



Publication guidelines of the University of Stuttgart

Passed by the Senate of the University of Stuttgart on 15 July 2020

1. Objectives and target groups

The present publication guidelines are binding for all members and affiliates of the University of Stuttgart according to §9 subsec. 1 of the LHG (law on higher education institutions in Baden-Wuerttemberg). The guidelines serve to designate the university in publications in a manner that is clear and standardized. In addition, the guidelines apply to all visiting scientists who conduct research and publish research during a guest stay at the University of Stuttgart. Insofar as a publication has a direct connection to the University of Stuttgart, the guidelines also apply to honorary professors. Publications are key indicators of the university's performance spectrum. It is in the interest of the authors and the university that publications and citations are clearly identified. This optimizes the researchers' personal performance record, and enhances the university's reputation in institutional performance comparisons (so-called rankings).

2. Application of the guidelines

A publication in the sense of this directive is a publication of research results that were obtained at the university, including the transfer of research. This also applies to research-related social media contributions and audiovisual media. The University of Stuttgart has established a binding, standardized affiliation designation for research institutions in publications as well as for congresses, lectures, research proposals, etc.

3. Affiliation designation

3.1 Official name

The official name in all publications is:

Universität Stuttgart

For the use of the name in English, the following designation applies:

University of Stuttgart

This designation must be used for all affiliation details in the entire publication process, and also in connection with congresses, symposia, lectures, research proposals, etc. Abbreviations are to be avoided. If the full name is not allowed due to a technical character limitation, the following variant must be used:

Uni Stuttgart



3.2 Additional information on affiliation

In every publication, “Universität Stuttgart” (or “University of Stuttgart”) as an organization shall be the highest level of institutional affiliation. In the affiliation details, “Universität Stuttgart” or “University of Stuttgart” should, be placed first, whenever possible, taking into account the rules of the publication medium and the culture in the respective discipline. Authors indicate, in addition to the University of Stuttgart, their closer institutional affiliation (e.g. faculty, institute, department, Cluster of Excellence, SRC, etc.). Group affiliation must be mentioned separately from the institutional affiliation. The official German or English terms according to the glossary of the University of Stuttgart must be used for all affiliation details.

Link to the glossary: <https://www.beschaefigte.uni-stuttgart.de/uni-services/oeffentlichkeitsarbeit/corporate-wording/>

Example:

First Name Last Name^{1,2}

¹ *University of Stuttgart, Name of Faculty, Name of Institute*

² *University of Stuttgart, Stuttgart Research Center for (Name of Research Center)*

3.3 Details in case of multiple institutional affiliation

If the author is affiliated to more than one institution, e.g. through joint appointments or cross-institutional doctoral programs, all corresponding institutions must be listed as affiliations. The University of Stuttgart must be in first place if it is the first affiliation. If research was conducted primarily at one of the other institutions, the order may be reversed.

Example:

First Name Last Name^{1,2}

¹ *University of Stuttgart, Name of Faculty, Name of Institute*

² *Name of Fraunhofer Institute*

In the case of a transfer to a different institution during the research and publication process, the institution at which the research was primarily conducted must always be mentioned. If relevant parts of this research were conducted at both institutions, both institutions must be mentioned.

4. Academic identification management

4.1 Authorship

An author is someone who has made a genuine, comprehensible contribution to the content of a scientific text-, data-, or software publication. If a contribution does not suffice to justify authorship, this support may be acknowledged in footnotes, in the preface, in the acknowledgments, and other similar places. Honorary authorship to which no contribution has been made in terms of content is not permitted.



A role as a manager or superior does not in itself constitute co-authorship. In the case of a publication by more than one author, the authors agree in good time on the order in which they will be mentioned, based on comprehensible criteria and taking into account the conventions of the relevant disciplines.

4.2 Unambiguous author names (ORCID)

In order to ensure a correct and complete attribution of publications to a particular author, it is recommended to use a uniform spelling of the author's name in all scientific publications. This especially applies to names with umlauts, "ß", prepositions and articles as well as to double names and to authors with several given names. Authors are encouraged to decide on the spelling of their name as early as possible and, if possible, to use it uniformly in all publications. Furthermore, it is strongly recommended that all members and affiliates of the University of Stuttgart register with ORCID (<https://orcid.org>). The individual Open Researcher and Contributor iD (ORCID-iD) enables the unique linking of the person with publications, research data, and other products of the research process. Through the membership of the University of Stuttgart in the ORCID-DE consortium, the services of the consortium are also available to the University of Stuttgart and its members and affiliates.

4.3 Social Media

The University of Stuttgart is present on various social media channels. If reference is made to the University of Stuttgart in third-party contributions, the following tags must be used: @Uni_Stuttgart on Twitter, @Universitaet.Stuttgart on Facebook, @unistuttgart on Instagram, and @university of stuttgart on LinkedIn.

4.4 Mention of external funding

If the publication is based on external funding, the third-party donor must be mentioned in the acknowledgments (not in the affiliation details). Many publishers provide standardized fields for this purpose, such as "funding acknowledgments" or similar.

4.5 Publication medium

Authors should carefully select the publication medium (publisher, journal, platform, etc.) with regard to quality and visibility. Open Access publishing should be preferred, since OA publications achieve a wider distribution and are cited more often.

5. Implementation

5.1 Good scientific practice

The University of Stuttgart bases the implementation of the publication guidelines and the associated measures on the "Statutes of the University of Stuttgart on Safeguarding the Integrity of Scientific Practice and Handling Misconduct in Science" (*Satzung der Universität Stuttgart zur Sicherung der Integrität wissenschaftlicher Praxis und zum Umgang mit Fehlverhalten in der Wissenschaft*) in the currently valid version.



The following measures supplement these statutes:

- Collection, indexing, and long-term archiving of all publications of the University of Stuttgart
- Assignment of persistent identifiers for the clear allocation of publications to authors and institutions
- Making publications available via university repositories (OPUS, DARUS)
- Ensuring compliance with the FAIR principles (Findable, Accessible, Interoperable, Re-Usable)
- Increasing the visibility of scientific publications through Open Access and the use of bibliometric methods
- Avoiding dubious offers (predatory publishing) by using the publication advice of the Open Access team and relevant information pages

5.2 Reporting of publications to the university bibliography

The University of Stuttgart maintains a university bibliography as the central record of its publications. Authors are required to report their publications to the university bibliography (e.g. via PUMA or by email). Further workflows (e.g. via ORCID) are currently being prepared. In this way, the University Library will be able to increase the visibility of its overall publication performance and improve the data quality of external publication databases.

Further information: <https://www.ub.uni-stuttgart.de/forschen-publizieren/unibibliografie>

6. Information and advice

The University Library advises and supports authors in questions on

- personal academic identity management
- ORCID
- Open Access publications
- the reporting of publications to the university bibliography
- the automated generation of publication lists on your own websites
- digitization and long-term archiving.

Further information: <https://www.ub.uni-stuttgart.de/forschen-publizieren/index.en.html>

7. Entry into force

These publication guidelines shall enter into force on 1 August 2020.

Stuttgart, 5 August 2020

signed.

Univ.-Prof. Dr.-Ing. Wolfram Ressel
Rector