

Manual de Ajuda



RESEARCHERID

Ciência-IUL

PORTAL DE CIÊNCIA DO ISCTE-IUL

ORCID

Connecting Research
and Researchers

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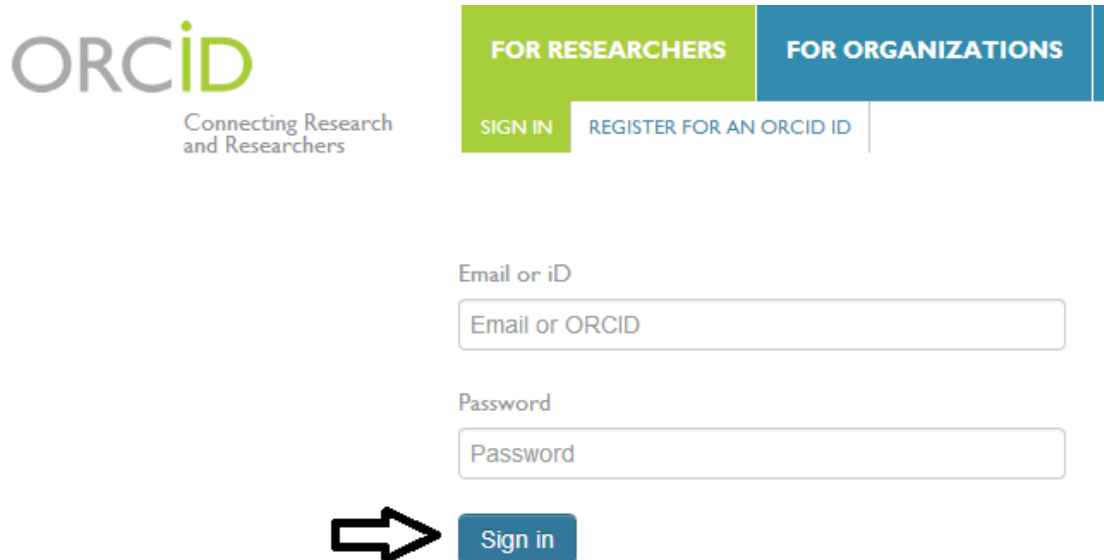
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1. O que é o ORCID

ORCID is an open, non-profit, community-based effort to provide a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers. ORCID is unique in its ability to reach across disciplines, research sectors, and national boundaries and its cooperation with other identifier systems.

2. Login

Se já tiver conta no ORCID basta fazer o seu respectivo login e saltar até ao **passo 4**



