

University Policy for institutional affiliation in research outputs

This policy was approved by “Presidio della Qualità - Ramo Ricerca”
on 22 January 2024

Foreword

Academic and research staff must always explicitly and properly attest their affiliation with the **University of Milano-Bicocca** in a clear and recognizable manner, by indicating institutional affiliation in publications and scientific outputs.

Why it is necessary to correctly indicate your University affiliation

- To ensure the traceability, findability, and indexing of publications in databases, and thus the correct identification of the University's authors (e.g., for citations) and for academic recognition of the University. Affiliation aims to promote, consolidate, and foster the dissemination of scientific results in the best interest of both the University and the author
- To contribute to the bibliometric evaluation of research results
- To monitor the University's position in national/international rankings
- To increase the University's attractiveness
- To meet accountability requirements for scientific results against public funding

To whom the policy applies

The policy applies to all authors of publications (not just corresponding authors), namely:

- To all academic and research staff
- To senior/emeritus professors
- To PhD students or recipients of research scholarships awarded by the University
- To technical-administrative staff
- To staff on duty at the University and affiliated with the National Health Service and/or Research Institutions (e.g. hospital doctors)

Authors might use, in addition to the affiliation to the University of Milano-Bicocca, an additional affiliation that includes other research entities; this is referred to as "dual affiliation". Publications by authors with two or multiple affiliations are attributed to all the institutions (for dual affiliation, see the section *Affiliation structure*).

The policy applies to the following documents:

- Research articles
- Book contributions
- Contributions/Conference proceedings
- Books
- Other publications
- Patents
- Published or archived research data

University name: accepted forms

The University's name should be indicated as follows:

◇ Italian

Università degli Studi di Milano-Bicocca

◇ English

University of Milano-Bicocca

In research outputs the name of the University must always be given in full: acronyms and abbreviations are not allowed.

Affiliation structure

1. Any Schools, Research Centres, or Clinical/Academic Groups should be indicated as the first element.
2. The Department's name should be indicated as the second element, in Italian or in English, as explained in the section *Names of Departments*.
3. The University's name should be indicated as the last element.
4. The presence of the University's name is necessary and thus of greater importance than the previous two items. If the affiliation field is of limited and fixed length, it is important to ensure that the name of the University is correctly and fully spelled (to this end, careful verification of the entry in the final draft of publications is recommended, as some changes may have been made according to the specific standards adopted by the publisher).
5. The author's institutional email address should be indicated (name.surname@unimib.it or n.surname@campus.unimib.it for PhD/graduate school students).
The names of any Schools, Research Centres or Clinical/Academic Groups, of the Department and of the University shall be followed by the postal address of the University and/or of the Department (if the guidelines of the publication allow it), then by "Milano, Italia", if the affiliation is written in Italian, by "Milan, Italy", if the affiliation is in English.
If affiliation is written in Italian, all names (e.g. Research Centre, Department, University) will be given in Italian; if affiliation is written in English, all names will be given in English.
6. Dual affiliation might be indicated in the case of publications by professors and researchers on duty at the University of Milano-Bicocca and formally authorised to carry out teaching and/or research activities at another Italian or foreign institution, in compliance with the relevant regulations in force.
 - ◇ All publications produced by the above-mentioned profiles, as part of their collaboration with the University, must explicitly include information about the University of Milano-Bicocca and the other institution(s) involved, even where the publication is shared with other third-party bodies or institutions. This information must also be included in documents resulting from the above-mentioned collaborations and published after the end of the collaboration.
 - ◇ The indication of dual affiliation must be provided separately, distinguishing the one with the University of Milano-Bicocca from those with the other institution(s) involved in the collaboration.

Examples of affiliation:

Example in Italian:

First Name Surname¹ name.surname@unimib.it

¹Dipartimento di Psicologia, Università degli Studi di Milano-Bicocca, Piazza dell'Ateneo Nuovo, 1 - 20126, Milano, Italia

Example in English:**First Name Surname¹** name.surname@unimib.it¹Department of Psychology, University of Milano-Bicocca, Piazza dell'Ateneo Nuovo, 1 - 20126, Milan, Italy**Example of dual affiliation in English:****First name Surname^{1 2}** name.surname@unimib.it¹School of Medicine and Surgery, University of Milano-Bicocca, Milan, Italy²Department of Medical Physics, Fondazione IRCCS San Gerardo dei Tintori, Monza MB, Italy

When authors receive the final drafts of their publication, they are required to carefully check that their affiliation is correctly indicated, regardless of its position.

Names of Departments

NAMES OF DEPARTMENTS <i>(Italian)</i>	NAMES OF DEPARTMENTS <i>(English)</i>
Dipartimento di Biotecnologie e Bioscienze	Department of Biotechnology and Biosciences
Dipartimento di Economia, Metodi Quantitativi e Strategie di Impresa	Department of Economics Management and Statistics
Dipartimento di Fisica "Giuseppe Occhialini"	Department of Physics "Giuseppe Occhialini"
Dipartimento di Giurisprudenza	School of Law
Dipartimento di Informatica, Sistemistica e Comunicazione	Department of Informatics, Systems and Communication
Dipartimento di Matematica e Applicazioni	Department of Mathematics and its Applications
Dipartimento di Medicina e Chirurgia	School of Medicine and Surgery
Dipartimento di Psicologia	Department of Psychology
Dipartimento di Scienza dei Materiali	Department of Materials Science
Dipartimento di Scienze dell'Ambiente e della Terra	Department of Earth and Environmental Sciences
Dipartimento di Scienze Economico-Aziendali e Diritto per l'Economia	Department of Business and Law
Dipartimento di Scienze Umane per la Formazione "Riccardo Massa"	Department of Human Sciences for Education "Riccardo Massa"
Dipartimento di Sociologia e Ricerca Sociale	Department of Sociology and Social Research
Dipartimento di Statistica e Metodi Quantitativi	Department of Statistics and Quantitative Methods

Unique author identifiers

To unambiguously attribute all publications to their authors (and only to those), it is necessary to use a persistent code specific to the researcher's identity, which is valid for any publishing site, regardless of the research organization for which the researcher works at the time of publication (current affiliation). To allow the unambiguous identification of the authors and the automatic indexing of the research products in the main databases, a good practice is to add the researcher's ORCID identifier in the personal profiles of the databases (Scopus, Web of Science etc.), and always communicate the identifier to publishers during the submission process.

For further information and support, please contact Ufficio Sistemi Integrati per la Ricerca at: boa@unimib.it

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