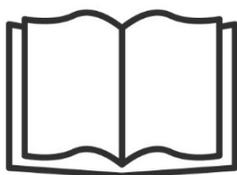
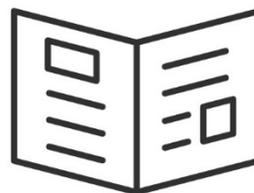
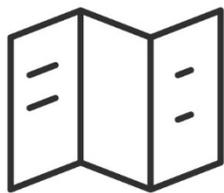


AFFILIATION GUIDELINES

Policy on institutional affiliation
in research publications



Affiliation Guidelines

Policy on institutional affiliation in research publications

Richtlinie für die standardisierte Angabe der Affiliation bei Publikationen
(Affiliationsrichtlinie) ¹

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1. Preface

Charité - Universitätsmedizin Berlin is one of the largest university hospitals in Europe with a significant history and it continues to play a leading role in research and teaching. In addition to the clinics, it includes the former medical faculties of Freie Universität Berlin and Humboldt-Universität zu Berlin as well as the "Berlin Institute of Health at Charité" (BIH). The consistently high number of internationally well-received scientific publications by its members is the main reason for the scientific visibility and high reputation of the Charité. The strong publication performance is also a basic prerequisite for the acquisition of public and private third-party funding.

¹ Faculty Governance (Fakultätsleitung) resolution 08/12/2016, 05/29/2017; Faculty Council (Fakultätsrat) resolution 01/16/2017; updated by Faculty Governance resolution 01/18/2021 and Faculty Council resolution 01/25/2021.

Essential for the high visibility of the research strength is the discoverability of publications and their correct attribution to Charité. A prerequisite for this is the consistent, standardized indication of institutional affiliation by authors. This is the only way to ensure appropriate recognition of research achievements, for example in international rankings and in the acquisition of funding for research. Proposals to the DFG, the BMBF and other funding bodies will only be successful, and a good position in the THE World University Rankings, for example, will only be achieved, if the performance of the scientists can be proven by appropriate publications.

The following affiliation guidelines are intended to help all those involved in research to designate their research achievements correctly. At the same time, it is obligatory and must be adhered to in all publications as well as wherever the research institution is named (e.g. posters, lectures, applications for external funding).

2. Scope of these guidelines

These requirements apply to all scientific and non-scientific staff, doctoral students and students, as well as to all scientists working temporarily or as guests at the Charité who perform or collaborate on research within the framework of their regular work or their stay at the Charité. Scientists who work outside of Charité and simultaneously hold a Charité professorship or comparable position, as well as scientists who publish results made possible by funding from BIH or the Charité Foundation/Private Excellence Initiative Johanna Quandt, must also comply with these requirements.

Also, only publications with correct affiliation should be considered for internal performance-based funding ("leistungsorientierte Mittelvergabe", LOM) and financial support for publishing in open access.

3. Standardized designation of the Charité

When declaring your affiliation please use the following form:

Charité – Universitätsmedizin Berlin, corporate member of Freie Universität Berlin and Humboldt-Universität zu Berlin

This designation applies to both German and English language publications. The name "Charité - Universitätsmedizin Berlin" is not translated into English. Always give the complete designation, regardless of whether you feel you belong to one of the two universities.

The designation "joint medical faculty of..." or "gemeinsame Medizinische Fakultät von..." is not correct according to §1 UniMedG and should therefore not be used.

If there is a character limit on the part of the publisher, the standardized short form is as follows:

Charité – Universitätsmedizin Berlin

3.1 Specifying Charité membership (e.g. Clinic/Institute)

Where possible, more detailed information on the affiliation can and should also be provided. Charité - Universitätsmedizin Berlin should always be named first. After that, further organizational units can be named in the order from the higher to the lower level. If possible, at least the highest and the lowest level should be named, not necessarily all levels.

If possible, the clinic or institute should be named. This can be done in German or English, whereby the designations of other organizational units should be uniformly in one language.

The affiliation to a research center (NWFZ, CCR, MKFZ, RCIS), special research area, joint project (e.g. SFB) or research cluster is not mentioned in the affiliation but in the acknowledgement, and in the required spelling according to the official scheme.

The central campus address is to be given as the address. The addition of the country name "Germany" or "Deutschland" is recommended.