ORCID
Connecting Research
and Researchers

FOR RESEARCHERS
SIGN IN REGISTER FOR AN ORCID ID

FOR ORGANIZATIONS

Email or iD
Email or ORCID

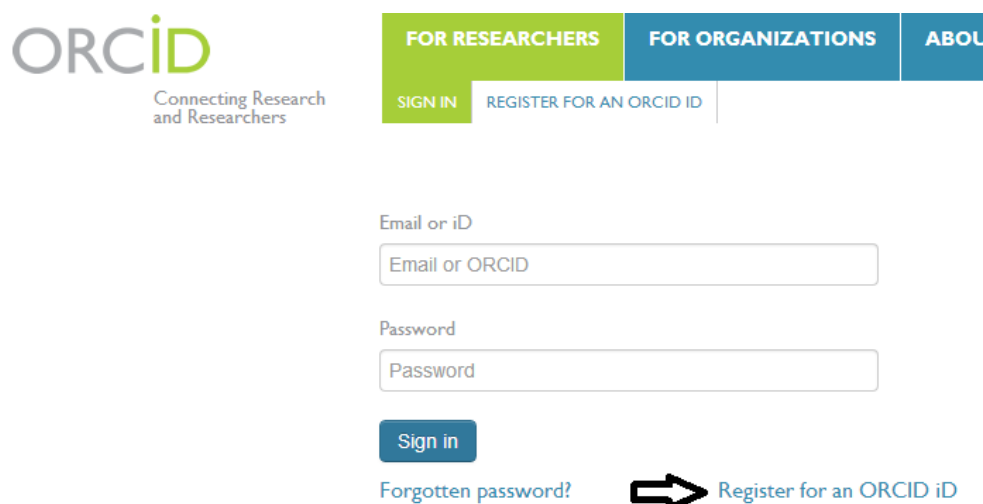
Password
Password

Sign in

Figura 1 – login orcid

3. Criar Conta no ORCID

- a) Clicar em “Register for an ORCID iD” para abrir o formulário de registo



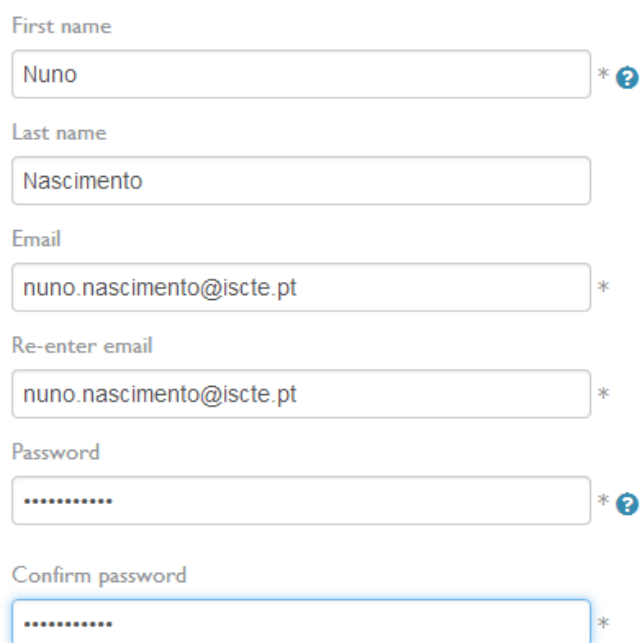
The screenshot shows the ORCID website's login and registration interface. At the top left is the ORCID logo with the tagline 'Connecting Research and Researchers'. To the right are three navigation tabs: 'FOR RESEARCHERS' (highlighted in green), 'FOR ORGANIZATIONS', and 'ABOUT'. Below these tabs are two buttons: 'SIGN IN' and 'REGISTER FOR AN ORCID ID'. The 'SIGN IN' button is highlighted in blue. Below the buttons are two input fields: 'Email or iD' and 'Password'. A 'Sign in' button is positioned below the password field. To the left of the 'Sign in' button is a link 'Forgotten password?'. To the right of the 'Sign in' button is a large blue arrow pointing to the right, followed by a link 'Register for an ORCID iD'.

Figura 2 - Registo ORCID

- b) Preencher os seus dados nesse mesmo formulário e criar conta

Register for an ORCID iD

ORCID provides a persistent digital identifier that distinguishes you through integration in key research workflows such as manuscript submission, automated linkages between you and your professional activities and



The screenshot shows the 'Register for an ORCID iD' form. It contains several input fields with labels and validation icons (asterisk and question mark):

- First name:** Input field containing 'Nuno'.
- Last name:** Input field containing 'Nascimento'.
- Email:** Input field containing 'nuno.nascimento@iscte.pt'.
- Re-enter email:** Input field containing 'nuno.nascimento@iscte.pt'.
- Password:** Input field with masked characters (dots).
- Confirm password:** Input field with masked characters (dots).

Figura 3 - formulário ORCID

4. Importar publicações do Scopus para o Orcid

- a) Clicar em “import works”

The screenshot displays the ORCID iD profile page for Nuno Nascimento. The header includes the ORCID logo and navigation links for researchers and organizations. The profile section on the left shows the user's name, ORCID iD, and a link to view the public record. The main content area on the right features a yellow banner to add information, followed by statistics for works, affiliations, and countries. Below this is the 'Personal Information' section with a biography field. A black arrow points to the 'Import Works' button in the 'Works' section, which is highlighted with a yellow background. The bottom of the page shows a message: 'You haven't added any works, add some now'.

ORCID
Connecting Research and Researchers

FOR RESEARCHERS
MY ORCID RECORD

FOR ORGANIZATIONS
ACCOUNT SETTINGS | SIGN OUT

Nuno Nascimento
<http://orcid.org/0000-0002-5565-0831>
[View Public ORCID Record](#)

Other IDs:
ResearcherID M-5578-2013

0 Works
VIEW

0 Affiliations
COMING SOON

0 Countries
COMING SOON

Personal Information [Update](#)

Biography
No biography added yet

Works [Import Works](#) [Add Work Manually](#)

You haven't added any works, [add some now](#)

Figura 4 - import works

- b) Selecionar a opção "Scopus to Orcid"

IMPORT WORKS

X

ORCID has been working with many member organizations to make it easy to connect your ORCID iD, and import information from their records. Choose one of the imports wizards to get started.

Australian National Data Service (ANDS) Registry

Import your research datasets into ORCID from Australian National Data Service (ANDS) and Research Data Australia (RDA). ANDS is partnering with Australian research institutions and data producing agencies to improve discovery and reusability of research data across many research domains from earth science to technology and engineering.

CrossRef Metadata Search

Search CrossRef's comprehensive metadata on journal articles, conference proceedings and monographs. Easily add search results to your ORCID profile.

Europe PubMed Central

Europe PubMed Central (Europe PMC) offers this tool to enable you to link anything in Europe PMC to your ORCID. Europe PMC contains all of PubMed, 500K records from Agricola that cannot be found in PubMed, 4 million Patents and 2.6 million full text articles that we share with PMC in the USA.

ResearcherID

ResearcherID is a global, multi-disciplinary scholarly research community where members can register for unique identifier, build a profile of their scholarly works, view citation metrics, and search for like-minded researchers.

Scopus to ORCID

Import your Identifier, profile and publications. The wizard helps you find the correct Scopus profile and to confirm your publications. You can then import the identifier and list of publications into ORCID. Any changes you make will be submitted to the Feedback team to update your Scopus profile.

