

Medical University of Vienna

Affiliation Policy

Guidelines on standardised declaration
for publications and research
achievements

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1 Introduction

1.1 Definition

In the context of research, the term "Affiliation" refers to the affiliation of researchers to one or more research organisations. This affiliation to institutions is of key importance in scientific competition, as universities and many other research institutions are measured by the research achievements attributed to them in the area of publications, research projects, patents, etc. in an (inter)national context (e.g. in rankings and benchmarking). A standardised designation of institutional affiliation becomes difficult, however, when researchers are affiliated to more than one organisational unit due to multiple assignments to more than one (research) institution, or due to cross-institutional cooperation programmes. Mobility programmes or extended research stays in the course of a research and publication process can also create ambiguities concerning the institutional affiliation of researchers and consequently about the accurate attribution of research achievements.

1.2 Purpose

The purpose of this policy is thus to establish institutional standards for the declaration of affiliation in publications and research projects of Medical University Vienna (hereinafter "MedUni Vienna"). It is intended to ensure the correct and consistent linking of these achievements with the groups of persons defined in the scope under section 1.3 of this policy and is to be applied throughout the entire research and publication process (including presentations, conference participation, research proposals, etc.). Furthermore, this policy is to be taken into account in context of the creation and calculation of the "Research Performance Criteria" and the documentation of MedUni Vienna's research performance within the research documentation.¹

1.3 Scope / Group of persons affected

This policy applies to **all academic and general university staff**,² **students, research fellows, emeritus university professors and retired university professors**, as well as to all **observers, fellows and visiting scientists** who conduct research and publish during their stay at MedUni Vienna. Members of (affiliated) companies in which MedUni Vienna has direct or indirect shareholding are recommended to adopt the principles of this policy.

¹ <https://intranet.meduniwien.ac.at/forschung/serviceeinrichtungen/forschungsdokumentation/>

²cf. Sections 94(2) and (3) UG (Austrian Universities Act):

(2) The scientific and artistic university staff comprise:

1. the university professors;
2. the associate professors and other research, artistic and teaching staff;
3. the physicians in specialist training.

(3) The non-academic university staff comprises:

1. the administrative staff;
2. the technical staff;
- 3 the library staff;
- 4 the nursing staff;
5. physicians exclusively engaged in public hospital duties.

The policy therefore also applies to Master's, Diploma, PhD and doctoral students, even if no employment relationship with Meduni Vienna exists. Supervisors are encouraged to make their students aware of this policy and to check their compliance with it.

1.4 Distribution / Availability

The current version of this policy is publicly available on the MedUni Vienna website and can be accessed on the MedUni Vienna intranet.

1.5 Framework conditions and other applicable documents

When carrying out their scientific work, authors and researchers must adhere to the following guidelines, which are available on the internet or on the MedUni Vienna intranet:

- Good Scientific Practice Guidelines
- Good Manufacturing Practice Guidelines
- Requirements of the Animal Ethics and Ethics Committee
- Guidelines of the Internal University Data Protection Commission - for the use of personal data
- Data Clearing House requirements
- Organisation Plan of MedUni Vienna
- Open Access Regulations of MedUni Vienna

2 Policy

2.1 Preamble

The declaration of correct affiliation for scientific publications and research achievements is a prerequisite for documenting research accurately and attributing it accurately to researchers or organisational units.

The announcement of research results within the framework of scientific publications is the primary method for documenting research achievements. By publishing, an author (or a group of authors) communicates a scientific result, identifies him-/herself/themselves with it and accepts responsibility for the correctness of the published content.³

In the academic community, the publication concerned receives attention commensurate with its importance through citations; these citations in turn are attributed to the authors of the publication and their institutions they are affiliated with.

The following rules for declaring affiliation in publications and research achievements have been developed and summarised in this policy:

2.2 Declaring affiliations for publications

2.2.1 Authors

This policy is binding not only for lead and corresponding authors, but also for co-authors and last authors.

