

upna

Universidad Pública de Navarra
Nafarroako Unibertsitate Publikoa

**GUIDELINES FOR INSTITUTIONAL MEMBERSHIP AND STANDARDISATION OF AUTHORS'
SCIENTIFIC SIGNATURES AT PUBLIC UNIVERSITY OF NAVARRE**

Office of the Vice-Chancellor for Research of Public University of Navarre

Library of Public University of Navarre

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1. INTRODUCTION

The lack of uniformity in the signature of scientific publications—both in the names of authors and in institutional membership—constitutes a problem that negatively affects research staff and Public University of Navarre as a whole. The absence of standardisation reduces the visibility of research staff and has an adverse impact on the scientific output indicators of UPNA recorded in the main international bibliographic databases.

Article 15 of Law 14/2011, of 1 June, on Science, Technology and Innovation, establishes as a duty of research staff employed by public universities, public research bodies of the General State Administration, or research bodies of other public administrations, the use of the official name of the institutions for which they work in the conduct of their scientific activity, in accordance with the internal regulations of those institutions and with the agreements and conventions they may enter into.

In light of the above, the purpose of this guidelines document is to define the common criteria to be followed by researchers at UPNA in order to promote the correct and consistent use of their names and institutional membership in research publications. These guidelines have been drafted taking as a reference the document “Proposal of assistance manual to Spanish researchers to normalise the name of authors and institutions on scientific publications”, created by the research groups EC3 of University of Granada and Science and Technology Quantitative Analysis of the CINDOC-CSIC (2007) for the FECYT (Spanish Foundation for Science and Technology).

2. NORMALISATION OF INSTITUTIONAL MEMBERSHIP

All staff affiliated with UPNA whose contractual, employment or civil service duties include the conduct of research activities must state their institutional membership in all their publications. This shall necessarily **include the institutional identifier UPNA** and the full name of the University, using one of the following accepted designations:

| Institutional membership |
|-------------------------------------------------------------------------|
| Universidad Pública de Navarra (UPNA) |
| Nafarroako Unibertsitate Publikoa (UPNA) |
| Universidad Pública de Navarra/Nafarroako Unibertsitate Publikoa (UPNA) |
| Public University of Navarre (UPNA) |

Institutional membership may be expressed in either of the University’s two official languages (Spanish or Basque), in both, or in English, depending on the scope and target audience of the publication. **In all cases, the designation set out in the above table must be used verbatim, without abbreviations or any variations whatsoever.**

Staff whose contractual, statutory, or civil service relationship with Public University of Navarre does not include research activities among their duties may not use UPNA’s institutional membership in their publications. This includes, among others, part-time contracted lecturers, clinical contracted lecturers, and substitute teaching staff.

Where an incorrect membership is identified in publications, researchers must arrange for the corresponding correction to be made in the relevant bibliographic databases (for example, Web of Science or Scopus) and, where appropriate, with the publishing journal itself. UPNA library may advice throughout this process (bupna@unavarra.es)

By way of exception, in publications whose full text is written entirely in Basque, the acronym NUP may be added to the designations in that language listed in the above table.

Structural units shall be cited separated by commas and using their full official designation, as available at www.unavarra.es. Institutional membership shall follow the structure below, in which the fields shown in bold are mandatory:

Name(s) of author(s)

[Institute (if it is the case), [Department/university unit (if applicable)], [Centre (if applicable)], **[Name of the University *], [Address]**

* Choose one of the options in the previous list, which includes UPNA

The postal address shall be determined according to the location of the campus or building to which the authors are affiliated. In Spanish, the correct format is as follows:

| Address |
|------------------------------------------------------------------------------|
| Arrosadia Campus, 31006, Pamplona, Spain |
| Health Sciences Campus, Avda. de Barañain s/n, 31008 Pamplona, Spain |
| Tudela Campus, Avda Tarazona s/n, 31500 Tudela, Spain |
| Agrobiotechnology building, Avda. de Pamplona 123, 31192 Mutilva Baja, Spain |

3. MULTIPLE INSTITUTIONAL MEMBERSHIP OF THE SAME AUTHOR

Where a researcher from UPNA is affiliated with other institutions (such as hospitals, technology centres, institutes or similar bodies) within the framework of agreements entered into by UPNA, and the research is the result of collaboration between the parties, the corresponding institutional memberships must be stated in the publications. In such cases, the provisions set out in the specific agreement shall apply, where applicable. In the absence of such provisions, the following format shall be used:

Name(s) of author(s) ^{1,2}

¹[Institute (if applicable), [Department/university unit (if applicable)], [Centre (if applicable)], **[Name of the University *], [Address]**

²Membership 2

This format shall also be used by research staff who wish to indicate separately different memberships within UPNA (for example, to a department and a research institute).

Researchers from Public University of Navarre who are undertaking placements at other universities or research centres must state their affiliation to Public University of Navarre first in any resulting publications, in accordance with the format established in these guidelines.