Figura 5 - scopus to orcid

c) Autorizar



Figura 6 - authorize

- d) Colocar o primeiro (ou iniciais) e ultimo nome para procurar o seu respectivo nome de autor



Send Scopus Author details and publication list to ORCID

Your publications on Scopus may be spread over a number of different Author profiles, because these are generated automatically.

In order to create a single profile containing the correct publications, please follow the steps in this wizard.

On completion, any changes will be sent as corrections to Scopus.

To locate all Author ID's please provide all the name variants under which you have published below.

The search query returned no authors.
 Unfortunately we could not find any authors by that name, please enter more author names.

Author

Last name

E.g., Smith

Initials or First name

E.g., J.L.

[Add affiliation](#) |
 [Add name variant](#) |
 Start

Figura 7 - author details

- e) Selecionar o seu perfil do scopus

1 | Select profiles

2 | Select profile name

3 | Review publications

4 | Review profile

5 | Send Author ID

6 | Send publications

Select your Scopus profiles

Please select all profiles that contain publications authored by you and click the next button to continue.

You searched for: Authname (Caetano, António) | [edit](#)


Sort by: Relevancy

	Authors	Documents	Subject area	Affiliation	City	Country
1	<input type="checkbox"/> Caetano, Marco Antonio Leonel Leonel Caetano, Marco Antonio	23	Mathematics, Engineering, Environmental Science, Multidisciplinary, Chemical Engineering, Decision Sciences, Physics and Astronomy, Computer Science, Agricultural and Biological Sciences, Business, Management and Accounting	Inspier Instituto de Ensino e Pesquisa	Sao Paulo	Brazil
Show recent documents						
2	<input checked="" type="checkbox"/> Caetano, António Caetano, Antonio	14	Social Sciences, Psychology, Arts and Humanities, Decision Sciences, Business, Management and Accounting	Instituto Universitário de Lisboa	Lisbon	Portugal
Show recent documents						
3	<input type="checkbox"/> Caetano de Souza, Antonio Carlos Caetano De Souza, Antonio Carlos	3	Energy	UNESP- Universidade Estadual Paulista	Sao Paulo	Brazil
Show recent documents						
8	<input type="checkbox"/> Caetano, Antonio C.	1	Agricultural and Biological Sciences	Departamento Científico	Araraquara	Brazil
Show recent documents						

[back](#) | Next

Figura 8 - select your scopus profile

f) Selecionar a sua preferência



1 | [Select profiles](#)
2 | Select profile name
3 | Review publications
4 | Review profile
5 | Send Author ID
6 | Send publications


Select the preferred profile name

Please select the preferred name for the Scopus profile.

Profile name

Caetano, António


Please select
Caetano, Antonio
Caetano, A.
Caetano, António



[back](#)
Next

Figura 9 - select your preferred profile name

g) Selecionar as publicações



1 | [Select profiles](#)
2 | [Select profile name](#)
3 | Review publications
4 | Review profile
5 | Send Author ID
6 | Send publications

Review your authored publications

Please indicate below which of the 14 publications are authored by you.

Sort by Date (Newest)					
		Document Title	Author(s)	Date	Source Title
		Multilevel research in the field of organizational behavior: An empirical look at 10 years of theory and research View in Scopus Show abstract	Costa, P.L., Graça, A.M., Marques-Quinteiro, P., Santos, C.M., Caetano, A., Passos, A.M.	2013	SAGE Open 3 (3) , pp. 1
		Clarifying the importance of trust in organizations as a component of effective work relationships View in Scopus Show abstract	Sousa-Lima, M., Michel, J.W., Caetano, A.	2013	Journal of Applied Social Psychology 43 (2) , pp. 418
		Validation of the Flourishing Scale and Scale of Positive and Negative Experience in Portugal View in Scopus Show abstract	Silva, A.J., Caetano, A.	2013	Social Indicators Research 110 (2) , pp. 469
		The emotional contagion scale: Factor structure and psychometric properties in a Portuguese sample View in Scopus Show abstract	Rueff-Lopes, R., Caetano, A.	2012	Psychological Reports 111 (3) , pp. 898
		(In)justice contexts and work satisfaction: The mediating role of justice perceptions View in Scopus Show abstract	Silva, M.R., Caetano, A., Zhou, Q.	2012	International Journal of Business Science and Applied Management 7 (1) , pp. 15
		Personality and organisational commitment: The mediating role of job satisfaction during socialisation View in Scopus Show abstract	Spagnoli, P., Caetano, A.	2012	Career Development International 17 (3) , pp. 255
		Satisfaction with job aspects: Do patterns change over time? View in Scopus Show abstract	Spagnoli, P., Caetano, A., Santos, S.C.	2012	Journal of Business Research 65 (5) , pp. 609

Figura 10 - review your authored publications

h) Verificar as publicações



1 | [Select profiles](#)
2 | [Select profile name](#)
3 | [Review publications](#)
4 | **Review profile**
5 | [Send Author ID](#)
6 | [Send publications](#)

Review the Scopus profile


Please review the information below to ensure that the data to be sent to ORCID is correct.

