

Guidelines of the University of Natural Resources and Life Sciences, Vienna on the indication of institutional affiliation in publications and in social media

(in short: Affiliation Policy)

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1 Preamble

Scientific publications are important indicators of a university's range of services as quantifiable variables and must be correctly presented in statutory reporting (e.g. knowledge balance sheet, performance agreement, development plan, target agreement) and evaluations (of persons and organisational units). In addition, institutional national and international performance comparisons such as rankings are based, among other things, on publication data, which must be correctly mapped in the relevant Web of Science and Scopus databases.

Scientific publications are in particular first publications and secondary publications (e.g. preprints, postprints, publisher's pdfs) in specialist journals (e.g. journals, books and monographs, conference and congress proceedings, compulsory submissions), but also research data publications and the publication of teaching materials.

This guideline serves to clearly assign members of the University of Natural Resources and Life Sciences, Vienna in scientific and non-scientific literature. The aim is to correctly and completely record the journalistic services (publications and other written documents) provided by university members (see § 94 of the Universities Act 2002) for the benefit of their authors and their institution(s). In order to ensure good scientific practice (<https://boku.ac.at/universitaetsleitung/senat/dokumente-und-rechtliches/richtlinien>), authors must also list the institution(s) at which the research was carried out completely and correctly.

It is therefore in the interest of the authors and their institution(s) that each publication is clearly assigned, as this is the only way they can be found in literature searches and identified in special queries. The same applies to personalized and institutionalized performance assessments (in particular knowledge balance sheets, performance and target agreements as well as BOKU internal evaluations), whereby publications can only be considered if they are named by BOKU University.

This revised guideline (version 2.0) includes the mandatory use of the brand name **BOKU University** in publications and social media as well as the adaptation to the **new organisational structure** of the University of Natural Resources and Life Sciences, Vienna, which has been in force since 1 January 2025 with six departments.

2 Scope of application

This guideline applies to all academic and general staff of the University of Natural Resources and Life Sciences, Vienna¹, as well as to retired university professors, retired university lecturers, and students. In addition, it applies to guest researchers, research fellows and employees of strategic holdings of BOKU, provided that they belong to a BOKU working group. It also applies to former

¹ in accordance with no. 3.6 of Annex 9 of the University and Higher Education Statistics and Educational Documentation Ordinance; UHSBV for short

academic and general employees of BOKU University who complete and publish research work begun at BOKU University after moving to another institution.

The guideline applies equally to all publications and other documents that have a direct connection to BOKU University (research, teaching, continuing education, knowledge transfer, social responsibility and administration). This also includes publications in the field of research transfer, social media contributions, and print and audiovisual media. This guideline also applies to research data stored in various formats in repositories as well as open educational resources. Furthermore, this standardised affiliation designation is defined for lectures, for the organisation of and participation in congresses and other events. This guideline is mandatory to apply not only to first and corresponding authors, but also to senior, co- and last authors.

This guideline was adopted at the meeting of the Rectorate on 09 April 2025, published in the Bulletin No. 24 on 17.04.2025 and replaces the previous guideline valid since 30 September 2021 (version 1.0, publication in the Bulletin No. 27/academic year 2020/21).

3 Principles of the correct affiliation designation

The University of Natural Resources and Life Sciences, Vienna, has established the mandatory, standardised affiliation designation "**BOKU University**" for **publications and social media**. This official designation must be used and indicated throughout the entire publication process as well as wherever the research institution is to be named (e.g. congresses, symposia, lectures, research proposals, etc.).

When **concluding contracts, the name** University of Natural Resources and Life Sciences, Vienna, **which is anchored in the law, must continue to** be used. In the future, the English name will also be BOKU University for contracts (the name "University of Natural Resources and Life Sciences" is not enshrined in law and must also be replaced by BOKU University when concluding contracts).

3.1 Name of University

BOKU started a trademark process in 2023 and established "BOKU University" as a brand name since March 2024. This name is to be used in **all languages** to represent a reference and affiliation to the university and to steadily increase the university's level of awareness nationally and internationally.

In publications and social media, **BOKU University is** the correct indication of affiliation.

3.1.1 Acronyms and abbreviations

The correct name in all languages is BOKU University.

The correct **abbreviation** within publications is **BOKU**. This abbreviation must always be written in **capital letters**. When first mentioned in the text, the name BOKU University must be written out in full and followed by the abbreviation (BOKU) in brackets. In the further course of the text, the abbreviation BOKU may then be used.

Other acronyms and abbreviations are not allowed when indicating affiliation in publications and social media.

