

# **Rules for the affiliation of projects and other scientific, technical and artistic contributions of CEU Universities TRP**

July 2022

## **STATEMENT OF PURPOSES**

Both the Corporate Management of Educational Centres (2011) and the Management of CEU Universities (2017) issued at the time two documents (the second one updated the first one) with the rules of affiliation for the Teaching and Research Personnel (TRP) of CEU Universities.

These documents (just like this one) sought to standardise the way in which our TRP affiliate their work and other scientific, technical, and artistic contributions, avoiding the previous enormous heterogeneity. In spite of this, and after several recent bibliometrics, this heterogeneity persists.

The absence of a rigorous and systematic standardisation of affiliation has adverse effects at the individual, research group, departmental, faculty, University and beyond, CEU level as a whole.

Thus, at the individual level, an incorrect or erratic affiliation produces distortions when validating scientific production, of the IDs or of the correct functioning of the CEU curriculum manager and has an impact on the generation of a standardised CV, on the computation of indicators collected in Docentia+, and on the public profiles required by Spanish National Agency for Quality Assessment and Accreditation (ANECA). When we look at more aggregated levels (group, Department, School/Institute) the errors/heterogeneity in affiliation accumulate and when dealing with bibliometrics the probabilities of excluding some contribution of our production increase. When considering the University aggregation level, this has a negative effect on something that (like it or not) is important in the Spanish and international University panorama: the rankings.

In 2016-17, a way was sought to synergistically harness the output of the three *CEU Universities*, coining the term CEU Universities and incorporating it into the affiliation rules published in 2017. The idea was that it would act as a cohesive element for USP, UCH and UAO's scientific production. This term was discussed, especially when it was intended to go beyond an umbrella with bibliometric effects. Although the possibility of using *Fundación Universitaria San Pablo CEU* as a cohesive name has been studied (as it is more natural, legally identifiable, and consistent with our history), this would leave out the UAO as it has its own Foundation. Furthermore, a significant part of the TRP has incorporated CEU Universities coda in its affiliation, so for this reason and the above, we have considered it appropriate to maintain this term, linked to the RUCT (Spanish Registry of Universities, Centres and Titles) name of each CEU University.

These Rules of affiliation have been developed based on the recommendations of the Spanish Foundation for Science and Technology (FECYT), collected in '*Proposals for a manual to help Spanish researchers in the standardization of the name of authors and institutions in scientific publications*' and the instructions of the Management of CEU Universities contained in the

document '*Standardisation of the name of authors and institutions in CEU scientific publications*' (2017).

The aim of these instructions is to promote the standardisation of the signature of CEU Universities researchers in their scientific, technical, and artistic publications as regards the institutional name but also the personal name, as reflected in the attached Recommendations.

### **STANDARISATION OF INSTITUTIONAL AFFILIATION**

The correct assignment of the **workplace** favours the visibility of the centres and institutions in the international scientific community, as well as the reliability of bibliometric indicators on productivity, impact, ranking, etc., of institutions, countries, regions and provinces.

1. In all scientific publications by personnel hired by or linked to **Universidad CEU**, the name of the institution must always appear in the signature of the scientific work.

The names of CEU Universities to be used are the official names included in the RUCT (Spanish Registry of Universities, Centres and Titles)<sup>1</sup> followed by a comma, and then 'CEU Universities'.

They will be as follows:

- **Universidad San Pablo-CEU, CEU Universities**
- **Universidad Cardenal Herrera-CEU, CEU Universities**
- **Universitat Abat Oliba CEU, CEU Universities**

**Note: In the case of the Universities San Pablo-CEU and Cardenal Herrera-CEU, the name is separated by a hyphen, while in the case of the Universitat Abat Oliba CEU, it is not.**

- In general, **the following model will be used:**  
Name(s) of the author(s)  
Name of the research group (if applicable) / Department (if applicable) / Centre or Institute (full name and acronym, if it exists) / Name of the CEU University it is attached to, CEU Universities / address / city / country.
- Common mistakes that we should not make:
  - The name of the University will not be translated (*Cardenal Herrera-CEU University*)
  - Initials will not be used (UAO, UCH, USP...)
  - Abbreviations will not be used (Fac. Humanidades, Dep., Univ. San Pablo, CEU etc...)