Profile: Caetano, António			
1	Multilevel research in the field of organizational behavior: An empirical look at 10 years of theory and research	Costa, P.L., Graça, A.M., Marques-Quinteiro, P., Santos, C.M., Caetano, A., Passos, A.M.	2013 SAGE Open 3 (3) , pp. 1
2	Clarifying the importance of trust in organizations as a component of effective work relationships	Sousa-Lima, M., Michel, J.W., Caetano, A.	2013 Journal of Applied Social Psychology 43 (2) , pp. 418
3	Validation of the Flourishing Scale and Scale of Positive and Negative Experience in Portugal	Silva, A.J., Caetano, A.	2013 Social Indicators Research 110 (2) , pp. 469
4	The emotional contagion scale: Factor structure and psychometric properties in a Portuguese sample	Rueff-Lopes, R., Caetano, A.	2012 Psychological Reports 111 (3) , pp. 898
5	(In)justice contexts and work satisfaction: The mediating role of justice perceptions	Silva, M.R., Caetano, A., Zhou, Q.	2012 International Journal of Business Science and Applied Management 7 (1) , pp. 15

[back](#) | [Next](#)

Figura 11 - review the scopus profile

i) Enviar o Scopus ID para o Orcid



1 | [Select profiles](#)
2 | [Select profile name](#)
3 | [Review publications](#)
4 | [Review profile](#)
5 | **Send Author ID**
6 | [Send publications](#)

Send the Scopus ID to ORCID

Thank you for checking and correcting your profile. Your Scopus ID is now ready to be sent to ORCID.
Any changes you have made will also be submitted to the Scopus Feedback Team for correction on Scopus.

If you have additional information to help complete the profile corrections, please enter it here.

E-mail*	<input type="text" value="antonio.caetano@isc.te.pt"/>
Please enter your institutional or professional email address (e.g. name@university.edu).	
Confirm E-mail*	<input type="text" value="antonio.caetano@isc.te.pt"/>

[back](#) | [Send Author ID](#)

Figura 12 - send the scopus ID to orcid

- j) Enviar a lista das suas publicações

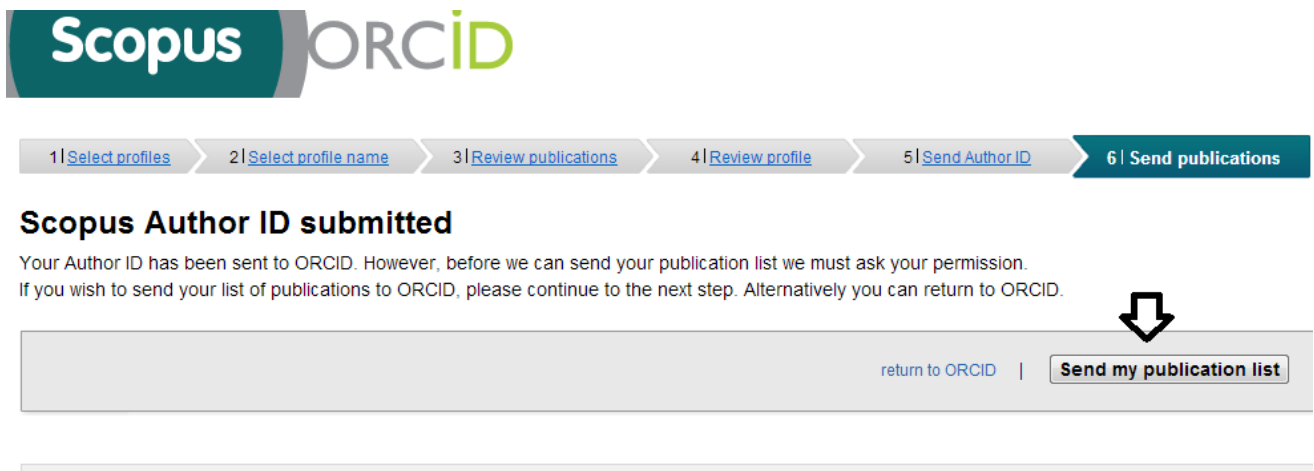


Figura 13 - send my publication list

- k) Autorizar



Figura 14 - autorizar

- l) As publicações foram colocadas no Orcid, clicar em “return to Orcid” para voltar ao seu perfil e visualizar essas mesmas publicações