3.1.2 Persistent identifiers

In order to identify institutions accurately and regardless of name, there are unique identifiers for organizations. These are to be used when submitting publications etc., if this is made possible by the publisher etc. Particularly noteworthy here is the ID of the Research Organisation Registry, the ROR ID, which has established itself as an identifier for research organisations.

The following IDs are assigned to BOKU University:

CrossRef Funder ID (https://www.crossref.org/services/funder-registry/)	501100006380
GRID ID (https://www.grid.ac/)	grid.5173.0
ISNI (https://www.isni.org)	0000000122985320
RINGGOLD ID (https://www.ringgold.com/)	27270
ROR ID (https://ror.org)	057ff4y42
Scopus Affiliation ID (https://www.scopus.com/)	60024895
Wikidata (https://www.wikidata.org)	Q876520

IDs of sub-entities are not to be used.

Clarivate Analytics uses only one internal ID for Web of Science. However, the Research Information System (FIS) team of BOKU is entitled to edit and update information about BOKU University in the administrative account. In Scopus, the affiliation is also maintained by the FIS team.

3.2 Indication of the organizational unit(s)

3.2.1 Specification of Department and Institute

At BOKU University, six departments have been established as organizational units in accordance with § 20 para. 4 UG (Rectorate decision of 23.01.2024, Bulletin No. 16/Academic Year 2023/2024). The correct German and English (parentheses) designations are:

Department of Agricultural Sciences

Department of Biotechnology and Food Science

Department of Landscape, Water and Infrastructure

Department of Natural Sciences and Sustainable Resources

Department of Ecosystem Management, Climate and Biodiversity

Department of Economics and Social Sciences

All departments are divided into institutes. The **specification of the department and the institute is mandatory** and essential for the correct internal allocation of publications in evaluations. **The naming of working groups is not permitted.** For the information on institutional affiliation (institutes), official names and terms on the BOKU University website must be used (<https://boku.ac.at/departments>). Via the language selection on the BOKU homepage you can get the official English translations.

The correct affiliation must be carried out in the following order:

BOKU University, name of the institute, name of the department

Examples of the correct application of the Directive:

Example 1: BOKU University
Institute of Biochemistry
Department of Natural Sciences and Sustainable Resources
Muthgasse 18, 1190 Vienna, Austria

Example 2: BOKU University
Institute of Biochemistry
Department für Naturwissenschaften und Nachhaltige Ressourcen
Muthgasse 18, 1190 Wien, Austria

3.2.2 Indication of research infrastructures using the example of core facilities

Cooperative research infrastructures in the form of core facilities have been set up at BOKU University. The correct indication of the affiliation of the Core Facilities in publications and on social media is mandatory. For the information on institutional affiliation, official names and

terms on the BOKU website must be used (<https://boku.ac.at/cf>). Via the language selection on the BOKU homepage you can get the official English translations.

Examples of the correct application of the guideline using the example of a BOKU Core Facility:

Example: BOKU University
 Core Facility Mass Spectrometry
 Muthgasse 11, 1190 Vienna, Austria

If employees of the Core Facilities are significantly involved in the conception of a publication, in the interpretation of data or in the further development of a method and outside of their service functions, they must be included in the list of authors (including the correct indication of the affiliation of the Core Facility). As a rule, however, the corresponding core facility must be named in the acknowledgements if the research infrastructure was relevant for the publication to come about. The following formulation is recommended for this purpose (example):

„This project was supported by BOKU University, Core Facility Mass Spectrometry, Muthgasse 11, 1190 Vienna, Austria. / Dieses Projekt wurde von der BOKU University, Core Facility Mass Spectrometry, Muthgasse 18, 1190 Wien, Österreich unterstützt.“

3.2.3 Indication of service facilities and staff units as well as bodies and interest groups

This guideline also applies to services (e.g. publications) provided by general staff in the service facilities, staff units, bodies and interest groups of BOKU University. For these organizational units, the **central address** of BOKU is to be used, stating the organizational unit: **Gregor-Mendel-Straße 33, 1180 Vienna, Austria**

Examples of the correct application of the guideline using the example of a BOKU service facility:

Example 1: BOKU University
 Research Support, Innovation & Technology Transfer
 Gregor-Mendel-Strasse 33, 1180 Vienna, Austria

Example 2: BOKU University
 Forschungsservice
 Gregor-Mendel-Straße 33, 1180 Wien, Austria

3.2.4 Multiple Positions at BOKU University

Employees of BOKU University can also be employed at one or more organizational units within the university. The organizational units are specified according to the extent of the research services provided. These multiple appointments are to be formally recorded as in point 4.

