

Standardisation of the scientific signature of authors of the Universitat de València

Servei de Biblioteques i Documentació
(Libraries and Documentation Service)

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ID VALÈNCIA

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1.

Introduction

As one of the duties of research staff, the Law on Science, Technology and Innovation¹ (art. 15) includes “using the name of the entities for which they provide services while carrying out their scientific activity, in accordance with the internal regulations of the aforementioned entities and the agreements, pacts and conventions that they sign”.

1. Spain. *Ley 17/2022 de 5 de septiembre, por la que se modifica la Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación*. (BOE [online], no. 214, 06-09-2022, p. 123852-123922). <<https://www.boe.es/buscar/act.php?id=BOE-A-2022-14581>>. [Accessed: 3 March 2023]

In addition, in order to avoid the dispersion of institutional scientific production, it is necessary to correctly identify publications carried out by authors of the Universitat de València. Based on this premise, it is necessary to establish criteria to **standardise institutional affiliation**, in agreement with the aim of improving the visibility of activities and results that enhance the institution's prestige.

The lack of standardisation in institutional affiliation of authors hinders the recovery of publications and citations received, detracts from the visibility of the institution and affects the reliability of bibliometric indicators on productivity, impact, ranking, etc.

The aim of this document is to establish **standardisation criteria** to ensure the correct use of institutional affiliation with the Universitat de València by all research staff, whatever their linkage, throughout their entire career.

It also includes **recommendations** for authors to standardise their signature in order to enhance the visibility of their research results.

These recommendations are aimed at:

- Teaching and research staff of the Universitat de València.
- Research support staff of the Universitat de València.
- Doctoral students and pre-doctoral staff, when they publish articles that are part of their doctoral degree or thesis by compendium.
- Teaching and research staff of centres and institutes affiliated to the Universitat de València.
- Visiting teaching and research staff from other universities or research centres.

2.

Criteria for the standardisation of institutional affiliation

Authors of the UV **must always include** the Universitat de València when they have to enter their affiliation details in all their scientific production (research articles, books, papers and other publications).

According to article 1 of the University Statutes² and article 7.1 of the Reglament d'usos lingüístics de la Universitat de València (Regulation on the use of languages at the Universitat de València)³, “the name of the Universitat de València must only be in Valencian”. It should be noted that translating the name of the institution into English or other languages makes it difficult to recover it in the different databases due to the range of forms created.

On the other hand, in accordance with article 13.1 of the Statutes and article 7.2 of the Reglament d'usos lingüístics de la Universitat de València, “the official names of departments, centres and services of the Universitat de València must be written in its official language. The same criterion will apply to all the administrative and teaching divisions of the University, to all research centres, foundations and associated entities and other centres that are linked to it”.

When different structural levels are used, reference to the Universitat de València cannot be omitted. The rest of the structures must come before this reference and all the elements must be separated by a comma. It is necessary to follow the following order, reflecting, where applicable, organisational units:

1. Research group
2. Department
3. Centre or institute
4. Universitat de València

2. Comunitat Valenciana. *Decret 128/2004, de 30 de juliol, del Consell de la Generalitat, pel qual s'aproven els Estatuts de la Universitat de València (Estudi General)*. (DOGV [online], 3-8-2004, no. 4811).
<<https://dogv.gva.es/es/eli/es-vc/d/2004/07/30/128/vci>>. [Accessed: 3 March 2023]

3. Universitat de València (2014). *Reglament d'usos lingüístics*.
<<https://www.uv.es/sgeneral/Reglamentacio/Doc/Estudis/C72.pdf>>. [Accessed: 3 March 2023]

2.
**Criteria for the standardisation
of institutional affiliation**

In addition, the corresponding postal address, city and country must be added. It is advisable to indicate the name of the country in its English form to facilitate the calculation of scientific collaboration indicators.

For the correct identification of these structures, the following document should be consulted:

- Standardised names of UV groups, institutes, interdisciplinary research structures (ERIS), departments and centres (see **Nomenclatura universitària català-anglès de la Universitat de València [Universitat de València Catalan-English University Terms]**)
- **Registre oficial dels grups d'investigació (Official register of research groups)**

RESEARCH GROUP	Research group on Applied Marketing into Consumer Behaviour (MarkAp), Departament de Comercialització i Investigació de Mercats, Facultat d'Economia, Universitat de València, Edifici Departamental, IP09, Av. Tarongers s/n, 46022 València, Spain.
DEPARTMENT	Departament de Filologia Catalana, Facultat de Filologia, Traducció i Comunicació, Universitat de València, Av. Blasco Ibáñez 32, 46010 València, Spain.
INSTITUTE	Institut Cavanilles de Biodiversitat i Biologia Evolutiva, Universitat de València, C/ Catedràtic José Beltrán 2, 46980 Paterna (València), Spain.

