



TUHH Guidelines on Institutional Affiliation in Research Publications (Affiliation Guideline)

Preamble

Universities and their academics and scientists are frequently measured in national and international comparisons and rankings by the publication performance that is attributed to them. That is often the basis on which funding is awarded and cooperation is agreed. It is also why the Hamburg University of Technology (TUHH) as a university that is strong in research has set itself the target of improving the reputation of its faculty members by continuously increasing the visibility and accessibility of their research performance.

Preconditions for a high visibility of research and teaching performance are that TUHH faculty and academics make their findings accessible via publications and that authors' names and institutional affiliation are stated correctly and uniformly. In addition to the individual benefit the authors derive from their publications or research findings being better known, the visibility of the TUHH as a university overall and in rankings is enhanced at the same time.

With the aim of improving the dissemination and citation of publications and the attribution of authorship the TUHH requires all its faculty members and academics to use the standardized format for stating their name and affiliation that is outlined in these guidelines.

Objective

The aim of these guidelines is to increase the visibility of the research and teaching accomplishments of TUHH faculty members and academics.

Increasing the dissemination, citation and effect of publications by TUHH faculty members and academics is to be optimized by a complete and correct attribution that facilitates indexing of the publications in database systems.

Target Group

These requirements apply to everybody at the TUHH who is engaged in scientific work:

- Professors, including cooperation professors
- Research staff of all schools/study areas and institutes/research groups
- Scientific institutions
- Extramural research facilities/joint research institutions (HZG, DLR, FhG etc.)
- Collaborative research centers and research groups
- Research Training Groups (RTG), Graduate colleges and postgraduate schools
- Doctoral candidates
- Students

Scope of Application

For the purpose of these recommendations, publication means all forms of disseminating research findings, including all kinds of research transfer and digital publication, such as articles in online journals, research data, software or audiovisual media.

The following specifications apply to all publications that people engaged in scientific work at the TUHH work on and/or (co-) publish as authors or co-authors during their faculty membership, employment or studies.

1. Stating TUHH Affiliation in All Publications

In scientific publications affiliation to the TUHH must in all cases be mentioned in the following style:

- In German-language publications:
“Technische Universität Hamburg” (unabbreviated)
- In publications in languages other than German:
“Hamburg University of Technology” (unabbreviated)
- In addition, the standardized abbreviation “TUHH” may be added:

Example:

[Author's Name]¹

¹ **Hamburg University of Technology, TUHH**, [Name of Institute], [Address of Institute], Germany

2. Stating Further Affiliations at the TUHH

After naming the TUHH authors may also go on to state further institutional affiliations at the TUHH.

They could be the following:

- Institute
- Research Group
- Academic Institution, Scientific Institution
- Collaborative Research Center, Research Group
- Research Training Groups (RTD), Graduate College, Postgraduate School

To ensure correct attribution by literature database search algorithms care must be taken to place a comma after each name.

- Example institute:
[Author's Name]¹
¹Hamburg University of Technology, [Name of Institute], [Address of Institute], Germany
- Example research group / Junior professorships use the following:
[Author's Name]¹
¹ Hamburg University of Technology, [Name of Research Group], [Address of Research Group], Germany

3. Affiliation in Cases of Multiple Institutional Membership

Everyone engaged in scientific work who is a member of both the TUHH and extramural research facilities/institutions is required **to name the TUHH authors first or in second place as an additional affiliation.**

- Example:
[Author's Name]^{1 2}
¹ Hamburg University of Technology, [Name of Institute], [Address of Institute], Germany
²[Name of extramural Institution], [Address], Germany

4. E-Mail Address

State the TUHH e-mail address as your contact address, using only the tuhh domain (example@tuhh.de).

5. Standardization of Authors' Names

Incorrect attributions repeatedly occur in the identification of authors in literature databases. The use of different spellings or first-name abbreviations can, for example, lead to published work not being correctly attributed to its author or authors. That in turn leads to research and database extracts being incomplete and to erroneous attributions in the calculation of bibliometric indicators.

To assist with systematic and automated identification of authors by database providers everyone who publishes is required to use an **Open Researcher and Contributor ID (ORCID)** to clearly identify their authorship.

For detailed information about ORCID at the TUHH visit:

- <https://www.tub.tuhh.de/orcid/>

6. How to Write Names with Umlauts or a “sharp” s/(ß)

In names, umlauts are always retained, whereas the “sharp” s/(ß) is always written as a double s.

- Example:
Weißmüller → Weissmüller

7. Design of Scientific Posters and Presentations

Please take care to ensure when designing scientific posters and presentations for publication that only current logos are used. They are to be found on the TUHH’s [download pages](#)¹. Otherwise the same recommendations apply to using the university’s name and stating further affiliations and identifiers as specified above.

8. Naming of the TUHH in the Social Media

The TUHH is represented on various social media platforms. If the Institute has a social media channel of its own and publishes scientific findings on it, tweets and/or postings must include a reference to the TUHH and its social media channels. This is done by including a link and by using the hashtag #tuhh (Instagram/Twitter).

The TUHH’s social media channels are as follows:

- The TUHH on Facebook: @tuhamburg
- The TUHH on Twitter: @TUHamburg
- The TUHH on Instagram: @tuhamburg
- The TUHH on YouTube: @TUHamburg

(Adopted by the TUHH’s Academic Senate at its 152nd session on July 22, 2020)

¹ <https://www.tuhh.de/tuhh/tu-hamburg/intern/vorlagen-im-corporate-design.html>