

# Publication Guidelines of Leibniz University Hannover

Presidential Board Resolution, 06/11/2021

Please note: The english translation of the Publication Guidelines has not yet been approved by the official LUH translation service, so the wording might still be altered during the review process. Content and meaning, however, are definite.

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## 1 Field of application

Academic publications<sup>1</sup> are key indicators in the university's performance spectrum: they are used to assess the performance of both the authors and the associated institution. Institutional performance comparisons (e.g. international university rankings) are often based on publication data. It is in the interest of the authors and the university that publications and citations are clearly attributed.

These publication guidelines are binding for all research staff and non-academic employees of Leibniz University as well as for doctoral candidates and students. Furthermore, it applies to all visiting researchers who carry out research and publish during a stay at Leibniz University Hannover.

The guidelines also apply to honorary professors, if the research of related publications has been conducted in connection to Leibniz University Hannover.

The publication guideline is complemented by the [Guidelines to Secure Good Scientific Practice](#), the [Open Access Resolution](#) and the [Guidelines for handling research data](#) in their respective applicable versions. Here you will find, among other things, information on the topics of authorship and the choice of the place of publication.

## 2 Clear designation of the affiliation

### 2.1 The University's name

The official name to be indicated in all international publications is:

**Leibniz University Hannover**

This designation must be used in all affiliation information throughout the publication process, including at congresses, symposia, presentations, in research proposals, etc. Abbreviations are to be avoided.

### 2.2 Supplementary information

"Leibniz University Hannover" should be specified as the top level of institutional affiliation in every publication. Leibniz University Hannover should be mentioned first, taking into account the rules of the publication organ. In addition to Leibniz University Hannover, authors may also indicate their specific institutional affiliation (e.g. faculty, institute, subject section, cluster of excellence, etc.). The naming of collaborative affiliations is done separately from the naming of the institute.

Example:

Name Surname, Leibniz University Hannover, Institute of Technical Chemistry, Callinstraße 5,  
30167 Hannover, Germany

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<sup>1</sup> In addition to publications in books and specialist journals, publications in subject-based repositories, data and software repositories as well as blogs also merit consideration ([DFG Code of Conduct "Guidelines for Safeguarding Good Research Practice"](#)).

## 2.3 Multiple institutional affiliation

If there is more than one institutional affiliation, e.g. due to joint appointments or cross-institutional doctoral programmes, all corresponding institutions must be listed as affiliations. Leibniz University Hannover is listed first if it is the primary affiliation. If the research work was primarily carried out at one of the other institutions, the order can be adjusted.

Example:

Name Surname <sup>12</sup>

<sup>1</sup> Leibniz University Hannover, Institute of Gravitational Physics, Callinstraße 38, 30167 Hannover, Germany

<sup>2</sup> Max Planck Institute for Gravitational Physics (Albert Einstein Institute), Callinstraße 38, 30167 Hannover, Germany

In the event of a change of institution during the research and publication process, the institution at which the research was primarily conducted must always be indicated. If relevant parts of the research were carried out at both institutions, both institutions must be named. This information also applies to visiting researchers at Leibniz University.

## 3 Academic identification management

### 3.1 Distinct author identification

All academic authors at Leibniz University Hannover are strongly recommended to register with [ORCID](#) and create an individual profile. The individual Open Researcher and Contributor ID (ORCID-iD) facilitates the system-independent and unique identification of the person and the link to their publications, research data and other results of the research process. Many other author profiles (see also 3.2) enable synchronisation with the ORCID profile.

### 3.2 Maintenance of other author profiles

Well-maintained author profiles in databases such as Scopus, Web of Science/Publons and Google Scholar support the correct calculation of personal bibliometric indicators. Importing publication metadata into the Research Information System (FIS) is also made significantly easier by well-maintained author profiles.

[Further information regarding academic identification](#) (only available in German)

## 4 Indication of the research sponsor

Third-party funding bodies such as the DFG and the EU Commission usually insist on their funding being mentioned (*Funding Acknowledgement*) in publications. It is essential to comply with this requirement. DFG funding to support open access publications is coupled to a comprehensible link between the publication and the project. The *Funding Acknowledgement* makes this link comprehensible. The linkage between publication and project can also be displayed via the FIS ([instructions](#)).

## 5 Contribution to the university bibliography

Leibniz University Hannover uses the Research Information System (FIS) as a central record of its publications as a university bibliography. The purpose of the LUH university bibliography is to display the

publications of researchers in their entirety, both internally and externally. It serves as a database for reports, evaluations and bibliometric analyses and constitutes the basis for open access monitoring. The goal is the complete, transparent and quality-assured recording of publications that were created with the participation of LUH researchers. With this in mind, all LUH academics should be able to record their publications promptly and completely in the FIS (see [A-Rundschreiben Nr. 50/2020](#)). Support for researchers is available at [support@fis.uni-hannover.de](mailto:support@fis.uni-hannover.de) and on the [staff portal](#).

### **Contact**

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