Leipzig University

Leipzig University Publication Guidelines

From 18 March 2022

Preamble

At Leipzig University, we strive to make knowledge visible, accessible, usable and effective. We also endeavour to continually improve our national and international reputation, ensuring the work of our university members achieves the recognition it deserves in the academic competition of ideas. In this effort, academic publications are crucial for drawing attention to the findings and profile of research conducted at Leipzig University. At the same time, Leipzig University's researchers have a professional interest in ensuring that their research work is correctly and completely attributed to each of them as individuals.

The measures in these Guidelines ensure this research work is consistently attributed to Leipzig University (affiliation), the individual conducting research here and the relevant funding organisations. By implementing these Guidelines, research activities will be optimally displayed and recognised in relevant databases that are used to evaluate the performance of the University as a whole and the individual researchers (e.g. in rankings, in application processes and for decisions on external funding). They also contribute to ensuring that Leipzig University's publications are recorded transparently and that those records are of high quality.

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§ 1
Scope of applicability

These Publication Guidelines are mandatory for all Leipzig University members and associates. The Guidelines also apply for the University's visiting scholars, honorary and endowed professors and lecturers if the publications and similar materials are directly connected to their work at Leipzig University and a substantial part of the research was carried out at Leipzig University.

The Guidelines apply in particular to academic publications. They are also to be applied analogously whenever researchers state their name and affiliation, for example on patents, grant applications and contributions to academic conferences.

§ 2
Recommendations

(1) University name

When entering the affiliation, the University's name is only to be stated in the form given below. The correct form is:

Universität Leipzig

The English version is:

Leipzig University

Leipzig University's stable identifiers for common databases are:

- ROR: https://ror.org/03s7gtk40
- GRID: grid.9647.c
- ISNI: 0000 0004 7669 9786
- Ringgold: 9180
- Crossref Funder Registry: 501100008678

(2) Stating the organisational unit

Besides the name of the University, subordinate institutions are also to be included to ensure the publications can be unambiguously assigned to the respective institution. For English-language publications, the English designation of the institution can be entered. Naming the organisational unit helps to correctly assign the publication; please note that the order in which the units are to be named differs depending on the publisher:

- Leipzig University
- Faculty / Central Institution
- Institute
- Chair / department / working group (optional)

Examples
Universität Leipzig
Fakultät für Geschichte, Kunst- und Regionalwissenschaften
Historisches Seminar
Professur für Klassische Archäologie

Leipzig University Faculty of Physics and Earth System Sciences Institute for Meteorology Working Group Atmospheric Radiation

(3) For members of the Faculty of Medicine

Members of the Faculty of Medicine publish using the affiliation of their supporting institution.

Examples
Universität Leipzig Medizinische Fakultät Carl-Ludwig-institut für Physiologie Abteilung 1
Leipzig University Faculty of Medicine Institute for Medical Physics and Biophysics

Employees of the University of Leipzig Medical Center should please take note of the current overview of English translations of the institutions published on the intranet.

(4) Multiple institutional affiliations

Researchers can have long-term affiliations with multiple institutions in the case of joint appointments, for example, or doctoral programmes that are carried out together by more than one institution. Research centres involving more than one institution or similar forms of cooperation often require being named as a separate affiliation.

If researchers have long-term affiliations with more than one institution, then they should ensure that they always name the other institution(s) in addition to Leipzig University. Possible provisions on the affiliation between Leipzig University and the other institutions or cooperation partners need to be observed. If no other order has been stipulated, the following order applies:

- Professors with joint appointments are to first list the institution where the majority of the research for the publication took place.
- Doctoral researchers are to list Leipzig University first if possible.
- Researchers who are employed by Leipzig University and are members of research centres that include multiple institutions and comparable cooperation projects should list Leipzig University first.

Visiting scholars can list Leipzig University as their affiliation for all publications for which a substantial part of the research was conducted at Leipzig University as part of their stay – even if the work is not published until after their stay has ended.

(5) Change in institutional affiliation

If researchers change their institutional affiliation during the research and/or publication process, then they are to enter the institution at which they did the research work. If significant parts of the research were carried out at both institutions, then they should list both institutions and the order is determined by the scope of research carried out at each of the institutions.

(6) Names of people and academic identity management

Individuals must be unambiguously identifiable so that publications and other research work can be completely and correctly attributed to them. This ability to unambiguously identify individuals is necessary for a complete list of a researcher's works to be visible in relevant databases such as Web of Science, Scopus, PubMed or similar databases.

