

The translations provide a service to international students, researchers and staff. The legally binding version of the notifications are available in German only.

Publication Guideline

of the

University of Siegen

Dated May 21st, 2021

On the basis of Section 2 (4) of the Act on Higher Education Institutions in the State of North Rhine-Westphalia (Higher Education Act [HG]) of 16 September 2014 (Laws and Regulations [GV.] NRW. p. 547), last amended by the Law of 25 March 2021 (Laws and Regulations [GV.] NRW. p. 331), the University of Siegen has issued the following statute:

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1.

Preamble

One key indicator for the performance spectrum of the University of Siegen is the publications that its scientists and scholars promulgate. In national and international academic life, publications in specialist media (journals, books and monographs, conference and congress reports), in particular, are used to evaluate the performance of both the authors and the associated institution. Institutional performance comparisons (referred to as “rankings”) are often based on publication data. It is, therefore, in the very interest of the authors, as well as their institution (in this instance: the University of Siegen), that each publication is clearly assigned, given that this is the only way it can be found in literature searches. The same applies to personalized and institutional performance records resulting from the use of literature databases.

The University of Siegen has, therefore, established a binding and standardized affiliation designation in German and English. This is intended to ensure that publications and other written documents are recorded correctly and completely for the benefit of the authors and their institution(s). This publication guideline is binding for the entire University of Siegen. It serves to clearly identify the members of the University of Siegen in scientific and non-scientific literature. Every employee of the University of Siegen should use this official designation throughout the entire publication process and wherever they name their research institution (e.g. congresses, symposia, lectures, research proposals, etc.).

This guideline applies to all academic and non-academic employees, doctoral candidates and students of the University of Siegen. Furthermore, it applies to all academics who research and publish at the University of Siegen within the scope of a guest residency. To the extent that publications and other written documents are directly related to activities undertaken at the University of Siegen, the guideline shall also apply to honorary professors, lecturers and scholarship holders.

2.

Guiding principles

Name of the University

The official name of Universität Siegen (The University of Siegen) is:

<i>German</i>	<i>English</i>
Universität Siegen	University of Siegen

This name designation is to be used in the stated form in all disclosures of affiliation. Other names are to be avoided. A translation into other languages (such as French or Spanish) is not permitted. If it is not possible to reproduce the umlaut, the spelling “Universitat” is to be used, and not a transliteration in the form of “ae”.

Disclosure of other affiliations

In order to clearly classify publications, the precise institutional affiliation to the University of Siegen must be stated for each publication, in addition to the university name. The indication of the faculty and/or central scientific institution is mandatory. The following designations are to be used:

Faculties <i>German</i>	Faculties <i>English</i>
Fakultät I: Philosophische Fakultät Fakultät II: Bildung • Architektur • Künste Fakultät III: Wirtschaftswissenschaften, Wirtschaftsinformatik und Wirtschaftsrecht Fakultät IV: Naturwissenschaftlich-Technische Fakultät Fakultät V: Lebenswissenschaftliche Fakultät	Faculty I: Faculty ¹ of Arts and Humanities Faculty II: School of Education, Architecture and the Arts Faculty III: School of Economic Disciplines Faculty IV: School of Science and Technology Faculty V: School of Life Sciences
Central scientific institutions	Central scientific institutions
iSchool – School of Media and Information Gender Studies Siegen (GestuS) Zentrum für Entwicklungsländerforschung und Wissenstransfer (ZEW) Zentrum für Lehrerbildung und Bildungsforschung (ZLB) Zentrum für Planung und Entwicklung sozialer Dienste (ZPE)	iSchool – School of Media and Information Gender Studies Siegen (GestuS) Center for International Capacity Development (CICD) Center for Teacher Training and Educational Research (ZLB) Center for Planning and Evaluation of Social Services

If further information on institutional affiliation is desired, official names and terms should be used. The indication of university, faculty, seminar/department/institute and chair/professorship, respectively the university and central institution, should always be made in the given order, starting with the highest and moving down to the lowest level. At least, however, the highest and lowest levels of institutional affiliation must be mentioned. English translations for all institutions of the University of Siegen are provided in a glossary on the University's homepage.²

<i>Example in German</i>	<i>Example in English</i>
Universität Siegen Fakultät I: Philosophische Fakultät Germanistisches Seminar Neuere deutsche Literaturwissenschaft	University of Siegen Faculty I: Faculty ³ of Arts and Humanities Department of German Modern German Literary Studies
Minimum disclosure	Minimum disclosure
Universität Siegen	University of Siegen

¹ Amended by Order for the Amendment of the Publication Guideline of the University of Siegen of May 23, 2022 (Official Notice 41/2022).