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<sup>1</sup> [Registro de Universidades, Centros y Títulos \(RUCT\) - Ministerio de Educación, Cultura y Deporte \(educacion.gob.es\)](http://registro.de.universidades.gob.es)

2. The name of the **Centre or Institute** will also be the RUCT<sup>2</sup> name of the Centres, in Spanish. In those institutes that are not University Institutes, the name in Spanish with which they were approved at their creation (or after a possible reform/change) will be used.
  - a. E.g.: **School of Pharmacy**, Universidad San Pablo-CEU, CEU Universities, Urbanización Montepríncipe, 28660 Boadilla del Monte, Spain.
  - b. E.g.: **Royal University Institute for European Studies**, Universidad San Pablo-CEU, CEU Universities, Calle Julián Romea 22, 28003 Madrid, Spain.
  - c. E.g.: **School of Social Sciences**, Universitat Abat Oliba CEU, CEU Universities, Calle Bellesguard 30, 08022 Barcelona, Spain.
  - d. E.g.: **School of Humanities and Communication Sciences-Elche Centre**, Universidad Cardenal Herrera-CEU, CEU Universities, Calle Carmelitas 3, 03203 Elche.
- In the case of centres integrated/associated to certain Centres, this will also be indicated.
  - E.g.: **Centre of Metabolomics and Bioanalysis (CEMBIO)**, School of Pharmacy, Universidad San Pablo-CEU, CEU Universities, Urbanización Montepríncipe, 28660 Boadilla del Monte, Spain.
- In the case of mixed centres dependent on several institutions, the name of the centre and the institutions on which it depends shall be specified followed by a comma.
  - E.g.: **Institute for Applied Molecular Medicine, HM Hosp., Universidad San Pablo-CEU, CEU Universities, Madrid, Spain.**
- In the case of **researchers in the hospital sector**, who are also university professors, both institutions will be included.
  - E.g.: **Department of Internal Medicine, HM Hosp., Universidad San Pablo-CEU, CEU Universities, Madrid, Spain.**
- The name of the Department approved by the Board of Trustees will be used, in Spanish.
- With regard to Research Groups, Areas and Laboratories, the format is free, but it is recommended to consistently use the same.
- When University personnel carry out stays outside the University, it is recommended that the name of both institutions be specified in a standardised manner, as indicated above.

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<sup>2</sup> [Registro de Universidades, Centros y Títulos \(RUCT\) - Ministerio de Educación, Cultura y Deporte \(educacion.gob.es\)](http://registro.de.universidades.centros.y.titulos.ruct.ministerio.de.educacion.cultura.y.deporte/educacion.gob.es)

- In the case of research personnel who carry out research stays at the University, and for all publications that are totally or partially related to the stay carried out, the double affiliation must be reflected, both to the home institution and to the host institution.
3. As the only exception, when the author is obliged by the publication to use the English translation of the names of the Departments and Schools, these translations may be used, but always as they appear in Annex II of these affiliation rules. In this case, proof must be provided that the publication has made this request.

In no case will the name of the University be translated into English.

- E.g.: **School of Law and Business**, Universitat Abat Oliba CEU, CEU Universities, Calle Bellesguard 30, 08022 Barcelona, Spain.
- E.g.: **School of Health Sciences**, Universidad Cardenal Herrera-CEU, CEU Universities, Calle Santiago Ramón y Cajal 20, 45115 Alfara del Patriarca (Valencia), Spain.
- E.g.: **Department of Business Economics, School of Economics and Business**, Universidad San Pablo-CEU, CEU Universities, Calle Julian Romea 23, 28003 Madrid, Spain.
- E.g.: **ÁNGEL AYALA INSTITUTE FOR HUMANITIES (IHAA)**, Universidad San Pablo-CEU, CEU Universities, Calle Julián Romea 23, 28003, Spain.

### **DIGITAL ID OF THE AUTHOR**

In recent years, the need for a unique and persistent identifier for each researcher has become apparent in the international scientific community, with the aim of facilitating their recognition and unifying all their scientific production, regardless of the identities used in the publications and the institutions or companies in which they have worked or collaborated.

In this sense, **ORCID** (Open Researcher Contributor ID) is considered the best option, since it is an alphanumeric code, non-commercial, and widely accepted.

It is important to always add the ORCID number of all authors when submitting an article to a journal for review. This can be done throughout the whole process of acceptance and review, until final publication.

The Coordination of CEU Universities, through the curriculum manager i-Marina, has promoted the creation of an ORCID identifier for each of the researchers of CEU Universities. For this reason, most of the faculty already have this identifier.

