 8) and allow ("ON") *Export peer reviews to Orcid from Web of Science*.

Profile Settings

< s Peer Review Preferences ORCID Syncing >

Linked ORCID account:

id <https://orcid.org/> [REDACTED]

Automatically sync ORCID and Web of Science
Easily keep both profiles up to date and in sync.

ON Export publications to Orcid from the Web of Science

ON Export peer reviews to Orcid from the Web of Science

ON Export records to the Web of Science from Orcid

Manually sync ORCID with Web of Science

Fig. 8. Allow to export peer review.