Recommendations for the standardised indication of affiliation in publications in English and German
Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU) is recognised both nationally and internationally as one of Germany's strongest research universities. Academic publications are highly important in this context as they are quantifiable and can be used to measure and compare this strength in research. Publications in renowned journals and series increase the visibility of the researchers involved, as well as FAU as a whole.

However, publications and their authors must be clearly linked to FAU. This is the only sure way to guarantee that achievements are recognised, such as in international rankings. A standardised way of indicating affiliations is key to this. It is also relevant when exact and representative data concerning the amount of publications is required for applications to the German Research Foundation (DFG) or other organisations which provide funding. In addition to increasing the public visibility of research, standardisation also helps the University to secure funding.

To ensure that the actual value of the outstanding contributions made by our researchers is recognised, we ask that the following recommendations for indicating affiliation to the University are noted during the publication process.

These recommendations are intended for all academic and non-academic staff, doctoral candidates and students, as well as all temporary and guest researchers working on publications during their time at FAU.
UNIVERSITY NAME

Please always state the official name of the University:

Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU)

This recommendation also applies to publications in English. Friedrich-Alexander University Erlangen-Nürnberg (FAU) may also be used as an alternative here. General information and recommendations on how to use the University name are available at:

☞ www.fau.de/einrichtungen/presse/corporate-design/verwendung_Uniname_EN.pdf

In the name ‘Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU)’, please always write the full ending ‘Erlangen-Nürnberg’, regardless of whether you are based in Nuremberg or Erlangen. This applies to publications in both English and German. Accordingly, please do not use ‘Friedrich-Alexander-Universität/University Erlangen’ or ‘Friedrich-Alexander-Universität/University Nürnberg’.

If there is a character limit set by the publisher, the University name should be put in a prominent position so that the publication can be clearly associated with FAU. Please still use the full version ‘Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU)’ or ‘Friedrich-Alexander University Erlangen-Nürnberg (FAU)’ where possible and do not shorten the University name in favour of other information. Simply using the abbreviation FAU is not sufficient for publications to be associated with FAU, as other universities, such as Florida Atlantic University, also use the acronym FAU.

In cases where the full name exceeds the character limit, the following versions are recommended

Maximum 50 characters: Friedrich-Alexander-Universität Erlangen-Nürnberg
Maximum 30 characters: Universität Erlangen-Nürnberg

or alternatively

Maximum 50 characters: Friedrich-Alexander University Erlangen-Nürnberg
Maximum 30 characters: Univ. of Erlangen-Nürnberg

INDICATION OF ADDITIONAL AFFILIATION
(FACULTY, SCHOOL, DEPARTMENT, INSTITUTE)

In order to present your research clearly and visibly both within and outside of the University, in addition to the University name, you should also indicate the specific organisational unit (faculty, school, department, institute, etc.) which you are part of.

In publications in English, the English names may also be used. If your institute, working group, professorship or similar does not have an official English name and you require information in this regard, please contact:

Dr. Sabine Nunius
Project Manager Language Service
Phone: +49 9131 85-29227
E-mail: sabine.nunius@fau.de

Usually, when listing the various levels of affiliation (University name, faculty, school, department, institute, chair, etc.) at FAU, at least the highest and the lowest are included, i.e. the University (FAU) and the smallest organisational unit with which you are affiliated:

Example 1 – Chair:

Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU), Lehrstuhl für Konstruktionstechnik, Martensstraße 9, 91058 Erlangen, Deutschland

or alternatively

Friedrich-Alexander-Universität (or: University) Erlangen-Nürnberg (FAU), Engineering Design*, Martensstraße 9, 91058 Erlangen, Germany

* As there is no established English equivalent for the German term ‘Lehrstuhl’ to represent a specific level of the University structure, we recommend that only the name of a ‘Lehrstuhl’ is used, rather than Chair of [name] to avoid confusion in English where Chair can refer to a managerial position in an organisational unit.
AFFILIATION WITH MULTIPLE INSTITUTIONS

If you wish to indicate affiliation with multiple institutions within or outside of FAU, we recommend the following format or an equivalent, depending on publishing specifications:

**Own name**\(^1\)\(^2\)\(^3\)

1. Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU), Lehrstuhl für Schulpädagogik, Regensburger Straße 160, 90478 Nürnberg, Deutschland
2. Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU), Institut für Theater- und Medienwissenschaft, Bismarckstraße 1, 91054 Erlangen, Deutschland
3. ETI Schauspielschule Berlin, ETI-Werkstatt, Rungestraße 20, 10179 Berlin, Deutschland

An equivalent procedure is recommended if you are using the English name(s) for your organisational unit(s).

