

Standardising

INSTITUTIONAL AFFILIATION

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Standardising institutional affiliation and individual name on publications from the community of the Universidade de Vigo

Purpose

As set in the Statutes, the purposes of the Universidade de Vigo include "creating, developing, criticizing and disseminating knowledge by teaching and research of the highest quality and excellency". Furthermore, Article 5 states that the University "shall ensure an adequate control and periodic evaluation of its activities".

Scientific and artistic publications constitute a fundamental element for the dissemination of research results and, therefore, the analysis of their impact and visibility allows assessment of the repercussion and spread of research developed by members of the university community.

This protocol aims at standardising the name of the institution and its members on publications and artwork, so that they are correctly indexed in the sources of information and by the tools for the assessment of scientific production. This standardisation will support the accuracy of assessment indicators and enhance the visibility of scientific research of university members.

Scope

This policy applies to:

- All academic and research staff, internship researchers, students, and university and administrative services staff, with either temporal or permanent affiliation, whose research publications arise from their work in the Universidade de Vigo and its resources, facilities and services.
- Staff from foundations, research institutions, technology centres and other entities connected to the Universidade de Vigo, either already existing or to be created in the future.
- Staff from other universities and institutions whose publications arise totally or partially from their stay at the Universidade de Vigo.

Legal grounds

- Act 14/2011 of June 1st, about science, technology, and innovation. Article 15 includes, among researchers' obligations, "using the name of the organisations for which they work in their research activity, complying with these organisations' regulations and the agreements they endorse".
- Decree 13/2019, of January 24th, by which the Statutes of the Universidade de Vigo are approved. Article 4 establishes that "The official name of the university is 'Universidade de Vigo'".
- Regulation of groups, associations, and research centres from the Universidade de Vigo (approved on the 26th of July 2019). Article 5 states that "All people registered in a research group or as individual researchers must commit to mentioning the Universidade de Vigo in any research or transfer products which results from their work.
- Regulation of industrial and intellectual property from the Universidade de Vigo (the 19th of June 2012). Article 7: "In all cases, unless otherwise stated by the Universidade de Vigo, any invention or work in which members of the university participate and which directly or indirectly results from their academic, teaching and research activity, must refer to its association with the aforementioned institution".
- Regulation on the usage of Galician in the Universidade de Vigo (approved in the Governing Council on the 2nd of March 2015) "4. The official name of the university is 'Universidade de Vigo', and so must it be stated. The name of centres, studies, departments, institutes and other research figures, as well as university and administrative services, will be in Galician".
- Corporate identity manual. "2.1. The name of the institution is 'Universidade de Vigo', its translation to other languages not being allowed".
- Propuesta de manual de ayuda a los investigadores españoles para la normalización del nombre de autores e instituciones en las publicaciones científicas (17/01/07 version). Document produced by the research groups EC3 from Universidad de Granada and Análisis Cuantitativos de Ciencia y Tecnología from CINDOC-CSIC for the FECYT.

Instructions for the standardisation of the institutional name

Name of the institution

How to state the name of the institution

In all publications and works in which members of the Universidade de Vigo participate, the name of the university must appear in the signature of the publication. Besides, if the author is registered in a strategic or research centre from the Universidade de Vigo, the name of that centre or association must be stated. If the signer is not registered in any strategic association or research centre, the research group, department, or institute may be used as secondary affiliation.

Form of the institution's name

The only name to be used is the official one, 'Universidade de Vigo', Galician, without acronyms or abbreviations. If it is indispensable to use the English version of the name, the form 'University of Vigo' must be used, which must not replace the official name in any case.

Names of departments, institutes, groups and research centres

The official, extended, acronym or both forms must be used for the names of centres, strategic associations, departments, institutes and groups, complying with each entity's regulations.

Signature elements and their order

As a general rule, the name of the Universidade de Vigo must be stated as first affiliation. If the signer is registered in a research centre or strategic association from the Universidade de Vigo, the name of this centre or association must be stated in the first place immediately followed by "Universidade de Vigo". Any reference to other entities, such as groups, departments, campus or institutes, must be stated afterwards.

The different elements of the signature must be divided by a comma and always within the same affiliation. The postal address must be stated at the end, including postal code, city and country. Should the email be added, the institutional email provided by the Universidade de Vigo must be used.

Multiple affiliation

If a researcher is affiliated to more than one institution, the recommendation is to include double affiliation in their publications, always mentioning the Universidade de Vigo and its institutes, centres, departments or groups in the first place, as this protocol states. If the other institution to which the researcher is affiliated is a mixed centre or external to the Universidade de Vigo, the double affiliation must be stated separately.