² https://www.uni-siegen.de/presse/relaunch/service_intern/uebersetzung/glossar/?lang=d

³ Amended by Order for the Amendment of the Publication Guideline of the University of Siegen of May 23, 2022 (Official Notice 41/2022).

Contact details

Corresponding authors shall provide the exact German postal address for all publications, with the addition of “Deutschland” or “Germany” for international publications. Street names are not translated.

<i>Example in German</i>	<i>Example in English</i>
Universität Siegen {Faculty} {Seminar/Department/Institute} {Chair/Professorship} {Street} 57068 Siegen Deutschland	University of Siegen {Faculty} {Seminar/Department/Institute} {Chair/Professorship} {Street} 57068 Siegen Germany
<i>Example in German</i>	<i>Example in English</i>
Universität Siegen Fakultät IV: Naturwissenschaftlich-Technische Fakultät Department Physik Theoretische Quantenoptik Walter-Flex-Straße 3 57068 Siegen Deutschland	University of Siegen Faculty IV: School of Science and Technology Physics Department Theoretical Quantum Physics Walter-Flex-Straße 3 57068 Siegen Germany

The electronic contact address should be the official email address at the University of Siegen.

{first name.last name}@uni-siegen.de	{first name.last name}@uni-siegen.de
or	or
{last name}@{OU}.uni-siegen.de	{last name}@{OU}.uni-siegen.de

Multiple institutional affiliations

Some academics belong to another university or institution, in addition to the University of Siegen. If there is more than one affiliation on a permanent basis, for example, due to a joint appointment or cross-institutional doctoral program, both (or all) corresponding institutions must be stated. This information also applies to guest researchers at the University of Siegen; the mere mention of the University of Siegen in the “Thanks” section is not sufficient.

<i>Example in German</i>	<i>Example in English</i>
<p>{Name}^{1,2}</p> <p>¹Universität Siegen, {Faculty}, {Department/Institute}, {Chair/Professorship}, {Street}, 57068 Siegen, Deutschland</p> <p>²{further institution}</p>	<p>{Name}^{1,2}</p> <p>¹University of Siegen, {Faculty}, {Department/Institute}, {Chair/Professorship}, {Street}, 57068 Siegen, Germany</p> <p>²{further institution}</p>
<i>Example in German</i>	<i>Example in English</i>
<p>Maximiliane Mustermensch^{1,2}</p> <p>¹Universität Siegen, Fakultät III: Wirtschaftswissenschaften, Wirtschaftsinformatik, Wirtschaftsrecht, Institut für Wirtschaftsinformatik, Wirtschaftsinformatik und Neue Medien, Hölderlinstraße 3, 57068 Siegen, Deutschland</p> <p>²Fraunhofer-Institut für Angewandte Informationstechnik, Forschungsbereich Life Science Informatik, Schloss Birlinghoven, 53757 Sankt Augustin, Deutschland</p>	<p>Maximiliane Mustermensch^{1,2}</p> <p>¹University of Siegen, Faculty III: School of Economic Disciplines, Institute for Business Information Systems, Business Information Systems and New Media, Hölderlinstraße 3, 57068 Siegen, Germany</p> <p>²Fraunhofer Institute for Applied Information Technology, Department Life Science Informatics, Schloss Birlinghoven, 53757 Sankt Augustin, Germany</p>

In the event of a change of institution during the research and publication process, the institution at which the research work was primarily carried out must always be stated. Should relevant parts of the research activity have taken place at both institutions, both institutions must be named. The institution at which the research activity was primarily conducted should be named first.

