



Publication Guidelines of TU Darmstadt

Version: January 2020

Please note:

The English translation is for information purposes only. The legally binding document is the German version.

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Preamble

Scientific publications are quantifiable factors and important indicators of a university's academic achievements and capabilities in teaching and research. Comparing universities by their achievements and capabilities as done in rankings is often based on publication records. In particular, this includes first and secondary publications (e.g. preprints, postprints, PDFs by publishers) in scientific media (e.g. journals, books and monographs, conference and congress reports or obligatory submissions) as well as supplementary research data and teaching materials (e.g. textbooks).

The purpose of the guidelines presented here is to standardise future scientific publications by members and affiliates of Technical University of Darmstadt (TU Darmstadt) in such a way that the authors and their institution(s) can be identified unambiguously and completely. This way, the visibility of research achievements and contributions made at TU Darmstadt will be ensured and/or enhanced.

These guidelines follow the recommendations of the 24th General Meeting of the German Rectors' Conference (HRK) dated 24 April 2018 in their guidelines for stating affiliations in publications (<https://www.hrk.de/positionen/beschluss/detail/leitlinien-zur-nennung-von-affiliationen-bei-publikationen/>).

1. Scope of Application

The guidelines presented apply to TU Darmstadt as a whole and are binding. They apply both to members and affiliates of TU Darmstadt. Members of the university are professors, students, academic, medical, administrative and technical staff and the president of the university. Affiliates of the university do their work on a guest, avocational or honorary basis. They also include anyone accepted in a doctoral and post-doctoral qualification programme as well as any professors released from their duties or in retirement provided they are not considered members, refer to § 32 (1); § 32 (6) of the HHG (Hessisches Hochschulgesetz – Universities and Higher Education Act of the State of Hesse). These guidelines also apply to any researcher, external lecturer and scholarship holder whose publications are based on their work during their stay at TU Darmstadt. These guidelines also apply to honorary professors should their publications have a direct link to TU Darmstadt.

2. Name of the University

The official and binding affiliation designation for TU Darmstadt in German is:

Technische Universität Darmstadt

The English equivalent, if necessary, is:

Technical University of Darmstadt

These designations must be used for all publications, which also includes conventions, symposia, presentations and speeches, research proposals etc.

When first mentioned in a publication, the name of the university must be stated in full in either German or English followed by the abbreviation “(TU Darmstadt)”. In the course of the text, it is then permissible to use the abbreviation TU Darmstadt.

The official acronym for TU Darmstadt is “TUDa” (a small letter “a” must follow the initials “TUD”). This acronym must only be used when the number of characters to be used is limited either by the publishing house or due to other justifiable reasons (e.g. in tables or as captions in figures or images) which make the use of TU Darmstadt impossible. This acronym must be introduced prior to first use in tables or figures by clearly referencing its meaning, as in “Technische Universität Darmstadt (TUDa)” for German texts or “Technical University of Darmstadt (TUDa)” for English texts. The three-letter acronym “TUD” must never be used for “TU Darmstadt”.

Should for technical reasons the use of the umlaut “ä” not be possible, the umlaut must be replaced by the letter “a”. Using “ae” instead is not permissible.

3. Stating Additional Affiliations

Stating the department is mandatory. Should further details about the affiliation with other institutional entities be desired, the official names of these entities must be used.

By naming the university, the department, the institute and the research group in the sequence as shown here enhances correct assignment of the publication:

Technical University of Darmstadt,
Department,
Academic Unit, such as Profile Area, Field of Study, Centre, Institute,
Research Group, Professorship...

4. Affiliation with Multiple Institutions

In case researchers are not only affiliated with TU Darmstadt but with other universities or institutions as well, TU Darmstadt must be named first in this listing. This applies in particular to professors appointed in partnership with other institutions, including adjunct professorships, joint professorships and honorary professors, but also to visiting researchers, external lecturers, scholarship holders or anyone enrolled in doctoral degree programmes offered in cooperation with other institutions. Simply naming TU Darmstadt in the “Credits” section is not sufficient.

First name Surname^{1,2}

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¹ University 1, [Department and/or Institute], Country

² University 2, Institute XY, Country

² [Non-university Institute – according to in-house specifications], Country

Examples

John Anyone
Technical University of Darmstadt, Germany
King 's College London, United Kingdom

Jane Anyone
Technical University of Darmstadt, Department of History and Social
Sciences, Institute of History, Germany
King 's College London, Department of Digital Humanities, United
Kingdom

5. Academic Identity Management, Author Name and Author Profiles, Publication Media

Authorship

An author is anyone who contributed genuinely and accountably to the content of a scientific text, data set or software publication.

If a contribution is not sufficient to justify authorship, this contribution can be recognised accordingly in the footnotes, preface or credits section. An authorship by name only to show respect is not permissible when no contribution was made to the publication. Having a leading or supervisory function does not justify a co-authorship per se. The researchers must agree on who is to be listed as author of their research results. They must agree on the order in which multiple authors are listed, usually no later than at the time of writing the manuscript and based on reasonable criteria that take into account existing conventions of the respective research domain.

