



Universidad Pública de Navarra
Nafarroako Unibertsitate Publikoa

**GUIDELINES TO NORMALISE THE SIGNATURE OF SCIENTIFIC PRODUCTION AT PUBLIC
UNIVERSITY OF NAVARRE**

Office of Vice-Chancellor of Research of Public University of Navarre

Library of Public University of Navarre

Pamplona, on the 10th June 2021

1. INTRODUCTION

Lack of uniformity regarding both names of authors and their institutional membership in scientific publications is a proved fact which damages both researchers and Public University of Navarra. Lack of normalisation reduces visibility of researchers and has negative effects on the scientific production indicators of UPNA, gathered on the main databases of international bibliographic data.

Law 14/2011, of 1 June, of Science, Technology and Innovation, establishes on article 15 that one of the duties of the researchers working for public Universities, Research Public Entities of the State General Administration, or Research Entities of other Public Administrations shall be to use the name of the entities in which they carry out their scientific work, according to the internal regulations of said entities and the agreements and deals these entities may sign.

Taking these premises into account, the purpose of this document is to provide UPNA researchers with some basic guidelines to foster a correct and uniform use of their names and institutional membership on research publications. These guidelines have been drafted taking as a reference the document “Proposal of assistance manual to Spanish researchers to normalise the name of authors and institutions on scientific publications”, created by the research groups EC3 of University of Granada and Science and Technology Quantitative Analysis of the CINDOC-CSIC (2007) for the FECYT (Spanish Foundation for Science and Technology).

2. NORMALISATION OF INSTITUTIONAL MEMBERSHIP

All staff linked to UPNA must always include their institutional membership in their publications, which **must obligatorily include the institutional membership UPNA** apart from the full university name, using one of the following options:

Institutional membership
Universidad Pública de Navarra (UPNA)
Nafarroako Unibertsitate Publikoa (UPNA)
Universidad Pública de Navarra /Nafarroako Unibertsitate Publikoa (UPNA)
Public University of Navarra (UPNA)

Either official language (Spanish, Basque or both) may be chosen, or English depending on the scope and target readers of the publication. **In all the cases the names on the previous list shall be followed literally (no abbreviations or variations).**

Should a wrong membership be found in the publications, we request the amendment of errors in the corresponding bibliographic database (as Web of Science or Scopus) and in the magazine, when necessary. UPNA library may assess researchers throughout this process (bupna@unavarra.es)

Only and exceptionally those publications wholly written in Basque may be added NUP (acronym in Basque) to the names in Basque indicated in the previous list.

Structural units shall be quoted separated by commas and using their full official name (which can be checked at www.unavarra.es). This way, the membership shall be structured as follows – parts in bold are compulsory:

Name(s) of author(s)

[Institute (if it is the case), [Department/university unit (if it is the case)], [Centre (if it is the case)], **[Name of the University *]**, **[Address]**

* Choose one of the options in the previous list, which includes UPNA

The address shall depend on the location of the authors. In the case of Spain:

Address
Arrosadia Campus, 31006, Pamplona, Spain
Health Sciences Campus, Avda. de Barañáin s/n, 31008 Pamplona, Spain
Tudela Campus, Avda Tarazona s/n, 31500 Tudela, Spain
Agrobiotechnology building, Avda. de Pamplona 123, 31192 Mutilva, Spain

3. MULTIPLE INSTITUTIONAL MEMBERSHIPS OF THE SAME AUTHOR

In the case that an author of UPNA is also linked to other institutions (hospitals, technology centres, institutes, etc.) through agreements signed with UPNA and the research is carried out jointly by the different institutions, all institutional memberships shall be mentioned in the generated publications. In order to do so, the specific regulations of the agreement - should there be any - shall be followed. Failing this, the following form is recommended:

Name(s) of author(s) ^{1,2}

¹[Institute (if it is the case), [Department/university unit (if it is the case)], [Centre (if it is the case)], **[Name of the University *]**, **[Address]**

²Membership 2

This form may also be used by authors who wish to show separately different memberships within UPNA (for example belonging both to a department and a research institute).