2.1 Multiple affiliation

When an author has a double affiliation, their signature must include both institutions. Civil servant and contract staff of the University must include the Universitat de València as the first affiliation and other institutions as successive affiliations.

When UV staff carry out stays outside of the University, they must also maintain their affiliation with their home institution. In the same way, when staff from another institution carry out stays at the UV and use its resources, they must state their affiliation to the UV.

In addition, it is advisable to state the different affiliations separately, as shown in the following cases:

MORE THAN ONE DEPARTMENT, RESEARCH GROUP OR INSTITUTE OF THE UNIVERSITAT DE VALÈNCIA

.....

Surname1-Surname2, First Name, ORCID XXXX-XXXX-XXXX-XXXX

- [1] Grup d'investigació en Tecnologies del Medi Ambient (CALAGUA-UV), Departament d'Enginyeria Química, Escola Tècnica Superior d'Enginyeria, Universitat de València, Av. Universitat s/n, 46100 Burjassot (València), Spain.
- [2] Departament de Comptabilitat, Facultat d'Economia, Universitat de València, Edifici Departamental Oriental, Av. dels Tarongers s/n, 46022 València, Spain.

MIXED CENTRES

.....

Surname1-Surname2, First Name, ORCID XXXX-XXXX-XXXX-XXXX

Institut de Física Corpuscular IFIC. Universitat de València - CSIC, C/ Catedràtic José Beltrán 2, 46980 Paterna (València), Spain.

UNIVERSITAT DE VALÈNCIA AND AFFILIATED HOSPITALS AND INSTITUTES

Surname 1-Surname 2, First Name, ORCID XXXX-XXXX-XXXX-XXXX

- [1] Departament d'Infermeria, Facultat d'Infermeria i Podologia, Universitat de València, Av. Menéndez y Pelayo s/n, 46010 València, Spain.
- [2] Escola Universitària d'Infermeria La Fe, Pavelló docent, Torre H, Av. Fernando Abril Martorell 106, 46026 València, Spain.

Surname 1-Surname 2, First Name, ORCID XXXX-XXXX-XXXX-XXXX

- [1] Departament de Pediatria, Obstetrícia i Ginecologia, Facultat de Medicina i Odontologia, Universitat de València, Av. Blasco Ibáñez 15, 46010 València, Spain.
- [2] Institut Valencià d'Infertilitat (IVI), C/ Guadassuar 1, 46015 València, Spain.

UNIVERSITAT DE VALÈNCIA AND UNAFFILIATED HOSPITALS
AND INSTITUTES

Surname 1-Surname 2, First Name, ORCID XXXX-XXXX-XXXX-XXXX

- [1] Departament de Pediatria, Obstetrícia i Ginecologia, Facultat de Medicina i Odontologia, Universitat de València, Av. Blasco Ibáñez 15, 46010 València, Spain.
- [2] Hospital Universitario de La Ribera, Ctra. Corbera, km 1, 46600 Alzira (València), Spain.

Surname 1-Surname 2, First Name, ORCID XXXX-XXXX-XXXX-XXXX

- [1] Departament d'Història de l'Art, Facultat de Geografia i Història, Universitat de València, Av. Blasco Ibáñez 28, 46010 València, Spain.
- [2] Institut Universitari de Restauració del Patrimoni, Universitat Politècnica de València, Camí de Vera s/n, Edifici 8B, 46022 València, Spain.

STAYS IN OTHER INSTITUTIONS OR UNIVERSITIES
.....

Example of a Teaching and Research Staff member (PDI) of the UV publishing an article resulting from their work during a stay at the Complutense University:

Surname 1-Surname 2, First Name, ORCID XXXX-XXXX-XXXX-XXXX

- [1] Departament de Dret Constitucional, Ciència Política i de l'Administració, Facultat de Dret, Universitat de València, Edifici Departamental Occidental, Av. dels Tarongers s/n, 46022 València, Spain.
- [2] Departamento de Derecho Civil, Facultad de Derecho, Universidad Complutense de Madrid, C/ Ciudad Universitaria s/n, 28040 Madrid, Spain.

Example of a Teaching and Research Staff member of the University of Cambridge publishing an article resulting from their work during a stay at the Universitat de València:

Surname 1-Surname 2, First Name, ORCID XXXX-XXXX-XXXX-XXXX

- [1] Department of Pathology, School of the Biological Sciences, University of Cambridge, 10 Tennis Ct Rd, Cambridge CB2 1QP, United Kingdom.
- [2] Departament de Patologia, Facultat de Medicina i Odontologia, Universitat de València, Av. Blasco Ibáñez 15, 46010 València, Spain.

3. Recommendations for the standardisation of authors' names

The author's name identifies the person producing the research and affects the recovery, dissemination and impact of his/her scientific production (citations, author's h-index, etc.).

Specifically, cultural differences in the way names are expressed in each country cause, especially in English-language databases, indexing problems: non-identification of authors, errors, signature variants, etc.

