

GUIDELINES ON INSTITUTIONAL AFFILIATION IN RESEARCH PUBLICATIONS

DEFINITIONS

1. **The University** is Xi'an Jiaotong-Liverpool University.
2. **Publications** are publically shared research findings, whether in hardcopy, electronic or other tangible forms, including books, journal articles, conference presentations, papers, websites, exhibitions and any work that can be explicitly documented.
3. **Researchers** are all staff and students whose research outputs derive from their employment or enrollment by the University, from research grants awarded to the University or otherwise from the use of University resources and facilities.
4. **Authors** are creators of and/or contributors to a research/scholarly publication or creative endeavour.

SCOPE

5. These guidelines are intended for all researchers of Xi'an Jiaotong-Liverpool University. They apply to all authors of publications, including first authors, corresponding authors and all participants.

PURPOSES

6. These guidelines are designed to ensure the correct and consistent use of a Xi'an Jiaotong-Liverpool University institutional affiliation in research publications.
7. They help to increase the public visibility of researches as well as the University, and therefore, are highly important in disseminating the national and international reputation of both parts.
 - a. Research publications are quantifiable and can be used to assess the University's academic strength in a certain extent.
 - b. A correct and clear link between researchers and the University, which is determined in publications by specifying the institution as an affiliation, is the only way to guarantee that achievements and contributions made by researchers are recognized.
8. They also allow more efficient harvesting of relevant research publications into University systems, and facilitate better capture and re-use of research data for multiple purposes.

GUIDELINES

9. All university researchers must state the official name of the University in full:



-
- a. English Affiliation Name: Xi'an Jiaotong-Liverpool University
 - b. 中文机构名称：西交利物浦大学

The use of the acronyms is not permitted in formal publications, including XJTLU, 西浦, 西交大.

In the name 'Xi'an Jiaotong-Liverpool University', an apostrophe in the word 'Xi'an' and a hyphen between 'Jiaotong' and 'Liverpool' must be included.

10. Wherever possible, dependent upon the character limit set by the publisher, the University name should appear in full version. In publications in English, in case where the full name exceeds the character limit (i.e., maximum 30 characters), the standardized abbreviation 'Xi'an Jiaotong-Liverpool Univ.' is recommended.
11. If there is sufficient space to specify more information, secondary affiliations (i.e., names of School, Department, Institute, or Centre) may appear to indicate researchers' specific organisational units.
12. When listing various levels of affiliation, the University name must appear as the first element, other elements such as School, Department, Institute, and Centre can be listed as secondary or tertiary elements.
13. Wherever possible, dependent upon the character limit set by the publisher, secondary affiliations should appear in full version.
 - a. Do not shorten the name of School, Department, Institute, or Centre in any form. For example, using 'Department of EEE' to represent 'Department of Electrical and Electronic Engineering' is not recommended in a publication affiliation.
 - b. In cases where the full name of a School, Department, Institute, or Centre exceeds the character limit, standardized abbreviations should be used to indicate secondary affiliations.

Corresponding names are attached as Appendix 1.

14. The University postal address should be included in the affiliation. Regardless of whether you are based on North or South campus, use the following official address¹ or its simplified version:
 - a. Official English Address: 111 Ren'ai Road, Suzhou Industrial Park, Suzhou, Jiangsu Province, 215123, P.R. China
 - b. 中文官方地址：江苏省苏州市工业园区仁爱路 111 号，215123

You may simplify the University English address in the affiliation, but always include 'Suzhou, 215123, China'.

15. If an author holds multiple affiliations within or outside of Xi'an Jiaotong-Liverpool University, the University name must be included and put at the appropriate position.
16. Examples of the correct use of institutional affiliation are included in Appendix 2.

¹ This particular recommendation is not applicable to Taicang campus considering things about Taicang campus are not secure. And further discussion is needed in the future.

APPENDIX 1: NAMES OF SECONDARY AFFILIATIONS

	中文学院名称	English Full Name	English Abbreviation
1	建筑与设计系	Department of Architecture and Design	Dept Architecture Design
2	生物科学系	Department of Biological Sciences	Dept Biol Sci
3	化学系	Department of Chemistry	Dept Chem
4	中国研究系	Department of China Studies	Dept China Studies
5	土木工程系	Department of Civil Engineering	Dept Civil Engn
6	英语系	Department of English	Dept English
7	国际关系系	Department of International Relations	Dept Int Relations
8	数学科学系	Department of Mathematical Sciences	Dept Math Sci
9	健康与环境科学系	Department of Health and Environmental Sciences	Dept Health Environ Sci
10	城市规划与设计系	Department of Urban Planning and Design	Dept Urban Planning & Design
11	领导与教育前沿院	Institute of Leadership and Education Advanced Development	Inst Leadership Educ Adv Development
12	西浦国际商学院	International Business School Suzhou	Int Business Sch Suzhou
13	智能工程学院	School of Advanced Technology	Sch Adv Technol - Dept Comp Sci & Software Engr - Dept Elect & Elect Engr
14	影视艺术学院	School of Film and TV Arts	Sch Film TV Arts
15	中国文化教学中心	Chinese Cultural Teaching Centre	Chinese Cultural Teaching Ctr
16	英语语言中心	English Language Centre	English Language Ctr
17	现代语言中心	Modern Languages Centre	Modern Languages Ctr
18	体育教育中心	Physical Education Centre	Physical Educ Ctr

Recommendations for English abbreviations:

1. Use conventional abbreviations which are understandable to everyone. For example, 'MS' is not recommended since outsiders may have trouble to match 'MS' with 'Department of Mathematical Sciences'.
2. To meet the character limit set by the publisher, each abbreviation needs to be limited within 30 characters.
3. Use the consistent abbreviations, 'Department' as 'Dept.', 'Centre' as 'Ctr.', 'School' as 'Sch.', and 'Institute' as 'Inst.'.



APPENDIX 2: SAMPLE AFFILIATIONS

1. Researcher Name, Xi'an Jiaotong-Liverpool University, Suzhou, 215123, P.R. China
2. Researcher Name, Xi'an Jiaotong-Liverpool University, Department of Electrical and Electronic Engineering, Suzhou, 215123, China
3. Researcher Name ^{a, b}
 - ^a Xi'an Jiaotong-Liverpool University, Department of Mathematical Sciences, Suzhou, 215123, China
 - ^b University of Lausanne, Department of Actuarial Science, UNIL-Dorigny, 1015 Lausanne, Switzerland
4. 作者姓名, 西交利物浦大学, 江苏 苏州 215123
5. 作者姓名, 西交利物浦大学, 江苏省苏州市工业园区仁爱路 111 号, 215123
6. 作者姓名, 西交利物浦大学 计算机科学与软件工程系, 江苏 苏州 215123
7. 作者姓名, 西交利物浦大学建筑系, 江苏省苏州市工业园区仁爱路 111 号, 215123

DOCUMENT CONTROL

Doc Status

Status: [<input type="checkbox"/>] Draft [<input checked="" type="checkbox"/>] Release	File Title:	Guidelines on Institutional Affiliation in Research Publications
	Version:	1.1
	Author:	Library
	Date:	Date proposed: 09-24-2019 (proposed to LAC) 10-15-2019 (proposed to URC) Date approved: 10-25-2019 Date of effective: 10-25-2019 Date of next review: if necessary

Approval and Revision Log

Date	Version	Approved by	Description
Sep 24, 2019	1.0	Library Affairs Committee (LAC)	No comments from academic departments.
Oct 15, 2019	1.1	University Research Committee (URC)	- Comments from academic departments by Oct 25, 2019. - University postal address and some abbreviations of department name has been revised.