UPNA researchers who are carrying out stays at other universities or research centres must indicate in the generated publications their membership to Public University of Navarre according to the form established on these guidelines.

Likewise, external researchers carrying out research stays at Public University of Navarre must indicate the double membership to their institution of origin and UPNA on those publications wholly or partially related with the stay, following the form stated on this section.

4. NORMALISATION OF THE AUTHOR'S SIGNATURE

The main recommendation in this area is to always sign all the papers the same way throughout the researching career, and that the name used makes it possible to distinguish the researcher properly.

The form described in the following tables is generally recommended.

First name	Form recommendation
Simple (Example: Jorge)	Full user, no abbreviations (Form Jorge)
Two first names (Example: Jose María)	Option 1: Write an abbreviation of the second first name so it is not understood as a surname in databases. Option 2: Link both first names with a hyphen (Form Jose M. or Jose-María)
Two first names linked by a particle (Example: María del Carmen)	Option 1: Erase the particle and abbreviate the second first name Option 2: Link first names and particle with hyphens (Form María C., María-Carmen or María-del-Carmen)

Surnames	Form recommendation
Only one surname (Example: Ezpeleta)	If the first surname is not common, that surname may be used alone in the signature (Form Ezpeleta)
Two surnames (Example: García Fernández)	If the first surname is common it is recommended to use also the second surname, separating them with a hyphen so the first surname is not understood as a name in databases. (Form García-Fernández)
First surname starting with particles (Example: de la Rosa Fernández)	Option 1: Omit particles Option 2: Link particles and surname with hyphens (Form Rosa-Fernández or de-la-Rosa-Fernández)
Two surnames linked by particles (Example: García de la Torre)	Option 1: Omit particles Option 2: Link particles and surnames with hyphens (Form García-Torre or García-de-la-Torre)

5. USE OF CODES TO IDENTIFY AUTHORS

Author identifiers (mainly ORCID) are very useful to avoid ambiguity in the authors' names, allowing researchers to manage and analyse their scientific production in a simple way. Furthermore, profiles linked to these identifiers are becoming more and more used by assessment agencies to rate researchers. Due to all this, UPNA urges all researchers to use these identifiers. UPNA library counts on staff to assist researchers on these issues (bupna@unavarra.es).

In particular, all researching staff of UPNA is advised to:

- ✓ Obtain an ORCID identifier.
- ✓ Include in their ORCID profile all their scientific production.
- ✓ Make sure they transfer their signature name of choice to their ORCID profile.

- ✓ Include the URCID identifier of all authors on sent publications. In general terms, it is possible to include this in the different stages of the publication process (first submission, reviews and final submission).

Furthermore, it is advised to use other identifiers (mainly ResearcherID, Scopus Author ID, Google Scholar, Dialnet) and include them if possible in the papers sent to be published. Besides, researchers are urged to state correctly their membership in UPNA in the profiles of these platforms and other professional and research networks (LinkedIn, ResearchGate, Academia.edu, Mendeley, etc.)

6. MEMBERSHIP OF RESEARCHERS BELONGING TO RESEARCH INSTITUTES, UPNA MIXED CENTRES AND CENTRES PARTNERS THROUGH AGREEMENT

Whenever the researcher belongs to one of UPNA research institutes and the publication is related to the institute activity, the name of the institute shall be mentioned in the official name of the institutional membership. The regulations governing institutional membership established by the rules of research institutes, if there are any, shall be followed. However, including one of the names of the University established on section 2 is compulsory. Official names of research institutes are those approved by Governing Council. The current ones are established in the following table.

