Publication Guidelines
of the University of Cologne

March 2021

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The aim of these Publication Guidelines is to attribute publications, patents and other written documents correctly and completely for the benefit of authors and their institution(s). The correct and unambiguous attribution of publications is in the interest of both the authors and the University of Cologne, since institutional achievement comparisons, among other things, are often based on publication data.

The Guidelines are binding for all faculty and academic staff as well as office holders in the University's self-administration[1] in accordance with Section 9 of the Higher Education Act of North-Rhine Westphalia (HG NRW) in the currently applicable version, insofar as publications and other written documents are directly related to their activities at the University of Cologne.

After leaving the University of Cologne, former employees and affiliates may only indicate the University as their affiliation by mutual agreement. This is decided by the Faculty where the person in question last worked.

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[1] At the time of the publication of these Guidelines, that includes:

- members of the Rectorate and the University Council
- deans
- non-temporary faculty and lecturers whose principal occupation is at the University
- part-time professors
- professors released from their obligations or retired professors
- adjunct professors
- honorary professors
- lecturers
- doctoral researchers
- persons who fulfil the legal requirements to qualify as members of faculty
- professors indicated in Section 9 (3) of the Higher Education Act of North-Rhine Westphalia or representatives of professors
- part-time, temporary or visiting academic staff at the University

I.   Indicating your affiliation with the University of Cologne

In publications, your affiliation with the University of Cologne must be stated in accordance with these Guidelines. The name of the University must be entered correctly. The affiliation can be stated in German or English:

Universität zu Köln

or

University of Cologne

The indication of affiliation in one of these forms is obligatory for all publications. Please to not use acronyms (UzK, UK, etc.) or abbreviations (U Köln, Med. U Köln, etc.).

Example	
Indicating the University	Jane Doe[1] [1] **Universität zu Köln**
	John Doe[1] [1] **University of Cologne**

II.   Indicating your affiliation with a Faculty, a central scientific institution or University Hospital Cologne

In order to make publications visible both internally and externally, your institutional affiliation within the University should be indicated alongside the University.

That includes the six Faculties (including the Faculty of Medicine and University Hospital Cologne), cross-Faculty research centres as well as central institutions (see the glossary at the end of these Publication Guidelines). For the Faculty of Medicine and University Hospital Cologne, indicating this secondary institutional affiliation is mandatory, whereas for all the other Faculties it is optional, but strongly recommended.

Examples (University of Cologne)	
Notation of the University and <u>optionally</u> of the Faculty/ the research and teaching centre/ the central institution	Jane Doe[1] [1] **University of Cologne,** Faculty of Management, Economics and Social Sciences

Examples (Faculty of Medicine and University Hospital Cologne)	
Notation of the University and <u>bindingly</u> of the Faculty of Medicine and University Hospital Cologne	John Doe[1] [1] **University of Cologne,** Faculty of Medicine and University Hospital Cologne

III. Indicating the institute, department, other Faculty units or departments and medical institutes of University Hospital Cologne

In addition to indicating the University and the Faculty/ institution, researchers may indicate their institute/ department, the departments and medical institutes of University Hospital Cologne or a Faculty centre – e.g. the Department of Biology, the Institute of Jewish Studies or the Department of Art and Music. This is optional. Wherever possible, however, the indication of the institute/ department is strongly recommended. The spelling is based on the official spelling of the respective institution.

Examples (University of Cologne)	
a) Notation of the University, the Faculty, and the institute/ department/ the Faculty unit *(recommended)*	Jane Doe[1] [1] **University of Cologne**, Faculty of Human Sciences, Psychology Department
b) Notation of the University and the institute/ department/ the Faculty unit (without indicating the Faculty)	John Doe[1] [1] **University of Cologne**, Institute for African Studies and Egyptology

Examples (Faculty of Medicine and University Hospital Cologne)	
a) Notation of the University, the Faculty, University Hospital Cologne and the medical institutes/ departments	Jane Doe[1] [1] **University of Cologne**, Faculty of Medicine and University Hospital Cologne, Department I of Internal Medicine

The order of these nominations (first: University, second: University Hospital Cologne/ Faculty/ cross-Faculty institute, third: institute/ department/ Faculty unit/ institute or medical department) may vary. Generally, the order will depend on the style guide of the journal – as will the indication of street name, postal code and country.

IV. Multiple institutional affiliations

If a person has several institutional affiliations and represents two (or possibly several) institutions involved in a publication, all affiliations must be listed in full, unless it can be proven that the research results were only generated at one institution.

This applies in particular to joint appointments, cross-institutional doctoral programmes as well as temporary affiliations within the framework of the International Faculty Program and cooperation with external research institutions such as Max Planck Institutes, Institutes of the Helmholtz Society or Forschungszentrum Jülich.

In the event of a change of affiliation of authors during the research and publication process, the institution at which the major part of the scientific work was carried out should be named first. The other affiliations follow.

Examples	
a) multiple institutional affiliations with *external* institutions	Jane Doe[1,2] [1] **University of Cologne** [2] Max Planck Institute for the Study of Societies
b) multiple institutional affiliations in the framework of the *International Faculty Program*	John Doe [1,2] [1] **University of Cologne,** Faculty of Mathematics and Natural Sciences, Institute for Astrophysics [2] **Nanjing University**

V. Writing of authors' names, ORCID iD

The University of Cologne encourages all researchers to adopt a standardized spelling of their names and to keep this notation throughout all their publications. Additionally, the University of Cologne recommends that its members use a standardized author identification number. This standardized author identification number ensures that authors can be identified unambiguously, irrespective of name similarities, different spellings of names, name changes, and changes in affiliation. In order to ensure the correct attribution of publications to employees of the University, the UoC joined the ORCID consortium at the end of 2019. We recommend that all faculty, academic staff and researchers create and use an Open Researcher and Contributor iD (ORCID), which can also be linked and synchronized with proprietary IDs (such as Scopus Author ID as well as ResearcherID).

The University and City Library assists researchers in setting up and administrating their own ORCID account → [University Library of Cologne, Department Research and Publications](#).

VI.   Use of standardized institutional identifiers

In addition to the use of a standardized author identification number, the University of Cologne also recommends the use of (alpha-) numeric identifiers for name-independent identification of the University, or of the Faculty of Medicine and University Hospital Cologne, if these are offered by the publisher when submitting a publication. The following IDs are assigned to the University of Cologne as well as the Faculty of Medicine and University Hospital Cologne:

University of Cologne	
Provider	**ID**
GRID ID	grid.6190.e
ROR	https://ror.org/00rcxh774
Ringgold ID	14309
German Research Institutions (GERiT) DFG	ID 10282

Faculty of Medicine and University Hospital Cologne	
Provider	**ID**
GRID ID	grid.411097.a
ROR	https://ror.org/05mxhda18
German Research Institutions (GERiT) DFG	ID 27006 und ID 14033

VII. Reporting a publication to the University Bibliography

As a central reference database for the publications of the University of Cologne, the University and City Library (USB) has been building a university bibliography since mid 2017. In order to successively complete the system, members of the university are urged to continuously report their publications to the university bibliography. Further information and contact persons of the USB is available [here](#).

An exception is made for members of the Faculty of Medicine and University Hospital Cologne, who report their publications exclusively to the publication database EVALuna for the instrument of performance-oriented funding allocation and for internal publication rewarding. Information and instructions are available here.

VIII. Funding Acknowledgements

The University of Cologne wishes to point out that in the case of publications within the framework of projects funded by third parties, information on the financial support of this research – so-called funding acknowledgements (FA) – must be provided in accordance with the specifications of the respective donor. The funding organization(s) and often also the file number of the grant approval (grant number) must be stated.

Contact and advice

If you have any questions, the websites of the University and City Library of Cologne (USB) and the Cologne University Hospital provide information on the topic 'scientific publishing' and contact persons:

University and City Library of Cologne
Mr Ralf Depping
depping@ub.uni-koeln.de

Faculty of Medicine
Mr Matthias Barenkamp
matthias.barenkamp@uk-koeln.de

Glossary

Faculty names (as of October 2020)

German	English
Wirtschafts- und Sozialwissenschaftliche Fakultät	*Faculty of Management, Economics and Social Sciences*
Rechtswissenschaftliche Fakultät	*Faculty of Law*
Medizinische Fakultät	*Faculty of Medicine*
Philosophische Fakultät	*Faculty of Arts and Humanities*
Mathematisch-Naturwissenschaftliche Fakultät	*Faculty of Mathematics and Natural Sciences*
Humanwissenschaftliche Fakultät	*Faculty of Human Sciences*

Names of Research and Teaching Centres (as of October 2020)

Deutsch	Englisch
Cluster of Excellence Cellular Stress Responses in Aging-associated Diseases (CECAD)	
Cluster of Excellence on Plant Sciences (CEPLAS)	
Cluster of Excellence ECOntribute: Markets & Public Policy	
Cluster of Excellence Matter and Light for Quantum Computing (ML4Q)	
Center for Social and Economic Behavior (C-SEB)	
Cologne Center for Genomics (CCG)	
Global South Studies Center (GSSC)	
Quantenmaterien und -materialien (QM2)	Quantum Matter and Materials (QM^2)
Zentrum für Molekulare Medizin der Universität zu Köln (ZMMK)	Center for Molecular Medicine Cologne (CMMC)
COPT Zentrum für Organische Elektronik	COPT Center for Organic Electronics
Zentrum für LehrerInnenbildung (ZfL)	Center for Teacher Education
ProfessionalCenter	

Center for Data and Simulation Science (CDS)	
GeStiK - Gender Studies in Cologne	GeStiK - Gender Studies in Köln
Cologne Center for Ethics, Rights, Economics and Social Sciences of Health	

Names of other central institutions (as of October 2020)

German	English
Universitäts- und Stadtbibliothek (USB)	University and City Library of Cologne
Regionales Rechenzentrum (RRZK)	Regional Computing Centre (RRZK)
Historisches Archiv und Geschichte der Universität zu Köln	Cologne University Archives
ZB MED Informationszentrum Lebenswissenschaften	ZB MED Information Centre for Life Science