

Name Change Policy for Authors FAQ

1. How do I request a name change?

Authors who wish to change their name on previously published journal articles should follow the steps below:

1. Send an email to help@scitation.org with the following information:
 - a. Former and current name to be changed
 - b. List of AIP Publishing DOIs to the articles that need to be updated
 - c. ORCID iD (*if available*)
2. Log into [Peerx-Press](#) and update your user profile to reflect your name change. This can be accomplished by clicking on “Modify Profile/Password” under “General Tasks”. If you have any trouble accessing, please email help@scitation.org.
3. Log into [ORCID](#) and update your profile. If you do not have an [ORCID iD](#), authors are encouraged to register and create an account.

2. Will a notification of the name change be published? Will my co-authors be notified?

To protect the authors’ privacy, no public notice will be published regarding the change nor will co-authors of the works affected be notified. Name changes do not require approval by the journal editor.

3. What changes to the previously published article does this policy cover?

We strive to make as thorough of a change as possible for our authors. The current scope of our policy covers changes in regard to:

- Author names
- References to the author’s name in the body of the article
- Email addresses should they contain the author’s name.

Please note that the PDF and Full Text display of the article will be updated to reflect the name change. However, there may be circumstances where the PDF version may encounter editing limitations. Therefore, AIP Publishing will make every reasonable effort to update accordingly.

4. What updates cannot be made under this policy?

Currently, we are unable to update name changes to the following AIP Publishing content types:

- Scilights
- Press releases
- Conference Proceedings
- eBooks

In general, under this policy we are currently unable to accommodate the following:

- Requests to update email addresses when they are unrelated to the name.
- Updating affiliations on prior publications.

- Changes to scientific content, graphs, figures, or other text in the article. For changes in this category, please refer to your journal guidelines on issuing a correction.
- Removal or addition of an author. For changes in this category, please refer to your journal guidelines on issuing a correction.

5. Will citations that reference the published article also be updated?

Due to the complex nature of indexing services and citation practices, there are no current mechanisms to update citations to articles affected by a name change. However, we are working with other publishing organizations to determine the most effective path towards more comprehensively updating name changes that includes changes to citations.

6. How is the metadata to update author name changes handled?

AIP Publishing will send updated metadata to its third-party indexers. Although we cannot enforce name changes on third party platforms, we will send updated metadata to our indexers and actively communicate the changes on behalf of the author.

7. Will my publications appear in the search results on Scitation if someone searches for my prior name?

To protect the privacy of our authors and adhere to our policy of an invisible name change, prior name searching on Scitation will not result in a list of publications associated with the new name. However, we cannot guarantee the same for third-party databases and search tools.

8. Is there a date of publication before which a name change will not be applied?

AIP Publishing has not designated a date before which name changes will not be considered. We are committed to making as thorough of a change as possible and will work with our authors to accommodate requests for older publications.

9. How long will it take for the name change to be implemented?

It will take approximately 30 days for a name change to be implemented.

AIP Publishing welcomes suggestions or feedback on how our policy can be adapted to better support our authors. Please contact help@scitation.org with any questions, concerns, or feedback.