However, those researchers who still do not have one or do not know how to retrieve it, can contact the Bibliometrics Unit of their University Library<sup>3</sup>.

If you also have other identifiers such as **ResearcherID/Publons, Scopus ID, Dialnet or Google Scholar**, it is advisable to include them when submitting the article for publication.

All author profiles avoid ambiguities regarding the author's name and allow the author to manage the list of his/her publications.

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<sup>3</sup> UCH: Laura Grela [lgrela@uchceu.es](mailto:lgrela@uchceu.es)

UAO: Elena Villatoro [evillatoro@uao.es](mailto:evillatoro@uao.es)

USP: Itziar Muñoz [Itziar.bib@ceu.es](mailto:Itziar.bib@ceu.es) (Campus Montepíncipe), Julia Carreño [juliacar@ceu.es](mailto:juliacar@ceu.es) y Rubén Bouzas [ruben.bib@ceu.es](mailto:ruben.bib@ceu.es) (Campus Moncloa)

## ANNEX I

### RECOMMENDATIONS FOR THE STANDARISATION OF AUTHORS' SIGNATURES

It is recommended to always sign all works in the same way and to choose a signature that most clearly identifies the researcher and distinguishes him/her from others.

- With regard to authors with unusual surnames:
  - Name Surname1 (E.g.: Antonio Tomaso) or
  - Name1 Initial Name2 Surname1 (E.g.: Antonio M. Tomaso)
  
- With regard to authors with usual surnames:
  - Name Surname1-Surname2 (E.g. Fernando Valero-Ruiz)
  - Name1 Initial Name2 Surname1-Surname2 (E.g. Fernando M. Valero-Ruiz)

To avoid problems, it is suggested:

- In the case of compound names, authors may include their full names, but it is more advisable to include the first full name and the initial of the middle name, as this prevents the middle name from being interpreted as the first surname by international databases.
- Do not use abbreviations in compound first names or particles joining different names (E.g. Do not use María del Mar, nor M<sup>a</sup> del Mar. Recommended signature: María M.).
- Avoid as far as possible particles joining first names and surnames, but if they are used, surnames should always be put together by a hyphen. This way we guarantee the integrity of the name. Examples:
  - Carlos de la Torre. Recommended signature: Carlos de-la-Torre.
  - Federico García de la Banda. Recommended signature: Federico García-de-la-Banda.

In any case, it is important to **always use the same signature** and avoid the variable use of one and two surnames.

## ANNEX II

**STANDARISED TRANSLATION OF SCHOOLS, DEPARTMENTS AND INSTITUTES OF CEU  
UNIVERSITIES**

<b>UAO Official</b>	<b>UAO English</b>
Universitat Abat Oliba CEU	Universitat Abat Oliba CEU
Universitat CEU Abat Oliba	Universitat CEU Abat Oliba
Facultad de Comunicación, Educación y Humanidades	School of Communication, Education and Humanities
Facultad de Derecho y Empresa	School of Law and Business
Facultad de Psicología	School of Psychology
Departamento de Comunicación	Department of Communication
Departamento de Derecho y Ciencia Política	Department of Law and Political Science
Departamento de Empresa y Economía	Department of Business and Economics
Departamento de Educación y Humanidades	Department of Education and Humanities
Departamento de Psicología	Department of Psychology
Instituto de Humanidades Ángel Ayala	ÁNGEL AYALA INSTITUTE FOR HUMANITIES (IHAA)
Instituto de Ciencias de la Salud	Institute of Health Sciences

