

The University of Manchester

Guidelines for Author Affiliation Addresses and Acknowledgements in Publications

The importance of including affiliation addresses in publications:

- Citations and our social responsibility activities are a key component of ranking metrics that influence the international standing and reputation of The University of Manchester e.g. QS World University Rankings, as well as subject-based rankings. The data that underpins these rankings are mainly collected from citation and bibliographic databases such as Scopus and Web of Science. These databases use the institutional affiliations authors list in their papers. If affiliations are not included or included incorrectly these outputs will not be captured correctly and the data used to inform rankings will be inaccurate.
- The Research Excellence Framework (REF) is the national system for assessing the quality of research outputs, the impact of research, and the environment and culture for conducting research by an institution. REF performance is a key factor determining how ~ £2billion per year of funding is distributed to UK universities with The University of Manchester receiving over £85million annually. Consideration of outputs for inclusion in the REF will include identifying outputs affiliated to The University of Manchester. For REF 2029, a 'substantive connection' will need to be demonstrated between an output and the submitting institution. The affiliation listed by an author on an output is a likely indicator of a substantive connection.
- Citation analysis is increasingly used by funding agencies when ranking applications for major funding awards e.g. RAND analysis used by NIHR during Biomedical Research Centre (BRC) and Manchester Academic Health Science Centre (MAHSC) application processes.
- Funders routinely require annual reporting of outputs via e.g. Researchfish. For some funders, validation of this return is based on inclusion of key grant details in the Acknowledgements section of an output.
- Key funders (including UKRI, Wellcome, BHF, CRUK) make a block grant to The University every year to help offset publication charges arising from work that they have directly funded which appears in compliant journals. Payment of Article Processing Charges (APCs) requires the relevant grants/sources of funding to be listed in the Acknowledgements section of an output.

Given the reputational and financial implications of not attributing activity to The University, the following is an update on previously issued advice for denoting affiliations in published material for both University staff (substantive and honorary).

Affiliations

For staff with a University of Manchester contract only

Joseph Z. Bloggs. Centre name (if applicable), Division/Department of XXXX (as applicable), School of YYYY, Faculty of ZZZZ, University of Manchester, street address as appropriate, Manchester M13 9PL, UK.

Staff with a UoM contract only who are also part of an institute should include both affiliations

Joseph Z. Bloggs^{1,2}. ¹ Centre name (if applicable), Division/Department of XXXX (as applicable), School of YYYY, Faculty of ZZZZ, University of Manchester, street address as appropriate, Manchester M13 9PL, UK; ² Institute XXXX, The University of Manchester, street address as appropriate, Manchester, M13 9PL, UK.

For instructions on the correct affiliation text for an institute, please refer to the individual institute's guidance.

Staff with a UoM contract (full or honorary) who also have a contract through an external organisation (regardless of where they are based) should include both addresses.

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For staff with a UoM contract (full or honorary) who also have a MAHSC Trust contract (regardless of where they are based)

Joseph Z. Bloggs^{1,2}. ¹ Centre name if applicable (e.g. Manchester Collaborative Centre for Inflammation Research), Division of XXXX, School of YYYY, Faculty of Biology, Medicine and Health, University of Manchester, Manchester Academic Health Science Centre; ² Hospital Division (e.g. Manchester Royal Eye Hospital), NHS Trust (e.g. Salford Royal NHS Foundation Trust), Manchester Academic Health Science Centre; street address as appropriate, Manchester, post code, UK.

For staff with a MAHSC Trust contract (and no UoM contract)

Joseph Z. Bloggs. Hospital Division (e.g. Manchester Royal Eye Hospital), NHS Trust (e.g. Salford Royal NHS Foundation Trust), Manchester Academic Health Science Centre, street address as appropriate, Manchester, post code, UK.

Acknowledgements

Where work has been supported by a research grant:

This work was supported by grants from Organisation X (grant reference number/s) and Organisation Y (grant reference number/s).

When funded research facilities have been used:

When externally or internally funded research facilities have been used in a study it is very important, for their annual reports, and to ensure further funding, that they are acknowledged. For example:

- Electron microscopy access was supported by the Henry Royce Institute for Advanced Materials, funded through EPSRC grants EP/S019367/1, EP/P025021/1 and EP/P025498/1.
- The authors would like to acknowledge the funding and technical support from bp through the bp International Centre for Advanced Materials (bp-ICAM), which made this research possible.

BMH core facilities (such as bioimaging, single cell facility, etc) should also be acknowledged appropriately.

For instructions on the correct affiliation text please refer to the individual facilities guidance.

The NIHR Manchester Biomedical Research Centre and Manchester Clinical Research Facility will also need to be acknowledged. NIHR has produced [clear guidance](#) on this.

Where appropriate, involvement of Great Manchester Local Clinical Research Network funded staff must also be acknowledged e.g. 'this study was facilitated by the Greater Manchester Local Clinical Research Network'.