

## Publication Guideline of TU Dortmund University

On the basis of Section 2 (4) of the North Rhine-Westphalia Higher Education Act (Hochschulgesetz, HG NRW) of 16 September 2014 (GV. NRW. p.547), last amended by the Act of 25 March 2021 (GV. NRW. p.331), TU Dortmund University has issued the following guideline on 26 November 2021:

### Preamble

This publication guideline is directed to all members and affiliates of TU Dortmund University<sup>1</sup>. It serves to record scientific and non-scientific publications of TU members completely and correctly.

The research performance of scientists at TU Dortmund University manifests itself in particular in their publications and their reception in the form of citations. For the visibility and recognition of this performance by the worldwide scientific community, the correct attribution of publications to the person of an author is essential. The same applies to the assignment of authors to the institution TU Dortmund University.

This publication guideline lists simple but effective measures to address these common goals of authors and their university.

### Scope of application

This publication guideline is binding for all members and affiliates of TU Dortmund University within the meaning of the Higher Education Act of North Rhine-Westphalia (*Hochschulgesetz NRW*) as amended<sup>2</sup>. If a publication is related to their work at TU Dortmund University, the publication guideline also applies to part-time, temporary or guest researchers at the university, e.g. adjunct lecturers, guest researchers with a longer stay as well as honorary professors and scholarship holders.

Publications in the sense of this guideline are all research-related publications. This includes, in particular, documents which first appeared with a publisher, but also self-archived publications (pre-prints, post-prints, working papers, etc.), in specialist media (journals, monographs and collected editions, conference contributions and congress reports, working paper series, etc.) or in repositories, patent specifications and other research transfer publications, software, data publications, project proposals and also research-related contributions in audiovisual and social media.

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<sup>1</sup> Members and affiliated in the sense of this guideline are: Scientific and non-scientific employees, doctoral students, students, visiting researchers, part-time professors, retired or emeritus professors, adjunct professors, honorary professors, associate professors, substitute professors, and persons who have been granted the legal membership status of a professor

<sup>2</sup> [Section 9 Higher Education Act of North Rhine-Westphalia \(Hochschulgesetz NRW, HG\) of September 16, 2014](#)

## Institution information

### *Naming of TU Dortmund University*

The institutional affiliation to TU Dortmund University is indicated in all publications by the official university name:

Technische Universität Dortmund
or
TU Dortmund University <sup>3</sup>

If for technical reasons an abbreviation is necessary in the submission process, please use

TU Dortmund
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If it is not possible to enter a German umlaut (i.e. ä, ö, or ü), please use the base letter (“Universitat” instead of “Universitaet”) to facilitate machine assignment and findability.

If an affiliation specification via IDs is possible, it should be used, e.g.:

ID system	ID of TU Dortmund University
<a href="#">GRID</a>	<a href="#">grid.5675.1</a>
<a href="#">ISNI (ISO 27729)</a>	<a href="#">0000000104169637</a>
<a href="#">ROR ID</a>	<a href="#">01k97gp34</a>
<a href="#">Wikidata</a>	<a href="#">Q685557</a>

Please always use your TU Dortmund University institutional e-mail address for publications related to your work at TU Dortmund University.

### *Multiple affiliations*

If there is more than one affiliation on a permanent basis, for example through a joint appointment or cross-institutional doctoral qualification programs, all relevant institutions must be listed in the publication according to HRK guidelines<sup>4</sup>.

In the case of temporary affiliation, e.g. in the context of a longer research stay, the host institution must also be mentioned as an affiliation in addition to the home institution, provided that substantial research work was carried out there. A mere mention or acknowledgment is not sufficient.

If there is a change of affiliation during the research and publication process, the institution at which the research work was predominantly carried out must always be named. If the research activity took place at both institutions to a relevant extent, both institutions must be stated.

<sup>3</sup> See also [Style guide for English usage \(Styleguide für den englischen Sprachgebrauch\)](#)

<sup>4</sup> [HRK guidelines on the naming affiliations in publications](#)

### **Other TU Dortmund University facilities and subunits**

TU Dortmund University must be mentioned in any case and in the first place<sup>5</sup>. In addition, information on the department or the other units or subunits of TU Dortmund University may be given in accordance with the customs of the subject area and the specifications of the publication media. The official names of the units are to be used. The English names can be found in the TU Dortmund University dictionary in the ServicePortal<sup>6</sup>.

### **Social media**

If TU Dortmund University is to be referenced in a social media post, please mention the platform-specific account. If you mention one of your publications in social media or on websites, list the Digital Object Identifier (DOI)<sup>7</sup> in addition to the title, if available, to increase the visibility of the publication and make it easier to find.

### **Joint research projects and Funding acknowledgement**

Regardless of the naming of the institutional affiliation, affiliations to joint research projects must also be identified.

In the case of publications in connection with third-party funded projects, information on the funding must be provided in accordance with the requirements of the funding institutions. As a rule, all third-party funding sources as well as the corresponding project identifiers (grant numbers) must be stated in the “Funding acknowledgements”.

### **Academic identity management**

#### **Authors**

Authorship is defined according to the *Rules of Good Scientific Practice* at TU Dortmund University<sup>8</sup> in the current version.

To facilitate the unambiguous attribution of your publications to your person, a consistent spelling of the name should be maintained when publishing. To further improve the unambiguous attribution of your research to you, it is strongly recommended to use the Open Researcher and Contributor (ORCID) iD<sup>9</sup>.

#### **Support offered by the University Library**

The University Library supports all authors of TU Dortmund University in increasing the findability and visibility of their publications. Current information, further explanations and contact options can be found at <https://www.ub.tu-dortmund.de/publikationsunterstuetzung/publikationsrichtlinie.html>.

### **Entry into force**

This publication guideline came into force after its publication in the [Official Communications](#) of TU Dortmund University on 4 December 2021.

Permanently available: <http://dx.doi.org/10.17877/DE290R-22563>

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5 Editorial note: Where the publication venue specifies a different order, this may be deviated from. However, TU Dortmund University must be mentioned in any case.

6 “[Dictionary German-English](#)” of TU Dortmund University

7 <https://www.doi.org/>

8 <https://www.tu-dortmund.de/forschung/forschungsethik/gute-wissenschaftliche-praxis/>

9 <https://orcid.org/> / <https://www.ub.tu-dortmund.de/orcid/index.html>