Charité – Universitätsmedizin Berlin, corporate member of Freie Universität Berlin and Humboldt-Universität zu Berlin, Institut für Integrative Neuroanatomie, Charitéplatz 1, 10117 Berlin, Germany

Charité – Universitätsmedizin Berlin, corporate member of Freie Universität Berlin and Humboldt-Universität zu Berlin, Klinik für Psychiatrie und Psychotherapie, Autismusambulanz, Hindenburgdamm 30, 12203 Berlin, Germany

Charité – Universitätsmedizin Berlin, corporate member of Freie Universität Berlin and Humboldt-Universität zu Berlin, Department of Pediatric Surgery, Augustenburger Platz 1, 13353 Berlin, Germany

Charité – Universitätsmedizin Berlin, corporate member of Freie Universität Berlin and Humboldt-Universität zu Berlin, ECRC Experimental and Clinical Research Center, Lindenberger Weg 80, 13125 Berlin, Germany

3.2 Providing the postal address

Corresponding authors provide the complete official postal address, including the addition "Deutschland" or "Germany". Street names are not translated. The central postal address of the respective campus must be indicated, as shown in the examples under point 3.1. The specification of the campus name (such as Campus Virchow-Klinikum, Campus Benjamin-Franklin, etc.) is not part of the standardized affiliation.

3.3 Providing the email address

If email addresses are provided, the business e-mail address, not a private e-mail address, must always be given.

4. Multiple institutional memberships of an author

If you wish to indicate multiple affiliations within or outside the Charité, the following usual representation or an equivalent practice is recommended, depending on the publisher's requirements. If there are multiple affiliations due to joint appointments or cross-institutional doctoral programs, all corresponding institutions must be named.

1 Charité – Universitätsmedizin Berlin, corporate member of Freie Universität Berlin and Humboldt-Universität zu Berlin, Institute for XYZ, Charitéplatz 1, 10117 Berlin, Germany

2 Maastricht University, CARIM-School for Cardiovascular Diseases, PO Box 616, 6200 MD, Maastricht, The Netherlands

3 ...

In principle, the institution with which you have your employment contract comes first.

Depending on the contract structure, public or private sponsors may also insist on being named in your affiliation. In this case, please additionally state the sponsor in a separate affiliation.

4.1 Berlin Institute of Health at Charité (BIH)

All persons who are affiliated to the BIH through an employment or service relationship must indicate the BIH as their first affiliation.

Scientists who research and publish at the BIH during a guest stay indicate the BIH as their second affiliation.

Under "Acknowledgements", BIH is to be named by scientists who publish results that were made possible by BIH funding and by scientists who receive funding from the Charité Foundation/Private Excellence Initiative Johanna Quandt.

The address is the central campus address. The addition of the country name "Germany" or "Deutschland" is recommended.

Berlin Institute of Health at Charité – Universitätsmedizin Berlin, Charitéplatz 1, 10117 Berlin, Germany

Analogous to the general regulations for the Charité, further affiliations (e.g. to innovation enablers, focus areas or core facilities, and taking into account the BIH organizational chart) can be specified as listed under 3.1. The different organizational levels are indicated in descending order, starting with the top level.

Berlin Institute of Health at Charité – Universitätsmedizin Berlin, QUEST Center, ...
Berlin Institute of Health at Charité – Universitätsmedizin Berlin, Digital Health Center, ...
Berlin Institute of Health at Charité – Universitätsmedizin Berlin, Core Facility Genomics, ...
Berlin Institute of Health at Charité – Universitätsmedizin Berlin, BIH Academy, Clinician Scientist Program, ...

If only an abbreviated specification is possible, this is the standardized short form:

Berlin Institute of Health at Charité – Universitätsmedizin Berlin

German name of the BIH

In the case of international publications, the English affiliation variant is to be preferred. In the case of German-language publications, the German variant can also be chosen. The indication of further affiliations should then also be in German. The German name of BIH is "Berliner Institut für Gesundheitsforschung in der Charité" (Berlin Institute for Health Research at the Charité) and for the indication as an affiliation is as follows:

Berliner Institut für Gesundheitsforschung in der Charité – Universitätsmedizin Berlin

Contact:

If you have any questions about specifying BIH Affiliation, please feel free to contact:

publicationoffice@bih-charite.de

4.2 "Deutsches Herzzentrum der Charité" (provisional)

Charité - Universitätsmedizin Berlin and the "Deutsches Herzzentrum Berlin – Stiftung des bürgerlichen Rechts (DHZB)" combine their expertise in the field of cardiac medicine in the „Deutsches Herzzentrum der Charité (DHZC)". Affiliations in publications by members of the DHZC should bear the following customary representation or an equivalent implementation depending on the publisher's requirements. [This information is subject to later revision in the context of further contractual arrangements].

1 Deutsches Herzzentrum der Charité – Medical Heart Center of Charité and German Heart Institute Berlin, Institute of XXX
2 Charité – Universitätsmedizin Berlin, corporate member of Freie Universität Berlin and Humboldt-Universität zu Berlin, Charitéplatz 1, 10117 Berlin, Germany

4.3 Cluster of Excellence

In the case of publication of results within the framework of a Charité Cluster of Excellence or a comparable collaborative structure, the associated scientists of other institutions in the collaborative structure should also publish under the Charité affiliation.