All authors must agree on the final version of the manuscript. Permission to publish results may only be refused with sufficient reason. Such a refusal must be based on verifiable issues concerning the data, methods or results.

Author's Name

The author's name must be stated and spelled uniformly throughout the publication. Authors need a unique identifier. TU Darmstadt recommends using an *Open Researcher Contributor Identification (ORCID)* for identification. Linking ORCID to the TU ID via the IDM portal of the University IT-Service and Computing Centre (HRZ) is possible. In future, it is intended to use ORCID as the central identification feature in all publishing systems.

Publishing Media

Authors must use due diligence in choosing their publishing medium and base their choices on the medium's quality and visibility in the respective field of discourse. This can also include open-access publishing media. Researchers taking on the function of publisher must assess with due diligence the publishing media for which they want to take on this role. The academic/scientific quality of the contribution does not depend on the publishing medium, in which it is made accessible publicly.

6. Measures

TU Darmstadt bases the implementation of its Publication Guidelines and its corresponding measures on the DFG Code of Conduct “Guidelines for Safeguarding Good Research Practice” (DFG Code) of the Deutsche Forschungsgemeinschaft (DFG; German Research Foundation).

The following measures support the objectives formulated:

- Collecting, making accessible and archiving all publications of TU Darmstadt
- Allocating persistent identifiers for unambiguous matching of publications to author(s) and institutions
- Converting text-based publications to structured XML formats accessible to scientists and researchers for automated analysis and evaluation
- Making publications available in repositories hosted by TU Darmstadt – *tudatalib*, *tuprints*
- Ensuring compliance with FAIR principles (“Findable, Accessible, Interoperable, Re-usable”)
- Enhancing visibility of scientific/research outputs via open access publishing and by using bibliometric methods (refer to Open Access Policy of TU Darmstadt)
- Ensuring the trustworthiness of an unknown publishing medium („think – check – submit“).

Registering Publications in University Bibliography

TU Darmstadt maintains a university bibliography as its centralised bibliographic database containing its publications. To update and complete this database continuously, all researchers of TU Darmstadt are explicitly requested to register their publications in the university bibliography. These bibliographical data can be exported.

Specifications for Submission Formats

The University and State Library Darmstadt (ULB) provides templates based on the TU Darmstadt corporate design for publishing in LaTeX, Word and Powerpoint, all of which are recommended submission formats.

Full Texts/Research Literature (Open Access)

For submitting full texts, the ULB accepts the following file formats:

- XML (.xml), in the formats TEI, JATS and BITS
- Word (.docx)
- OpenDocument (.odt)
- LaTeX (.tex)
- HTML (.html)
- EPUB (.xhtml)
- PDF/A (.pdf)

Full texts waiting to be published (with submission restrictions) also need to be submitted including all their corresponding bibliographical metadata. The ULB ensures that the submission restrictions are observed until the texts are released for publishing.

Research Data

The use of stable open-source file formats that are suitable for long-term archiving is recommended for submitting research data. The TUdata team offers hands-on support upon request.

Teaching and Learning Material (Open Educational Resources – OER)

The ULB needs the following preferred file formats for submitting OER material:

- Powerpoint (.pptx)
- Word (.docx)
- Video (.mp4)
- Audio (.mp3)
- Webseite (.html)
- PDF/A (.pdf)

Licences

We recommend providing all documents and all data, if possible, under a *Creative Commons Licence (CC-BY)* or *Open Data Commons Licence (OCD-BY)*.

Terms of Use

The ULB provides all text-based publications of TU Darmstadt in PDF and XML formats. To make XML files accessible, the ULB basic format is used which is based on the guidelines of the Text Encoding Initiative (TEI):

- The metadata can be used and processed without restrictions of any kind.
- According to § 60d of the German UrhWissG (Urheberrechts-Wissensgesellschafts-Gesetz – law on copyright protection in a knowledge-based society), full texts in TEI format may be used as text corpus by a clearly defined group of people for text and data mining. This text corpus must be deleted from individual data carriers once the research is concluded. The ULB is responsible for long-term archiving.

For all publishing formats, the permitted use is governed by the licence granted individually.

7. Information and Support

The ULB assists authors regarding:

- Their personal academic identity management
- ORCID
- Available submission formats
- Registering and/or submitting their publications or using publications by others in the repository within the scope of its services.

Please refer to <https://www.ulb.tu-darmstadt.de/dpub> for further information on publishing.

Should you need assistance regarding

- *Research management (FDM)*, please contact the Team TUdata of TU Darmstadt
- *Open Educational Resources (OER)*, please contact the Centre for Educational Development and Technology (HDA) of TU Darmstadt.

For further information about the publishing process as such, please check the “Ausführungsbestimmungen” (implementation regulations).

8. Taking Effect

The Publication Guidelines take effect on 1 February 2020. Issued following the joint decision by the Executive Board of TU Darmstadt on 19 December 2019.

Darmstadt, 19 December 2019

Prof. Dr. Tanja Brühl

The President of
Technical University of Darmstadt