Guidelines for standardized wording of multiple affiliations in German and English scientific publications

Content

The guidelines are aimed exclusively at staff in the field of medicine at one of the six institutions of the Academic Medicine Zurich (UMZH), the University of Zurich (UZH)[1], the Swiss Federal Institute of Technology (ETH Zurich)[2] or one of the four university hospitals of the University of Zurich. This includes all academic and non-academic staff, doctoral candidates and students from both universities. Additionally, it includes all temporarily affiliated researchers whose publications were created during a stay at one of the institutions mentioned above.

Publications in recognized journals, magazines and series increase the visibility of research in Zurich, the UMZH as a whole and the scientists involved.

The prerequisite is a clear link between the publications, their authors and the institutions of the UMZH. This guarantees recognition of the scientific achievements, for example in international rankings. **The key to this is the standardized indication of the affiliation.** It allows to compile publication lists accurately and representative, facilitating amongst others grant applications to the European Research Council (ERC), the Swiss National Science Foundation (SNSF) and other funding agencies.

---

[1] Please note: with reference to the current guidelines of the University of Zurich for teaching and partner hospitals, the staff of a teaching and partner hospital is not allowed to mention an affiliation to the UZH in scientific publications. This applies in particular to private lecturers or titular professors of the UZH who are employed by the teaching hospital or partner hospital.

[2] On the part of ETH Zurich, each scientific publication is subject to the authorship rules of the Integrity Guidelines (Art. 14) of the 'Guidelines for Integrity in Research' (RSETHZ 414).

The guidelines must be followed when specifying the affiliation in German and English publications. For publications in other languages the equivalent translation must be ensured. The overall aim is to ensure that the scientific excellence of our researchers is reflected.

The following institutions are grouped under the term **University Medicine Zurich (UMZH)**.

The **University of Zurich (UZH)** is the largest university in Switzerland. With its seven faculties, it is one of the leading European research universities.

The **Swiss Federal Institute of Technology Zurich (ETH Zurich)** is an educational and research institution of the Swiss Confederation. It is one of the most renowned universities in Europe.

The **University Hospital Zurich (USZ)** is one of the largest hospitals in Switzerland treating approximately 42,000 in-patients annually. The USZ is at the very forefront of clinical research in Switzerland. Applying strict scientific criteria, it develops innovative, novel treatment methods.

The **University Children's Hospital Zurich (KISPI)** is the leading children's hospital in Switzerland. It is focused on the needs of children, adolescents and their families and has a university mission.

The **Balgrist University Hospital (Balgrist)** is Switzerland's largest orthopedic university hospital with a focus on diseases of the musculoskeletal system and the spinal cord. As a university tertiary care provider, it is responsible for the treatment of complex pathologies and conducts research and development with a translational focus.

The **Psychiatric University Hospital Zurich (PUK)** is the psychiatric hospital of the UZH. Since 2018, it has been a cantonal public-law institution and is therefore on an equal term with the UZH. The PUK provides primary psychiatric care for 500,000 residents in the city and region of Zurich. It also has a special assignment in the supra-regional psychiatric care of patients and in forensics.

1 NAME OF THE UNIVERSITIES, INSTITUTES AND UNIVERSITY HOSPITALS

For English Publications:

University of Zurich (UZH)

ETH Zurich

University Hospital Zurich (USZ)

University Children's Hospital Zurich

Balgrist University Hospital

Psychiatric University Hospital Zurich (PUK)

For German publications:

Universität Zürich (UZH)

ETH Zürich

Universitätsspital Zürich (USZ)

Universitäts-Kinderspital Zürich

Universitätsklinik Balgrist

Psychiatrische Universitätsklinik Zürich (PUK)

If a character limit exists, the following variants are recommended.
For English or German publications:

Maximum of 30 characters:	University of Zurich (UZH) ETH Zurich Univ. Hospital Zurich (USZ) Univ. Children's Hosp. Zurich Balgrist Univ. Hospital Univ. Hosp. of Psych. Zurich	Universität Zürich (UZH) ETH Zürich Univ. Spital Zürich (USZ) Univ. Kinderspital Zürich Universitätsklinik Balgrist Psych. Uniklinik Zürich

Please note: it is not allowed to shorten the names any further. The indication of the acronyms UZH, USZ, KISPI, Balgrist or PUK is not sufficient for a clear assignment.