At this point, explicit reference is made to the policy on authorship and publication of Good Scientific Practice⁴.

If the publication in question is an open access publication, the currently valid Open Access Guidelines⁴ based on the contracts concluded by MedUni Vienna with the respective publishers also apply here.

2.2.2 Relevant criteria

In the case of a publication, the affiliation "Medical University of Vienna" in any case must be indicated if **at the time of submission of the publication** the author has an **institutional affiliation** with MedUni Vienna (see Scope / Group of persons affected under point 1.3 of this policy) and has conducted **substantial research work** for this publication at MedUni Vienna.

The affiliation "Medical University Vienna" must also be stated if publications were *created* during an employment relationship or (research) stay at MedUni Vienna but *submitted* for publication only after the

³ See Good Scientific Practice Guideline MedUni Vienna, available at:
<https://www.meduniwien.ac.at/web/rechtliches/good-scientific-practice/>

⁴ <https://ub.meduniwien.ac.at/services/open-access-publizieren/>

employment relationship at MedUni Vienna had ended. If substantial parts of the research work were carried out at MedUni Vienna, the affiliation "Medical University Vienna" must therefore be stated even if an institutional affiliation with MedUni Vienna is no longer existing at the time of submission of the publication (see Scope / Group of persons affected under point 1.3 of the policy).

2.2.3 Multiple institutional affiliations

If a person has multiple institutional affiliations within and/or outside MedUni Vienna and is involved in the creation of a publication as a representative of two (or possibly more) of these institutions, **all affiliations should be listed** unless there are individual agreements to the contrary, which if applicable should be put down in writing.

In this case, the *first* affiliation to be stated is the one at which the greater part of research work was conducted, even if at the time of submission of the publication an institutional affiliation⁵ with this institution is no longer existing. This may be relevant, for example, in the case of an extended, but time-limited research stay at a host institution.

The following special cases should be noted:

Messerli, IERM, CBmed, Complexity Science Hub: If a person performs substantial research work at MedUni Vienna and MedUni Vienna provides the financial resources, MedUni Vienna must be listed as first affiliation. The cooperation partner can be listed additionally as a second affiliation.

Ludwig Boltzmann Institute: In the event that MedUni Vienna is a contractual partner of a Ludwig Boltzmann Institute, both affiliations (Ludwig Boltzmann Institute and MedUni Vienna) should be listed. The institution at which the greater part of the research work is carried out and which provides the (financial) resources should be named first.

2.2.4 University name

The name of the university ("Medical University of Vienna") should generally be stated first when declaring the affiliation.

There are two versions of the university name to choose from when indicating the affiliation for publications and research achievements:

- Medical University of Vienna

or

- Medizinische Universität Wien

If an acronym is required, only "MedUni Vienna" or "MedUni Wien" may be used.

⁵ As far as MedUni Vienna is concerned, point 1.3 of the policy, Scope / Group of persons affected, must be observed.

2.2.5 Correspondence authorship

When indicating correspondence authorship, only the institutional e-mail address⁶ of MedUni Vienna should be stated. In the case of multiple institutional affiliations, the rules must be applied analogously to point 2.2.3. If the corresponding author is no longer affiliated to MedUni Vienna, his or her private or new work e-mail address can be used.

2.3 Basic schemes of affiliation

In the case of publications, in addition to the name of the university the more precise institutional affiliation (centre, clinic, etc.) must also be stated in accordance with the latest version of the Organisation Plan of Medical University Vienna⁷. When compiling the individual institutional levels, the highest ranking should be stated first, the lowest last, whereby at least the highest and the lowest should be listed (e.g. Medical University of Vienna/ Department/ Clinic, or Medizinische Universität Wien/ Organisationseinheit/ Klinische Abteilung).

The following formats must be adhered to for all research achievements that require the declaration of an affiliation:

2.3.1 Example Basic Format - University Department/ Clinical Institute

<i>Ranking/Hierarchy</i>	<i>English version</i>	<i>German version</i>
Name of university	Medical University of Vienna	Medizinische Universität Wien
University Department / Clinical Institute	Department of Medicine I	Universitätsklinik für Innere Medizin I
Division (optional)	Division of Oncology	Klinische Abteilung für Onkologie
Street, house number	Währinger Guertel 18-20	Währinger Gürtel 18-20
Postcode, city	1090 Vienna	1090 Wien
Country	Austria	Österreich

2.3.2 Example Basic Format - Centre

<i>Ranking/Hierarchy</i>	<i>English version</i>	<i>German version</i>
Name of university	Medical University of Vienna	Medizinische Universität Wien

⁶ n.n@meduniwien.ac.at

⁷ Consolidated version available on the MedUni Vienna website : <https://www.meduniwien.ac.at/web/rechtliches/>

Centre	Center for Anatomy and Cell Biology	Zentrum für Anatomie und Zellbiologie
Division (optional)	Division of Anatomy	Abteilung für Anatomie
Street, house number	Waehringer Straße 13	Währinger Straße 13
Postcode, city	1090 Vienna	1090 Wien
Country	Austria	Österreich

2.3.3 Basic Format - Organisational units with special service function and organisational units with university management functions (infrastructure and services): Service facilities, staff units

In the Organisation Plan of the Medical University of Vienna, "**Comprehensive Centers**" ("Comprehensive Cancer Center", "Comprehensive Center for Pediatrics" and "Comprehensive Center for Cardiovascular Medicine") are listed in section 12a as separate organisational units, as are those in section 12b "**further organisational units with a special service function**" ("Core Facilities", "Library", "Ethics, Collections and History of Medicine", "Teaching Center").

According to section 13f of the Organisation Plan of the Medical University of Vienna, various **service facilities** (such as the Department of Human Resources and Human Resources Development or IT Systems & Communications, etc.) and **staff units** (such as Internal Audit or Evaluation and Quality Management, etc.) exist to fulfil tasks of university management.

2.3.3.1 Example Basic Format with Single Affiliation

<i>Ranking/Hierarchy</i>	<i>English version</i>	<i>German version</i>
Name of university	Medical University of Vienna	Medizinische Universität Wien
Organisational units with a special service function	Teaching Center	Teaching Center
Street, house number <i>e.g. Teaching Center</i>	Spitalgasse 23	Spitalgasse 23
Postcode, city	1090 Vienna	1090 Wien
Country	Austria	Österreich

2.3.3.2 Example Basic Format with Multiple Affiliations

<i>Ranking/Hierarchy</i>	<i>English version</i>	<i>German version</i>
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Name of university	Medical University of Vienna	Medizinische Universität Wien
University Department / Clinical Institute	Department of Medicine I	Universitätsklinik für Innere Medizin I
Centre	Center for Public Health	Zentrum für Public Health
Division (optional)	Division of Oncology Department of Epidemiology	Klinische Abteilung für Onkologie Abteilung für Epidemiologie
Organisational units with a special service function	Comprehensive Cancer Center	Comprehensive Cancer Center
Street, house number of the first hierarchy level under "Name University": i.e. of the university department / clinical institute / centre <i>e.g. Department of Medicine I</i>	Währinger Gürtel 18-20	Währinger Gürtel 18-20
Postcode, city	1090 Vienna	1090 Wien
Country	Austria	Österreich

2.3.4 Basic Format – Max Perutz Labs

The following applies to MedUni Vienna employees who conduct research at the Max Perutz Labs, the research and training centre set up jointly with the University of Vienna: the affiliation to *Max Perutz Labs* and to MedUni Vienna must always be stated in two separate address details, according to the following model.

[Researcher Name]^{a,b}

^a Max Perutz Labs, Vienna BioCenter Campus (VBC), Dr.-Bohr-Gasse 9, 1030, Vienna, Austria.

