

Technical University of Munich

TUM Publication Guidelines

TUM Publication Guidelines: Regulations on Designating Affiliation

Enacted by the TUM Board of Management on 11 May 2021

One of the key performance indicators of the Technical University of Munich (TUM) are publications by TUM scientists and scholars. In the national and international scientific community, publications in specialist journals, monographs or conference proceedings are used to evaluate the performance of both the authors and the associated institutions. Institutional performance comparisons (rankings) also predominantly use publication data.

It is therefore in the interest of all parties involved that each publication is clearly and correctly attributed to the author and the institution concerned.

These publication guidelines¹ are intended to ensure that publications, patents and other written documents are recorded accurately and fully for the benefit of the authors and their institutions.²

Scope

These guidelines are binding for the entire TUM. They apply to all academic and non-academic employees, to students and doctoral candidates, as well as to scientists who conduct research and publish as visiting scholars at TUM. Insofar as the research results presented in publications originated predominantly at TUM, the guidelines also apply to honorary professors, lecturers and scholarship holders.

Official TUM Designation and Abbreviation of the Name

TUM has established a standardized and binding affiliation designation in German and English.³ This official designation must be used throughout the publication process. It is also to be used wherever TUM affiliates name their research institution (for example, at conferences, symposia, in presentations or grant proposals).

1 The TUM publication guidelines are based on the "Recommendation on guidelines for stating affiliations in publications" (Recommendations of the 24th General Assembly of the German Rectors' Conference (HRK) on 24 April 2018 in Mannheim).

https://www.hrk.de/fileadmin/redaktion/hrk/02-Dokumente/02-01-Beschluesse/HRK_MV_Empfehlung_Affiliationen_24042018_EN.pdf

2 The publication guidelines are available online at <https://mediatum.ub.tum.de/publicationguidelines>.

3 See also https://portal.mytum.de/corporatedesign/regeln/index_sprachregelung

The official name of TUM is

Technische Universität München

The English translation is

Technical University of Munich

The correct abbreviation is TUM and is always written in capital letters. The first time the name is mentioned in a text, it must be written out in full, followed by the abbreviation (TUM) in brackets. The abbreviation TUM may be used in the remainder of the text.

Designation of School, Department, Institute or Chair

The name of the school and department or other higher-level TUM institution is obligatory and follows the name of the university. Other designations, such as chair, are optional.

For all designations of institutional affiliation, official names and terms from the TUM Terminology Hub⁴ are to be used. The respective English translations can also be found there.

The order and formal layout of the information (e.g. e-mail address, telephone number) should be based on the TUM corporate design for business stationery.⁵

⁴ <https://www.dict.tum.de/multiterm/>

⁵ <https://www.tum.de/cd>. A different order is possible if the publisher specifies such a provision.

Multiple Institutional Affiliations or Changes of Affiliation

Some authors may belong permanently or temporarily to another university or institution in addition to TUM, or may change institutions during their research activities.

- **If there is more than one permanent affiliation**, all corresponding institutions must be listed in publications and in author profiles. The first affiliation is the institution at which the predominant part of the research work was carried out.
- **In the case of temporary affiliation of a TUM member to another institution** in addition to their home institution, this institution must be named as an additional affiliation (second affiliation), provided that relevant research work was carried out there. This applies, for example, to an extended but fixed-term research stay at a host institution.
- **In the event of a change of institution** during the research and publication process, the institution at which the research was predominantly conducted must be named as the first affiliation. If a relevant part of the research activity also took place at the other institution, the other institution must be named as the second affiliation.
- **TUM doctoral candidates** must always name TUM as their first affiliation. If the doctoral thesis is completed at an external institution, this is listed as the second affiliation.
- **Visiting researchers** must list TUM as an affiliation for all publications in which a relevant part of the research activity took place at TUM. Simply mentioning TUM in the acknowledgements is not sufficient.

For example, where there are two affiliations, they may be stated in the following form:

Max Mustermann^{1, 2}

¹ Technical University of Munich, Germany; TUM School of Engineering and Design, Department of Mechanical Engineering

² Nanyang Technological University, Singapore

or:

Max Mustermann^{1, 2}

¹ Technical University of Munich, Germany; TUM School of Engineering and Design, Department of Mechanical Engineering

² Max Planck Institute for Astrophysics, Garching, Germany

Obligation to Disclose Funding

If the research on which the publication is based was partly or wholly financed by third-party funds (grants), in addition to the accurate statement of affiliation, a reference to the funding must be included (“Funding Acknowledgement”) when required by funding institution.

For publications resulting from DFG-funded projects, the DFG prescribes the following form: “Gefördert durch die Deutsche Forschungsgemeinschaft (DFG) – Projektnummer(n)”.

The English translation is: “Funded by the Deutsche Forschungsgemeinschaft (DFG, German Research Foundation) – Project Number(s)”.

The project number can be found in the DFG award letter or in the GEPRIS⁶ project information system. If a publication refers to several projects, the numbers must be separated by semicolons.

⁶ See https://www.dfg.de/formulare/2_00/; <https://gepris.dfg.de/gepris/OCTOPUS?language=en>

Author Names and Author Profiles

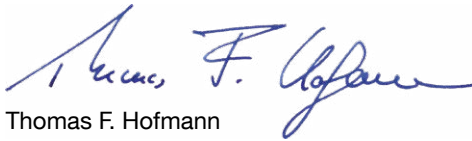
Identity management services (e.g. ORCID) and author profiles in bibliographic databases (e.g. Publons in Web of Science, Scopus AuthorID or Google Scholar Citations) help to ensure authors are clearly identifiable.

Many literature databases and citation services do not record publications or record them incompletely if the authors do not have their own author profile or do not maintain an (automatically) created author profile.

TUM researchers are advised to set up author profiles in relevant literature databases and profile services, and to keep them updated.⁷ The TUM infrastructure allows the creation of an ORCID iD with a linkage to TUMonline.⁸

Advice on Affiliation Information and Author Profiles

The TUM University Library advises and supports all TUM authors on questions concerning affiliation information and the creation and maintenance of author profiles in literature databases and profile services.⁹



Thomas F. Hofmann
President

7 See guidelines on „Academic Identity Management: create and maintain your author profiles in literature databases“ https://mediatum.ub.tum.de/academic_identity_management.

8 <https://www.ub.tum.de/en/orcid>

9 Further information and contact persons can be found on the University Library's website at <https://www.ub.tum.de/en/bibliometrics>.

Imprint

Publisher

Thomas F. Hofmann
President, Technical University of Munich

Editor

Technical University of Munich
University Library

Arcisstrasse 21
80333 Munich, Germany

bibliometrie@ub.tum.de

Design

ediundsepp
Gestaltungsgesellschaft mbH

Online edition

published in August, 2021
available at [mediatum.ub.tum.de/
publicationguidelines](https://mediatum.ub.tum.de/publicationguidelines)