Likewise, external researchers carrying out research stays at Public University of Navarre must indicate the double membership to their institution of origin and UPNA on those publications wholly or partially related with the stay, following the format stated on this section.

4. NORMALISATION OF THE AUTHOR'S SIGNATURE

It is recommended to maintain a consistent signature across all publications throughout one's research career, in order to ensure clear and unambiguous identification of authorship.

As a general rule, the guidelines set out in the tables below should be followed:

| First name | Format recommendation |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Simple (Example: Jorge) | Use it in full, no abbreviations (Format: Jorge) |
| Two first names (Example: Jose María) | Option 1: Write an abbreviation of the second first name so it is not understood as a surname in databases. Option 2: Link both first names with a hyphen (Format: Jose M. or Jose-María) |
| Two first names linked by a particle (Example: María del Carmen) | Option 1: Erase the particle and abbreviate the second first name Option 2: Link first names and particle with hyphens (Format María C., María-Carmen or María-del-Carmen) |

| Surnames | Format recommendation |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| One surname only (Example: Ezpeleta) | If the first surname is not common, that surname may be used alone in the signature (Format Ezpeleta) |
| Two surnames (Example: García Fernández) | If the first surname is common it is recommended to use also the second surname, separating them with a hyphen so the first surname is not understood as a name in databases. (Format García-Fernández) |
| First surname starting with particles (Example: de la Rosa Fernández) | Option 1: Omit particles Option 2: Link particles and surname with hyphens (Format: Rosa-Fernández or de-la-Rosa-Fernández) |
| Two surnames linked by particles (Example: García de la Torre) | Option 1: Omit particles Option 2: Link particles and surnames with hyphens (Format: García-Torre or García-de-la-Torre) |

5. USE OF CODES TO IDENTIFY AUTHORS

Author identifiers (particularly ORCID) are an essential tool for avoiding ambiguity in the identification of authors and for facilitating the management and tracking of their scientific output.

Given that profiles associated with these identifiers are increasingly used by evaluation agencies, their use is generally established as an institutional practice for all research staff at UPNA. UPNA Library has qualified staff available to provide support in this process (bupna@unavarra.es).

Particularly and generally speaking, UPNA research staff must:

- ✓ Obtain an ORCID identifier.
- ✓ Include in their ORCID profile all their scientific production.
- ✓ Make sure their signature name of choice is properly recorded in their ORCID profile.

- ✓ Include the URCID identifier of all authors on sent publications. In general terms, it is possible to include this in the different stages of the publication process (first submission, reviews and final submission).

As a general rule, research staff at UPNA shall also use other identifiers (primarily ResearcherID-WOS, Scopus Author ID, Google Scholar, Dialnet), and it is recommended that these be included in manuscripts submitted for publication. Likewise, it is established as an institutional practice to correctly state UPNA membership in profiles on these platforms and on other professional and research networks (such as LinkedIn, ResearchGate, Academia.edu, Mendeley, etc.).

6. MEMBERSHIP OF RESEARCHERS BELONGING TO RESEARCH INSTITUTES, UPNA MIXED CENTRES AND CENTRES PARTNERS THROUGH AGREEMENT

Where a researcher belongs to one of the research institutes of UPNA and the publication is linked to the activity of that institute, its official designation shall be included in the institutional membership. Where applicable, the specific membership regulations set out in the rules of the relevant research institute shall be followed; however, inclusion of one of the official designations of the University listed in section 2 shall in all cases be mandatory. Official designations of research institutes shall be those approved by the Governing Council. The current designations are listed in the following table.

| Institute | Name |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ISC | Instituto de Investigación de Smart Cities (ISC) Institute of Smart Cities (ISC) Smart Cities Institutua (ISC) |
| INAMAT ² | Instituto de Materiales Avanzados y Matemáticas (INAMAT ²) Institute for Advanced Materials and Mathematics (INAMAT ²) Material Aurreratueterako eta Matematikarako Institutua (INAMAT ²) |
| INARBE | Instituto de Investigación Avanzada en Negocios y Economía (INARBE) Institute for Advanced Research in Business and Economics (INARBE) Negozioei eta Ekonomiari buruzko Ikerketa Aurreratuko Institutua (INARBE) |
| IS-FOOD | Instituto de Innovación y Sostenibilidad en la Cadena Agroalimentaria (IS-FOOD) Institute on Innovation and Sustainable Development in Food Chain (IS-FOOD) Nekazaritza eta Elikagaien Katearen Berrikuntza eta Iraunkortasun Ikerketarako Institutua (IS-FOOD) |
| I-COMMUNITAS | Instituto de Investigación Social Avanzada (I-COMMUNITAS) Institute for Advanced Social Research (I-COMMUNITAS) Gizarte Ikerketa Aurreraturako Institutua (I-COMMUNITAS) |
| IMAB | Instituto de Investigación Multidisciplinar en Biología Aplicada (IMAB) Institute for Multidisciplinary Research in Applied Biology (IMAB) Biologia Aplikatuko Diziiplina Anitzeko Ikerketa Institutua (IMAB) |