2 GENERAL INFORMATION ON HOSPITALS, INSTITUTES, DEPARTMENTS AND CENTERS

To present the scientific output clearly and visibly, **the university affiliation must be stated** in all publications and presentations. The official German or English names must be used.

Example 1 – Hospital affiliation

Department of Infectious Diseases and Hospital Epidemiology
University Hospital Zurich (USZ)
University of Zurich (UZH)
Raemistrasse 100
CH-8091 Zurich

Klinik für Infektionskrankheiten
und Spitalhygiene
Universitätsspital Zürich (USZ)
Universität Zürich (UZH)
Rämistrasse 100
8091 Zürich

Example 2 - Institute affiliation

Institute of Physiology
University of Zurich (UZH)
Winterthurerstrasse 190
CH-8057 Zurich

Physiologisches Institut der Universität Zürich
Universität Zürich (UZH)
Winterthurerstrasse 190
CH-8057 Zürich

Example 3 - Department affiliation

Department of Health Science and Technology
ETH Zurich
Universitätsstrasse 2
CH-8092 Zurich

Departement Gesundheitswissenschaften
und Technologie
ETH Zürich
Universitätsstrasse 2
8092 Zürich

Example 4 – Affiliation with a joint center of the two universities

Neuroscience Center Zurich (ZNZ)
University of Zurich and ETH Zurich
Winterthurerstrasse 190
CH-8057 Zurich

Zentrum für Neurowissenschaften Zürich (ZNZ)
Universität Zürich und ETH Zürich
Winterthurerstrasse 190
CH-8057 Zürich

3 MULTIPLE AFFILIATIONS

For the correct assignment of publications for evaluations, databases and ranking lists, it is important that **each institution is stated individually**. The University of Zurich and the University Hospital Zurich are two separate institutions. It is therefore not permitted to group both institutions under the same term.

In most cases, researchers of the university hospitals are also affiliated with one of the two universities (ETH Zurich or UZH). The respective university must be stated in addition to the hospital/institute. Published articles in which the universities are not named won`t appear in rankings.

When specifying various affiliations, at least the two highest institutional affiliations (e.g. Psychiatric University Clinic and University of Zurich or ETH Zurich) must be stated.

When specifying multiple affiliations, the following format or an equivalent adaption is recommended, depending on the publisher's specifications.

For English or German publications:

Personal name [1,2,3,4,5,6] [1] University of Zurich (UZH) [2] ETH Zurich [3] University Hospital Zurich (USZ) [4] University Children's Hospital Zurich [5] Balgrist University Hospital (Balgrist) [6] Psychiatric University Hospital Zurich (PUK)	**Personal name** [1,2,3,4,5,6] [1] Universität Zürich (UZH) [2] ETH Zürich [3] Universitätsspital Zürich (USZ) [4] Universitäts-Kinderspital Zürich [5] Universitätsklinik Balgrist (Balgrist) [6] Psychiatrische Universitätsklinik Zürich (PUK)

Example 5 - multiple affiliation UZH and USZ

Muriel Muster[1,2]
[1] Institute for Complementary and Integrative Medicine, University Hospital Zurich, University of Zurich, Switzerland
[2] Department of Infectious Diseases and Hospital Epidemiology, University Hospital Zurich, University of Zurich, Switzerland

Example 6 - multiple affiliation USZ and Balgrist

Max Muster[1,2]
[1] Center of Experimental Rheumatology, Department of Rheumatology, University Hospital, University of Zurich, Switzerland
[2] Department of Physical Medicine and Rheumatology, Balgrist University Hospital, University of Zurich

Example 7 - multiple affiliation Balgrist, UZH and ETH Zurich

Maxime Muster[1]
Department of Orthopedics, Balgrist University Hospital, University of Zurich, 8008 Zurich, Switzerland; Institute for Biomechanics, ETH Zurich, 8093 Zurich, Switzerland

Posters, presentations, flyers

When designing posters, presentations, and other public documents or entries in (social) media, please use the current logos of your institutions.

