# Standardising local institutional affiliations in CMVM

## Background and Context

1. Providing accurate and up-to-date information to a publisher about author's contact details and affiliations is one of the tenets of good practice in authorship.[1]

2. Institutional affiliations play a crucial role in representing research origins, strengthening credibility, and increasing impact. Clear and standardised affiliation guidelines are essential to support accurate and consistent attribution.

3. Benefits of standardised guidelines:
   - Publications are clearly linked to the University of Edinburgh, specific Institutes (and/or Schools) and funded centres (where applicable).
   - The University of Edinburgh and Institutes (and/or Schools) appear in bibliographic databases in a consistent and standardised format. This makes it easier to search for all of their publications in order to analyse the total output or measure other metrics.
   - Consistent use of the standardised format increases the visibility and discoverability of the University of Edinburgh and Institutes' (and/or Schools') publications.
   - Enabling more accurate tracking and reporting of research outputs for the Research Excellence Framework (REF)

## Scope

4. These guidelines apply to all academic research staff, teaching fellows, doctoral candidates, postgraduate students, honorary staff, as well as research enabling staff.

5. The guidelines apply to all research outputs, including articles, conference proceedings, monographs, book chapters and other publications.

## General Format

6. The institutional affiliation to University of Edinburgh must always be stated as "University of Edinburgh".

7. In addition to stating their affiliation to University of Edinburgh, authors should cite their local College institution where they conducted the research as their primary affiliation. This local affiliation will usually be an Institute, and (if applicable) School.

*Example:*

[1] Good conduct in authorship and publication practice, p.21 https://www.docs.hss.ed.ac.uk/iad/Researchers/Research_staff/Good_conduct_in_authorship_and_publication_practice_an_introductory_guide.pdf

*Institute for Repair and Regeneration, University of Edinburgh*

8. If research is conducted within a Research Centre funded by a specific agency and located in the College or in partnership with it, the affiliation should include acknowledgment of this.

*Example:*

*Cancer Research UK Scotland Centre, Institute of Genetics and Cancer, University of Edinburgh*

*BHF Centre of Research Excellence, Institute for Neuroscience and Cardiovascular Research, University of Edinburgh*

9. Acronyms or abbreviations should not be used for either the University affiliation or the name of the Institute, School or other organisational unit.
10. If the author has moved to a different institution since the research was completed, their new affiliation/ contact can be acknowledged in a footnote.
11. Multiple affiliations should be listed if contributions span various institutions.

## Primary and joint affiliations

12. The primary affiliation should be the institution where the majority of the work was conducted. This will usually be an Institute and/or School. The institutional affiliation to the University of Edinburgh must also be stated.
13. When an author has a joint affiliation and their primary affiliation is with another institution outside the University of Edinburgh, both affiliations should be cited. The University of Edinburgh affiliation, including the specific Institute and/or School, must be included as an additional affiliation.
14. For non-research content, affiliations should only represent the current institution.

### Multiple Affiliations

15. If an author is affiliated with more than one institution, whether multiple academic institutions or an NHS organisation, ideally each should be listed on separate lines. This will help bibliographic databases to attribute publications with affiliations on separate lines to all listed institutions.

*Example:*
*Institute of Genetics and Cancer and School of Informatics, University of Edinburgh*
*Or where a publisher format allows, include two separate affiliations:*
*Institute of Genetics and Cancer, University of Edinburgh*
*And*
*School of Informatics, University of Edinburgh*

**Recommended use of institutional affiliations for honorary staff**

*Example:*
*Cancer Research UK Scotland Centre, Institute of Genetics and Cancer, University of Edinburgh*
*And*
*Department of Renal Medicine, Royal Infirmary of Edinburgh*
*Or*
*Honorary Position, Institute of Cancer and Genetics, University of Edinburgh"*
*And*
*in the footnote: Also affiliated with Department of Renal Medicine, Royal Infirmary of Edinburgh*

**Change of Affiliation**

16. If an author moves to a different institution before their paper is accepted for publication, the affiliation should reflect where the research was conducted, irrelevant of the current institution. The new institution can be noted in a footnote as a contact update. If there's another move after acceptance, the ORCID ID can track changes, provide transparency and ease contactability. Any specific journal or publisher guidelines should always be followed.[2] [3]

## Appendix 1: Examples of specific affiliation guidelines for journals and publishers:

- Nature Portfolio: *"The primary affiliation for each author should be the institution where the majority of their work was done. If an author has subsequently moved, the current address may also be stated. Springer Nature remains neutral with regard to jurisdictional claims in published maps and institutional affiliations."* (https://www.nature.com/nature-portfolio/editorial-policies/authorship#:~:text=The%20primary%20affiliation%20for%20each,published%20maps%20and%20institutional%20affiliations.)
- Science: *"affiliations should indicate the institution(s) where the work was performed."* (https://www.science.org/content/page/instructions-preparing-initial-manuscript)
- Cambridge University Press: *"Any article affiliations should represent the institution(s) at which the research presented was conducted and/or supported and/or approved. For non-research content, any affiliations should represent the institution(s) with which each author is currently affiliated."* (https://www.cambridge.org/core/services/authors/author-affiliations#:~:text=Any%20article%20affiliations%20should%20represent,obligations%20before%20submitting%20your%20paper)
- Frontiers: *"Authors must list the institution at the time that the research was conducted as their primary affiliation."* (https://www.frontiersin.org/guidelines/policies-and-publication-ethics)

[2] UKRIO Good Practice in research: authorship, p.8
https://ukrio.org/wp-content/uploads/UKRIO-Guidance-Note-Authorship-v1.0.pdf
[3] See examples of specific journal and publisher guidelines in Appendix 1

**Document Information and Governance**

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**Version history**

| Version | Date | Summary of changes |
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| 1.0 | 2nd June 2025 | Original guidance endorsed by the CMVM College Research Committee |
| 1.1 | 18th November | Addition of document governance, its authorship, and inclusion of CMVM branding. No changes to the substantive guidance. |