UOC Universitat Oberta de Catalunya

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Office of the Vice-President for Research
Collection of recommendations for signing
scientific/technical documents

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Office of the Vice-President for Research
Governing Council, 28 October 2009

This document is a collection of recommendations for UOC staff concerning their signature on any scientific publication they are involved in. These recommendations are, partly, an attempt to encourage the use of a single signature that should always be used in the same way to ensure proper visibility for the author in the databases of publications, repositories, web search engines, etc. It is also intended to help the institution itself or outside public bodies involved in evaluating and financing research activities to monitor the scientific production of the whole institution/centre/department, etc.

The recommendations are particularly aimed at:

- FUOC lecturers.
- Non-teaching research staff: our own researchers, researchers linked to the university (under an agreement with other institutions) and PhD research assistants (IN3-UOC, FI, FPI research assistants, etc.).
- FUOC management staff participating in publications and/or projects.
- Staff contracted by FUOC for a particular job or service.

Aspects to be borne in mind:

- Name and surnames: normally in an international context only the first name and first surname are used, so if you want your second surname to appear as well (largely because your first surname is very common – e.g. García – and this might make Internet and publication database searches difficult) the normal way of doing it is to join the two surnames with a hyphen (e.g. García-Robles). Similarly, it is also better to join composite first names (e.g. Joan Manel) with a hyphen because a second first name is not as important in the English-speaking world. An alternative, recommended by the FECYT[1], is to put in the first name in full with only the initial of the second (Joan M.). The important thing is that, once you have established a signature, you are strongly recommend to keep it unchanged over time and to use the same one for signing in Spain as internationally.
- Accents: nowadays most databases take accents and other special characters (ç, ñ, etc.) into account, so you are recommended to use them always, even though, it will be necessary to use versions without accents when searching some databases. Here again, once a criterion has been established you are recommended to maintain it over time.
- Institution: this point is the most delicate one because it depends on the requirements of each publication according to the level of detailed required – it can range from a single line to a small paragraph. In many scientific journals the normal thing is that, at the beginning of the article, under the title, only the author's name appears with the university underneath. At the end of the article, the postal address appears with the department or centre where the author works and the e-mail address. In any case, the different options are:
    - o University: always use "Universitat Oberta de Catalunya" – never translate it into any other language or use abbreviations. If you can only use a single line for the institution, use this one.
    - o Centre: sometimes it is possible to add a second line to be more specific about affiliation. In this case, the options are as follows:
        - In the case of teachers, in Spanish and English you are recommended to use "Departamento de ..." and "... Department" instead of the term "Estudis" used in Catalan (as this can lead to confusion), accompanied by the corresponding translation (Law and Political Science, Computer Science, etc.).
        - In the case of IN3 researchers: "Internet Interdisciplinary Institute".
        - In the case of researchers from the e-learning research centre: "eLearn Center".
        - In the case of an operation/service, use its name after first consulting the language service to check the correct translation.

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[1] http://www.accesowok.fecyt.es/wpcontent/uploads/2009/06/normalizacion_nombre_autor.pdf

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- o Research group: finally, if possible, add "Research group in" followed by the translated name of the group and, if you wish, the group's acronym in brackets (e.g. "Research group in Computational Biology (CoBi)"). It is never advisable to use only the acronym.
- E-mail address: this should always be the institutional one provided by the UOC (in the form *login@uoc.edu*).
- Postal address: at least the postcode, the city and the country must appear. The name of the country should go in English. The rest of the postal address information will depend on whether or not it can be added, as appropriate in each case.
- Title: if you do not have a Ph.D., sign as "Mr.", "Mrs." or "Ms." as appropriate. If you have a Ph.D., you can sign as "Dr." or "Ph.D.", while the abbreviation "Prof." is reserved for the special figure of a professor, although its meaning varies depending on the country. Many journals, however, do not put any title before the author's name – this information is left for the short CV that can go at the end of the article.
- Professional category: in English you are recommended to use the following translations of the UOC's current academic categories:
  - o Teachers:
    - Professor (catedràtic)
    - Associate professor (professor agregat)
    - Lecturer (professor doctors)
    - Teaching assistant (professor ajudant – no doctor)
    - Adjunct lecturer (professor associat)
    - Visiting professor (visitant convidat a fer docència)
  - o Researchers:
    - Researcher (investigador)
    - Doctoral student (estudiant de doctorat)
    - Assistant researcher (ajudant de recerca)
    - Visiting professor
    - Visiting scholar
    - Research fellow

The advantages of a good signature are that it will be easier:
- for other researchers to find you
- for you to have greater visibility
- for you to be quoted properly

So you can be quoted properly:
- consistency: always the same
- no ambiguity: it should identify only you
- indicate your affiliation correctly

Reference diagram:
Surname1-Surname2, First name Initial 2nd first name
Universitat Oberta de Catalunya
IN3 / eLearn Center / ... Department / Working Group[2]
         ... Department[3] ... / Service[4]
         ... Department[5] ... / Research Group[6]
login@uoc.edu
1st line, postal address:
Postcode – Barcelona
Spain[7]

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[2] Consult the Language Service about the correct translation of the name of the Working Group or Department into Spanish or English.

[3] Consult the Language Service about the correct translation of the name of the of the Department into Spanish or English.

[4] Consult the Language Service about the correct translation of the name of the of the Service into Spanish or English.

[5] Consult the Language Service about the correct translation of the name of the of the Department into Spanish or English.

[6] Consult the Language Service about the correct translation of the name of the of the Research Group into Spanish or English.

[7] Country name always in English.