

REGULATIONS GOVERNING INSTITUTIONAL AFFILIATION

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PREAMBLE

Article 15.j of Law 17/2022, of 5 September, which modified Law 14/2011, of 1 June, on Science, Technology and Innovation, establishes that research staff must use the name of the entities for which they provide services in the performance of their scientific activity, in accordance with the internal regulations of these entities and the agreements, pacts and conventions they sign.

The lack of standardization regarding the names of researchers and work centres in scientific publications and, consequently, in the main bibliographic databases, makes it

difficult to uniquely identify an author's scientific production and decreases the impact and visibility of their authorship and of the institution to which they belong. At the same time, this has a detrimental effect on other researchers' ability to retrieve publications and the corresponding citations and has a significant impact, among other aspects, on the position of the author's university in the international rankings.

Given this situation and the need to ensure maximum visibility for the scientific production of the Universitat Rovira i Virgili (URV) and its authors, it is clear that that the URV needs to establish regulations that regulate the way in which authors sign their scientific work.

These regulations follow the recommendations made by [the Spanish Committee for Research Ethics](#) (CEEI) and the [Committee for the Integrity of Research](#) in Catalonia (CIR-CAT), whose mission is to ensure the ethical quality of research and good practices in the fields of science and research.

Article 1. Scope of application

These regulations are applicable to teaching and research staff, students, and technical, management and administrative and service staff (PTGAS). Authors must follow these rules in all their scientific production and in any act of dissemination.

Article 2. Authors

1. People who have made a contribution in accordance with the [CRediT Taxonomy](#) (Contributor Roles Taxonomy) must be listed as authors of the scientific work.
2. A fair allocation and ordering of authorship must be guaranteed, in accordance with good research practices and the applicable rules within the discipline or disciplines in question.
3. In order to assist the retrieval of scientific production, authors' names should be standardized in accordance with the recommendations in Annex 1.

Article 3. Duty of institutional affiliation

4. URV staff and students must include the URV as their first affiliation in their scientific publications and dissemination acts following the format indicated in the annex 2.
5. In the signature, the University's name must be given as Universitat Rovira i Virgili, in Catalan, in first place and exclusively in this form. The initials URV must not be used in the signature.
6. The name of other university structures and units such as the department, the faculty, the research group, the research centre or the research institute can also be recorded below.
7. The English form *Spain* must be used for the name of the country as this will facilitate the counting of the countries that appear in the publication affiliations, for example when the international collaboration indicator is being prepared.

Article 4. Multiple affiliation

1. URV staff who have been assigned by the URV in an authorized manner to another institution within the framework of a collaboration agreement must include their other affiliations in their signature, in accordance with the format indicated in Annex 3.
2. URV staff who occupy positions at health institutions in accordance with Royal Decree 1558/1986, of 28 June, which establishes the general conditions governing collaborations between universities and health institutions, must give their affiliation in accordance with Annex 3 or Annex 4.
3. External staff affiliated with the URV, with authorization from their institution within the framework of an agreement, must include the URV affiliation, following the format indicated in Annex 4.
4. Individuals who are research staff from another institution but also students at the URV must give their affiliation in accordance with Annex 4.

Article 5. Identifiers

1. Researchers' digital identifiers are codes that uniquely identify them in various scientific systems and databases.
2. It is essential that researchers keep their identifiers up to date and link them to their URV institutional email address.
3. Researchers are also recommended to accompany their institutional signature with their persistent identifier on the [Research Organization Registry \(ROR\)](#) of the Universitat Rovira i Virgili.

Article 6. Monitoring of institutional affiliation

1. Periodically, researchers will be monitored to ensure that they are complying with the present regulations when they give their institutional affiliation.
2. If a researcher is found to have given their institutional affiliation incorrectly, they will be contacted so that they can correct the error. If the researcher does not correct the error or they repeatedly breach the present regulations, the competent bodies will be notified and will take the appropriate measures.
3. Publications that do not comply with the present regulations will not be included in the URV's Research Report, they will not be taken into account when resources are distributed to the URV's departments, they will not be able to benefit from grants for open publication, and they will not be considered as a required or assessable merit in funding calls issued by the Office of the Vice-Rector with research competences.

SINGLE FINAL PROVISION. ENTRY INTO FORCE

These regulations enter into force the day after they are approved by the Governing Council of the Universitat Rovira i Virgili.

ANNEX 1. RECOMMENDATIONS FOR RESEARCHERS ON HOW THEY SHOULD STANDARDISE THEIR AUTHOR'S NAME

When a researcher consistently uses a standardized author's name to sign their research, it helps others to find and retrieve their scientific production and provides reliability in bibliometric indicators on productivity, impact and ranking, among others.

This signature must clearly identify the author and distinguish them from others. To ensure that they are correctly identified, researchers are recommended to:

- a) Always use the same standard form of signature in all publications and, if they have more than one surname, to avoid changing between these surnames.
- b) Use a dash between elements that mustn't be separated by the databases, for example, between compound names and between double surnames. Elements that are separated by a dash thus become a single segment, for example, Name-Name Surname-Surname.
- c) Whenever possible do not abbreviate names. This will prevent confusion and gender bias and promote author visibility. In the case of compound names, it is more advisable to state the first name in full and abbreviate the second, given only the initial.
- d) If your name includes special letters (e.g. ç or ñ) or diacritics such as accents and apostrophes, etc., do not change or remove because most databases are able to accommodate them.
- e) Avoid particles (articles, prepositions, conjunctions) that join first name with first name, first name with surname or surname with surname.

ANNEX 2. EXAMPLE OF INSTITUTIONAL AFFILIATION

Surname1 Surname2, Name ^a

a: Universitat Rovira i Virgili, [...]

a: Universitat Rovira i Virgili, Department of XXXX, Research Group XXXX, Faculty of XXXX, [...] Address, Spain

ANNEX 3 EXAMPLE OF URV STAFF ATTACHED TO AN EXTERNAL ENTITY XXXX OR URV STAFF WHO OCCUPY A POSITION LINKED TO A HEALTH INSTITUTION XXXX

Surname1-Surname2, Name ^{a, b}

a: Universitat Rovira i Virgili, [...]

b: External entity or health institution XXXX, [...]

ANNEX 4 EXAMPLE OF URV STAFF WHO OCCUPY A POSITION LINKED TO A HEALTH INSTITUTION XXXX OR EXTERNAL STAFF ATTACHED TO THE URV OR WHO ARE AT THE SAME TIME STUDENTS OF THE URV

Surname1-Surname2, Name ^{a, b}

a: External entity or health institution XXXX, [...]

b: Universitat Rovira i Virgili, [...]