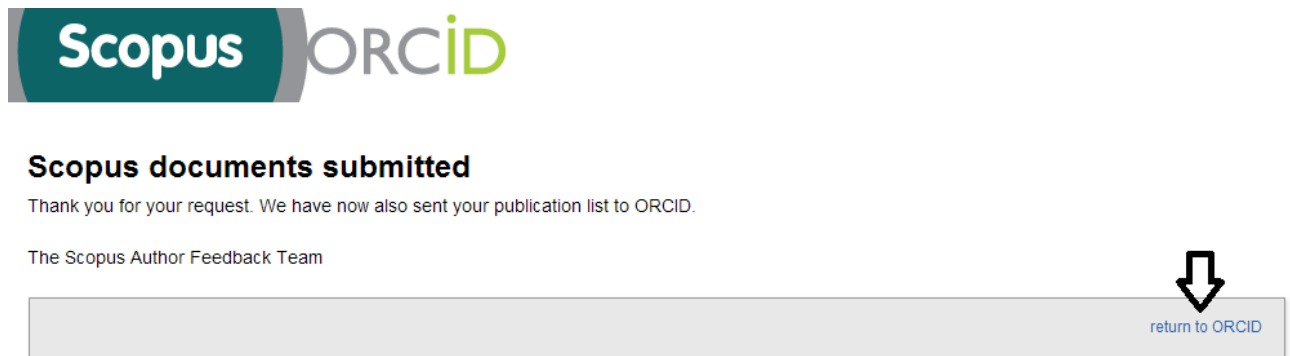


Figura 15 - scopus documents submitted

Se no Scopus não se encontrarem todas as suas publicações, então deve colocar as restantes que se encontram no ciência-iul.

Para isso é necessário ter conta no researcherID.

5. O que é o ResearcherID

ResearcherID provides a solution to the author ambiguity problem within the scholarly research community. Each member is assigned a unique identifier to enable researchers to manage their publication lists, track their times cited counts and h-index, identify potential collaborators and avoid author misidentification. In addition, your ResearcherID information integrates with the *Web of Knowledge* and is ORCID compliant, allowing you to claim and showcase your publications from a single one account. Search the registry to find collaborators, review publication lists and explore how research is used around the world!

6. Aceder ao ResearcherID

Entrar através do link <http://www.researcherid.com>

7. Login

Se já tiver conta no ResearcherID basta fazer o seu respectivo login e saltar até ao **passo 9**

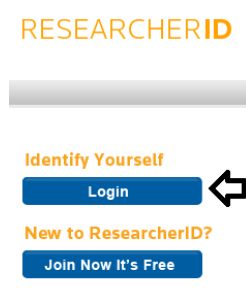


Figura 16 – login ResearcherID

8. Criar Conta no ResearcherID

- a) Clicar em “Join Now It’s Free” para abrir o formulário de registo

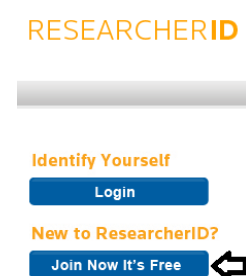


Figura 17 – Registo Research ID

- b) Preencher os seus dados nesse mesmo formulário

Thank you for your interest in ResearcherID!

To register with ResearcherID.com, complete the * required fields below. We will e-mail you registration inv

First Name: *

Last Name: *

E-mail: *

How did you hear about us? *




Figura 18 - formulário ResearcherID

- c) Após a inserção dos seus dados é-lhe enviado um email para aceder a um link para finalizar o seu registo

Notice:

Your ResearcherID invitation is on its way to nuno.nascimento@iscte.pt. Please check your inbox. Thank you for your interest in ResearcherID.

Figura 19 - researcherID invitation

- d) Ao aceder a esse mesmo link é-lhe pedido para concluir o seu registo

Registration

To register with ResearcherID.com, complete the * required fields below. We will e-mail you

First/Given Name:	<input type="text" value="Nuno"/>	*
Last/Family Name:	<input type="text" value="Nascimento"/>	*
Middle Initials:	<input type="text"/>	
E-mail Address:	<input type="text" value="nuno.nascimento@iscte.pt"/>	*

Institution:	<input type="text" value="ISCTE-IUL - Instituto Universitário de Lisboa"/>	*
Sub-organization / Department:	<input type="text"/>	<input type="button" value="Add"/>
Address Line 1:	<input type="text" value="Av.ª das Forças Armadas"/>	*
Address Line 2:	<input type="text"/>	
City:	<input type="text" value="Lisboa"/>	*
County/State/Province:	<input type="text"/>	
Zip/Postal Code:	<input type="text" value="1649-026"/>	
Country/Territory:	<input type="text" value="Portugal"/>	<input type="button" value="v"/> *

Password:	<input type="password" value="....."/>	*
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Figura 20 – registo ResearcherID

- e) Aceitar o uso de licença

End User License

To continue with registration, you must accept the terms of the End User License Agreement.

ResearcherID Terms of Use and Privacy Policy

This agreement (Agreement) is a legal agreement between you, the user, (You or Your) and Thomson Reuters (Scientific) Inc. having its principal place of business located at 1500 Spring Garden Street, 4th Floor, Philadelphia, PA 19130 (TRSI, We or Our) and describes the terms and conditions on which you may access and use and TRSI will provide the ResearcherID service described in Section 1 below (the ResearcherID Service), which includes the allocation to You of a unique Researcher ID (the ResearcherID).

BY CLICKING ON THE "ACCEPT" BUTTON BELOW YOU AGREE TO BE LEGALLY BOUND BY THE FOLLOWING TERMS AND CONDITIONS. IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS




Figura 21 – licença

- f) Na conclusão do registo é indicado que o processo foi concluído com sucesso

Congratulations

Congratulations! Your ResearcherID registration is now complete.

