Publication Guideline of Saarland University

Adopted by the Senate of Saarland University on 10.05.2023

Purpose of these guidelines

The following guidelines serve to improve the visibility of publications by scientists at Saarland University (UdS). The overarching goal is to highlight the reputation of UdS and its scholars by improving the evidence and visibility of research achievements in databases, ratings, and rankings such as the Times Higher Education (THE) Ranking or the CHE Ranking. This requires the uniform indication of affiliations and the use of tools to link publications to institutions and authors.

With these guidelines, the UdS follows the recommendation of the 24th HRK General Assembly of 24.4.2018 on the naming of affiliations in publications (https://www.hrk.de/positionen/beschluss/detail/leitlinien-zur-nennung-von-affiliationen-bei-publikationen/). If you have any questions regarding the content, please contact the Saarland University and State Library (SULB) at open-access@sulb.uni-saarland.de.

Aims for this are among others

> the unambiguous and uniform attribution of publications to persons,

> the clear and uniform attribution of publications to the UdS,

> the integrated documentation of publications in SciDok

> the minimization of publications in dubious journals (by so-called „Predatory Publishers"),

> the uniform use of social media.

Uniform spelling of names and clear attribution of publications to persons

The UdS recommends the uniform spelling of one's own name in scientific publications, especially with regard to umlauts, prefixes (e.g. von, van der, de), multiple first names, relationship designations (e.g. Mac, Ibn, Abu) or double (compound) names.

The ORCID iD has become the standard for linking research outputs to individuals. This ID can be registered free of charge and ensures, e.g., the linking of texts to a person when submitting publications (or applications for research funding). https://orcid.org/

By using the ORCID iD, it is also possible to disambiguate persons with the same name or identify persons consistently in case of name changes or various spellings of their names. Authors should indicate the ORCID iD when submitting publications. Furthermore, it is advisable to add the ORCID iD to author profiles in databases - if available there - as well as to a possibly existing profile in Google Scholar or e.g. ResearchGate. Besides, it is recommended to regularly check the correctness of the information in the ORCID profile and to curate the ORCID publication lists.

Uniform spelling of the organization, clear attribution of publications to organizations

In order to improve the identification of the UdS as an institution as well as its authors, the following spelling of the UdS is recommended

… in German-language publications "Universität des Saarlandes", abbreviated „UdS".

… in English-language publications "Saarland University", abbreviated „USAAR".

… in French-language publications "Université de la Sarre", without abbreviation

Furthermore, in addition to naming the UdS, it is recommended to indicate the field of study and the professorship or other academic and organizational units of the university to which authors belong. Example:

[Author][1]

1 Saarland University, [discipline], [official address], Germany

The naming of the institution in the publication should be based on the official name on the UdS website.[1]

In case of multiple, permanent institutional affiliations, all relevant institutions should be indicated. In the case of a temporary affiliation, this affiliation should also be stated if substantial research work has been carried out there. If, in addition to the UdS, another institution associated with the UdS is to be named as an affiliation in a publication, e.g. the UKS or non-university research institutions such as INM, CISPA or DFKI, the UdS should be named first if the majority of the research work was carried out here. The e-mail address of the UdS (...@uni-saarland.de) is to be given as the e-mail contact address.

Organization IDs

If UdS scientists have the option to provide an organization ID when submitting a publication, this option should also be used. The most common are the ROR ID and the GRID. The ROR ID for the UdS is 01jdpyv68, and the GRID for the UdS is grid.11749.3a.

ROR ID: https://ror.org/search

GRID: https://grid.ac/institutes

Designation of funding agencies

In the case of publications that have been produced within a third-party funded project[2], authors must include the acknowledgements of the funding institution as required in the third-party funding agreement. This also applies to publication costs supported by third-party funding, especially if a publication

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[1] https://www.uni-saarland.de/universitaet/organisation/fakultaeten/professuren.html

[2] This also applies to large-scale equipment according to §91 GG, half of which is financed by the DFG.

is (partially) financed by central funds, such as - if available at the time of publication - an Open Access fund administered by Saarland University and State Library (SULB). If the SULB offers such a fund at the time of publication, information on this can be found at: https://www.sulb.uni-saarland.de/service-fuer-die-wissenschaft/open-access-an-der-universitaet-des-saarlandes/. Information on how to handle acknowledgments from the funding body for UdS publication funds can also be found at the same location.

SciDok: Integrated Bibliography & Open Access Repository

In order to contribute to the integrated documentation of the research and publication performance of the UdS, it is also recommended to report publications in SciDok. Scientists can either report only the bibliographic data of the publication or also publish an associated full-text file. The SULB supports scientists, if possible, by automatically importing bibliographic data of publications from other databases or by checking which of their works can be made available on SciDok Open Access parallel to the publisher's publication as a full-text.

https://publikationen.sulb.uni-saarland.de

Additional tips on publishing

Criteria for evaluating journals, e.g.

Even though scientists are generally aware of relevant journals and publishers in their discipline, additional sources for evaluating potential publication venues may be helpful, these include:

> the Journal Impact Factor of the Web of Science, which indicates the citation rate of journals within a time frame of two years, https://www.webofscience.com

> the Scimago Journal Rank (SJR), which also indicates the citation rate of journals, but is based on a different database (Elsevier's Scopus database), weighting citations similarly to Google's Page Rank, https://www.scimagojr.com/. Although Scopus is not currently licensed at UdS, SJR is free to use,

> Anne Harzing's Journal Quality List, which provides a compilation of various disciplinary rankings, https://harzing.com/resources/journal-quality-list,

> ERIH Ranking, https://kanalregister.hkdir.no/publiserings kanaler/erihplus/, as a ranking in the social sciences and humanities.

Predatory Publishing

Predatory publishers are publishers who claim to check the quality of submitted texts, but in reality publish any content against payment of a publication fee. In some cases, scientists join these publishers without knowing it and publish their content in such journals in good faith. To prevent authors from being deceived about this business model and risking damage to their reputation, it is advisable to have a look at this information for dealing with and identifying predatory publishers at: https://www.sulb.uni-saarland.de/service-fuer-die-wissenschaft/open-access-an-der-universitaet-des-saarlandes/informationen-ueber-open-access/predatory-publishing

Funder Policies

Third-party funding may require the publication of project-related articles, other document types or research data in Open Access. In order not to risk the violation of these requirements, it is recommended to have a look at the Sherpa Juliet database on funders Open Access requirements, https://v2.sherpa.ac.uk/juliet/, whose information should be flanked by checking the project approvals.

Social Media

In professional social networks such as LinkedIn or explicitly scientific networks such as ResearchGate, the use of the above-mentioned IDs (ORCID, ROR) and the mentioned spellings of the institution is suggested (if possible). In addition, it is requested that the guidelines for decentralized social media work at the UdS are taken heed of.[3]

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[3] https://www.uni-saarland.de/fileadmin/upload/verwaltung/marketing/Leifaden_für_die_dezentrale_Social_Media-Arbeit.pdf