Identification of authorship

In order to ensure the correct and complete assignment of publications, the University of Siegen recommends a uniform spelling of a person's own name in all scientific publications. This applies, in particular, to names with umlauts (ä, ö, ü) and "ß",⁴ prefixes (e.g. von, van der, de), conjunctions, several first names, relationship designations (e.g. Mac, Ibn, Abu) or double names. It is strongly recommended that each academic use a consistent spelling and version of their name throughout the publication process.

Author profiles like the *ORCID iD* offered by the Open Researcher and Contributor ID (ORCID; www.orcid.org), the *ResearcherID* (Clarivate Analytics/Web of Science; www.researcherid.com) and the *Scopus Author ID* (Elsevier; www.scopus.com/authoridentifier) help to make authors clearly identifiable. Many databases and citation services do not record publications or do so incompletely, if such an author profile is not available.

Therefore, as part of academic identity management, all authors should create author profiles in the databases relevant to them and link their publications to their author profile. The use of one or more author identification systems depends on the practices of individual subject disciplines and the desired scope of visibility. Due to the increasing use of ORCID as an overarching author identification system, the use of ORCID iD is strongly recommended by the University of Siegen. The *ResearcherID* and the *Scopus Author ID* are primarily aimed at the Web of Science and Scopus databases respectively, but can easily be linked to an *ORCID iD*. The individual *ORCID iD* should always be specified in the publication process and enables the person to be uniquely linked to publications, research data and other

⁴ Issues with the representation of umlauts and other special characters are no longer to be expected thanks to modern character coding. If, however, a technical requirement prohibits the use of umlauts, "ä" should be replaced by "a", "ü" by "u" and "ö" by "o" and not by their transcription in the form of "ae", "ue" or "oe". In database queries, a so-called wildcard can be used to replace exactly one character at will as a placeholder. If necessary, "ß" is to be replaced by "ss".

products of the research process. In order to further improve the visibility and discoverability of publications, the University of Siegen joined the German ORCID consortium in 2019.

Social media

For posts on social media, in connection with topics relating to research, teaching or transfer at the University, the corresponding reference of the University of Siegen (e.g. @UniSiegen on Twitter, @unisiegen on Facebook or @unisiegen on Instagram) is to be used.

Indication of third-party funding bodies

In the case of publications based on third-party funding, the third-party funder must be named in the acknowledgment (not in the affiliation statement). Any requirements of the third-party funder must be observed. Many publishers also provide standardized fields such as "Funding acknowledgments" or similar.

3.

University bibliography

The University Library is planning to set up a University Bibliography as the central database of publications at the University of Siegen. The exchange of publication data between the University Bibliography and the ORCID platform is designed to be automated in both directions.

All authors of the University are politely (and firmly) requested to support the development of the university bibliography.

4.

Information and advice

The University Library of the University of Siegen will be happy to advise and support you on questions regarding the following topics:

- University Bibliography
- ORCID and other author identifiers (ResearcherID, Scopus Author ID, Google Scholar etc.)
- Academic publishing
- Open Access
- The publication of research data (together with ZIMT)
- Delivery of mandatory and document copies in accordance with the doctoral regulations of the faculties

Contact persons are listed on the homepage of the University Library: <https://www.ub.uni-siegen.de>

5.

Entry into force

The Publication Guideline comes into force on the day after its publication. It will be published in the University's "Amtliche Mitteilungen der Universität Siegen" ("Official Notifications of the University of Siegen").

Issued on the basis of the resolution by the Rectorate of the University of Siegen dated March 25th, 2021.

Attention is hereby drawn to the point that, pursuant to Section 12 (5) of the Act on Higher Education Institutions in the State of North Rhine-Westphalia (Higher Education Act [HG]), the assertion of any

claim pertaining to a violation of procedural or formal regulations of said Higher Education Act, or of the University's regulations (or other autonomous law), may no longer be asserted after a period of one year has elapsed since this announcement, unless

1. the statute has not been properly published
2. the Rectorate has previously objected to the resolution of the body adopting the statute,
3. the University has been notified in advance of a formal (or procedural) defect, indicating the legal provision that has been violated and the circumstance giving rise to said defect, or
4. no reference was made to the legal consequence of the exclusion of any notification of defects in the public announcement of the statute.

Siegen, date: May 21st, 2021

The Rector

(University Professor Dr Holger Burckhart)