

Guideline on declaring the institutional affiliation in publications, for projects and on social media (Affiliation Policy)

Adopted by the Rectorate on 8 February 2022

Introduction

The research achievements of the employees of the University of Vienna manifest, among others, in academic publications. To make them visible, they have to be correctly entered in databases, such as Web of Science and Scopus. Information stored in these databases is used for evaluations, bibliometric analyses as well as international university rankings. This Affiliation Policy regulates the correct declaration of an author's **affiliation** to the University of Vienna. It is thus key to ensuring that the publication output of members of the University is recorded centrally and comprehensively.

Scope

The Affiliation Policy applies to all employees¹ of the University of Vienna and its subsidiaries and shareholdings, regardless of their extent of employment and any other employments. Furthermore, it also applies to former employees of the University of Vienna who complete and publish research, which they started at the University of Vienna, after changing to another institution.

This Policy also applies to students of master's, diploma and doctoral programmes, even if they are not employed with the University. Supervisors should inform their students about and check compliance with this Policy. Doctoral candidates of the University of Vienna, who are not members of a doctoral school (see below) and who are not employed with the University, have to credit the institution of their main supervisor as their institutional affiliation when publishing their research. The doctoral thesis agreement has to include a reference to the Affiliation Policy.

Principles for the correct declaration of the university name

Academic publications by the groups of persons specified above have to credit the **"University of Vienna"** or **"Universität Wien"** as their institutional affiliation, unless the content of the publication was prepared outside the employee's working time and without using university resources.

This applies to publications in all types of media (journal articles, monographs, conference and book contributions, online publications, etc.).

Where possible, the specific institutional affiliation (e.g. to the faculty, department, etc.) should be indicated in addition. Indicating the city (Vienna) and country (Austria) is mandatory.

¹ It also applies to visiting professors, research fellows, visiting PhD candidates and other persons working on a publication during their research stay at the University of Vienna (for research stays of less than one semester, an acknowledgement suffices). This also applies to employees who are also employed with and/or work for another institution (e.g. non-university research institutions, companies), even if they mainly work for the other institution.

For example: **University of Vienna** (or Universität Wien), faculty, department, research group, address, **Vienna** (or Wien), **Austria** (or Österreich).

Conventions regarding the declaration of affiliations vary depending on the publisher and database provider. Affiliations can be listed either top-down or bottom-up (the University of Vienna is mentioned last).

Postal address

If possible, corresponding authors use the exact Austrian postal address. The city (**Vienna** or **Wien**) and country (**Austria** or Österreich) must be specified in any case. As a general rule, street names are not translated.

E-mail address

The author's official University of Vienna e-mail address must be used as a contact address (firstname.lastname@univie.ac.at). This rule does not apply to students who are not employed with the University and, thus, do not have an e-mail address according to this pattern.

Affiliation to multiple institutions

As a general rule, authors **affiliated to multiple institutions** have to declare **all** institutions to which they are affiliated. Declaring several affiliations divided by separators in one line should be avoided (see example “multiple affiliations” below).

Standardised author names and identifiers

The University of Vienna recommends its researchers to use a standardised form of their own name in all academic publications. This is particularly important for names containing umlauts, “ß”, prepositions, articles, double names or relationship designations (Mac, Ibn, Abu, etc.).

In addition, all members of the University of Vienna are strongly recommended to register with **ORCID** to connect their person to their entire research output (publications, research data, grants, lectures, posters, etc.) using the ORCID iD (Open Researcher and Contributor iD).

ORCID is already integrated in the University of Vienna's research documentation system u:cris. <https://orcid.univie.ac.at>

The Web of Science Researcher ID (<https://www.researcherid.com>) and the Scopus Author ID (automatically assigned in Scopus) are additional established personal identifiers. For the purpose of the author's visibility, we recommend linking both the Researcher ID as well as the Scopus Author ID with the ORCID iD.



Standardised institution identifiers

If the publisher supports it during the submission process, authors can use (alpha)numerical organisational identifiers to declare their affiliation to the University of Vienna regardless of their name.

At the top organisational level (University of Vienna), the IDs are as follows:

Ringgold ID	(http://ido.ringgold.com/)	27258
ISNI	(http://www.isni.org/)	0000 0001 2286 1424
GRID ID	(https://www.grid.ac/institutes)	grid.10420.37
Crossref Funder ID	(https://search.crossref.org/funding)	501100003065

Use of umlauts

Due to modern means of character encoding, the display of umlauts and other special characters is usually unproblematic. However, in some cases, technical specifications make the use of umlaut sounds impossible. In this case, we recommend replacing ä with a, ü with u and ö with o. Using ae, ue or oe instead is not recommended. Analogously, “ß” can be replaced with “ss”. Database queries enable the use of wildcards as placeholders for exactly one character.