Your ResearcherID is: M-5578-2013

Please click the link below to access your ResearcherID profile page. Once logged in, you can add information (click the Manage Profile button) or add publications to your publication lists.

[Click here to login to ResearcherID >>](#)

Figura 22 – conclusão

9. Inserir as publicações do Ciência-IUL no ResearcherID

- a) Através do ciência-iul clicar em “Publicações” e depois em “Exportar - RIS”

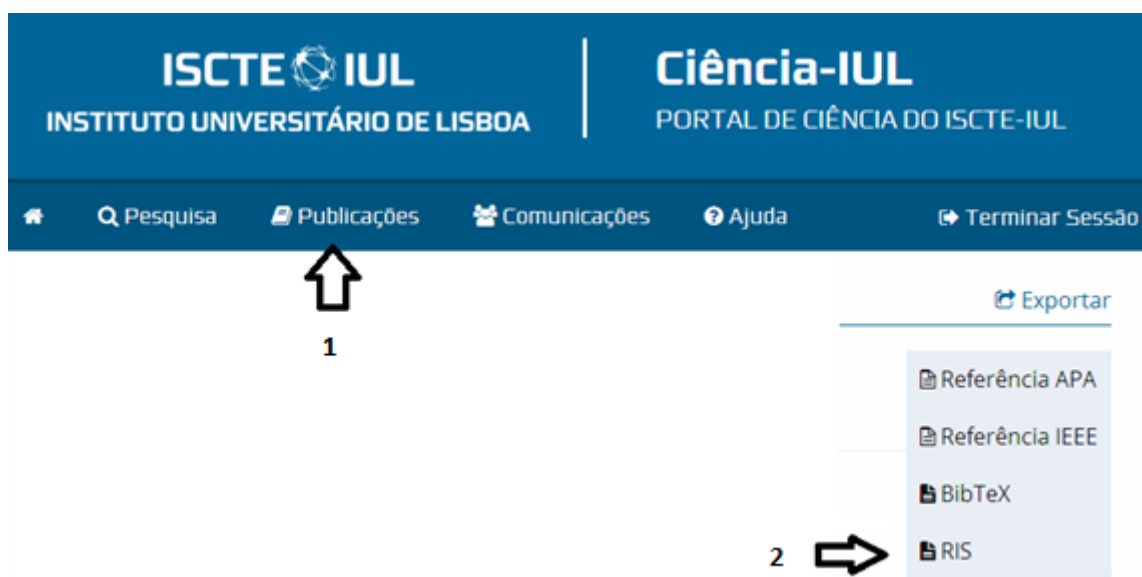


Figura 23 – Exportar RIS

- b) Exportar as publicações seleccionadas no formato RIS **(ATENÇÃO: AQUI DEVE SELECIONAR SÓ AS QUE NÃO SE ENCONTRAM NO SCOPUS, DEVE RETIRAR ESSAS MESMAS PARA EVITAR AS DUPLICADAS)**

Exportar Publicações

Selecione apenas as publicações que pretende exportar no formato RIS. Depois carregue no botão "Descarregar Ficheiro RIS" para obter o ficheiro desejado.

Publicações em Revistas Científicas

Artigos em Revista / 24 item(s) seleccionado(s)

Seleccionar

Livros e Capítulos de Livros

Capítulos de livro / 15 item(s) seleccionado(s)

Seleccionar

Livros (Autoria) / 8 item(s) seleccionado(s)

1 Seleccionar

Livros (Coordenação Editorial) / 8 item(s) seleccionado(s)

Seleccionar

Outras Publicações

Comunicações / 40 item(s) seleccionado(s)

Seleccionar

Artigos em actas de conferência (> 12 000 car.) / 5 item(s) seleccionado(s)

Seleccionar

Actas de conferência (Editor) / 1 item(s) seleccionado(s)

Seleccionar

Relatórios finais de responsável de projecto científico nacional / 1 item(s) seleccionado(s)

Seleccionar

Descarregar Ficheiro RIS

2

Figura 24 - Exportar RIS 2

- c) Após o download do ficheiro RIS, voltar ao ResearcherID e no seu perfil, na secção “My Publications” clicar em “add”

Nascimento, Nuno [Get A Badge](#)

ResearcherID: M-5578-2013

Other Names:

E-mail: nuno.nascimento@iscte.pt

URL: <http://www.researcherid.com/rid/M-5578-2013>

Subject: [Enter a Subject](#)

Keywords: [Enter a Keyword](#)

ORCID: [Get or associate an ORCID](#)

Description: [Enter a Description](#)

My URLs:

My Publications

My Publications (0)

[View Publications](#) ▶

[Citation Metrics](#)

Manage | [Add](#) ←

ResearcherID labs

[Create A Badge](#)

My Publications

Use this list to di

Adding Publicati

You can add pub

the **Add Publicat**

* Note: Access to

Figura 25 - add publications

- d) Fazer o upload do ficheiro RIS retirado do ciência-iul

Add to: My Publications [Return to My Researcher Profile](#)

To add publications to your Publication List, select one of the options below by clicking a link.

