

Please note: The German version of this document is the legally binding version. The English translation provided here is for information purposes only.

Affiliation and Publication Guidelines of Hochschule Bielefeld – University of Applied Sciences and Arts (HSBI)

Stating Affiliations in Research Publications in a Standardised Way

1	Objective.....	1
2	Scope of Application	2
3	Standardised Designation of HSBI in Affiliations.....	2
3.1	Name of the university	2
3.2	Levels of institutional affiliation	2
3.3	Multiple institutional affiliations	3
4	Standardised Identifiers for HSBI.....	3
5	Standardised Identifiers for Authors	3
8	Funding Acknowledgements	4
9	Publishing on the Publication Server.....	4
10	Open-Access Publishing	4
11	Information and Advice from the Library.....	4

1 Objective

Successes in the acquisition of third-party funds, career opportunities in the research system and HSBI's reputation are based on the recognition of individual and institutional research achievements. They can only be presented in an ideal way if they are unambiguously attributed to the contributing persons and institutions. Consistent and correct information on affiliations contribute to HSBI researchers' achievements being attributed to the right authors and to their opportunities in the academic arena improving. This is particularly important, as published research output is increasingly being recorded and evaluated in an automated way.

In accordance with the [Rules for Safeguarding Good Scientific Practice of HSBI¹](#) and the [Recommendation on Guidelines for Stating Affiliations in Publications²](#) of the German Rectors' Conference (*Hochschulrektorenkonferenz – HRK*), HSBI determines standards for stating affiliations in these guidelines with the objective of optimising the dissemination,

¹ Rules for Safeguarding Good Scientific Practice of HSBI of 17 December 2021. Official Notices No. 2022 04 c. <https://www.hsbi.de/multimedia/Intranet/Ver%C3%B6ffentlichungen+ +Archiv/Ordnungen+ +Satzungen+ +Dienstvereinbarung+n/Ordnungen/2022/2022+04c-p-155230.pdf>

² German Rectors' Conference. Recommendation on Guidelines for Stating Affiliations in Publications, Recommendation by the 24th General Assembly of the German Rectors' Conference on 24 April 2018 in Mannheim. https://www.hrk.de/fileadmin/redaktion/hrk/02-Dokumente/02-01-Beschluesse/HRK_MV_Empfehlung_Affiliationen_24042018_EN.pdf

citation and unambiguous attribution of publications to HSBI and its authors. HSBI recommends following these official specifications during the entire publication process or whenever institutional research facilities must be stated.

2 Scope of Application

The recommendations of these guidelines address all members of HSBI in accordance with the Higher Education Act of NRW (*Hochschulgesetz NRW – HG*) Section 9(1) who, as part of their employment at HSBI, perform research activities or contribute to them. They also apply to visiting scholars, visiting lecturers and scholarship holders if the research findings they publish are directly related to their activities at HSBI. The guidelines cover the publication of research in the broadest sense – including publications in scientific journals or books, conference papers, presentations and scientific posters, research data, software and exhibitions.

3 Standardised Designation of HSBI in Affiliations

3.1 Name of the university

The standardised designation of HSBI in German and English is:

Hochschule Bielefeld – University of Applied Sciences and Arts

If there is a character limit, the standardised short form in German and English is:

Hochschule Bielefeld

The abbreviation is:

HSBI

3.2 Levels of institutional affiliation

As the highest level of institutional affiliation, HSBI should be stated first in every publication. As a further level of institutional affiliation, authors can add their respective faculty, their respective institute or other units.

Example:

Hochschule Bielefeld – University of Applied Sciences and Arts, Fachbereich Sozialwesen

Hochschule Bielefeld – University of Applied Sciences and Arts, Faculty of Engineering and Mathematics, WG Fermentation and Formulation of Biologicals and Chemicals

Please use the official designations used on HSBI's website. In non-German publications, you can use the English designations, which can be found in the [HSBI Glossary](#), for example.

3.3 Multiple institutional affiliations

For multiple institutional affiliations – e.g., cooperative doctorates or cross-institutional programmes – all relevant institutions must be stated as affiliations if substantial research has been conducted there with reference to the publication. The affiliation from which the research has resulted primarily should be named first.

Example:

First name Last name^{1,2,3}

¹ *Hochschule Bielefeld – University of Applied Sciences and Arts, Faculty of Health*

² *Bielefeld University, School of Public Health*

³ *Deutsches Institut für Versorgungsforschung*

4 Standardised Identifiers for HSBI

When submitting publications to publishers, affiliation is often required in the form of standardised identifiers for institutions. For HSBI, the following institutional identifiers are used:

Type of identifier	HSBI identifier	URL	Information on identifier
ROR ID	00edvg943	https://ror.org/00edvg943	Identifier of a research institution in the Research Organization Registry database
ISNI	0000 0000 9174 6422	https://isni.org/isni/00000000091746422	International Standard Name Identifier (ISNI) of contributors to creative works
CrossRef Funder ID	501100018932	https://api.crossref.org/funders/501100018932	Identifier for research funders in the Crossref database
WIKIDATA	Q1391181	https://www.wikidata.org/wiki/Q1391181	Identifier for digital objects in the free and open knowledge database Wikidata
RINGGOLD ID	39010	http://ido.ringgold.com	Identifier for organisations in the scientific sector
VIAF ID	134290582	https://viaf.org/viaf/134290582	Identifier in the Virtual International Authority File

5 Standardised Identifiers for Authors

To ensure that publications can be clearly and completely attributed to those publishing them, we recommend that you determine an unambiguous spelling of your own name (including your first name(s) and, if applicable, their abbreviations) and use them consistently throughout your publication career. HSBI also strongly recommends its researchers create and use a unique identifier for themselves (e.g. [ORCID iD](#) – Open Researcher and Contributor iD) and keep the profile connected with it updated. It documents both the links to one's own products of the research process and institutional affiliations unambiguously.

Some publishers already enable or even require the ORCID iD in the publication process. Research sponsors, too, usually require the applicant's ORCID iD in applications for third-party funds. HSBI has been an [ORCID member](#) since 2021 and encourages the use of ORCID iDs.

6

7

8 Funding Acknowledgements

For publications that result from third-party-funded projects, information on the third-party sponsor must be given in the funding acknowledgements in accordance with their requirements. Many publishers have a standardised entry field for this. In addition to the name of the funding institution, other information may be required, e.g. the project number.

9 Publishing on the Publication Server

In order to present HSBI's research publications as completely as possible in one place, all authors of HSBI are encouraged to make their publications available in full text on [HSBI's publication server](#), provided that copyright and the respective publishing agreements permit this. Publications for which this is not possible should be documented in the appropriate HSBI system (research information system or publication server) with their metadata.

10 Open-Access Publishing

The rules and offers of HSBI's [Open-Access Policy](#) apply to all authors.

11 Information and Advice from the Library

HSBI's library team is glad to provide information, advice and support in the practical implementation of these guidelines and on any further questions on research publications and open access. Contact the [service team](#) at: open@hsbi.de

Online Version

Please find the online version of these guidelines at <https://www.hsbi.de/open-access/affiliation>.

The Affiliation and Publication Guidelines of Hochschule Bielefeld were adopted by the university's Executive Board on 11 September 2023 and discussed in the Senate on 27 September 2023. The Senate unanimously approved the proposal.