<b>USP Official</b>	<b>USP English</b>
Universidad San Pablo-CEU	Universidad San Pablo-CEU
Universidad CEU San Pablo	Universidad CEU San Pablo
Facultad de Medicina	School of Medicine
Facultad de Farmacia	School of Pharmacy
Escuela Politécnica Superior	Polytechnic School
Facultad de Ciencias Económicas y Empresariales	School of Economics and Business
Facultad de Derecho	School of Law
Facultad de Humanidades y Ciencias de la Comunicación	School of Humanities and Communication Sciences
Departamento de Ciencias Médicas Básicas	Department of Basic Medical Sciences
Departamento de Ciencias Médicas Clínicas	Department of Clinical Medical Sciences
Departamento de Fisioterapia	Department of Physiotherapy
Departamento de Odontología	Department of Dentistry
Departamento de Enfermería	Department of Nursing
Departamento de Psicología	Department of Psychology
Departamento de Ciencias Farmacéuticas y de la Salud	Department of Health and Pharmaceutical Sciences
Departamento de Química y Bioquímica	Department of Chemistry and Biochemistry
Departamento de Arquitectura y Diseño	Department of Architecture and Design
Departamento de Tecnologías de la Información	Department of Information Technology
Departamento de Matemática aplicada y Estadística	Department of Applied Mathematics and Statistic
Departamento de Economía	Department of Economics
Departamento de Economía de la Empresa	Department of Business Economics
Departamento de Derecho Público	Department of Public Law
Departamento de Disciplinas Jurídicas Básicas y Derecho Privado	Department of Basic Law Studies and Private Law
Departamento de Periodismo y Narrativas Digitales	Department of Journalism and Digital Narratives
Departamento de Comunicación Audiovisual	Department of Audiovisual Communication
Departamento de Humanidades	Department of Humanities
Instituto de Medicina Molecular Aplicada (IMMA)	INSTITUTE FOR APPLIED MOLECULAR MEDICINE
Centro de Excelencia de Metabolómica y Bioanálisis (CEMBIO)	CENTRE OF METABOLOMICS AND BIOANALYSIS (CEMBIO)
Real Instituto Universitario de Estudios Europeos (RIUEE)	ROYAL UNIVERSITY INSTITUTE FOR EUROPEAN STUDIES (RIUEE)
Instituto de Estudios de la Democracia (IED)	INSTITUTE FOR THE STUDY OF DEMOCRACY (IED)
Instituto de Humanidades Ángel Ayala (IHAA)	ÁNGEL AYALA INSTITUTE FOR HUMANITIES (IHAA)
Instituto de Estudios de la Familia CEU (IEF-CEU)	INSTITUTE FOR FAMILY STUDIES (IEF-CEU)
Instituto CEU de Estudios Históricos (I-CEU-EH)	INSTITUTE FOR HISTORICAL STUDIES (I-CEU-EH)
Instituto CEU de Alimentación y Sociedad (IAS-CEU)	Institute for Food and Safety (IAS-CEU)



<b>UCH Official</b>	<b>UCH English</b>
Universidad Cardenal Herrera-CEU	Universidad Cardenal Herrera-CEU
Universidad CEU Cardenal Herrera	Universidad CEU Cardenal Herrera
Facultad de Ciencias de la Salud	School of Health Sciences
Facultad de Derecho, Empresa y Ciencias Políticas	School of Law, Business and Political Sciences
Facultad de Veterinaria	School of Veterinary Medicine
Escuela Superior de Enseñanzas Técnicas	School of Technical Education
Departamento de Ciencias Biomédicas	Department of Biomedical Sciences
Departamento de Odontología	Department of Dentistry
Departamento de Enfermería y Fisioterapia	Department of Nursing and Physiotherapy
Departamento de Farmacia	Department of Pharmacy
Departamento de Medicina y Cirugía	Department of Medicine and Surgery
Departamento de Ciencias Políticas, Ética y Sociología	Department of Political Science, Ethics and Sociology
Departamento de Economía y Empresa	Department of Business and Economics
Departamento de Ciencias Jurídicas	Department of Law
Departamento de Humanidades	Department of Humanities
Departamento de Ciencias de la Educación	Department of Education Sciences
Departamento de Comunicación Audiovisual and Publicidad	Department of Audiovisual Communication and Advertising
Departamento de Comunicación e Información Periodística	Department of Journalism
Departamento de Medicina u Cirugía Animal	Department of Animal Medicine and Surgery
Departamento de Producción y Sanidad Animal, Salud Pública Veterinaria y Ciencia y Tecnología de los Alimentos	Department of Animal Production and Health, Public Veterinary Health and Food Science and Technology
Departamento de Matemáticas, Física y Ciencias Tecnológicas	Department of Mathematics, Physics and Technology
Departamento de Proyectos, Teoría y Técnica del Diseño y la Arquitectura	Department of Design and Architecture
Instituto de Ciencias Biomédicas	Institute for Biomedical Sciences
Instituto de Diseño, Innovation y Tecnología	Institute for Design, Innovation and Technology
Instituto ODISEAS	ODISEAS Institute
Instituto de Humanidades Ángel Ayala	ÁNGEL AYALA INSTITUTE FOR HUMANITIES (IHAA)