Note: Depending on your permission to access *Web of Knowledge*SM and *Web of Science*[®], you will have one or more of the following options:

Option 1:

WEB OF KNOWLEDGESM

[Search Web of Knowledge](#)

Use this option to search *Web of Knowledge*. Depending on your subscription, this can include articles, books, patents, and more.

[Search Web of Science](#)

Use this option to search *Web of Science*. Depending on your subscription, this includes the world's leading scholarly literature in the sciences, social sciences, arts, and humanities and proceedings of international conferences, symposia, seminars, colloquia, workshops, and conventions.

Option 2:

ENDNOTE[®]

[Go to EndNote](#)

Use your EndNote account to add articles and manage your ResearcherID publication lists.

Already use EndNote? You can transfer your ResearcherID publication lists between the desktop and web effortlessly. Learn about the additional features available in EndNote to accelerate your research including find full text automatically and access to over 3,700 publishing styles.

[Search Online Resources using EndNote](#)

Option 3:

Upload RIS File

[Upload an RIS file \(from EndNote, RefMan or other reference software\)](#) ←

You can upload an RIS formatted text file. The RIS file format is a tagged format for expressing bibliographic citations.

Figura 26 - upload RIS

Após a criação de conta do ResearcherID e do upload das publicações para essa mesma conta, é necessário fazer a transferência para o ORCID.

10. Transferir as publicações para o ORCID

- a) No seu perfil do ResearcherID, clicar em “Exchange data with ORCID”

RESEARCHERID



The screenshot shows the ResearcherID profile page for Nuno Nascimento. The profile includes the name 'Nascimento, Nuno', a 'Get A Badge' button, and a 'ResearcherID Labs' button. The profile details include the ResearcherID 'M-5578-2013', other names, email 'nuno.nascimento@iscte.pt', URL 'http://www.researcherid.com/rid/M-5578-2013', subject 'Enter a Subject', keywords 'Enter a Keyword', and ORCID 'http://orcid.org/0000-0002-5565-0831'. A large black arrow points to the 'Exchange data with ORCID' button, which is highlighted with a green border. Below the button, there is a 'Description: Enter a Description' field and a 'My URLs:' section.

Figura 27 - associar ao ORCID

- b) Como anteriormente criámos a conta no ORCID, seleccionar a opção “I already have na ORCID record”

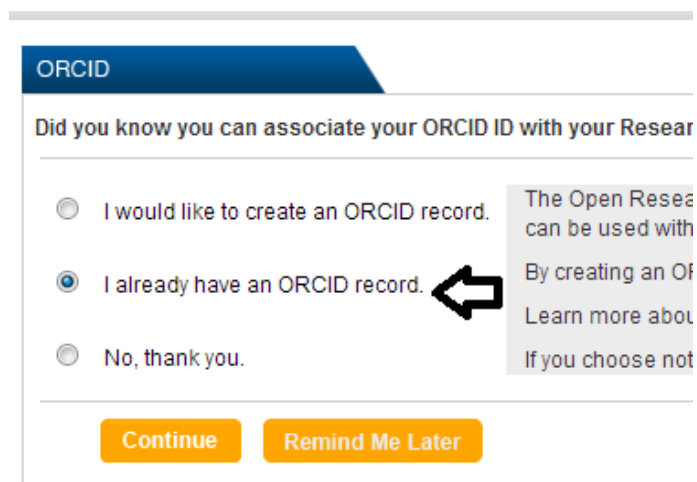


Figura 28 - associar ao ORCID 2

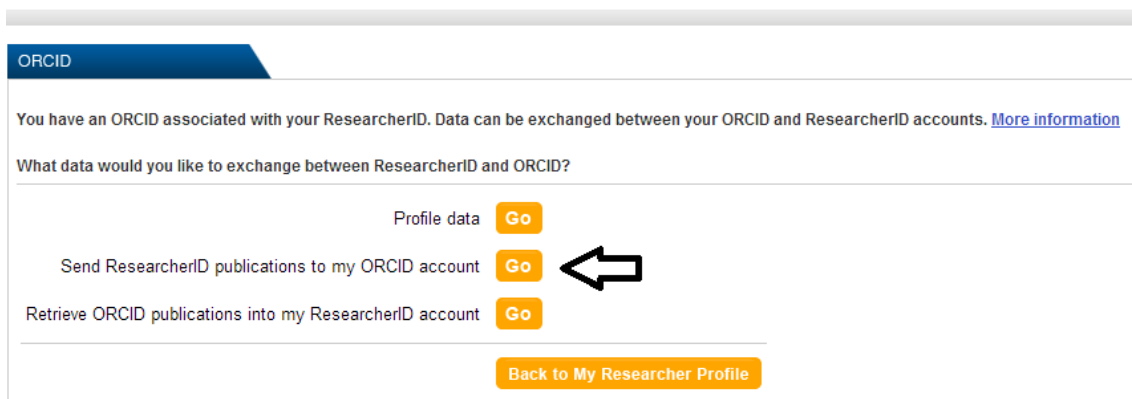
- c) Autorizar



Figura 29 - autorizar

- d) Selecionar a opção do meio “Send ResearcherID publications to my ORCID account”

RESEARCHERID



ORCID

You have an ORCID associated with your ResearcherID. Data can be exchanged between your ORCID and ResearcherID accounts. [More information](#)

What data would you like to exchange between ResearcherID and ORCID?

