Affiliation and publication policy at Hannover Medical School

English translation from the German version authorized in the Senate on April 04, 2023.

Contents

1. Preface

In national and international rankings, universities and their researchers are often judged on the basis of their publication performance. These rankings are used for visibility, recruiting, and establishing collaborations.
In the course of the Open Access Transformation, billing for Article Processing Charges (APC) is largely automated to the submitting/corresponding author and is partially paid centrally.

In order to ensure that publications from Hannover Medical School (MHH) are also attributed to this institution, a uniform and accurate indication of institutional affiliation (membership) is essential. The standardized indication of affiliation serves the visibility of the research performance of the MHH as well as the correct allocation of incurred publication costs.

In accordance with the [Recommendation Guidelines for Calling Affiliations in Publications](#) [i] of the Deutsche Hochschulrektorenkonferenz (HRK), Hannover Medical School implements the Affiliation Guideline for German and English language publications at Hannover Medical School. The recommendations of the Hannover Medical School for authorship and order of authors in publications, which are available in the [principles of the Hannover Medical School for ensuring good scientific practice and procedural rules for dealing with scientific misconduct](#) [ii], remain unaffected by the present guideline.

2. Scope

This Affiliation and Publication Guideline is intended to all

- MHH members (scientists, doctors, extra-scheduled professorships (Apl) and doctoral candidates, etc. of Hannover Medical School who have a contract with the MHH)
- as well as visiting researchers and students

and is mandatory for all these members of the MHH. This guideline is binding for scientific publications, research data and documents from publishing houses as well as for documents deposited in repositories, which are to a substantial part due to research at the MHH.

This does not give rise to a claim to cover publication costs, the decision is made in accordance with the applicable publishing contracts and the regulations of any publication funds of Hannover Medical School. If it is not possible to assume the costs centrally, the costs must be borne from the department's financial resources or from the author´s own resources.

MHH members who do not specify the correct spelling of the university name (3.) are not included in the calculation of Performance-oriented allocation of funds (LOM publications).

This policy also applies to all authors of DIAKOVERE Annastift – Orthopädische Klinik MHH and is obligatory to comply with.

3. Standardized indication of affiliation

This standardized designation of the Hannover Medical School must be indicated in all affiliation details in the publication process.

3.1 Spelling ofthe university name

This standardized designation of the Hannover Medical School must be indicated in all affiliation details in the publication process.

Hannover Medical School

This recommendation also applies to German publications. Alternatively,

Medizinische Hochschule Hannover   be used.

In the event of a limitation of the characters, and only in this case, the following abbreviation shall be given:

MHH

3.2 Establishment Identification by Organizational IDs

To identify the institution, regardless of its name, persistent identifiers exist. If a publisher offers appropriate input fields for your affiliation to the MHH, please enter the following identifiers during the submission process:

GRID ID der MHH	grid.10423.34
ISNI der MHH	0000 0000 9529 9877
RINGGOLD ID der MHH	9177
ROR ID der MHH	00f2yqf98

4. Address

In the publication process, the corresponding authors distinguish between a national and an international publication when indicating their affiliation. For national publications please indicate the address "Example national", for international publications the address "Example international. "

Example nationally:

Hannover Medical School or Medizinische Hochschule Hannover, [department german], Carl-Neuberg-Straße 1, 30625 Hannover, Deutschland

Example international:

Hannover Medical School, [department english], Carl-Neuberg-Straße 1, 30625 Hannover, Germany

5. E-mail-address

When providing an email address, use that of Hannover Medical School:

surname.forename@mh-hannover.de

or for students

forename.surname@stud.mh-hannover.de

6. Affiliation with several institutions

In case you belong to more than one institution, please indicate all institutions as follows:

[Your name][1,2,3]

[1] Hannover Medical School, [Department (german oder english)], Carl-Neuberg-Straße 1, 30625 Hannover, Deutschland (for international publication: Germany)

[2] [Institution], [Department], [Street name and house number], [Postal code and City], [Country]

[3] [Institution], [Department], [Street name and house number], [Postal code and City], [Country]

The order of the stated affiliations is chosen according to the amount of research per institution. The institution in which the research performance primarily took place is named first.

7. Author names

Make sure that your name is spelled consistently. This applies especially to author names with several first names as well as double names and names with "ß", prefixes such as "von", "van der" or umlauts such as "ä", "ö", "ü".

If it is not possible to enter the umlauts "ä", "ö" or "ü" for technical reasons, please enter "ae", "oe" or "ue" instead.

If necessary, replace the special character "ß" with "ss".

In addition, we strongly recommend that our authors register with Open Researcher and Contributor ID (ORCiD). The individual ID serves to uniquely assign and link your name to your publications as well as to your institutions.

8. Publishing Open Access

The regulations of the MHH Open Access Policy apply to all MHH authors [iii].

9. Reporting to the University Bibliography

Beginning with the year 2008, the library records all publications of MHH members. In addition to the calculation of the performance-related resource allocation of funds on the part of the Executive Board, the collected data serve to build up a university bibliography of the MHH. MHH members are recommended to report their publications promptly after publication in the university bibliography.

10. Research Information System (RIS)

The MHH maintains a research information system (RIS) in which, among other things, publications by MHH members are mapped. These publications are imported from the university bibliography into the RIS. For members of the MHH, this form of mapping is significant for the presentation of their scientific competence and excellence. MHH members are advised to check and maintain the data assigned to them.

11. Consulting

We will be pleased to advise you on

- ORCID
- reporting of your publications (university bibliography)
- the publication process
- publishing in RepoMed
- Research Information System RIS

Library - OE 8900
Information and consultation
Tel: +49 (0) 511 532 3326
E-mail: information.bibliothek@mh-hannover.de

[i] Hochschulrektorenkonferenz. Empfehlung Leitlinien zur Nennung von Affiliationen bei Publikationen, Empfehlung der 24. Mitgliederversammlung der HRK am 24. April 2018 in Mannheim. Accessed: 2022, 16.05. https://www.hrk.de/fileadmin/redaktion/hrk/02-Dokumente/02-01-Beschluesse/HRK_MV_Empfehlung_Affiliationen24042018.pdf

[ii] Medizinische Hochschule Hannover. (2022). Grundsätze der Medizinischen Hochschule Hannover zur Sicherung guter wissenschaftlicher Praxis und Verfahrensregeln für den Umgang mit wissenschaftlichem Fehlverhalten. Accessed: 2023, 08.03. https://www.mhh.de/fileadmin/mhh/ombudswesen/Dokumente/Autorenreihenfolge_MHH_sw.pdf

[iii] Medizinische Hochschule Hannover. (2018). Open-Access-Policy der Medizinischen Hochschule Hannover. Accessed: 2022, 17.05. https://www.mhh.de/fileadmin/mhh/bibliothek/pdf/Open-Access-Policy_MHH.pdf