

## STANDARDIZED AUTHOR NAMES

Incorrect identification of authors in literature databases, e.g. due to different spellings of first, middle and last names, often means that not all publications can be correctly assigned to researchers. Friedrich Schiller University Jena therefore recommends that its researchers standardize the way they write their names in publications. Furthermore, creating a unique identifier (e.g. ORCID, ISNI, ResearcherID) is strongly recommended.



[https://handbuch.tib.eu/w/Handbuch\\_CoScience/Akademisches\\_Identitaetsmanagement](https://handbuch.tib.eu/w/Handbuch_CoScience/Akademisches_Identitaetsmanagement)

Wherever possible, it is recommended to use the standardized institutional identifiers of the University e.g.

ROR: <https://ror.org/05qpz1x62>

GRID ID: grid.9613.d

ISNI: 0000 1939 2749

Scopus: 60029507

## NAMING THE UNIVERSITY IN SOCIAL MEDIA

When posting on social media in connection with topics relating to research, teaching or transfer at Friedrich Schiller University Jena, the appropriate reference (@UniJena) is to be used.

## CONTACT

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## GUIDELINES FOR AFFILIATION

*Guidelines for Stating Affiliation  
in Research Publications*

## OBJECTIVES

The research achievements of academics and academic institutions are assessed among other things according to the number and quality of their publications. These publications are automatically recorded and evaluated by many sites and agencies. Correct reference to the affiliation helps to increase the authors' own visibility and enhance the reputation of Friedrich Schiller University Jena and of Jena as a location. This enables optimum distribution, citation and attribution to the University of Jena.

## WRITING THE UNIVERSITY'S NAME IN PUBLICATIONS

The standardized name of the University is:

**Friedrich Schiller University Jena**  
[ENGLISCH]

**Friedrich-Schiller-Universität Jena**  
[DEUTSCH]

Should the publisher place restrictions on the number of characters, the following standardized abbreviations are to be used:

**University of Jena**  
[ENGLISCH]

**Universität Jena**  
[DEUTSCH]

## SCOPE OF APPLICATION

These guidelines for affiliation apply to

- all academic and non-academic staff, doctoral candidates and students of Friedrich Schiller University Jena,
- all researchers employed at Jena University Hospital,
- researchers at other institutions affiliated with the University of Jena (e.g. joint appointees).

They also apply to visiting scientists and scholars who do research and publish at the University of Jena during their stay. Honorary professors, lecturers and recipients of grants, scholarships and fellowships must also follow these guidelines for publications and other written documents that are directly connected with their activity at the University of Jena. The guideline also applies to publications by former members, provided that the publications are based on research work carried out at the Friedrich Schiller University of Jena. It also applies to research work after retirement if it was carried out as part of official third-party funded projects at the University of Jena and it also applies for commissioned senior professorships. For all other publications after retirement, the affiliation of the University of Jena may continue to be used. However, the year of retirement from the Friedrich Schiller University ("until ...") should be added.

## ADDITIONAL AFFILIATIONS

In addition to the name of the University, additional institutional affiliations (faculty, institute, professorship, working group) are to be stated. In English-language publications, the relevant English names may be used. The order of the various organizational levels (name of the University, faculty, institute, working group) can vary according to the publisher's guidelines.

If there are no specifications, start with the highest level:

- **Friedrich Schiller University Jena,**  
[faculty], [institute], [address], Germany
- **Friedrich Schiller University Jena,**  
[faculty], [professorship], [address], Germany
- **Friedrich Schiller University Jena,**  
[institute], [professorship], [address], Germany
- **Friedrich Schiller University Jena,**  
[professorship], [address], Germany

## JENA UNIVERSITY HOSPITAL

In case of publications from Jena University Hospital, affiliations are to be stated as follows:

**Jena University Hospital, [further details such as clinic / institute / professorship / address], Friedrich Schiller University Jena, Germany**

## AFFILIATION WITH MULTIPLE INSTITUTIONS

Should joint appointments or inter-institutional doctoral programmes give rise to multiple institutional affiliations, details of all relevant institutes are to be provided. The affiliation with the institute where the research was predominantly carried out will be named first.

**Own name**<sup>1,2</sup>

<sup>1</sup> Friedrich Schiller University Jena, [further details such as faculty / institute / professorship / address], Germany

<sup>2</sup> non-university institute [according to own publishing specifications]