



## **Guideline for the standardised indication of affiliation in research publications (Affiliation Guideline)**

### **Preamble**

Research publications, in all their different forms, are central instruments for communicating research results. By publishing research results, researchers at the University of Greifswald (UG) and University Medicine Greifswald (UMG) improve the accessibility, visibility, and impact of their work. Additionally, the scientific publications of university members reflect the research profile of the UG/UMG.

Therefore, the unambiguous attribution of authors to their research results, publications, and institutions lies in the professional interest of both the individual researcher and the institution. In order to ensure correct attributions, it is essential to use consistent and standardised denotations for institutions (i.e. affiliation).

This guideline aims to help researchers correctly declare their affiliation to the UG or UMG. Use of standardised denotations not only enables the findability of publications and their unambiguous attribution to the UG or UMG in accordance with good scientific practice. It also facilitates the correct recording, optimal presentation, and adequate recognition of university members' publication achievements, e.g. in relevant databases that are used to assess the research performance of the university as well as the individual researcher (e.g. rankings, decisions regarding the allocation of third-party funding). With this guideline, the UG is realising the [resolution of the German Rectors' Conference](#) on stating affiliations in publications.

### **1. Scope**

The guideline applies to all academic and non-academic members of staff at the UG and UMG as well as doctoral candidates and students. Moreover, it applies to all researchers who research and publish during a period of stay as a guest at the UG.

The Affiliation Guideline is complemented by the university's Open Access Policy and the Guidelines for Research Data in the versions as amended from time to time.

### **2. Name of the University**

The standardised and official name of the university is:<sup>1</sup>

**Universität Greifswald**

Should technical reasons prohibit the use of the umlaut "ä", this shall be replaced by an "a", not "ae".

In English contexts, the standardised and official name of the university is:

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<sup>1</sup> The valid [regulations for the use of the university name](#) remain unaffected.

## University of Greifswald

These denotations are binding and shall be used to indicate affiliation in all stages of the publication process. This extends to conferences, symposia, lectures, presentations, research grant applications, and similar circumstances. Abbreviations are to be avoided.

For members of UMG, the standardised and official name is:

### Universitätsmedizin Greifswald

In English contexts, the standardised and official name is:

### University Medicine Greifswald

## 3. Additional Affiliations

The university name denotes the highest level of institutional affiliation and is to be stated first in every publication depending on the guidelines of the publishing entity. In addition to their UG or UMG affiliation, authors should also state their specific affiliation (e.g. faculty, institute, chair), unless not possible due to discipline-specific or technical reasons. The affiliation to more than one structural unit or possible network affiliation (e.g. interdisciplinary centres) should be stated in a separate entry. When indicating the postal address (except UMG), please follow the [service agreement for work post](#) in the version as amended from time to time. For UMG, the postal code provided in its imprint applies: 17475.

#### *Examples:*

Firstname Lastname, University of Greifswald, Institute of Geography and Geology,  
17487 Greifswald, Germany

*or*

Vorname Nachname, Universität Greifswald, Institut für Geographie und Geologie,  
17487 Greifswald, Deutschland

Firstname Lastname <sup>1,2</sup>

<sup>1</sup> University of Greifswald, Department of Finnish and Scandinavian Studies, 17487  
Greifswald, Germany

<sup>2</sup> University of Greifswald, Interdisciplinary Centre for Baltic Sea Region Research  
(IFZO), 17487 Greifswald, Germany

*or*

Vorname Nachname <sup>1,2</sup>

<sup>1</sup> Universität Greifswald, Institut für Fennistik und Skandinavistik, 17487 Greifswald,  
Deutschland

<sup>2</sup> Universität Greifswald, Interdisziplinäres Forschungszentrum Ostseeraum (IFZO),  
17487 Greifswald, Deutschland

Firstname Lastname, University Medicine Greifswald, Institute of Immunology, 17475 Greifswald, Germany

or

Vorname Nachname, Universitätsmedizin Greifswald, Institut für Immunologie, 17475 Greifswald, Deutschland

#### 4. Affiliation to Multiple Institutions

If a person is affiliated to multiple institutions as a result of joint appointments, cross-institutional doctoral programmes, or equivalent circumstances, all applicable institutions must be named. The University of Greifswald must be named first if it is the primary affiliation.

