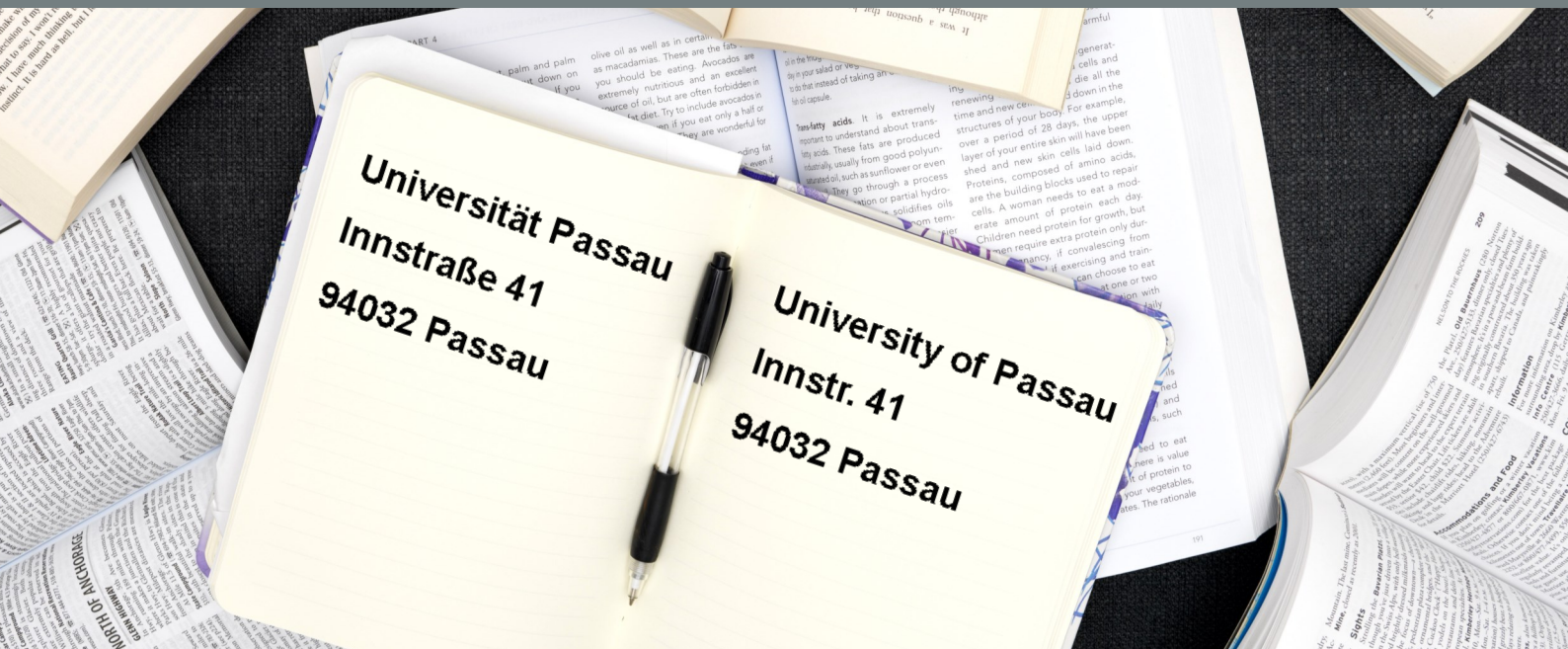


## University Library



Recommendations on standardised  
listing of authors' affiliations

In 2018, the University of Passau once again achieved a highly gratifying result in the *THE Ranking*: with its position in the ranking group 201–250 (out of 1,103 tested universities), it ranks among the best 25 percent of all universities worldwide and 21st among the 46 participating German universities. In the *Young University Ranking*, it achieved 27th place among the best 250 'young' universities (under 50 years old).

In this context, academic publications are of great importance: because they are quantifiable, they can serve as an indicator that is both measurable and comparable, at least to a certain extent. In order to further enhance the visibility and thus the recognition of Passau's publications, it is imperative that the link between the published work, its authors and their affiliation to the University of Passau be made very clear. Indeed, when listing your affiliation, it is expedient to **use a standardised wording** for both German- and English-language publications. Doing so will make it easier to provide accurate figures on the volume of publications of the University of Passau to donor organisations. In addition to increasing the public visibility of our research output, standardisation improves the financial recognition of research achievements and is, therefore, in the authors' own interests.