Researchers from the Universidade de Vigo staying at other institutions must always use double affiliation, separately, in all their publications: both the Universidade de Vigo and the institution of stay.

Similarly, researchers from other institutions who stay temporarily at the Universidade de Vigo must include the Universidade de Vigo in their affiliation, as is stated in this protocol, in all the publications that may totally or partially result from their stay at the Universidade de Vigo.

Examples:

Name

CINBIO, Universidade de Vigo, 36310 Vigo, España

Name

atlanTTic, Universidade de Vigo, Escola de Enxeñaría de Telecomunicación, 36310 Vigo, España

Name

Centro de Investigación Mariña, Universidade de Vigo, Geoma, 36310 Vigo, España

Name

CINTECX, Universidade de Vigo, Encomat, 36310 Vigo, España

Name

CINTECX, Universidade de Vigo, Grupo de Novos Materiais, Departamento de Física Aplicada, 36310 Vigo, España

Nome

Universidade de Vigo, Escola de Enxeñaría Forestal, 36005 Pontevedra, España

Name

Universidade de Vigo, Grupo de Estudos de Arqueoloxía, Antigüidade e Territorio (GEAAT), Facultade de Historia, 32004 Ourense, España

Name^{ab}

^aUniversidade de Vigo, Departamento de Teoría do Sinal e Comunicacóns, 36310 Vigo, España

^bGradiant, edificio Citexvi, 36310 Vigo, España

Name^{ab}

^aCINBIO, Universidade de Vigo, 36310 Vigo, España

^bGrupo de Investigación en Oncoloxía Dixestiva, Instituto de Investigación Sanitaria Galicia Sur (IIS Galicia Sur). SERGAS-UVIGO

Recommendations for the standardisation of personal name

The use of a unique form of personal signature in all works and publications facilitates the assignment of all works to the same researcher in both databases and tools for the assessment of scientific production. Therefore, it is important to choose a unique form for the signature and to be consistent over time.

It is also important for members of the Universidade de Vigo to have a ORCID number which identifies their publications.

Name

In the case of a simple name, it is recommended to use the full name instead of the abbreviation. In the case of a complex name, the second name should be reduced to just the initial, so that the second name is not mistaken as the family name. Other options: hyphenating all parts of the name or deleting one of the name's parts.

Examples:

Ana

Ana B.

Ana-Beatriz

Carme

María C.

María-do-Carme

María-Carme



Surname

Given that only one surname is used in many linguistic contexts, using both surnames in the signature tends to produce confusions in databases and publishers, who usually take only the last one as the surname. Therefore, it is recommended to use both surnames linked by a hyphen, or a single surname in combination with the first name if the name is uncommon and accurately identifies the signer.

Similarly, if the surname includes particles, it is recommended to delete them. If the researcher chooses to maintain these, particles must be linked to the surname with a hyphen.

Abbreviations should never be used, and diacritical marks should be kept on both names and surnames.



Examples:

Name and surnames	Recommended form	Other forms
Ana Isabel Fernández Conde	Ana I. Fernández-Conde	Ana-Isabel Fernández-Conde Ana Fernández-Conde Isabel Fernández-Conde
María do Mar do Porto Ferreira	Mar Porto-Ferreira	María M. Porto-Ferreira María M. Do-Porto-Ferreira María-do-MarDo-Porto-Ferreira María-do-Mar Porto-Ferreira Mar Do-Porto-Ferreira
Luís de Agustín García	Luís Agustín-García	Luís De-Agustín Luís De-Agustín-García Luís Agustín
Xoán Xosé López da Cruz	Xoán X. López-Cruz	Xoán X. López-da-Cruz Xoán-Xosé López-da-Cruz Xoán-Xosé López-Cruz

Personal identifiers

All publications from the same author can be grouped together with personal identifiers, even if the researcher's name appears in different forms:

ORCID (Open Researcher and Contribution ID) is a non-profitable international organization which provides a unique and persistent digital identification, linked to a personal profile, allowing a researcher's publication activity to be grouped together. Currently, it is the most frequently used identifier, and it is required by many scientific publishers. This identifier should be used in order to correctly update the Universidade de Vigo scientific production's database.

Other personal identifiers

- Scopus and Web of Science provide records of authors by a unique identifier (Scopus Author ID, ResearcherID), which groups all publications even if signed differently.
- Google Scholar offers the option of creating a public author's profile, compiling all publications regardless of their signatures.

The Universidade de Vigo's library offers advice service to create and update authors' profiles. Contact details:

Sección de Soporte á Aprendizaxe e á Investigación

- **Campus de Vigo**
referencia@uvigo.gal
Phone: 986 813 843
- **Campus de Pontevedra:**
refbcp@uvigo.gal
Phone: 986 802 001
- **Campus de Ourense**
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