4 STANDARDIZED AUTHOR NAMES AND USE OF ORCID

The UMZH recommends young scientists to think about standardized naming in publications already at the beginning of their scientific career. This is especially important for names with prefixes, conjunctions, umlaut, family names (for example Mac, Ibn, Abu, Von, de) and/or double names.

Problems with the representation of umlaut and other special characters are no longer to be expected thanks to modern character encoding. If, however, a technical specification prohibits the use of umlaut, please use "a" instead of "ä", "u" instead of "ü" and "o" instead of "ö".

International library regulations can be consulted for the use of personal names in order to avoid different representations in library catalogs and databases. Inquiries should be addressed to the main library of the UZH or to the library staff in charge.

In addition, the assignment of unique (alpha) numeric identifiers is becoming increasingly important. These enable a location-independent, clear assignment of scientific authors and contribute to a better visibility of authors and their publication achievements.

In this context, the ISO-certified **International Standard Name Identifier (ISNI)** http://www.isni.org/ and the **Open Researcher and Contributor iD (ORCID-iD)** should be mentioned. Authors of the **UZH** can connect their ORCID-iD to the main library at: https://www.hbz.uzh.ch/de/open-access-und-open-science/grundlagen-hintergruende/orcid.html. Authors of the **ETH Zurich** can connect their ORCID-iD with the ETH library at: https://library.ethz.ch/publizieren-und-archivieren/publizieren-und-registrieren/orcid.html.

The ORCID-iD is an internationally recognized identifier for scientists. It clearly assigns authors with their publications. Your ORCID-iD allows you to minimize your efforts by repeated data entry. Many publishers already request the indication of an ORCID-iD for manuscript submissions. You can use your ORCID-iD and your profile for a lifetime, independent of employers and research fields.

If the ORCID-iD is stated in the manuscript text, it will automatically appear in the publication and the subject databases. The decision for one or more systems should be based on the respective practices of the disciplines and the desired visibility.

Authors should create matching personal profiles both in ORCID and in their relevant databases. In particular, different spellings of the names should be considered. You can store different name variants in your profiles (usually using data entry fields such as "Variants of name" or "Other names").

The **Zurich Open Repository and Archive (ZORA)** is the primary repository of publications by researchers of the UZH. It integrates ORCID-iDs and thus facilitates the unique assignment of publications to their respective authors within the database https://www.zora.uzh.ch/orcid. Furthermore, entries from ZORA can be exported to ORCID or vice versa imported into ZORA. For this purpose, it is recommended that authors log in to ZORA once and enter their ORCID.

Next to entries in discipline-specific databases, the appearance of publications in scientific search engines such as **Google Scholar are important** for many disciplines. If you want to increase your visibility, you need a Google account, and you have to apply for a corresponding profile: http://scholar.google.com/citations?view_op=new_profile.

5 DIGITAL OBJECT IDENTIFIER - DOI

Electronic publications (e.g. research reports, working papers, dissertations, research data, images, etc.) should be referenced, cited and linked using a Digital Object Identifier (DOI) whenever possible. A DOI is a permanent and unique identifier for an electronic document.

Example of a DOI identification

10.3929/ethz-a-000565688

Example of a DOI link

Bettschart, M., Herrmann, M., Wolf, B. M., & Brandstätter, V. (2019). The seed of goal-related doubts: A longitudinal investigation of the roles of failure and expectation of success among police trainee applicants. *Frontiers in Psychology, 10*, 2151. https://doi.org/10.3389/fpsyg.2019.02151

The DOI enables citing of and linking to research results and materials published online. DOIs are permanent identifiers on contrast to often short-lived URL address.

DOIs are obtained from the DOI-Desk of the ETH Zurich https://www.library.ethz.ch/Dienstleistungen/Publizieren-registrieren-verwalten/DOI-Desk-der-ETH-Zuerich. ETH Zurich is the official DOI registration office for Swiss academia.

Version dated 25 of November 2020