

# Leibniz University Hannover Publication Guidelines

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## 1 How the policy is applied

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 Hannover, as well as for doctoral candidates and students. They also apply to all visiting researchers who carry out research and publish during a stay at Leibniz University Hannover. In those cases where publications have a direct connection to Leibniz University Hannover, the guidelines also apply to adjunct professors.

The Publication Guidelines are complemented by the currently valid versions of the [Guidelines for Safeguarding Good Scientific Practice](#), the [Open Access Policy](#) and the [Guidelines for Handling Research Data](#). Here you will find, among other things, information on the topics of authorship and the choice of publication outlet.

## 2 Clear designation of affiliation

### 2.1 Name of the university

When using the name in English, the following official designation should be used in all publications:

**Leibniz University Hannover**

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

### 2.2 Additional information

"Leibniz University Hannover" should be specified as the top-level institutional affiliation in every publication. Authors should list Leibniz University Hannover first, while also taking into account the rules of the publisher. In addition to Leibniz University Hannover, authors may also indicate their specific institutional affiliation (e.g. faculty, institute, subject area, cluster of excellence, etc.). The listing of collaborative affiliations takes place separately from the listing 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, and blogs also merit consideration ([DFG Code of Conduct "Guidelines for Safeguarding Good Research Practice"](#)).

## 2.3 Multiple institutional affiliations

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. If Leibniz University Hannover is the primary affiliation, it should be listed first. If the research work was primarily carried out at one of the other institutions, the order can be adjusted.

### Example 1:

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

### Example 2:

Name Surname <sup>12</sup>

<sup>1</sup> Max Planck Institute for Gravitational Physics (Albert Einstein Institute), Callinstraße 38, 30167 Hannover, Germany

<sup>2</sup> Leibniz University Hannover, Institute of Gravitational Physics, 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 listed. This information also applies to visiting researchers at Leibniz University Hannover.

## 3 Academic identification management

### 3.1 Unambiguous author identification

It is strongly recommended that all academic authors at Leibniz University Hannover 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 research-process results. Many other author profiles allow 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 identity management.](#)

## 4 Information about research funding

Third-party funding bodies such as the DFG and the European Commission usually require that their funding be mentioned (*Funding Acknowledgement*) in publications. It is essential to comply with this

requirement. DFG funding to support open-access publications is conditional upon a comprehensible link between the publication and the project. The *Funding Acknowledgement* makes this link evident. The link between publication and project can also be indicated through the FIS ([instructions](#)).

## 5 Contributions to the university bibliography

Leibniz University Hannover uses the Research Information System (FIS) as a central record of its publications and as a university bibliography. The purpose of the LUH university bibliography is to list all of the publications by LUH researchers, for both internal and external audiences. The bibliography serves as a data source 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 generated with the participation of LUH researchers. With this in mind, all LUH academics should enter their publications in the FIS promptly and completely (see [A-Rundschreiben Nr. 50/2020](#), in German only). Support for researchers is available at [support@fis.uni-hannover.de](mailto:support@fis.uni-hannover.de) and in the [staff portal](#).

### Contact information

Department 4 – Research and Innovation Services

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