

RUHR UNIVERSITY BOCHUM

PUBLICATION GUIDELINES

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RUHR UNIVERSITY BOCHUM - PUBLICATION GUIDELINES

1. PREAMBLE

These guidelines are binding for all members of Ruhr University Bochum (RUB), including the university hospital (UK RUB). They serve to ensure that all publications, patents and other forms of research output are correctly assigned to both the university and to the respective author.

Academic publications are one of the key performance indicators of RUB. In national and international scientific communities, publications in journals, collections, monographs, and conference proceedings are used to evaluate both authors and institutions. University rankings are also largely based on publication data. It is therefore in the interest of both authors and their institution (in this case: RUB) that every publication is identified and correctly assigned in literature databases. Only then can such evaluations and comparisons be made with confidence.

RUB has defined a standardized term for university affiliation, in both German and English. All authors at RUB must use this standardized term for affiliation throughout the entire publication process and whenever else a university affiliation is required (e.g. at conferences, for presentations, or on grant proposals).

These guidelines apply to all academic and non-academic staff, students, and doctoral students at RUB, as well as all researchers at UK RUB. They are also binding for guest researchers throughout their stay at RUB. Honorary professors, adjunct professors, and scholarship holders must also follow these guidelines for publications and other written work that is directly related to RUB.

2. GUIDING PRINCIPLES

NAME OF THE UNIVERSITY

The official name of RUB is

Ruhr-Universität Bochum

or:

Ruhr University Bochum

The official name must be used whenever an affiliation is required. Other variations of the university's name are not permitted due to trademark restrictions.

The correct abbreviation of the university name is RUB. This abbreviation is always written in capital letters. The complete name of the university must first be used in the text, followed by the abbreviation enclosed in parentheses (RUB). The abbreviation can then be used throughout the text independently. Hyphenated phrases including "RUB" (e.g. RUB-Institute for XY) should be avoided, as they are not easily discoverable on the Internet and are often difficult to translate. Instead, use phrases such as "Institute for XY of RUB".

INFORMATION ABOUT FACULTY, SUBJECT AREA / INSTITUTE, CHAIR

Providing information about the faculty is obligatory except for members of UK RUB. Other details (e.g. information about subject area, chair, or institute) can be listed if desired, using official names and terms.

Listing the university, the faculty, the subject area / institute, and the chair in the given order assists in correctly assigning publications.

Ruhr University Bochum
 Faculty of XY
 Subject area / Institute for XY
 Chair XY

MULTIPLE AFFILIATIONS

In addition to working at RUB, many researchers also belong to another institution or university. In case of long-term multiple affiliations, e.g. due to joint appointments or cross-institutional doctoral studies, all affiliations must be given accordingly.

For example:

Max Mustermann 1,2
¹ Ruhr University Bochum, Center for Religious Studies, Germany
² Ghent University, Faculty of Political and Social Sciences, Belgium

or:

Ute Musterfrau 1,2
¹ Ruhr University Bochum, Faculty of Physics and Astronomy, Experimental Physics II, Germany
² Max Planck Institute for Plasma Physics, Germany

These guidelines also apply to guest researchers at RUB. It is not enough to merely mention or thank RUB in a side note.

If researchers change institutions during the research or publication process, the institution where most work for the respective publication was conducted must be listed. If the relevant research activities took place in both institutions, both affiliations must be given.

AUTHOR NAMES, AUTHOR PROFILES AND ORCID (ACADEMIC IDENTITY MANAGEMENT)

Creating and maintaining author profiles such as ORCID, ResearcherID in Web of Science or Scopus AuthorID ensures that your scientific work is correctly assigned to you and that it can be easily found. Complete coverage of your work in literature and citation databases is often not possible without an accurate author profile.

In 2016, RUB joined ORCID to make academic publications more visible and discoverable. All researchers at RUB are strongly requested to register at ORCID and to use this identifier in day to day research.

It is highly recommended that you decide as early as possible how you will write your name in your publications and continue to use this format throughout your career.

Please provide your ORCID iD throughout the entire publication process, in addition to the correct official name of the university.

3. SUBMITTING YOUR PUBLICATIONS TO THE CAMPUS RESEARCH BIBLIOGRAPHY

Since 2009, RUB has been establishing the Campus Research Bibliography as a central database for its publications. To further complete it, all members of RUB are strongly requested to register their academic publications there.

Your publications will then automatically be synchronized with your ORCID author profile and vice versa.

4. FURTHER INFORMATION AND ADVISING

The University Library of RUB provides advice and support concerning

- your academic identity management (ResearcherID, Scopus Author ID, Google Scholar etc.)
- ORCID
- submitting your publications to the campus research bibliography (online, via ORCID or e-mail)
- embedding your list of publications on your homepage

We have summarized the most important steps for you on the Campus Research Bibliography's website: <https://bibliographie.ub.rub.de/>

CONTACT

Veronika Josenhans
bibliographie-ub@rub.de
 +49-(0)234-32 20444

5. COMMENCEMENT

These guidelines are taking effect with the beginning of winter semester 2018/19 (1.10.2018).

Enacted by the rectorate of RUB on May 29th, 2018.