The membership corresponding to each of the institutes of UPNA is specified below as an example, using their official name in English.

| Institute | Example of institutional membership |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| ISC | Institute of Smart Cities (ISC), Public University of Navarre (UPNA), Arrosadia campus, 31006 Pamplona, Spain |
| INAMAT ² | Institute for Advanced Materials and Mathematics (INAMAT ²), Public University of Navarre (UPNA), Arrosadia campus, 31006 Pamplona, Spain |
| INARBE | Institute for Advanced Research in Business and Economics (INARBE), Public University of Navarre (UPNA), Arrosadia campus, 31006 Pamplona, Spain |
| IS-FOOD | Institute on Innovation and Sustainable Development in Food Chain (IS-FOOD), Public University of Navarre (UPNA), Arrosadia campus, 31006 Pamplona, Spain |
| I-COMMUNITAS | Institute for Advanced Social Research (I-Communitas), Public University of Navarre (UPNA), Arrosadia campus, 31006 Pamplona, Spain |
| IMAB | Institute for Multidisciplinary Research in Applied Biology (IMAB), Public University of Navarre (UPNA), Arrosadia campus, 31006 Pamplona, Spain |

In the case of joint centres established under an agreement between UPNA and other institutions, all research staff assigned to them must indicate dual membership—both to Public University of Navarre and to the joint centre itself—in accordance with the provisions of the relevant agreement and, where applicable, respecting any specific membership regulations it may include. Including one of the University names stated on section 2 shall be compulsory in all cases. Below appears the membership corresponding to the current mixed centres in which UPNA and technological centres, partners through agreement, take part.

| Mixed centre/institution | Institutional membership |
|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Navarrabiomed <i>(regardless of publishing language)</i> | Navarrabiomed–University Hospital of Navarre–Public University of Navarre (UPNA), Health Sciences Campus, Avda. de Barañain s/n, 31008 Pamplona, Spain |
| IdiSNA | Double membership separated according to section 3, including one of the following names in the second one: <ul style="list-style-type: none"> • IdiSNA, Instituto de Investigación Sanitaria de Navarra • IdiSNA, Navarra Institute for Health Research |
| NAITEC <i>(regardless of publishing language, entities may appear in this order or in reverse order)</i> | Public University of Navarre (UPNA)-NAITEC, Arrosadía Campus, 31006 Pamplona, Spain |

ANNEX. EXAMPLES OF APPLICATION

Aiming at illustrating different cases to use these guidelines, diverse examples of possible memberships of researchers depending on their situation are shown below.

1. Researcher of a UPNA research institute:
Institute for Advanced Social Research (I-COMMUNITAS), Public University of Navarre (UPNA), Arrosadía Campus, 31006, Pamplona, Spain
2. Researchers of research an institute who also want to show that they are members of a department:
Option 1:
Institute for Advanced Research in Business and Economics (INARBE), Department of Economics, Public University of Navarre (UPNA), Arrosadía Campus, 31006, Pamplona, Spain
Option 2:
¹ Institute for Advanced Research in Business and Economics (INARBE), Public University of Navarre (UPNA), Arrosadía Campus, 31006, Pamplona, Spain
² Department of Economics, Institute of Smart Cities (ISC), Public University of Navarre (UPNA), Arrosadía Campus, 31006, Pamplona, Spain
3. Researchers of UPNA who do not belong to a research institute but want to show that they are members of a department:
Health Sciences Department, Public University of Navarre (UPNA), Health Sciences Campus, Avda. de Barañain s/n, 31008 Pamplona, Spain
4. Guest researcher who has developed their publication throughout a stay in a UPNA institute:
¹ Institute of Smart Cities (ISC), Public University of Navarre (UPNA), Arrosadía Campus, 31006, Pamplona, Spain
² Membership of origin
5. Researcher of a UPNA institute who has developed their publication throughout a stay in another entity:
¹ Institute on Innovation and Sustainable Development in Food Chain (IS-FOOD), Public University of Navarre (UPNA), Arrosadía Campus, 31006, Pamplona, Spain
² Membership of destination
6. NavarraBiomed researcher who has developed their publication in the area of that centre:
Navarrabiomed– University Hospital of Navarre–Public University of Navarre (UPNA), Health Sciences Campus, Avda. de Barañain s/n, 31008 Pamplona, Spain

7. Researcher of a UPNA institute who has developed their publication in the IdISNA area:

¹ Institute on Innovation and Sustainable Development in Food Chain (IS-FOOD), Public University of Navarre (UPNA), Arrosadía Campus, 31006, Pamplona, Spain

² IdISNA, Navarre Institute for Health Research

8. Researcher who has developed their publication within the framework of the collaboration agreement with NAITEC:

Public University of Navarre (UPNA)-NAITEC, Arrosadía Campus, 31006 Pamplona, Spain