

## Request to update (replace) name on prior publications

This form is intended to accompany requests to update an author's name on prior publications according to ACS Publications' Name Change Policy. Please complete this form and email it to [support@services.acs.org](mailto:support@services.acs.org) with the subject line 'Name update request' to initiate the process. If you are an approved institutional representative preparing this request on the author's behalf, please copy the author on the email request.

Refer to the [policy and FAQs](#) for additional details. If you have any questions about the policy or request process, please email [support@services.acs.org](mailto:support@services.acs.org). NOTE: This form is not required to correct name misspelling; simply contact our Support team by email for assistance.

*Confidentiality Notice: Your responses to the questions below will remain confidential and be solely used for the purpose of fulfilling name update requests.*

1. Please provide the DOI(s) for each previously published ACS article to be covered under this request. Enter one DOI per field. This will ensure that we update all relevant publications. The DOI format looks like this: 10.1021/jacs.xxxxxx. The DOI can be found either at the top of the article page within the citation or on the right-hand side on the footer on an article PDF. There are fields for 15 DOIs. If you require additional space, please use the box on page 3.

2. Does the author's image appear in any of these published DOI(s)?  No  Yes

3. Name(s) to be updated (as appearing on the previous publication(s) listed above). Enter all names to be changed separated by a comma.

4. Updated name to be used on publication(s) listed above (please enter the name exactly as it should appear in the article's author list):

First/Given Name

Middle Name/Initial(s)

Last/Family Name

Suffix

5. ORCID iD (number or link, for more info visit [www.orcid.org](http://www.orcid.org)):
6. Please confirm that the name and ORCID iD in the author's ACS Paragon Plus profile match the responses to questions 4 and 5 above. The name in an ACS Paragon Plus profile may be updated by visiting <https://acsparagonplus.acs.org/> and logging in with an ACS ID. Once logged in, the name and ORCID iD can be updated under the "Edit your Profile" link.

Yes, the author's ACS Paragon Plus profile reflects their current name and contains their ORCID iD (as listed above).

No, the author's ACS Paragon Plus profile does not reflect their current name and/or ORCID iD, or the author does not have an ACS Paragon Plus profile and requires assistance setting one up. *(Checking this box indicates that additional support to update the account may be needed. A Customer Service representative will contact the author to assist further.)*

7. Help us ensure the author's name, pronouns, and salutations are updated across as many ACS environments as possible by indicating how they engage with ACS Publications. (Check all that apply.)

Author	Reviewer	Member
Journal Editor	Editorial Advisory Board Member	

8. Help us ensure that the publication(s) listed in Question 1 and all relevant ACS environments are updated to reflect the desired pronouns and salutations, if applicable.

- a. Please indicate whether the author's pronouns have changed.

The pronouns have not changed.

The pronouns have changed and should be updated to:

- b. Please indicate whether the author's salutation has changed.

The salutation has not changed.

The salutation has changed and should be updated to:

9. Please enter the author's ACS ID and indicate whether it needs to change as part of this request. *Note: Changes to ACS IDs will be limited to cases where the ACS ID contains elements of the author's prior name.*

ACS ID: \_\_\_\_\_ The ACS ID needs to change:      Yes      No

10. Please provide the email address for ACS to contact the author about this request:

11. Please sign the appropriate signature block:

*For author's use only if being prepared by the author*

I am hereby requesting that my name on the ACS publications indicated by the listed DOI(s) be changed to the name as requested above. I certify that I am not making this request for any fraudulent or unethical purpose.

Author's Signature

,

Date

*Complete this section if prepared by someone other than the author*

I certify that the author has authorized and directed me to make this request on their behalf.

Preparer's Signature

,

Date

Email

Optional: Additional DOIs for publications falling under the scope of this request. A list of multiple DOIs must be separated by with commas.