

Guideline of the Carl von Ossietzky University of Oldenburg for the Standardized Format of the Affiliation in Scientific Publications

Visibility of the research and the researchers of the Carl von Ossietzky University of Oldenburg is based to a large extent on the publications by its members. Besides the primary aim of publicizing research results, publications serve numerous other purposes, e.g. citation in further research, quantitative publication (cost) monitoring as well as various forms of reporting and the allocation of funds (LOM).

To fulfill those purposes, finding and unambiguously assigning publications to author and institution is a prerequisite. This is warranted by, in addition to the correct marking of a publication with the names of its creators, the correct format of the affiliation with the Carl von Ossietzky University of Oldenburg. A standardized format of the affiliation is therefore essential to assigning publications to the authors and the Carl von Ossietzky University of Oldenburg.

This guideline is intended to assist researchers of the Carl von Ossietzky University of Oldenburg to label their affiliation correctly in their publications. It is mandatory and must be complied with in all scientific publications.

Target Group

This guideline applies to all members of the Carl von Ossietzky University of Oldenburg who do or participate in research at the Carl von Ossietzky University of Oldenburg, regardless of whether the research is part of an employment or of another professional work at the university. It applies equally to scientists and scholars who additionally work at a non-university research institution.

Standardized Name of the Carl von Ossietzky University of Oldenburg in Scientific Publications

- The standardized name is *Carl von Ossietzky Universität Oldenburg*.
- The name *Carl von Ossietzky Universität Oldenburg* is the proper name and is not to be translated into any other language.
- Abbreviations in any form, such as “CvO Uni” or “UOL” are not permitted.

Umlauts and special characters

In principle, the use of umlauts and special characters in personal names or affiliations should not pose a problem. Should technical limitation (e.g. due to character encoding) occur, umlauts are to be replaced with their base vowels only (**ä will be a, ö will be o, ü will be u**) and not with the additional e (ae, oe, ue). Likewise the **ß** will be replaced by the **ss**. This facilitates findability in databases.

Schools and institutes

Schools and institutes should be listed as additional tiers of the affiliation and ordered in compliance with the resp. journals' requirements. In case only a limited number of characters is available, the name Carl von Ossietzky Universität Oldenburg must be given in full length.

- *Carl von Ossietzky Universität Oldenburg, Fakultät IV, Institut für Geschichte*
oder

- *Institut für Geschichte, Fakultät IV, Carl von Ossietzky Universität Oldenburg*

Additional institutions such as Research Centers may be listed following the university name or as separate affiliations.

- Department für Medizinische Physik und Akustik, Carl von Ossietzky Universität Oldenburg, und Cluster of Excellence "Hearing4All", Oldenburg, Germany

If desired or required, additional affiliation details may be given in English; the official names should be used.

- *Carl von Ossietzky Universität Oldenburg, School of Mathematics and Science, Institute of Physics*

Postal address

The general, central postal address of the university is to be used. Under no circumstances should a private address be listed as contact address. The country designation "Deutschland" or "Germany" is recommended for international or internationally read publications.

- *Carl von Ossietzky Universität Oldenburg
Fakultät VI - Medizin und Gesundheitswissenschaften
Ammerländer Heerstraße 114–118
26129 Oldenburg
Germany*

If translated into English, names and address would be given accordingly:

- *Carl von Ossietzky Universität Oldenburg
School VI - School of Medicine and Health Sciences
Ammerländer Heerstraße 114–118
26129 Oldenburg
Germany*

Email addresses

The Carl von Ossietzky University of Oldenburg email address must be used. Under no circumstances is a private email address to be used:

- *firstname.name@uol.de*

Multiple Affiliations

If more than one affiliation must be listed in a publication, because the author is a member of the Carl von Ossietzky University of Oldenburg and another (external) research institution, both affiliations should be entered as separate entries in separate lines.

The order of the affiliations is determined by the extent of the research carried out for the publication at the resp. institutions. Regardless of the order, the Carl von Ossietzky University of Oldenburg must be listed as one of the affiliations:

- 1 *Carl von Ossietzky Universität Oldenburg, Department für Informatik*
- 2 *OFFIS e. V., Escherweg 2, 26121 Oldenburg*

Additional Recommendations

Author identification

The Carl von Ossietzky University of Oldenburg advises all researchers to commit at the beginning of their publication activity to a clear and unambiguous spelling of their name, given name and possible abbreviations.

The Carl von Ossietzky University of Oldenburg also advises all researchers to register for an ORCID (Open Researcher and Contributor ID) and to consistently maintain this profile. Through the ORCID, links between a person and publications as well as affiliations to institutions can be documented. The owner of the ORCID has full control over all entries made in the profile.

Institutional identification

Individual Publishers use standardized identifiers for institutions in their submission routines. As there are different identification registers, the Carl von Ossietzky University of Oldenburg holds a number of different identifiers:

- CrossRef: 100019559
- GND: 26375-8
- GRID: grid.5560.6
- ISNI: 0000 0001 1009 3608
- Ringgold: 11233
- ROR: 033n9gh91
- VIAF: 261307068

Additional identifiers related to e.g. an institute or department of the Carl von Ossietzky University of Oldenburg are permitted.

Third-party funders

Publications resulting from third-party funded research, must name the funder/funding organization in a field "funding acknowledgment" (or similar), but not in the affiliation details.

Consulting

Should you have questions about the format of the affiliation, on how to register for an ORCID etc., feel free to contact the Library and Information System (BIS) of the Carl von Ossietzky University of Oldenburg at open-access-office@uol.de.