



## Affiliation guidelines for publications

All authors and co-authors must ensure they are correctly affiliated to their workplace, when submitting manuscripts for publication in journals, books and conference proceedings. The guidelines specified here will use sample departments and centres, from which specific affiliations can be created. The main priority of these guidelines is to ensure standardised affiliation names in all publications authored by employees at Aalborg University Hospital.

The guidelines are divided into the following cases:

1. Clinical departments at Aalborg University Hospital
2. Clinical departments at Aalborg University Hospital and a connection to a research centre
3. Affiliation to both Department of Clinical Medicine, Aalborg University and Aalborg University Hospital
4. Affiliation to the Psychiatric Hospital, Aalborg University Hospital
5. Affiliation to Department of Clinical Medicine, Aalborg University
6. Affiliation to other institutions

Most journals will allow each author to have one or several affiliations.

In the case of presentations, posters etc. it is expected that the logos of Aalborg University and Aalborg University Hospital are placed equally visible.

# 1. Clinical and research departments at Aalborg University Hospital

Single affiliations to departments at Aalborg University Hospital should be written as standardised department names, excluding identifiers such as "FBE" or internal or outdated names such as "Department T/O/A", followed by "Aalborg University Hospital" and finally an address in the required format. E.g.:

*Department of Cardiology, Aalborg University Hospital, Aalborg, Denmark.*

Or:

*Department of Clinical Biochemistry, Aalborg University Hospital, Hobrovej 18, 9000 Aalborg, Denmark*

Or:

*Clinical Nursing Research Unit, Aalborg University Hospital, Aalborg, Denmark*

Please do NOT use e.g.:

*Surgery-Cancer Clinic, Department of Breast Surgery, Aalborg University Hospital, Aalborg, Denmark.*

The preferred form would be:

*Department of Breast Surgery, Aalborg University Hospital, Aalborg, Denmark*

# 2. Clinical departments at Aalborg University Hospital and a connection to a research centre

Publications, which are connected to a research centre, can attach the name of the research centre to the affiliation string, if the research is funded or organised by the research centre. Example:

*Department of Haematology, Clinical Cancer Research Center, Aalborg University Hospital, Aalborg, Denmark*

Or:

*Mech-Sense, Department of Gastroenterology, Aalborg University Hospital, Aalborg, Denmark.*

Or:

*Unit of Clinical Biostatistics and Aalborg AF study Group, Aalborg University Hospital, Aalborg, Denmark*

We suggest each centre agrees on an internal guideline for using either "Department, Centre" or "Centre, Department" to ensure standardisation.

### 3. Affiliation to both Department of Clinical Medicine, Aalborg University and Aalborg University Hospital

In the case of researchers employed at both the Department of Clinical Medicine and Aalborg University Hospital, such as clinical professors and lecturers, both affiliations should always be used. These can be either combined or separated, but the separated form is strongly recommended.

Combined (only for journals allowing max. one affiliation):

*Departments of Clinical Medicine and Oto-rhino-laryngology, Aalborg University and Aalborg University Hospital, Aalborg, Denmark.*

Separated (recommended):

*1: Department of Oto-rhino-laryngology, Aalborg University Hospital, Aalborg, Denmark.*

*2: Department of Clinical Medicine, Aalborg University, Aalborg, Denmark.*

### 4. Affiliation to the Psychiatric Hospital, Aalborg University Hospital

Authors affiliated to the Psychiatric Hospital should use the following affiliation:

*Aalborg University Hospital, Psychiatry, Aalborg, Denmark.*

### 5. Affiliation to Department of Clinical Medicine, Aalborg University

If an author is affiliated to the Department of Clinical Medicine, Aalborg University, but not to Aalborg University Hospital, the affiliation should be written as:

*Department of Clinical Medicine, Aalborg University, Aalborg, Denmark.*

Or:

*Center for Sexology Research, Department of Clinical Medicine, Aalborg University, Aalborg, Denmark.*

Or:

*Centre for Clinical Research, Department of Clinical Medicine, Aalborg University, Denmark and Department of Rheumatology, North Denmark Regional Hospital, Hjørring, Denmark*

Separated (recommended):

*1: Centre for Clinical Research, Department of Clinical Medicine, Aalborg University, Denmark*

*2: Department of Rheumatology, North Denmark Regional Hospital, Hjørring, Denmark*





## 6. Affiliation to other institutions

If an author is employed at a department at Aalborg University Hospital, but also connected to other institutions, e.g. as part of an exchange programme, they should always include an affiliation to Aalborg University Hospital, according to the above guidelines, as a separate affiliation.

Example:

*1: Harvard University, Department of Cardiac Surgery, Childrens Hospital Boston, Cambridge, MA 02138, USA.*

*2: Department of Cardiothoracic Surgery, Aalborg University Hospital, DK-9000 Aalborg, Denmark.*

*3: Department of Health Science and Technology, Faculty of Medicine, Aalborg University, Denmark*

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These guidelines were compiled on January 2018.

Signed,

*25/1 - 2018*

Søren Pihlkjær Hjortshøj

Director of Research

Aalborg University Hospital