Using an academic identity management system such as ORCID ensures that your research work can be unambiguously attributed to you. This is especially important for researchers with common names and for those who have had name changes, but also for those whose names have spelling variations due to special characters or names with multiple parts. Leipzig University therefore urgently recommends that its researchers register with ORCID and consistently use their ORCID ID in the publication process, when submitting grant applications, at conferences, etc. In Leipzig University's research information system, researchers can link their ORCID ID with their personal leuris profile.

We also recommend that researchers choose one standard way of writing their name as soon as possible and use this consistently. If technical limitations prohibit the use of special characters, then the simplest alternative form should be used (e.g. ä/a, ö/o, ü/u, ß/ss, č/c, ê/e).

(7) Funding acknowledgements

Publications arising from externally funded projects must include information on the funding organisation and the project, if applicable, in the Funding Acknowledgement. The funding organisation's guidelines are to be followed. If the University or external funds cover the publication costs, this must also be stated.

Example	German	English
German Research Foundation (DFG)	Gefördert durch die Deutsche Forschungsgemeinschaft (DFG) – [SFB-Geschäftszeichen –] Projektnummer(n).	Funded by the Deutsche Forschungsgemeinschaft (DFG, German Research Foundation) – [CRC number –] project number(s).
Leipzig University's Open Access Publishing Fund	Gefördert durch den Open-Access-Publikationsfonds der Universität Leipzig	Supported by the Open Access Publishing Fund of Leipzig University.

(8) Open access

Leipzig University has declared open access to be one of its strategic goals.[1] The recommendation is for researchers to publish their research findings in an open access format with a public licence (e.g. Creative Commons). This can take place in open access journals or books with quality assurance processes or as a second publication in a discipline-specific repository or on Leipzig University's publication server.

(9) Reporting publications in leuris

Leipzig University maintains leuris (Leipzig University Research Information System) in order to display researchers' achievements transparently and in a structured manner. The leuris portal shows the research information, but this information can also be used for personal profile pages on Leipzig University's website. This enhances visibility for the University's research and contributes to science communication for the public. That is why Leipzig University asks its researchers to enter their publications and other research activities in leuris and to ensure these entries are kept up to date. Links within the system should also be created, especially if publications arise from research projects.

(10) Social media

Leipzig University is active on various social media channels. The University's tag is to be used for social media posts pertaining to the University's research, teaching or transfer activities:
• Twitter: @UniLeipzig
• Facebook: @UniLeipzig
• Instagram: @UniLeipzig

§ 3
Information and advising

The University Library (Open Science Office), the Central Administration (Department of Research Services) and the Rectorate (Office for University Communications) support and advise researchers on how to apply these Guidelines and on other issues related to publishing.

Topic	Contact
Publication process, open access, funding publication costs for open access, ORCID in general, other identifiers, citation indexes	Open Science Office, openscience@ub.uni-leipzig.de

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[1] Leipzig University's Official Announcements, No. 18/2019: Leipzig University's Open Access Policy, http://db.uni-leipzig.de/bekanntmachung/dokudownload.php?dok_id=5361.

Reporting and linking research activities in leuris, personal profile pages, ORCID integration in leuris, externally funded projects, regulations from funding organisations	Working Group FIS/leuris, leuris@uni-leipzig.de
Corporate identity, web editing, social media	Office for University Communications, kommunikation@uni-leipzig.de

§ 4
Implementation

Leipzig University's members and associates who are active in research are to follow the rules of good research practice in their academic work. The implementation of these Publication Guidelines and associated measures is based on the currently valid version of the Statutes for Safeguarding Good Academic Practice.[2]

§ 5
Evaluation

Leipzig University's Publication Guidelines will be evaluated regularly using quality assurance criteria. The Rectorate will commission the evaluation.

§ 6
Entry into effect

(1) The Rectorate passed these Guidelines on 13 January 2022 after hearing the Library Committee and the Research Commission. The Senate took a position on the Guidelines on 8 February 2022. The Guidelines will enter into effect on the day after their publication in Leipzig University's Official Announcements.

(2) The Rectorate will pass amendments after hearing the Library Committee and the Research Commission and obtaining a statement from the Senate.

Leipzig, 18 March 2022

Professor Beate A. Schücking
Rector

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[2] Leipzig University's Official Announcements, No. 29/2015: Statutes for Safeguarding Good Academic Practice, http://db.uni-leipzig.de/bekanntmachung/dokudownload.php?dok_id=4328. Non-binding English convenience translation: https://www.uni-leipzig.de/fileadmin/ul/Dokumente/2022_Satzung_wissenschaftliche_Praxis_en.pdf