



# Policy for the Standardization of Details of Affiliation for German-Language and English-Language Publications (Policy on Affiliation)

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## 1. Foreword

This policy is intended for all members of TU Berlin as defined in Section 43 (1) Berlin State Higher Education Act<sup>1</sup> (including doctoral candidates and students as well as all academics working on a temporary basis or with visiting scholar status). The policy is of particular importance for academics employed at non-TU Berlin research institutes (e.g. joint appointees).

Universities and their researchers are often placed in national and international comparisons and rankings according to their publications, with such rankings forming the basis for the awarding of funding. As one of Germany's leading research universities, TU Berlin is constantly striving to increase recognition for the research conducted by its academics. It is essential to this process that all publications be correctly attributed to Technische Universität Berlin. This requires a correct and uniform system for providing details of institutional affiliation.

A standardized policy on affiliation serves to increase public recognition for leading research conducted at the University while ensuring that research outputs attract funding. The policy on affiliation is binding and all German-language and English-language publications<sup>2</sup> must abide by it.

## 2. The University's name

The standardized name of the University is:

- Technische Universität Berlin

This is to be used for all **statements of affiliation**. The name "Technische Universität Berlin" is not to be translated into English.<sup>3</sup> Should technical limitations prevent the use of the umlaut "ä", then this should be replaced with an "a" and not "ae".

Should the publisher place restrictions on the number of characters, then the following abbreviated form of the name is to be used:

- TU Berlin

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<sup>1</sup> <http://gesetze.berlin.de/jportal/?quelle=jlink&query=HSchulG+BE+%C2%A7+43&psml=bsbeprod.psml&max=true>

<sup>2</sup> The same procedure should be followed for other language publications.

<sup>3</sup> <https://www.tu-berlin.de/servicemenue/impressum/>

### 3. Additional affiliations

Additional institutional affiliations (faculty, institute, chair) are to be provided to enable a clearer attribution of publications. For English-language publications, these English terms may be used in place of the German (Fakultät, Institut, Fachgebiet). Details are to be provided in a descending hierarchical order (name of the University, faculty, institute, chair) and must include at least the uppermost hierarchical level and the lowest hierarchical level, meaning that “Technische Universität Berlin“ must **always be placed first**.

For German-language publications:

Full details including all levels:

- Technische Universität Berlin, Fakultät III Prozesswissenschaften, Institut für Biotechnologie, FG Angewandte und Molekulare Mikrobiologie

Minimum details (uppermost and lowest hierarchical levels):

- Technische Universität Berlin, FG Angewandte und Molekulare Mikrobiologie

Alternative for English-language publications:

Full details including all levels:

- Technische Universität Berlin, Faculty III Process Sciences, Institute of Biotechnology, Chair of Applied and Molecular Microbiology

Minimum details (uppermost and lowest hierarchical level):

- Technische Universität Berlin, Chair of Applied and Molecular Microbiology

In cases of doubt regarding English-language publications, please refer to the University's Glossary<sup>4</sup> and Style Guide<sup>5</sup>.

### 4. Postal address

For international publications, the corresponding authors are to provide the exact German postal address with the addition of “Deutschland“ or “Germany“. Street names should never be translated.

<sup>4</sup> [https://www.tu-berlin.de/abz/menue/uebersetzungsservice/glossar\\_und\\_leitlinien/parameter/en/](https://www.tu-berlin.de/abz/menue/uebersetzungsservice/glossar_und_leitlinien/parameter/en/)

<sup>5</sup> [https://www.tu-berlin.de/abz/menue/uebersetzungsservice/glossar\\_und\\_leitlinien/parameter/en/](https://www.tu-berlin.de/abz/menue/uebersetzungsservice/glossar_und_leitlinien/parameter/en/)

German example:

- Technische Universität Berlin, FG Angewandte und Molekulare Mikrobiologie, Straße des 17. Juni 135, 10623 Berlin, Deutschland

English example:

- Technische Universität Berlin, Chair of Applied and Molecular Microbiology, Straße des 17. Juni 135, 10623 Berlin, Germany

## 5. Email address

The TU Berlin email address is to be provided as contact (example@tu-berlin.de).

## 6. Multiple institutional affiliations / joint appointments

Should joint appointments or inter-institutional doctoral programs give rise to multiple affiliations, details of all relevant institutes are to be provided.

Please use the following example as guidance:

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

<sup>1</sup> Technische Universität Berlin, FG Ökonomie des Klimawandels, Straße des 17. Juni 135, 10623 Berlin

<sup>2</sup> Potsdam Institute for Climate Impact Research, Telegrafenberg A31, 14473 Potsdam

In the event of an affiliation to TU Berlin at university level as per Section 43 (1) BerlHG<sup>6</sup> (including for joint appointments), then the affiliation to TU Berlin is to be entered first.

The same procedure should be followed for English-language publications.

This regulation does not apply to professors in the leave of absence model (Jülicher Modell) or in the secondary employment model (Karlsruher Modell). These groups of persons are obliged to enter TU Berlin as affiliation.

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<sup>6</sup> <http://gesetze.berlin.de/jportal/?quelle=jlink&query=HSchulG+BE+%C2%A7+43&psml=bsbeprod.psml&max=true>

## 7. Unequivocal authors' names

In order to achieve an accurate and complete attribution of publications, we recommend a uniform spelling of authors' names in all academic publications. This applies in particular to names which include umlauts (ä, ü, ö) "ß", prepositions or articles, as well as double names or multiple first names.

Additionally, all members of TU Berlin are expressly recommended to register on ORCID<sup>7</sup>. The individual Open Researcher and Contributor ID (ORCID-ID) enables a clear and unequivocal linking of a researcher to publications, research data and other research process outcomes.

## 8. Dealing with umlauts

Modern encoding means that you should not encounter any problems when dealing with umlauts (ä,ö,ü) or other special characters. Should, however, technical limitations prevent the use of umlauts, then ä is to be replaced by a, ü by u and ö by o and not by ae, ue, oe. For database queries, a so-called wildcard can be used to replace exactly any one character. When required, "ß" is to be replaced by "ss".

## 9. Social media

For social media entries relating to topics, research, teaching or transfer at the University, the relevant TU Berlin references<sup>8</sup> are to be used (e.g. @TUBerlin for Twitter, @TU.Berlin for Facebook or @tu\_berlin for Instagram).

## 10. Details of external funding organizations

For externally funded publications, the funding organization is to be acknowledged by name. This information should not, however, be included in the affiliation data. Many publishers also provide for standardized fields such as „funding acknowledgements“ or similar.

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<sup>7</sup> <https://orcid.org/>

<sup>8</sup> [https://www.pressestelle.tu-berlin.de/menue/service\\_fuer\\_tu\\_beschaefigte/social\\_media\\_an\\_der\\_tu\\_berlin/](https://www.pressestelle.tu-berlin.de/menue/service_fuer_tu_beschaefigte/social_media_an_der_tu_berlin/)