These recommendations are intended for all academic and academic support staff, doctoral researchers and students as well as all researchers in fixed-term employment at the University of Passau, whose publications were created during a research stay at the University.

If publications are created and submitted in co-operation with other universities or institutions, the recommendations can be sent to these partner universities/institutions to ensure a correct representation of research strength and research results.

### **Name of the university**

Please always indicate as your institution:

**Universität Passau** (German)

**University of Passau** (English)

*[please don't write 'Passau University' or similar]*

There may be a character limit for technical reasons or because of the publisher's rules. If so, the university name should be written out in full and displayed prominently; under no circumstances should it be shortened to make space for additional details, as that could conceivably jeopardise the correct institutional affiliation.

## **Additional affiliation details (faculty, chair, department or institute)**

In order to present scientific achievements clearly and visibly in the form of publications both within the university and on a national and international level, the name of the university can be accompanied by other information on institutional affiliations (faculty, chair, department etc.). When writing out the various levels, care should be taken to ensure that the broadest (University of Passau) is cited first and the narrowest institutional link (e.g. chair) is cited last.

For the English names of the individual faculties, departments and central units, please consult the glossary provided by the Communication and Marketing Division, which can be found at [www.uni-passau.de/deen-glossar](http://www.uni-passau.de/deen-glossar).

Example (German):

Universität Passau, Fakultät für Informatik und Mathematik,  
Lehrstuhl für Informatik mit Schwerpunkt Verteilte Informationssysteme,  
Innstraße 43, 94032 Passau, Deutschland

Example (English):

University of Passau, Faculty of Computer Science and Mathematics,  
Chair of Distributed Information Systems,  
Innstr. 43, 94032 Passau, Germany

Do not write 'D-' (for Germany) before the postcode. Nor should you translate the street names; however, it would be expedient to abbreviate 'Straße' ('str.'), as it may be difficult for people abroad to type addresses if there is no 'ß' on their keyboard.

## **Multiple institutional affiliations or joint appointments**

If you need to indicate multiple affiliations within or outside the University of Passau, we recommend writing them as follows (insofar as this is in line with the publisher's rules):

Your name<sup>1,2</sup>

<sup>1</sup> University of Passau, Chair of Statistics, Innstr. 27, 94032 Passau, Germany

<sup>2</sup> Ifo Institute Munich, Poschingerstr. 5, 81679 Munich, Germany

## Standardisation of author names

We recommend using a standardised form of your name for your academic publications. This is particularly important for names with prefixes, conjunctions, multiple given names or hyphenated family names.

In addition, the use of unique identifiers for authors is currently gaining traction. We would recommend that you use the free **Open Researcher and Contributor ID** (ORCID; see [www.ub.uni-passau.de/en/publishing-quoting/orcid](http://www.ub.uni-passau.de/en/publishing-quoting/orcid)) and **ResearcherID** ([www.researcherid.com](http://www.researcherid.com)). Another option would be to use the ISO-certified International Standard Name Identifier (ISNI, [www.isni.org](http://www.isni.org)).

If at all possible, you should also indicate deviating spelling variants of your name in your personal profiles (e.g. in the form field 'Other names' or 'Variants of name'). Finally, you should make sure that your personal profiles are linked to your own publications.

## Sequence of authors

The order in which authors are named in academic journals and other specialist publications varies from discipline to discipline. For instance, in the humanities, authors are named in alphabetical order, whereas in the natural sciences, the main contributor is named first.<sup>1</sup>

Our recommendation is to follow the usual practices in your academic discipline or, if in doubt, consult the authors' guidelines of the academic journal in question, which will usually have rules on attribution of contributions.

In order to avoid misunderstandings, it is recommended that you name and paraphrase the individual contributions of all involved authors. This 'concept of contributorship' leads to greater transparency, promotes academic integrity and helps to ensure accountability and fairness.

<sup>1</sup> According to one study, there are four models for the order in which authors are listed (cf. Tschardtke, T. et al.: Author sequence and credit for contributions in multiauthored publications. PLOS Biology. 2007).

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