

Guidelines of the University of Göttingen (including the University Medical Center Göttingen) for the standardised declaration of affiliation in research publications

(Affiliation Policy)¹

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§ 1 Aim

Complete and correct affiliation information is essential to ensure that research results can be clearly attributed both to the scientists who produced them and to the scientific institution. With these guidelines for the standardised disclosure of affiliations, the University of Göttingen (UGOE), including the University Medical Center Göttingen (UMG; hereinafter jointly referred to as: the University), aims to increase the national and international visibility, dissemination and reception of research outputs published by scientists and scholars of the University.

§ 2 Scope of application

- (1) The guidelines apply to all people who perform and publish research within the scope of their work at the University. This group of people includes in particular professors (including joint professors, junior professors, honorary and visiting professors), lecturers, research assistants, doctoral researchers, students as well as temporarily (e.g., as visiting researchers/scholarship holders) academically active people.
- (2) All forms of dissemination of research results, including digital formats (e.g., social media, blogs, etc.), as well as research transfer (e.g., patent specifications) are considered to be publications.

¹ Please note that this is an unofficial translation of the original German text provided for information purposes only. Exclusively the German text is authentic and binding.

§ 3 Affiliation

Taking into account the recommendation of the German Rectors' Conference (HRK 2018), affiliation with the University is to be assumed in particular if

- a) a relationship of membership or affiliation to the University exists; this is the case in particular if an employment relationship with the University exists, an appointment/appointment (including joint appointment) or the awarding of the title of "professor" as an associate professor (apl. Professor*in) or honorary professor (Honorarprofessor*in) has been made by the University, a person has been admitted to study at the University or has been accepted as a doctoral candidate at the University, or an academically active person belongs to the group of retired or dismissed professors of the University; and
- b) not only insignificant parts of the research work to be published originated at the University.

§ 4 Designation of affiliation

(1) The following designations may be used for the University:

- a) in German: "Georg-August-Universität Göttingen"
- b) in the case of character restrictions: "Universität Göttingen"
- c) in the case of an abbreviation requirement: "UGOE"
- d) in English: "University of Göttingen".

(2) The following designations may be used for the University Medical Center Göttingen (UMG):

- a) in German: "Universitätsmedizin Göttingen"
- b) in the case of an abbreviation requirement: "UMG"
- c) in English: "University Medical Center Göttingen".

(3) Together with the affiliation, the affiliation to an institution, e.g., clinic, institute, seminar, department or division, shall be indicated.² The indication of affiliation to further scientific subdivisions is possible.

- a) [Author name(s)]
¹Georg-August-Universität Göttingen, [name of institute, department], [address], Germany
- b) [Author name(s)]
¹Universitätsmedizin Göttingen, [name of clinic, institute, department], [address], Germany

(4) In derogation of paragraphs 1 and 2, the following designation shall be used for the European Neuroscience Institute (ENI), a joint institution of UMG and Max-Planck-Gesellschaft (MPG): *"ENI-G, a Joint Initiative of the University Medical Center Göttingen and the Max Planck Institute for Multidisciplinary Sciences"*.

(5) If a publication medium has defined its own designation for the university without the possibility of deviation, this designation may be used in derogation of paragraphs 1 and 2.

² For UMG: Clinics, institutes, departments are always to be indicated in English translation as "Department".

§ 5 Multiple affiliations

If there are institutional affiliations to several research institutions, the following must be observed in principle:

- a) In the affiliation, all research institutions should be named where not only insignificant research work has been carried out for the publication in question. The institution at which the researcher works full-time should be named first.
- b) Affiliations, in particular to research institutions or associations, for example centres, institutes, collaborative research centres, may be listed as an additional affiliation, but not instead of an affiliation with the University.
- c) Funding of OA publications from the university's publication fund is only permitted for authors with several affiliations if the University is stated as the first affiliation.
- d) The indication of additional affiliations of research institutions without a demonstrable connection between the research work to be published and the institution in question is not permitted. In particular, it is forbidden to name another institution as an affiliation if the formal relationship with that institution is only based on a monetary payment for naming the affiliation.

§ 6 Use of the email address

The following must be observed when specifying the email address in the context of research communication:

- a) The official email must be given as the contact address.
- b) In the case of several alias email accounts, preference is to be given to the one that makes the affiliation to the University immediately apparent, e.g., `maxi.forscht@chemie.uni-goettingen.de` instead of `maxi.forscht@gwdg.de`.

§ 7 Corporate Design

For the presentation of research results, for example in the context of lectures or on posters, it is strongly recommended to use the corporate design templates of the University or University Medical Center Göttingen (UMG) and thus capitalize on the label of the University in national and international scientific communication contexts.

The correct use of the abbreviation "UMG", which is registered and protected as an individual trademark at the European Trademark and Patent Office under ID 908446, is hereby expressly permitted within the framework of the affiliation in accordance with these guidelines.

§ 8 Social media

For posts on social media related to topics of research, teaching or transfer at the University, the appropriate UGOE reference must be used (e.g., Facebook: `@georgiaaugusta`, Facebook (English): `@university.of.goettingen`, Twitter: `@uniGoettingen`, Twitter Göttingen Campus: `@thegoecampus`,

Instagram: @unigoettingen) or the UMG (e.g., Facebook: University Medical Center Göttingen-UMG, Twitter: @yourUMG, Instagram: @unimedizin_goettingen, YouTube: @UMGEU).

§ 9 Other provisions

- (1) Third-party funding sources should be indicated in the acknowledgement (or in a "Funding Acknowledgement", which is sometimes explicitly intended for this purpose). The specifications of the third-party funders must be observed.
- (2) All authors are recommended to obtain an ORCID (Open Research Contributor ID) and to indicate it whenever possible (e.g., in the course of the publication process, in applications for external funding).
- (3) If a publication body (e.g., publisher) uses standardised, name-independent designations for institutions in the submission process and requests one of these identifiers, or if an author uses an institution identifier for his/her own purposes, the following designations or identifiers of the University are to be used in the following cases:
 - German tax number: DE286005408
 - Crossref Funder Registry identifier: 0000 0001 2364 4210
 - GRID (Global Research Identifier Database): grid.7450.6 (University) / grid.411984.1 (UMG)
 - ISNI (International Standard Name Identifier): 0000 0001 2364 4210 (University) / 0000 0001 0482 5331 (UMG)
 - Ringgold Organization Identifier: 9375 (University) / 84922 (UMG)
 - ROR (Research Organization Registry): <https://ror.org/01y9bpm73> (University) / <https://ror.org/021ft0n22> (UMG)
 - Wikidata: Q152838 (University) / Q2496408 (UMG).