Primary affiliation describes the institution where most research work for a given publication was performed. This continues to apply if a researcher changes institutions during the research or publication process. If most research work has been carried out at a different institution, the order of the affiliations has to be adjusted accordingly. The correct order of affiliations is of high importance, because it can e.g. effect the attribution of publication costs to a specific institution.

*Example:*

Firstname Lastname <sup>1,2</sup>

<sup>1</sup> University of Greifswald, Institute of Physics, 17487 Greifswald, Germany

<sup>2</sup> Max Planck Institute for Plasma Physics, ... *the respective affiliation guideline applies*

or

Vorname Nachname <sup>1,2</sup>

<sup>1</sup> Universität Greifswald, Institut für Physik, 17487 Greifswald, Deutschland

<sup>2</sup> Max-Planck-Institut für Plasmaphysik, ... *es gilt die jeweilige Affiliationsrichtlinie der Einrichtung*

#### 5. Use of Email Addresses

If an email address is used in the publication process, authors must provide their official email address from the UG or UMG. The provision of an ORCID-iD makes it possible for the email address to be kept up to date even if there is a change of email address or affiliation, via the ORCID profile.

#### 6. Personal and Institutional Identifiers

All addressees of this guideline are advised to commit themselves to a clear and consistent spelling of their name at the beginning of their professional publication activity. This is especially important for names with prefixes, conjunctions, names

derived from ancestors (e.g. Mac, Ibn, Abu), or double-barrelled names, but also extends to the use of initials for given names and the use of special characters.

The UG encourages researchers to register with ORCID and use and update their profile during all publication processes. The ORCID iD offers system-independent and unambiguous identification of persons and their institution and also enables the correlation between publications, research data, and other research results. Many publishers demand the provision of an ORCID iD during the publication process.

Additional author profiles (e.g. Scopus Author ID, Web of Science ResearcherID and Google Scholar) can be synchronised via the ORCID iD. We therefore recommend authors regularly update their profiles once they have been set up on the platform and make their central information such as affiliation and publications visible to the public. The UG aims to increase the integration of ORCID as an open and data-protection-compliant, so-called persistent identifier (PID) into existing and new systems. Moreover, we advise researchers applying for DFG funding to deposit their ORCID-iD in the DFG's *elan* portal. Find more information on this topic on the websites of [ORCID](#) and the [DFG \[de\]](#).

The standardised denotation of institutions' names is increasingly ensured via persistent identifiers for institutions, e. g. Research Organisation Registry (ROR). The University Library is responsible for the administration and curation of institutional PIDs for the UG and UMG. A list of relevant PIDs is available on the University Library's [Website \[de\]](#).

## 7. Identification of Third-Party Funders

Generally, third-party funders demand acknowledgement of their funding in publications. The guidelines of your third-party funder must be observed. The UG specifically asks its members to always make funding acknowledgements, because further third-party funding applications, e.g. for open-access publication costs, are dependent on it. Many publishers provide standardised fields for funding acknowledgements.

However, third-party funders are not to be included in your affiliation information.

## 8. Support

The University Library's [Open Access Team](#) offers additional information and support on matters regarding the contents of the Affiliation Guideline.

## 9. Final Provisions

This English translation of the *Richtlinie für die standardisierte Angabe der Affiliation in wissenschaftlichen Publikationen (Affiliationsrichtlinie)* is intended solely as a convenience to non-German-reading students/members of the University. Only the German text published on the university website on 21 May 2024 is legally binding. In the event of any conflict between the English and German text, its structure meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.