Recommendations for the standardised indication of affiliation in publications in German and English
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 to a certain extent. 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 way to ensure that achievements are recognised, such as in international rankings. A standardised way of indicating affiliation is key to this. It is also relevant when exact and representative data concerning the number of publications is required for applications to the German Research Foundation (DFG) or other organisations that provide funding. Therefore, in addition to increasing the public visibility of research, standardisation also helps the University to secure funding.

To ensure that the actual high value of the outstanding contributions made by our researchers is recognised, we ask that the following recommendations for indicating affiliation to the University are complied with as far as possible 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. General information and recommendations on how to use the University name in English are available on the FAU corporate identity website.

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 in German:

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

Alternatively, in publications in English:

Maximum 50 characters: Friedrich-Alexander-Universität 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 (for example, faculty, school, department, institute) which you are a part of. In publications in English, the English names may be used. You can search for the relevant names on this website: http://lookup.fau-sprachendienst.de/. If your institute, working group, or professorship does not have an official English name and you require information with regard to this, please contact the FAU Language Service.

Usually, when listing the various levels of affiliation (University, faculty, school, department, institute, chair, professor) 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. However, you can also list all levels:

Example 1 – Chair:

Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU), Lehrstuhl für Konstruktionstechnik, Martensstraße 9, 91058 Erlangen, Deutschland
or
Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU), Technische Fakultät, Department Maschinenbau, Lehrstuhl für Konstruktionstechnik, Martensstraße 9, 91058 Erlangen, Deutschland

Alternatively, in publications in English:

Friedrich-Alexander-Universität (or: University) Erlangen-Nürnberg (FAU), Engineering Design\(^1\), Martensstraße 9, 91058 Erlangen, Germany
or
Friedrich-Alexander-Universität (or: University) Erlangen-Nürnberg (FAU), Faculty of Engineering, Department of Mechanical Engineering, Engineering Design, Martensstraße 9, 91058 Erlangen, Germany

\(^1\) 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 as to whether „chair“ refers to an organisational unit or the manager of this unit.
Example 2 – Professorship:

Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU),
Professur für Open-Source-Software, Martensstraße 3,
91058 Erlangen, Deutschland
or
Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU),
Technische Fakultät, Department Informatik, Professur für Open-Source-Software,
Martensstraße 3, 91058 Erlangen, Deutschland

Alternatively, in publications in English:

Friedrich-Alexander-Universität (or: University) Erlangen-Nürnberg (FAU),
Professorship for Open Source Software, Martensstraße 3, 91058 Erlangen, Germany
or
Friedrich-Alexander-Universität (or: University) Erlangen-Nürnberg (FAU),
Faculty of Engineering, Department of Computer Science,
Professorship for Open Source Software, Martensstraße 3, 91058 Erlangen, Germany

Example 3 – Institute:

Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU),
Zentralinstitut für Wissenschaftsreflexion und Schlüsselqualifikationen,
Bismarckstr. 12, 91054 Erlangen, Deutschland

Alternatively, in publications in English:

Friedrich-Alexander-Universität (or: University) Erlangen-Nürnberg (FAU),
Center for Applied Philosophy of Science and Key Qualifications,
Bismarckstr. 12, 91054 Erlangen, Germany

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 name¹,²,³
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 for publications in English.

Standardised author names and identifiers

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 that show family relationships (for example Mac, Ibn, Abu).

International library guidelines for the use of standardised formats for names can be used to prevent any deviations from occurring in library catalogues and databases. Please contact the University Library for more information.

Furthermore, allocating unique (alpha)numeric identifiers for authors is becoming increasingly common. We recommend that you refer to the ISO-certified International Standard Name Identifier (ISNI) http://www.isni.org/, the Open Researcher and Contributor ID (ORCID) http://orcid.org/ and ResearcherID http://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 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.

For several disciplines, ensuring that work appears in scientific search engines such as Google Scholar in addition to entries in databases is crucial. If you wish to increase your visibility here, a Google account is required and a profile must be requested: https://scholar.google.com/citations?view_op=new_profile.

**Standardised institutional identifiers**

(Alpha)numeric identifiers to enable unique identification of institutions such as FAU or funding organisations such as DFG already exist. Please include these identifiers during the submission process if the publisher provides the relevant entry fields for your affiliation or your funding organisation:

- Crossref Funder ID for FAU (https://search.crossref.org/funding) 501100001652
- GRID ID for FAU (https://www.grid.ac/institutes) grid.5330.5
- ISNI for FAU (http://www.isni.org/) 0000 0001 2107 3311
- RINGGOLD ID for FAU (http://ido.ringgold.com/) 9171

In some cases, you will be required to enter the value added tax identification number, also referred to as VAT identification number, when processing publication fees.

**FAU value added tax identification number: DE 132507686**

Universitätsklinikum Erlangen and some research associations have their own value added tax identification numbers. These can usually be found in the legal notice on the website of the relevant institution.

**Posters**

When designing academic posters that are to be published, please be aware that only the current faculty logos should be used. These can be found on the FAU corporate identity website. 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 and identifiers 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 that 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.