1 Freie Universität Berlin, Institute for Biology, Kaiserswerther Str. 16-18, 14195 Berlin, Germany
2 Charité – Universitätsmedizin Berlin, corporate member of Freie Universität Berlin and Humboldt-Universität zu Berlin, Neurocure Cluster of Excellence...

5 Further Recommendations

5.1 Unique author names

Frequently occurring names, or changes of name can be an obstacle for authors if this makes it difficult or even impossible for third parties to clearly identify their publications. It is therefore urgent to recommend the use of a uniform spelling of your name as permanently as possible - for example, if your name contains an umlaut or a sharp S, prepositions, or articles - and in cases of a highly common surname, the use of an abbreviated middle name.

In addition, all members of the Charité are strongly recommended to register with ORCID² and thus obtain an individual Open Researcher and Contributor ID (ORCID). With an ORCID ID, publications, research data and other research achievements can be clearly and permanently assigned to a person. If the person moves to another institution, the ORCID moves with them.

Publishers are increasingly asking for ORCID IDs in the submission process for journal articles.

An ORCID ID may be required for financial support of Open Access publications from the Charité publication fund.

5.2 Unique place of activity - institutional identifiers

Publishers sometimes use standardized identifiers for institutions in the submission process. In case a publisher requests one of these identifiers, or you want to use an institution identifier for your own purposes, these are unique identifiers of the Charité - Universitätsmedizin Berlin:

Crossref Funder Registry identifier: 501100002839
GRID (Global Research Identifier Database): grid.6363.0
ISNI (International Standard Name Identifier): 0000 0001 2218 4662
Ringgold Organization Identifier: 14903
ROR (Research Organization Registry): 001w7jn25
VIAF ID (Virtual International Authority File): 131145599
Wikidata: Q162684

For the BIH the following identifiers can be used:

Crossref Funder Registry identifier: 501100017268
GRID (Global Research Identifier Database): grid.484013.a.
ISNI (International Standard Name Identifier): 0000 0004 6879 971X
Ringgold Organization Identifier: 522475
ROR (Research Organization Registry): 0493xsw21
Wikidata: Q19835368

5.3 Dealing with umlauts

The use of umlauts is no longer a problem in most journals today. However, if the use of umlauts is not possible or allowed, please use a instead of ä, o instead of ö, and u instead of ü - not resolving the umlauts into double letters like ae, oe, or ue.

Universitat (**nicht** Universitaet)

This spelling is easier to find in databases than the two-letter spelling.

5.4 Indication of third-party funding sources

If your publication is part of a project funded by a third party, the name of the third party funding body is usually given in standardized fields for "funding acknowledgement". The correct indication of

² <https://orcid.org/>

the third-party funder together with the correct indication of your affiliation also facilitate the financial support of your Open Access publications for the Charité.

5.5 Posters

When designing scientific posters, please use only the current logos approved by the Charité and observe the Charité's corporate design. You can find these under „Zentrale Mediendienstleistungen“ (Central Media Services) on the intranet.³

5.6 Social media

In posts on social media, in connection with topics related to research, teaching or transfer at the Charité, the appropriate Charité reference must be observed (e.g. @ChariteBerlin on Twitter, @ChariteUniversitaetsmedizinBerlin on Facebook and @chariteberlin on Instagram), which can be found in the "Social Media Guideline der Charité - Universitätsmedizin Berlin" on the intranet.⁴

6 Advice

If you have any questions regarding these affiliation guidelines, please feel free to contact staff members of the Medical Library at openaccess@charite.de.

7 Imprint

Publisher:

Charité - University Medicine Berlin
Faculty - Dean's Office
Charitéplatz 1, 10117 Berlin

Charité - Universitätsmedizin Berlin is a corporation under public law. It is legally represented by the Chairman of the Board.

Editorial department:

Charité Medical Library

Design:

Central Media Services, Charité - Universitätsmedizin Berlin
<http://intranet.charite.de/medien>

Cover Picture: Christine Voigts, Central Media Services Charité

Icons: Adobe Stock matsabe

Publication date:

February 2021

Validity:

Effective upon publication. These affiliation guidelines replace the older version from 2017 as well as the Publication Guidelines of the BIH.

³ Currently only in German: http://intranet.charite.de/medien/downloads/formulare_und_cd_manual/

⁴ Currently only in German: https://intranet.charite.de/fileadmin/user_upload/microsites/gb/uk/dokumente/Social-Media-Guideline-MA-Charite.pdf