^b Medical University of Vienna, Center for Medical Biochemistry, Dr.-Bohr-Gasse 9, 1030, Vienna, Austria.

<i>Ranking/Hierarchy</i>	<i>English version</i>	<i>German version</i>
Research institution/ Cooperation	Max Perutz Labs	Max Perutz Labs
Location	Vienna BioCenter Campus (VBC)	Vienna BioCenter Campus (VBC)
Street, house number	Dr Bohrgasse 9	Dr Bohrgasse 9

Postcode, city	1030 Vienna	1030 Wien
Country	Austria	Österreich

<i>Ranking/Hierarchy</i>	<i>English version</i>	<i>German version</i>
University	Medical University of Vienna	Medizinische Universität Wien
Centre	Center for Medical Biochemistry	Zentrum für Medizinische Biochemie
Location	Vienna Biocenter Campus (VBC)	Vienna Biocenter Campus (VBC)
Street, house number	Dr Bohrgasse 9	Dr Bohrgasse 9
Postcode, city	1030 Vienna	1030 Wien
Country	Austria	Österreich

2.3.5 Basic Format - St. Anna Children's Hospital and St. Anna Children's Cancer Research Institute (CCRI)

This policy also applies to the following employees of St. Anna Children's Hospital and St. Anna Children's Cancer Research Institute (CCRI) who are affiliated to MedUni Vienna: The director, someone who has a postdoctoral lecturing qualification (Habilitation) at MedUni Vienna or someone with a lectureship at MedUni Vienna. The affiliation to St. Anna Children's Hospital / and St. Anna Children's Cancer Research Institute and to MedUni Vienna must always be stated in two separate address details, according to the following example.

[Researcher Name]^{a,b}

^aSt. Anna Children's Hospital, Kinderspitalgasse 6, 1090 Vienna, Austria

or

St. Anna Children's Cancer Research Institute, Zimmermannplatz 10, 1090 Vienna, Austria

^b Medical University of Vienna, Department of Pediatrics and Adolescent Medicine, Kinderspitalgasse 6/Zimmermannplatz 10, 1090, Vienna, Austria

<i>Ranking/Hierarchy</i>	<i>English version</i>	<i>German version</i>
Research institution/ Cooperation	St. Anna Children's Hospital or St. Anna Children's Cancer Research Institute	St. Anna Kinderspital or St. Anna Kinderkrebsforschung

Street, house number	St. Anna Kinderspital: Kinderspitalgasse 6 St. Anna Kinderkrebsforschung: Zimmermannplatz 10	St. Anna Kinderspital: Kinderspitalgasse 6 St. Anna Kinderkrebsforschung: Zimmermannplatz 10
Postcode, city	1090 Vienna	1090 Wien
Country	Austria	Österreich

<i>Ranking/Hierarchy</i>	<i>English version</i>	<i>German version</i>
University	Medical University of Vienna	Medizinische Universität Wien
University Department / Clinical Institute	Department of Pediatrics and Adolescent Medicine	Universitätsklinik für Kinder- und Jugendheilkunde
Street, house number	Kinderspitalgasse 6 / Zimmermannplatz 10	Kinderspitalgasse 6 / Zimmermannplatz 10
Postcode, city	1090 Vienna	1090 Wien
Country	Austria	Österreich

2.3.6 Basic Format - PhD and doctoral students

As stated in 1.3, the present policy also applies to Master, Diploma, PhD and doctoral students. Supervisors are encouraged to make their students aware of this policy and to ensure compliance. If an employment relationship exists between the student concerned and MedUni Vienna, their affiliation must be specified in accordance with the previous provisions.

If no employment relationship between the student and MedUni Vienna exists, the affiliation of the supervisor at MedUni Vienna must be stated. If the student concerned is employed at another institution, the following secondary affiliation must be listed in addition to their main affiliation:

- Doktoratsstudium der MedUni Wien, Medizinische Universität Wien, Spitalgasse 23, 1090 Wien, Österreich
- or
- Doctoral Programme MedUni Vienna, Medical University of Vienna, Spitalgasse 23, 1090 Vienna, Austria

PhD students enrolled in the "Curriculum for the jointly established PhD Programme in Molecular Biosciences" at the Vienna BioCenter PhD Programme must specify as second affiliation:

- Vienna BioCenter PhD Programme, a Doctoral School of the University of Vienna and the Medical University of Vienna

2.4 Declaring affiliation for patents

In context of patent applications and granted patents, inventors are listed with their own names ("authors"; note: in contrast to scientific publications, there is no ranking concerning the naming of inventors in patent specifications in the sense of first or last authorship, the names are usually listed alphabetically instead).

The holders of patent applications and/or patents (applicants, owners, assignees) can be natural persons or legal entities (e.g. universities or companies) and must be listed in the patent specification.

If **service inventions** at MedUni Vienna are registered for patents, this is done via the Technology Transfer Office (www.meduniwien.ac.at/technologietransfer). When declaring the affiliation, "Medizinische Universität Wien" or "Medical University of Vienna" (as employer at the time of the invention) must be indicated as owner of the patent with the address 1090 Vienna, Spitalgasse 23.

In the case of cooperations (e.g. with companies or other research institutions), care should be taken in advance to ensure that MedUni Vienna is at least formally listed as co-owner in the case of joint inventions. The address of the co-owner shall also be the registered office of MedUni Vienna, 1090 Vienna, Spitalgasse 23.

2.5 Declaring affiliation for research projects

Also in the context of research projects, both the English and the German version can be used for indication of affiliation (see point 2.3).

Both name and address of the university (Medical University of Vienna or Medizinische Universität Wien, 1090 Vienna, Spitalgasse 23) and the name and address of the relevant institute/centre/clinic have to be indicated.

2.6 Recommendations for authors

2.6.1 Spelling of names

MedUni Vienna recommends scientists to standardize the spelling of their own name. Consistent spelling is important for names with prefixes or for double-barrelled names.

2.6.2 ORCID

MedUni Vienna recommends scientists to create an *Open Researcher and Contributor ID (ORCID)* and use it in their everyday scientific work. This alphanumeric code is a unique identifier which allows clear identification of authors and unambiguous attribution of their research work. An Open Researcher and Contributor ID can be created at www.orcid.org and is free of charge. When creating an ORCID, scientists have the option to enter various spelling variants of their name (see fields “also known as...” / “other names”). Those variants will then be linked to their profile as well.

Funding bodies often require the indication of an ORCID in the context of project applications. MedUni Vienna encourages academic staff to add their ORCID to their “Medcampus” profile as well (see Researcher Information/ business card).

2.6.3 "Acknowledgement of funding"

- For research work which has received external funding, generally all funding bodies should be mentioned in context of any publication or other research output. Taking into consideration any requirements the funding agency may have, the wording should read as follows:
“This work was supported by (full funding agency name) [grant no. XXX] / Diese Arbeit wurde unterstützt durch (vollständiger Name des Leistungsträgers) [Förderungsnummer. XXX]”.
- If no external funding has been received, the following wording is recommended:
“This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors / Diese Forschungstätigkeit erhielt keine besondere Unterstützung einer Förderorganisation aus dem öffentlichen, gewerblichen oder Non-Profit-Bereich”

2.7 Social media

Referencing the university's social media channels is generally permissible and should also be used, where appropriate, to increase the visibility of academic achievements among the general public. The following channels can be used for this purpose:

Twitter: https://twitter.com/MedUni_Wien

Facebook: <https://www.facebook.com/MedizinischeUniversitaetWien>

Instagram: <https://www.instagram.com/meduniwien/>

LinkedIn: <https://www.linkedin.com/school/medizinische-universitat-wien/>

YouTube: <https://www.youtube.com/MedUniWienMedia>