3.2.5 Multiple institutional affiliations

Researchers who belong to other institutions in addition to BOKU (strategic participation such as competence centre, external research institution, company, association, foundation, etc.) indicate this as follows: BOKU has to be in first place or is at least one of the affiliations to the corresponding extent of the research services provided.

3.2.5.1. Strategic Partnerships of BOKU University

In the case of publications by members/ affiliated staff of shareholdings, BOKU should be mentioned as a second affiliation. If, in addition to employees of the holdings, members of BOKU are also actively involved in publications, for example as key researchers, their naming as co-authors must be ensured in any case in order to guarantee that the publication is linked to BOKU University.

If no key researcher of BOKU was actively involved in the publication and therefore no co-authorship on the part of BOKU is possible, then BOKU should be named as a funding organization in the context of the acknowledgement, provided that the project on which the publication is based was funded with a partner contribution from BOKU (usually in kind contributions 5% of the eligible costs). The following formulation is recommended:

"This research was supported by BOKU University. / This research activity was funded by BOKU University."

Examples of the correct application of the guideline using the example of a strategic investment by BOKU University:

Example 1: Maxi Mustermensch^{a,b}
 ^aBOKU University
 Institute of Environmental Biotechnology
 Department of Agricultural Sciences
 Konrad-Lorenz-Strasse 20, 3430 Tulln an der Donau
 ^bacib GmbH,
 Petersgasse 14, 8010 Graz

Example 2: Maxi Mustermensch^{a,b}
 ^aBOKU University

Institute of Environmental Biotechnology,
Department of Agricultural Sciences
Konrad-Lorenz-Straße 20, 3430 Tulln an der Donau
^bacib GmbH,
Petersgasse 14, 8010 Graz

3.2.6 Mention of affiliation in the event of a change of employer or temporary employment

In the event of a change of employer during the research and publication process, BOKU University is to be named as one of the affiliations according to the extent of the research services provided.

3.2.7 Mention of affiliation in social media

For posts in social media, the corresponding reference is used in connection with topics related to research, teaching or third mission at BOKU University:

- Textual mention: The name "BOKU University" should appear at least once in the text of the article.
- Marking of the official BOKU accounts: Linking of the official accounts on the respective platforms:
 - Instagram: www.instagram.com/boku.vienna
 - TikTok: www.tiktok.com/@bokuvienna
 - Facebook: www.facebook.com/bokuvienna
 - Linkedin: www.linkedin.com/school/bokuvienna
 - BlueSky: www.bsky.app/profile/bokuvienna.bsky.social
- Use of hashtags: #bokuuniversity #boku #bokuvienna #bokuwien on all platforms.

3.3 Recommendations for authors

3.3.1 Author's name

It is recommended to commit to a uniform spelling and a uniform version of the name as early as possible and to use it throughout all publications. This applies in particular to names with prefixes, double names, names with umlauts, accented letters or diacritics.

In the case of German publications, umlauts are to be retained. In English publications or input masks, umlauts are to be written as a, o, u and a ß is to be written with ss. For database queries, a so-called wildcard (*/?/\$) is used instead of umlauts to replace a character (ä,ö,ü,á,ñ,ô) as a

placeholder. This guarantees easier findability and thus assignment of the research work in question to the authors.

3.3.2 ORCID

ORCID (Open Researcher and Contributor ID) is a unique identifier for scientific authors. This ID connects scientists with their research and scientific work. It is therefore possible to unambiguously assign authors' scientific results despite different spellings of names and/or affiliations to institutions. The university management of BOKU University therefore recommends that all scientists register with ORCID (<https://orcid.org/register>) and link their own name to this personal ID. For more information on ORCID, visit <http://short.boku.ac.at/orcid>.

BOKU supports the additional use of other unique personal identifiers (e.g. Researcher ID, Scopus Author ID).

4 Appendix / Appendices

The following Annexes shall be attached to this Directive:

Appendix 1: Examples of the correct application of the Affiliation Policy

5 History

Version	Amendment	by	Adopted on	Published
1.0	Initial creation	Research Service / Research Information System / Hinkl AL, Mayr H, VR Research and Innovation	07.09.2021 by decision of the Rectorate	in the Newsletter No. 27/Academic Year 2020/21
2.0	Mandatory use of BOKU University, update of the organizational structure, reduction of the guideline to publications and social media	Research Service / Research Information System / Hinkl AL, Mayr H, VR Research and Innovation	09.04.2025 by decision of the Rectorate	on 17.04.2025 in the Newsletter No. 24/Academic Year 2024/25