Social media

In general, references to the social media channels of the University are generally possible and should, where appropriate, be used to increase the visibility of academic achievements among the wider public. Authors can use the following channels:

Twitter: <https://twitter.com/univienna>

Facebook: <https://facebook.com/univienna>

Instagram: <https://www.instagram.com/univienna/>

LinkedIn: <https://www.linkedin.com/school/univienna/>

XING: <https://www.xing.com/pages/universitaetwien>

YouTube: <https://www.youtube.com/univienna/>

Affiliation in research projects

The regulations that apply to publications also apply to declaring the institutional affiliation of research projects. However, in this case the affiliation must specify the relevant organisational unit to which the project is allocated and/or that submitted and carried out the project.

Doctoral schools

Item 3 “Responsibilities of the doctoral candidate” of the Code of Good Practice for Doctoral Schools (version of 14 April 2020) specifies: „ [...] *includes the University of Vienna as an affiliation on publications resulting from the doctoral project*“. Further specifying this rule, all doctoral candidates belonging to a doctoral school of the University of Vienna have to credit the “**University of Vienna**” or “**Universität Wien**” as their institutional affiliation in their academic publications in print or electronic form (journal articles, monographs, conference and book contributions, online publications, etc.) if their content is related to their doctoral thesis.

In addition, the name of the doctoral school must be specified as an independent affiliation.



Annex:

Generic forms and examples of the correct implementation of the Affiliation Policy

The highest hierarchy level of the affiliation as well as the city and country in the address are highlighted in BOLD.

Cross-faculty structures of the University of Vienna (e.g. research networks, research platforms) and doctoral schools have to be declared as independent affiliations.

Declaring the affiliation in English – top-down:

[Researcher name], University of Vienna, [faculty, department, research group], [postal address], Vienna, Austria.

Declaring the affiliation in German – top-down:

[Author name], Universität Wien, [faculty, department, research group], [postal address], Wien, Österreich.

Declaring the affiliation in English – bottom-up:

[Researcher name], [research group, department, faculty], University of Vienna, [postal address], Vienna, Austria.

Declaring the affiliation in German – bottom-up:

[Author name], [research group, department, faculty], Universität Wien, [postal address], Wien, Österreich.

Declaring the affiliation in English – top-down:

[Researcher name], University of Vienna, Doctoral School X [postal address, if available], Vienna, Austria.

Declaring the affiliation in German – top-down:

[Author name], Universität Wien, Doctoral School X [postal address, if available], Wien, Österreich.

Examples of the correct use of the affiliation – top-down:

Simple affiliation:

1. **[Author name], Universität Wien, Philologisch-Kulturwissenschaftliche Fakultät, Institut für Germanistik, Universitätsring 1, 1010, Wien, Österreich.**
2. **[Researcher name], University of Vienna, Faculty of Physics, Aerosol Physics and Environmental Physics Group, Boltzmannngasse 5, 1090, Vienna, Austria.**

Affiliation to multiple institutions:

3. [Researcher name]^{a,b}
 - ^a University of Vienna, Faculty of Social Sciences, Department of Sociology, Rooseveltplatz 2, 1090, Vienna, Austria.
 - ^b Harvard University, Faculty of Arts and Sciences, Department of Sociology, 33 Kirkland Street, Cambridge, MA 02138, USA.

Cross-faculty structures (e.g. research platforms/networks):

4. [Researcher name]^{a,b,c}
 - ^a University of Vienna, Faculty of Chemistry, Department of Analytical Chemistry, Währinger Str. 42, 1090, Vienna, Austria.
 - ^b University of Vienna, Vienna Metabolomics Center (VIME), Althanstraße 14, 1090, Vienna, Austria.
 - ^c University of Vienna, Research Network Chemistry Meets Microbiology, Althanstraße 14, 1090, Vienna, Austria.