POSTAL ADDRESS AND CITY (ERLANGEN, NUREMBERG)

To ensure that written correspondence is delivered, we recommend that you provide the exact German postal address of the corresponding author, with the addition of ‘Deutschland’ or ‘Germany’. This should also be done in international journals. In this format, the D before the post code is redundant. Do not translate any part of the address, especially the street name.

**Recommended:** Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU)
Universitätsbibliothek Erlangen-Nürnberg
Universitätsstrasse 4, 91054 Erlangen, Germany

**Incorrect:** [...] College Lane 4, D-91054 Erlangen, Germany

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Example 2 – Institute:

Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU),
Institut für Geographie, Kochstraße 4/4, 91054 Erlangen, Deutschland or
Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU), Naturwissenschaftliche Fakultät, Department Geographie und Geowissenschaften, Institut für Geographie, Kochstraße 4/4, 91054 Erlangen, Deutschland

Alternatively

Friedrich-Alexander-Universität (or: University) Erlangen-Nürnberg (FAU),
Institute of Geography, Kochstraße 4/4, 91054 Erlangen, Germany or
Friedrich-Alexander-Universität (or: University) Erlangen-Nürnberg (FAU),
Faculty of Sciences, Department of Geography and Geosciences, Institute of Geography, Kochstraße 4/4, 91054 Erlangen, Germany

Example 3 – Professorship not affiliated with a chair:

Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU),
Department Informatik, Martensstraße 1, 91058 Erlangen, Deutschland or
Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU), Technische Fakultät, Department Informatik, Martensstraße 1, 91058 Erlangen, Deutschland

Alternatively

Friedrich-Alexander-Universität (or: University) Erlangen-Nürnberg (FAU),
Department of Computer Science, Martensstraße 1, 91058 Erlangen, Germany or
Friedrich-Alexander-Universität (or: University) Erlangen-Nürnberg (FAU),
Faculty of Engineering, Department of Computer Science, Martensstraße 1, 91058 Erlangen, Germany
STANDARDISED AUTHOR NAMES

FAU recommends that young researchers in particular decide on a standardised way of writing their own name in publications at the beginning of their academic careers. This is particularly relevant to names with prefixes or conjunctions, double names or names which show family relationships (e.g. Mac, Ibn, Abu).

Furthermore, allocating unique identifiers for authors is becoming increasingly significant. We recommend that you refer to the ISO-certified International Standard Name Identifier (ISNI) at www.isni.org, the Open Researcher and Contributor ID (ORCID) at www.orcid.org and ResearcherID at www.researcherid.com for more information on this matter. You should choose one or more systems depending on the conventions in your field and the level of visibility which you are aiming for (for example, ResearcherID from Thomson Reuters is mainly directed at Web of Science).

Furthermore, where possible, all authors should create a personal profile in relevant databases which indicates the various ways in which their name may be written (usually under the fields ‘Variants of name’ or ‘Other names’) and link their publications to their personal profile.

ORDER OF AUTHORS

The order in which authors should be listed in journals varies depending on the field. Please follow the conventions which are standard in your field. The tool Authorder® may be helpful when determining the weighting of the share of work: www.authorder.com

POSTERS

When designing academic posters which are to be published, please be aware that only the current faculty logos should be used:

☞ www.fau.de/einrichtungen/presse/corporate-design/logo/index.shtml

The old faculty logos or the old University logo should no longer be used. Otherwise, the same recommendations apply to the use of the University name, indication of additional affiliation, etc. as described above.

Do not use copyrighted content as part of the graphic design. This may also include fonts which require a licence.

In certain cases, there may be additional specifications set by your specific organisational unit or by the publisher which must also be adhered to. Please consult the contact person at your organisational unit or at the publisher if this is the case.

USE OF UMLAUTS

Thanks to modern character encoding, most journals should no longer experience any problems with how umlauts and other special characters are displayed. However, if umlauts cannot be used for technical reasons, please use a instead of ä, u instead of ü and o instead of ö. Database searches may use a wildcard as a placeholder in order to replace exactly one character with any other character. Replacing umlauts with ae, ue or oe prevents this from working.