

Recommendations for author signatures on scientific output at the Universitat Oberta de Catalunya

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SUMARI

Introduction	3
1. Standard author name format	3
1.1. Hyphen	3
1.2. Special characters	4
2. Institutional affiliation: elements, order and structure	4
2.1. Department, research group / operating group or centre (optional)	4
2.2. Institution name (required)	5
2.3. Postal address (required)	5
3. ORCID code	6
4. Model signature	6
5. Email signature	7

Introduction

This document presents a series of recommendations for UOC staff on signing scientific publications to which they have contributed. These recommendations are intended to:

- encourage authors to use a unique signature;
- promote the correct identification of UOC authors' affiliations;
- ensure satisfactory visibility of UOC authors in publication databases, repositories, web searches, etc.;
- facilitate the monitoring of the UOC's scientific output;
- promote the use of a standardised email signature that strengthens the UOC's brand image.

The Office of the Vice President for Strategic Planning and Research recommends **signing all publications and scientific contributions with the names of all authors, in standardized form, and to include the corresponding Institutional affiliations.**

As part of a general agreement between Catalan universities to join the ORCID project, the UOC encourages its academic and research staff to obtain and make use of their own unique personal identifier.

The recommendations are divided into five sections:

1. Standardized author name format
2. Institutional affiliation: elements, order and structure
3. ORCID code
4. Model signature
5. Email signature

This document follows the recommendations laid down by the Spanish Foundation for Science and Technology (FECYT) in its handbook on the standardization of author names and institution names in scientific publications.

1. Standard author name format

Once staff have decided on a signature, they should endeavour not to change it unless absolutely necessary. The same format should be used for national and international publications.

1.1. Hyphen

Hyphens should be used between the following elements:

- Compound names, e.g. "Joan-Manel" ("Joan M." is also acceptable)
- Two surnames, e.g. "García-Robles"
- Compound surnames, e.g. "García-Abad-García"
- Prepositions that link names and/or surnames, e.g. "García-de-la-Torre"

Examples	
Name and surnames	Recommended format
Joan Manel Valero Ruiz	Joan-Manel Valero-Ruiz
Maria del Mar Valero Ruiz	M. Mar Valero-Ruiz
Antoni Caballero Plasencia	Antoni Caballero-Plasencia
Maria García-Abad García	Maria García-Abad-García
Carlos Garcia de la Torre	Carlos García-de-la-Torre
Emilio de la Banda García	Emilio de-la-Banda-García
Maria Dolors García Abad García	Maria-Dolors García-Abad-García

1.2. Special characters

Special characters such as accents and other diacritics (ç, ñ, etc.) should be used where possible, as most databases display them correctly. It may, however, be necessary to omit them in database searches however.

2. Institutional affiliation: elements, order and structure

To ensure that the name of the University and the researcher's position and affiliation are clearly visible, the following three elements should be given, in the order shown:

- Department, research group / operating group or centre (optional)
- Institution name (required)
- Postal address (required)

2.1. Department, research group / operating group or centre (optional)

Names of departments, research groups and operating groups or centres may be given in Catalan, Spanish or English, as required (the correct translation in each case should be verified by consulting the Language Service).

This information should always be given in the standardized form approved by the institution and must include the full name and acronym (if applicable).

Examples	
Catalan	Estudis de... Universitat Oberta de Catalunya.
Spanish	Estudios de... Universitat Oberta de Catalunya.
English Department, Universitat Oberta de Catalunya.
Catalan	Grup de recerca sobre... Universitat Oberta de Catalunya.
Spanish	Grupo de investigación sobre... Universitat Oberta de Catalunya.
English	... research group, Universitat Oberta de Catalunya.
IN3	Internet Interdisciplinary Institute (IN3), Universitat Oberta de Catalunya.
eLC	eLearn Center (eLC), Universitat Oberta de Catalunya.
Doctoral School	Doctoral School, Universitat Oberta de Catalunya.

2.2. Institution name (required)

The University name must always be given in Catalan:

Universitat Oberta de Catalunya

The acronym “UOC” should not be used in signatures, as it can lead to confusion with other institutions.

2.3. Postal address (required)

The street address, postal code, town/city and country must always be given. The country name must be given in English.

Av. Tibidabo, 39-43, 08035, Barcelona, Spain
Rambla del Poblenou, 156, 08018, Barcelona, Spain
Roc Boronat, 117, 08018, Barcelona, Spain

3. ORCID code

The [ORCID identifier](#) is a unique code assigned to an individual researcher, making it easier to locate and retrieve their scientific output. ORCID ID can be linked to other professional profiles, including Researcher ID, Scopus ID, My Citations Google Scholar, etc.

Why is it necessary?

- To prevent ambiguities and potential confusion regarding authorship and to maintain greater control over an author's scientific output.
- To ensure compatibility with systems for the retrieval, collation and indexing of individual scientific output.
- To streamline communication with the scientific community (submission of articles for review/publication, uploading to institutional repositories, etc.).

4. Model signature

- a) Author's name (required)
- b) ORCID (recommended)
- c) Institutional affiliation
 - Department, research group / operating group or centre (optional)
 - Institution name (required)
 - Street address, town/city, country (required)

Examples

Caballero-Plasencia, Antoni [[0000-0000-0000-0000](#)]

Information and Communication Sciences Department, Universitat Oberta de Catalunya,
Rambla del Poblenou 156, 08018, Barcelona, Spain.

de-la-Banda-García, Emilio [[0000-0000-0000-0000](#)]

Urban Transformation Research Group (T.URBA), Internet Interdisciplinary Institute (IN3),
Universitat Oberta de Catalunya, Roc Boronat 117, 08018, Barcelona, Spain.

García-de-la-Torre, Carlos [[0000-0000-0000-0000](#)]

Research Group on Education and IT (EDUL@B), eLearn Center (eLC), Universitat Oberta de
Catalunya, Av. Tibidabo 39-43, 08035, Barcelona, Spain.

Example of abbreviated signature

Valero-Ruiz, Joan [[0000-0000-0000-0000](#)]

Universitat Oberta de Catalunya, Roc Boronat 117, 08018, Barcelona, Spain.

5. Email signature

The criteria for email signatures are designed to ensure the greatest possible coherence and to strengthen the UOC's brand image.

It is advisable to include the ORCID code and the corresponding institutional logo in the email signature.

Recommendations

- Email address: this should be the institutional mail address provided by the UOC (in the format, user@uoc.edu).
- Postal address: this should include at least the street address, town/city, postal code and country.

Example:

