

Policy on the Standardised Indication of Institutional Affiliations in Academic Publications

adopted by the University Board on 12 September 2022

Introduction

Julius-Maximilians-Universität Würzburg (JMU) with its University Hospital (Universitätsklinikum Würzburg – UKW) is one of Germany’s leading research universities and has an international reputation for excellence. The quality of the research undertaken by our researchers and research centres is evidenced by excellent places in international rankings.

We are striving to steadily enhance the visibility and accessibility of our research and to ensure that the achievements of all of our researchers also get associated with JMU or UKW – not least with a view to putting ourselves in a strong position to compete for research funding.

Publications are being registered and analysed on a national and international level in an automated fashion, e.g. by means of literature databases. JMU and UKW are often judged by the publications and citations attributed to them, with both the quality and the quantity of the published research being taken into account, which is why it is crucial that author names always be unique and unambiguous and that the author’s affiliation with JMU or UKW be made clear. Indicating an author’s institutional affiliation correctly and in a standardised manner and using a standardised spelling of his or her name and institution is key to ensuring that the publications authored by him or her can be disseminated, cited and associated with JMU or UKW as easily as possible. The incorrect identification of authors in literature databases, which may be caused, for example, by the use of different spelling variants of their first, middle or last names, often has the effect that some of the publications they have authored cannot be attributed to them and thus leads to inaccurate figures on the number of their publications.

The University of Würzburg has therefore adopted this Policy on the Standardised Indication of Institutional Affiliations in Academic Publications, which must be complied with for all academic publications written in German or English.

This policy applies to all academic and non-academic staff, doctoral researchers and students as well as all temporary or visiting researchers whose publications were produced during their stay at JMU or UKW. It also applies to members of JMU or UKW in the rank of ‘apl. Prof.’ or ‘Privatdozent’, honorary professors, contract lecturers as well as fellows, scholarship holders and grantees if a relevant proportion of the published research was undertaken at JMU or UKW.

Official names and spellings of the University of Würzburg and the University Hospital Würzburg in German and English – must be used in all publications:

Unabbreviated names:

German: Julius-Maximilians-Universität Würzburg (JMU)
Universitätsklinikum Würzburg (UKW)

English: Julius-Maximilians-Universität Würzburg (JMU)
University Hospital Würzburg (UKW)

Abbreviated names:

German: Universität Würzburg or Univ. Würzburg
Uniklinikum Würzburg

English: University of Würzburg or Univ. of Würzburg
Univ. Hosp. Würzburg

If it is not possible for technical reasons to use an umlaut, the non-umlauted version of the vowel is used:

English: University of Wurzburg
University Hospital Wurzburg

Institutional identifiers of the University of Würzburg and the University Hospital Würzburg:

In addition, the following institutional identifiers should be used whenever possible; they make it possible to unambiguously associate the University of Würzburg or the University Hospital Würzburg with a publication:

University of Würzburg:

ROR: <https://ror.org/oofbnyb24>

ISNI: 0000 0001 1958 8658

Ringgold: 9190

University Hospital Würzburg:

ROR: <https://ror.org/03pvr2g57>

ISNI: 0000 0001 1378 7891

Ringgold: 27207

Stating your institutional affiliation

Institutional affiliations are stated in the following order (highest level first, lowest level last): Faculty, Institute, Chair, Professorship.

The correct English names can be found in the University's German to English glossary¹ and style guide² for English-language texts. Information in square brackets is optional and can be omitted.

- **Julius-Maximilians-Universität Würzburg, [Faculty], [Centre], [Institute], [Chair/Professorship], address, Germany**
- **University Hospital Würzburg, [Centre/Clinic/Institute], [Chair/Professorship], address, Germany**

Examples:

- Julius-Maximilians-Universität Würzburg, Physikalisches Institut, Lehrstuhl für Experimentelle Physik II, Am Hubland, 97074 Würzburg, Deutschland
- Julius-Maximilians-Universität Würzburg, Fakultät für Biologie, Center for Computational and Theoretical Biology, Klara-Oppenheimer-Weg 32, Campus Hubland Nord, 97074 Würzburg, Deutschland
- University of Würzburg, Institute of Geography and Geology, Department of Remote Sensing, Am Hubland, 97074 Würzburg, Germany

¹ https://www.uni-wuerzburg.de/fileadmin/uniwue/Presse/pdf-Dateien/Glossar-DE-EN/JMU_Glossar_DE_EN.pdf

² <https://www.uni-wuerzburg.de/fileadmin/uniwue/Presse/pdf-Dateien/Glossar-DE-EN/Stilvorlage.pdf>

- Universitätsklinikum Würzburg, Neurologische Klinik und Poliklinik, Josef-Schneider-Straße 11, 97080 Würzburg, Deutschland
- Universitätsklinikum Würzburg, Lehrstuhl für Tissue Engineering und Regenerative Medizin, Röntgenring 11, 97070 Würzburg, Deutschland
- University Hospital Würzburg, Department of Internal Medicine 1, Oberdürrbacher Straße 6, 97080 Würzburg, Germany

Stating your institutional affiliations if you are affiliated with multiple institutions

If a researcher is affiliated with multiple institutions, JMU or UKW must be listed first, with the official name of the institution being used, if the research was undertaken primarily at JMU or UKW.

[Author's name]^{1,2}

¹ Julius-Maximilians-Universität Würzburg, [Faculty], [Institute], [Chair/Professorship], [address], Germany

² [Other institution], [address], country

Email address

Researchers must use their work email address as their contact address. Addresses ending with the domain [@uni-wuerzburg.de](mailto:uni-wuerzburg.de) or [@ukw.de](mailto:ukw.de) are to be preferred.

Standardised author names

Researchers are advised, whenever possible, to decide on a spelling of their name, including their first name(s) and an abbreviation of their first name(s), at the beginning of their publication career and to use that spelling consistently throughout their career.

Umlauts are not converted to two-letter combinations (e.g. 'ä' to 'ae'). If it is not possible for technical reasons to use an umlaut, the non-umlauted version of the vowel is used.

ORCID iD

All researchers should get an ORCID iD (Open Researcher and Contributor ID, see <https://orcid.org>) and should ensure that their ORCID records are always up to date.

An ORCID iD is a unique identifier that makes it possible to unambiguously associate a researcher with his or her publications, research data and other research outputs. Various publishers already allow or require authors to indicate their ORCID iDs. And many funding bodies require the indication of a researcher's ORCID iD in proposals for sponsored projects.

Social media account names of the University of Würzburg and the University Hospital Würzburg

Julius-Maximilians-Universität Würzburg or Universität Würzburg
Universitätsklinikum Würzburg

Acknowledgement of external funding sources

Where sponsored projects are concerned, the funding received will have to be acknowledged in the manner prescribed by the funding body.

Contacts for questions:

- University Library Würzburg, publication services, +49 931 31-84637, openaccess@uni-wuerzburg.de
- University of Würzburg, Press and Public Relations Office, +49 931 31-82059, presse@uni-wuerzburg.de
- Research Advancement Centre (RAC), rac-office@uni-wuerzburg.de
- University Hospital Würzburg (UKW), communications department, presse@ukw.de
- Office of the Dean of the Faculty of Medicine, +49 931 201-55205, f-medizin@uni-wuerzburg.de