Profile data

Send ResearcherID publications to my ORCID account

Retrieve ORCID publications into my ResearcherID account

Figura 30 - Send publications to ORCID

- e) Seleccionar as publicações e enviar

RESEARCHERID



Send My Publications to: ORCID

[Exchange Profile Data Between ResearcherID and ORCID](#) | [Add ORCID Publications to: My Publications](#)

My Publications: 2 record(s)

Select records on this page and send them to ORCID. [More information](#)
If My Publications privacy setting is private, the privacy setting of the publications sent to ORCID will be set to limited.

Page 1 of 1

☐ Select Page

- ☐ 1. Title: [Satisfaction with job aspects: do patterns change over time?](#)
Author(s): Spagnoli, P.; Caetano, A.; Santos, S. C.
Source: Journal of Business Research Volume: 65 Issue: 5 Pages: 609-616 Published: 2012
Times Cited: 2
DOI: 10.1016/j.jbusres.2011.02.048
- ☐ 2. Title: [Commitment to Change: Contributions to Trust in the Supervisor and Work Outcomes](#)
Author(s): Neves, P.; Caetano, A.
Source: Group Organization Management Volume: 34 Pages: 623-644 Published: 2009
Times Cited: 13
DOI: 10.1177/1059601109350980

Figura 31 - selecionar publicações

- f) Autorizar o envio das publicações para o ORCID



Figura 32 - autorizar envio ORCID

- g) Após a autorização, visualizamos uma nota a informar que as publicações seleccionadas foram transferidas correctamente para o ORCID

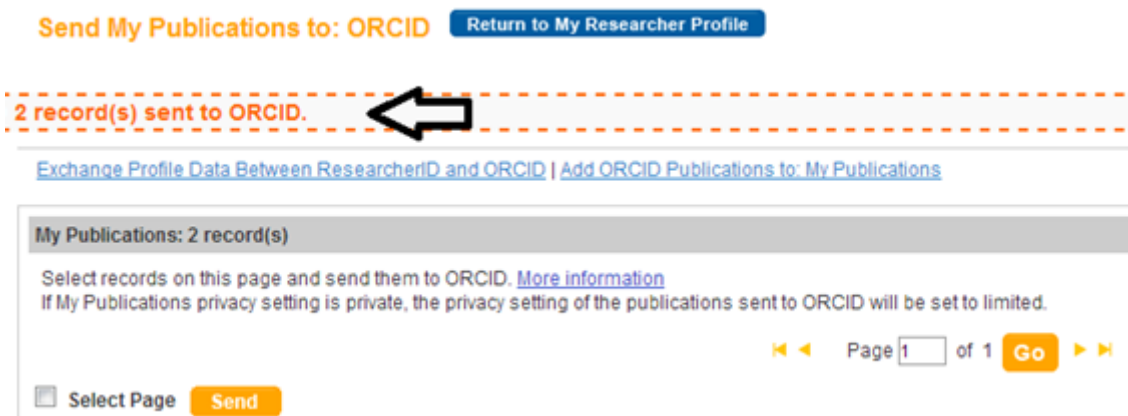


Figura 33 - enviado com sucesso

11. Visualizar as publicações no ORCID

Após transferir as publicações para o ORCID, é possível visualizá-las no seu perfil

The screenshot displays the ORCID iD profile for Nuno Nascimento. The header includes the ORCID logo and navigation links for researchers, organizations, about, help, and sign out. The profile section on the left shows the user's name, ORCID iD, and a link to view the public record. The main content area features a yellow banner to add distinguishing information, followed by statistics for works, affiliations, grants, and patents. The 'Personal Information' section is currently empty. The 'Works' section lists two publications: 'Satisfaction with job aspects: do patterns change over time?' and 'Commitment to Change: Contributions to Trust in the Supervisor and Work Outcomes: Group Organization Management 2009'.

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▼ Personal Information [Update](#)

Biography
No biography added yet.

▼ Works [Import Works](#) [Add Work Manually](#)

Satisfaction with job aspects: do patterns change over time?: Journal of Business Research 2012
DOI: 10.1016/j.jbusres.2011.02.048
Spagnoli, P. and Caetano, A. and Santos, S. C., (2012). "Satisfaction with job aspects: do patterns change over time?", Journal of Business Research, vol. 65, no. 5, pp. 609-616

Commitment to Change: Contributions to Trust in the Supervisor and Work Outcomes: Group Organization Management 2009
DOI: 10.1177/1059601109350980
Neves, P. and Caetano, A., (2009). "Commitment to Change: Contributions to Trust in the Supervisor and Work Outcomes", Group Organization Management, vol. 34, pp. 623-644

Figura 34 - publicações no ORCID