

Guidelines on the specification of affiliation in publications

As a research-oriented university of applied sciences, TH Köln is committed to the knowledge- and solution-oriented application of science. An essential part of the national and international reputation of TH Köln within research are the high-quality publications by its researchers. Universities are measured among themselves in comparisons, among other things, on the basis of the publication performance of the researchers belonging to them.

This is why the clear link between authors and TH Köln, which is determined in publications by specifying the institution as an affiliation, is of central importance. In the research context, however, it is often difficult to determine an institutional allocation, for example due to guest residencies at other institutions, through joint appointments or through cooperatively supervised doctoral projects. With this in mind, TH Köln is taking up the recommendations of the HRK's 'Guidelines on the Naming of Affiliations in Publications'.¹

For scientific, artistic and non-scientific staff, students and doctoral candidates as well as visiting researchers staying at TH Köln, the following guidelines should help to assign publications to TH Köln:

- Membership of TH Köln is justified, inter alia, by appointment and/or nomination as a professor - including as an honorary professor - or by an employment contract. Similarly, membership is established with admission to a course of study at TH Köln. If publications arise in connection with this membership, TH Köln must be stated as an affiliation.
- For doctoral candidates in cooperatively supervised doctoral projects, affiliation to TH Köln results from an employment contract or enrolment in a doctorate. In the case of publications resulting from this, TH Köln must be mentioned as an affiliation. The cooperating institution can also be specified. If this conflicts with the regulations for doctoral programs at the cooperating institution, an amicable solution must be found.
- If, for example, a joint appointment or an inter-institutional doctoral program leads to permanent membership of TH Köln and another institution, both institutions must be named in publications.
- For lecturers at TH Köln, it should be assumed that a publication belongs to the university, provided that the publication is directly related to this activity. The same applies to scholarship holders at TH Köln.

¹ See "Empfehlung der 24. Mitgliederversammlung der HRK am 24. April 2018 in Mannheim: Leitlinien zur Nennung von Affiliationen bei Publikationen". published by HRK (2018). Source: <https://www.hrk.de/positionen/beschluss/detail/leitlinien-zur-nennung-von-affiliationen-bei-publikationen/> (07.05.2018).

- If substantial amounts of research work are completed as part of a temporary affiliation to an institution in addition to TH Köln as the home organization, this institution can also be mentioned. This applies, for example, to prolonged but temporary research stays at a host institution. The same also applies in the reverse case, in which TH Köln itself is the host institution.
- If a researcher changes to or leaves TH Köln during the research and publication process, the institution at which the research work was substantially carried out must be indicated on a publication. If the research work is equally attributable to both institutions, both institutions need to be mentioned.

The following wording is recommended for naming TH Köln as an affiliation:

Publications in German:

Name of the organizational unit
(faculty and/or institute, or scientific facility),
TH Köln,
If applicable, name of site,
Address of site

Publications in English:

English name of the organizational unit
(faculty and/or institute, or scientific facility),
TH Köln – University of Applied Sciences,
If applicable, name of site,
Address of site, Germany

Authors at TH Köln can contact the [University Library](#) with any questions.

The Executive Board agreed to these guidelines in its meeting on June 6, 2018.