

GUIDELINES ON SIGNING AND INSTITUTIONAL AFFILIATION

Universitat Rovira i Virgili

Committee for Scientific Policy and Transfer (13.12.2017)

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UNIVERSITAT
ROVIRA i VIRGILI

Introduction

As stated in article 15.j of Law 14/2011 on Science, Technology and Innovation, research staff must use the names of the entities for whom they carry out their scientific activity, in accordance with the internal regulations of these entities and the agreements that they may sign.

This is because the use of varied, non-standardised names for researchers and research centres in scientific publications and, therefore, bibliographic databases decreases the visibility of the authors and the institution to which they belong.

This also makes it difficult to find publications and the corresponding citations and has a serious negative effect on many areas, notably the University's position in the international rankings.

In order to achieve maximum visibility for the scientific research produced at the Universitat Rovira i Virgili (URV) and for the researchers who carry out the research, it is necessary to establish a series of simple but effective guidelines regarding the signing of scientific publications.

The guidelines apply to all teaching and research staff (both permanent and temporary), to the administration and services staff and to students whose publications are the result of a relationship with the URV. Furthermore, the guidelines apply to all scientific production by the authors, be this in the form of article, books, papers presented at conferences, participation in social and scientific societies and networks.

Finally, in accordance with the Regulations governing access to the Digital Library (Governing Council session of 27 October 2016), all researchers who use the digital resources of the URV must take into account the following recommendations:

1. Institutional affiliation

To ensure the maximum visibility of the URV and its researchers on scientific publications, the Universitat Rovira i Virgili will be stated as the primary

affiliation. This practice will ensure that the URV (and, consequently, the corresponding departments, research groups and research centres) will be recognised unambiguously in the bibliographic databases and in bibliometric analyses. Therefore, to cite the institutional affiliation correctly, the following guidelines must be followed:

1.1. Name of the University

The name of the University must be written in Catalan and in the following manner:

- Universitat Rovira i Virgili, [...]

If, for exceptional reasons, it is not possible to put the Universitat Rovira i Virgili in first place, it must be put in second place.

1.2. Name of the department or research unit (institute, centre or group)

Next, the other elements of the institutional affiliation can be indicated in decreasing order of size and must include at least the department to which the researcher belongs (e.g. Universitat Rovira i Virgili, Department, Research Group) preferably in Catalan (the English translations of these elements may be accepted), separated by commas:

- Universitat Rovira i Virgili, Departament de Bioquímica i Biotecnologia, Grup de Recerca en Nutrigenòmica, [...]
- Universitat Rovira i Virgili, Department of English and German Studies, FONEXPER – Recerca en Fonètica Experimental, [...]

1.3. Multiple affiliation of researchers

If a researcher wants to show that they belong to more than one institution or research unit (institute, centre or group), they must sign the publication twice or three times, each time giving the information of one of the places where they carry out research. It should be remembered that institutional affiliations to the URV must comply with the indications in sections 1.1 and 1.2.

i. URV researchers who want to state more than one affiliation to the same University. For example, INV researcher with affiliation A and B:

INV_{a, b}

a: Universitat Rovira i Virgili, Departament d'Economia, Grup de Recerca en Anàlisi Econòmica i Salut (GRAES), [...]

b: Universitat Rovira i Virgili, Research Centre on Industrial and Public Economics (CREIP), [...]

ii. URV researchers who have an agreement that link their research to other R+D+I insitutions must include their affiliation to the URV alongside their affiliation to the other institution. For example the researcher INV with affiliation to A, B and C:

INV_{a, b, c}

a: Universitat Rovira i Virgili, Departament de Medicina i Cirurgia, [...]

b: Hospital Universitari Sant Joan de Reus, Servei de Medicina Interna, [...] c: Institut d'Investigació Sanitària Pere Virgili, [...]

iii. Researchers from connected insitutions (university institutes and hospitals) or that collaborate with the URV must comply with the stipulations of the agreement signed between both institutions. In the absence of an agreement, they must also specify their affiliation to the URV if they use the resources of the University. For example, in the case of a researcher from the IREC:

INV_{a, b}

a: Catalonia Institute for Energy Research (IREC), Bioenergy and Biofuels Division, [...] b: Universitat Rovira i Virgili, [...] o bé:

b: Universitat Rovira i Virgili, affiliated researcher, [...] o bé:

b: Universitat Rovira i Virgili, affiliated researcher to Department of [...], [...]

1.4. *Postal address and email*

The affiliation must conclude with the city and country and, if requested by the publisher, the full address. For example:

- Universitat Rovira i Virgili, Departament d'Economia, Grup de Recerca en Anàlisi Econòmica i Salut (GRAES), Reus, Spain

If an email address has to be included, it should be the author's institutional URV email address (autor@urv.cat).

2. Name of authors

Most international databases regard the surname of the author to be the last word in the name and abbreviate all the other elements.

For example, Dídac Domènech Pérez is indexed as Pérez, D.D.

To prevent this from happening in the case of Catalan and Spanish names, the general recommendation is:

- a. To use a hyphen between any words that must not be separated by the database (e.g. Dídac Domènech-Pérez would be indexed as Domènech-Pérez, D.).
- b. To sign with both a first and second surname in the case of authors whose first surname is very common (e.g. García, López, etc.).
- c. To include any special symbols or characters (e.g. accents, apostrophes, the letters ç and ñ, etc.) because most databases can handle these.
- d. To use same name form in all publications and to avoid switching between one or two surnames.

The following is a list of other recommendations that can be used for variations of names and surnames:

FIRST NAMES		
Real Name	Name Recommended	Name not-recommended

Maria Cinta	Maria C. Maria-Cinta	Maria Cinta M. Cinta Ma Cinta
Maria dels Àngels	Maria A. Maria-dels-Àngels	Maria dels Àngels M. dels Àngels Ma. Àngels
SURNAMES		
Real Name	Name Recommended	Name not-recommended
Rodríguez González	Rodríguez-González	Rodríguez (sol) Rodríguez González
Puig-Vallès Ollé	Puig-Vallès Puig-Vallès-Ollé	Puig Puig-Vallès Ollé
Miró i Puig	Miró-i-Puig	Miró Miró i Puig

[These recommendations have been drawn up in reference to the document published by the FECYT [Propuesta de manual de ayuda a los investigadores españoles para la normalización del nombre de autores e instituciones en las publicaciones científicas](https://www.recursoscientificos.fecyt.es/sites/default/files/2015_02_16_normalizacion_nombre_autor.pdf)”, of 17 January 2007.]

3. ORCID identity number

ORCID are initials that stand for Open Research Contributor ID, an international identification system that gives a unique persistent digital identifier to each researcher so that they can be readily identified and their scientific research can be easily retrieved. Researchers must have an ORCID number with the institutional email of the URV. If they do not have one, they must create one by going to <https://orcid.org/register> and introduce it in the personal details section of the application that handles the research data of URV researchers.

Researchers are recommended to use this identifier in all documents and in particular in all communication with publishers.

They should also keep their ORCID identifier up to date with references to their scientific production (e.g. automatic updating via Crossref) and link it to other personal profiles (Researcher ID, Scopus ID, My Citations, Google Scholar, etc.).

For more information on this code, go to: <http://www.urv.cat/ca/vida-campus/serveis/crai/que-us-oferim/suport-investigacio/orcid/>.

4. Altres identificadors

Researcher ID is an identifier that links a researcher with their scientific production that has been included in the Web of Science.

Scopus Author ID is an identifier that links an author with their scientific publications that have been included in Scopus.

Both identifiers can be linked to the unique ORCID identifier, meaning that it is easy to transfer information between the different profiles