Max Perutz Labs/joint institutions:

5. (Employee of the University of Vienna) [Researcher name]^{a,b}
 - ^a Max Perutz Labs, Vienna Biocenter Campus (VBC), Dr.-Bohr-Gasse 9, 1030, Vienna, Austria.
 - ^b University of Vienna, Centre for Molecular Biology, Department of Chromosome Biology, Dr.-Bohr-Gasse 9, 1030, Vienna, Austria.
6. (Employee of the Medical University of Vienna) [Researcher name]^{a,b}
 - ^a Max Perutz Labs, Vienna Biocenter Campus (VBC), Dr.-Bohr-Gasse 9, 1030, Vienna, Austria.
 - ^b Center for Medical Biochemistry, Medical University of Vienna, Dr.-Bohr-Gasse 9, 1030, Vienna, Austria.

Doctoral schools:

7. (Employee of the University of Vienna) [Researcher name]^{a,b}
 - ^a University of Vienna, Faculty of Law, Department of Civil Law, Schottenbastei 10-16, 1010, Vienna, Austria.
 - ^b University of Vienna, Advanced Research School in Law and Jurisprudence, Schottenbastei 10-16, 1010 Vienna, Austria.
8. (Not an employee of the University of Vienna) [Researcher name]
University of Vienna, Advanced Research School in Law and Jurisprudence, Schottenbastei 10-16, 1010 Vienna, Austria.

9. (Employee of a partner institution, joint doctoral school)
[Researcher name]^{a,b}
^a Austrian Academy of Sciences, Gregor Mendel Institute of Molecular Plant Biology, Dr. Bohr-Gasse 3, 1030 Vienna, Austria.
^b Vienna Biocenter PhD Programme, a Doctoral School of the University of Vienna and the Medical University of Vienna.

Examples of the correct use of the affiliation – bottom-up:

Simple affiliation:

1. [Author name], Institut für Germanistik, Philologisch-Kulturwissenschaftliche Fakultät, Universität Wien, Universitätsring 1, 1010, Wien, Österreich.
2. [Researcher name], Aerosol Physics and Environmental Physics Group, Faculty of Physics, University of Vienna, Boltzmannngasse 5, 1090, Vienna, Austria.

Affiliation to multiple institutions:

3. [Researcher name]^{a,b}
^a Department of Sociology, Faculty of Social Sciences, University of Vienna, Rooseveltplatz 2, 1090, Vienna, Austria.
^b Department of Sociology, Faculty of Arts and Sciences, Harvard University, 33 Kirkland Street, ambridge, MA 02138, USA.

Cross-faculty structures (e.g. research platforms/networks):

4. [Researcher name]^{a,b,c}
^a Department of Analytical Chemistry, University of Vienna, Währinger Str. 42, 1090, Vienna, Austria.
^b Vienna Metabolomics Center (VIME), University of Vienna, Althanstraße 14, 1090, Vienna, Austria.
^c Research Network Chemistry Meets Microbiology, University of Vienna, Althanstraße 14, 1090, Vienna, Austria.

Max Perutz Labs/joint institutions:

5. (Employee of the University of Vienna) [Researcher name]^{a,b}
^a Max Perutz Labs, Vienna Biocenter Campus (VBC), Dr.-Bohr-Gasse 9, 1030, Vienna, Austria.
^b Department of Chromosome Biology, Centre for Molecular Biology, University of Vienna, Dr.-Bohr-Gasse 9, 1030, Vienna, Austria.
6. (Employee of the Medical University of Vienna) [Researcher name]^{a,b}
^a Max Perutz Labs, Vienna Biocenter Campus (VBC), Dr.-Bohr-Gasse 9, 1030, Vienna, Austria
^b Medical University of Vienna, Center for Medical Biochemistry, Dr.-Bohr-Gasse 9, 1030, Vienna, Austria.

Doctoral schools:

7. (Employee of the University of Vienna) [Researcher name]^{a,b}
 - ^a Department of Civil Law, Faculty of Law, University of Vienna, Schottenbastei 10-16, 1010, Vienna, Austria.
 - ^b Advanced Research School in Law and Jurisprudence, University of Vienna, Schottenbastei 10-16, 1010 Vienna, Austria.

8. (Not an employee of the University of Vienna) [Researcher name]
Advanced Research School in Law and Jurisprudence, University of Vienna, Schottenbastei 10-16, 1010 Vienna, Austria.

9. (Employees of the Austrian Academy of Sciences (ÖAW), joint doctoral school) [Researcher name]^{a,b}
 - ^a Gregor Mendel Institute of Molecular Plant Biology, Austrian Academy of Sciences, Dr. Bohr-Gasse 3, 1030 Vienna, Austria.
 - ^b Vienna Biocenter PhD Programme, a doctoral school of the University of Vienna and the Medical University of Vienna.