That is why it is advisable to choose a signature that identifies the researcher as clearly as possible and distinguishes him/her from the rest. In addition, this form must be used from the beginning and throughout his/her entire research career.

NAME	<p>The full form of the name should be used and initials should be avoided.</p> <p>Compound names should be combined with a hyphen: <i>María-José</i>.</p> <p>If the name contains particles, they can be removed or joined with hyphens: <i>María-Ángeles</i> or <i>María-de-los-Ángeles</i>.</p> <p>Abbreviations such as <i>Josep V.</i> (<i>José-Vicente</i>), <i>M. Del Carmen</i> (<i>María-Carmen</i> or <i>María-del-Carmen</i>), etc. should not be used.</p>
SURNAME	<p>The two surnames should be joined with a hyphen: <i>Caballero-Plasencia, Antonio</i>.</p> <p>Only one surname can be used if it is sufficiently recognisable and does not lead to misunderstandings: <i>Moracho, Antonio</i>.</p> <p>If the surname contains particles, they can be removed or joined with hyphens: <i>García-de-la-Torre, Carlos</i> or <i>García-Torre, Carlos</i>.</p> <p>Abbreviations such as <i>Mtz., Rguez.,</i> etc. should not be used.</p>

As a general guideline, it is advisable to follow these **recommendations**, especially for researchers starting their research career.

For more information, see the Fundación Española para la Ciencia y Tecnología (FECYT) document **Propuesta de manual de ayuda a los investigadores españoles para la normalización del nombre de autores e instituciones en las publicaciones científicas (Proposal of a manual to help Spanish researchers standardise the names of authors and institutions in scientific publications)**.

3.1 Recommendation: use of the ORCID identifier

The Universitat de València recommends its authors to use identifiers such as ORCID, ResearcherID, Scopus Author Id, DIALNET code, etc. in order to give visibility to and distinguish their scientific production.

In particular, ORCID is an identifier designed for the scientific community that is free of charge and of an international nature. It identifies authors by means of an alphanumeric code and allows them total control of their scientific production.

ORCID also has the support of the main publishing groups, which is why it is already required in many publications, allowing them to be integrated into the main databases (Scopus, Web of Science). It is also required in calls for different R&D projects, applications for six-year research periods, etc.

Researchers can register individually for free at **<https://orcid.org/register>**.

3.2 Recommendation: institutional email address

The Universitat de València has agreements with some publishers to support open access publishing. Thanks to these agreements, UV authors who wish to publish openly can benefit from discounts.

One of the essential requirements to benefit from this advantage is including an institutional email address (@uv.es, @valencia.edu) in the signature, which will help identify the *corresponding author*.

3.3 Recommendation: amending affiliation errors and signature variants

The Universitat de València recommends its authors to amend all possible errors of affiliation or any other kind that they detect in the different databases, such as Web of Science, Scopus, Dialnet, Google Scholar, etc.

In **Scopus** and **Web of Science** authors have a contact mailbox through which they can explain their individual cases.

4. Support for researchers from libraries

The libraries of the Universitat de València will provide research staff with the necessary advice and guidance so they can correctly apply the recommendations in this document. They will specifically offer:

- Guidance on author name standardisation
- Questions about personal identifiers
- Clearing the databases of different scientific signature variants or errors

For any questions, please contact the **Library**.

5. Further information

FECYT (2007).

Propuesta de manual de ayuda a los investigadores españoles para la normalización del nombre de autores e instituciones en las publicaciones científicas. (Proposal of a manual to help Spanish researchers standardise the names of authors and institutions in scientific publications) https://www.recursoscientificos.fecyt.es/sites/default/files/2015_02_16_normalizacion_nombre_autor.pdf. [Accessed: 3 March 2023]

Universitat de València (2018).

Nomenclatura universitària català-anglès de la Universitat de València. (Universitat de València Catalan-English University Terms) https://www.uv.es/splweb/pdf/nomenclatura_uv.pdf. [Accessed: 3 March 2023]

Universitat de València (2022).

Registre oficial dels grups d'investigació. (Official Register of Research Groups) <https://www.uv.es/uvweb/servicio-investigacion/es/grupos-investigacion-1285947851930.html>. [Accessed: 3 March 2023]

Universitat de València. Servei de Biblioteques i Documentació (Libraries and Documentation Service) (2022).

Portal de Suport a la Investigació. (Research Support Portal) <https://investsbd.blogs.uv.es/>. [Accessed: 3 March 2023]

Universitat de València. Servei de Biblioteques i Documentació. Secció Gestió de Recursos d'Informació (Management of Information Resources Section) (2022).

Criteris d'acceptació del finançament de les APC a càrrec dels acords transformatius subscrits per la Universitat de València. (Acceptance criteria for APC funding under the transformative agreements signed by the Universitat de València)

https://www.uv.es/revistas/Criteris_APC_2022.pdf.

[Accessed: 3 March 2023]

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