Institute	Name
ISC	Instituto de Investigación de Smart Cities (ISC) Institute of Smart Cities (ISC) Smart Cities Institutua (ISC)
INAMAT ²	Instituto de Materiales Avanzados y Matemáticas (INAMAT ²) Institute for Advanced Materials and Mathematics (INAMAT ²) Material Aurreratuetaako eta Matematikarako Institutua (INAMAT ²)
INARBE	Instituto de Investigación Avanzada en Negocios y Economía (INARBE) Institute for Advanced Research in Business and Economics (INARBE) Negozioei eta Ekonomiari buruzko Ikerketa Aurreratuko Institutua (INARBE)
IS-FOOD	Instituto de Innovación y Sostenibilidad en la Cadena Agroalimentaria (IS-FOOD) Institute on Innovation and Sustainable Development in Food Chain (IS-FOOD) Nekazaritza eta Elikagaien Katearen Berrikuntza eta Iraunkortasun Ikerketarako Institutua (IS-FOOD)
I-COMMUNITAS	Instituto de Investigación Social Avanzada (I-COMMUNITAS) Institute for Advanced Social Research (I-COMMUNITAS) Gizarte Ikerketa Aurreraturako Institutua (I-COMMUNITAS)
IMAB	Instituto de Investigación Multidisciplinar en Biología Aplicada (IMAB) Institute for Multidisciplinary Research in Applied Biology (IMAB) Biologia Aplikatuako Diziiplina Anitzeko Ikerketa Institutua (IMAB)

The membership corresponding to each of the institutes of UPNA is specified below as an example. In this case the English official name of the institutes has been used.

Institute	Example of institutional membership
ISC	Institute of Smart Cities (ISC), Public University of Navarre (UPNA), Arrosadia Campus, 31006 Pamplona, Spain
INAMAT ²	Institute for Advanced Materials and Mathematics (INAMAT ²), Public University of Navarre (UPNA), Arrosadia Campus, 31006 Pamplona, Spain
INARBE	Institute for Advanced Research in Business and Economics (INARBE), Public University of Navarre (UPNA), Arrosadia Campus, 31006 Pamplona, Spain
IS-FOOD	Institute on Innovation and Sustainable Development in Food Chain (IS-FOOD), Public University of Navarre (UPNA), Arrosadia Campus, 31006 Pamplona, Spain
I-COMMUNITAS	Institute for Advanced Social Research (I-COMMUNITAS), Public University of Navarre (UPNA), Arrosadia Campus, 31006 Pamplona, Spain
IMAB	Institute for Multidisciplinary Research in Applied Biology (IMAB), Public University of Navarre (UPNA), Arrosadia Campus, 31006 Pamplona, Spain

In the case of mixed centres which depend on several institutions, all authors members of the mixed centre must state their connection to it, notwithstanding their institution of origin, respecting the specific membership regulations - if any - of the corresponding agreements. Including one of the University names stated on section 2 shall be compulsory in all cases. Below appears the membership corresponding to the current mixed centres in which UPNA and technological centres, partners through agreement, take part.

Mixed centre/institution	Institutional membership
Navarrabiomed (<i>regardless of publishing language</i>)	Navarrabiomed–Complejo Hospitalario de Navarra–Universidad Pública de Navarra (UPNA), Campus de Ciencias de la Salud, Avda. de Barañáin s/n, 31008 Pamplona, Spain
IdiSNA	Double membership separated according to section 3, including one of the following names in the second one: <ul style="list-style-type: none"> • IdiSNA, Instituto de Investigación Sanitaria de Navarra • IdiSNA, Navarra Institute for Health Research
NAITEC (<i>regardless of publishing language, entities may appear in this order or in reverse order</i>)	Universidad Pública de Navarra (UPNA)-NAITEC, Arrosadia Campus, 31006 Pamplona, Spain

ANNEX - EXAMPLES OF APPLICATION

Aiming at illustrating different cases to use these guidelines, diverse examples of possible memberships of researchers depending on their situation are shown below.

1. Researcher of a UPNA research institute:
 Institute for Advanced Social Research (I-COMMUNITAS), Public University of Navarre (UPNA), Arrosadia Campus, 31006, Pamplona, Spain
2. Researchers of research a institute who also want to show that they are members of a department:
Option 1:
 Institute for Advanced Research in Business and Economics (INARBE), Department of Economics, Public University of Navarre (UPNA), Arrosadia Campus, 31006, Pamplona, Spain
Option 2:
¹ Institute for Advanced Research in Business and Economics (INARBE), Public University of Navarre (UPNA), Arrosadia Campus, 31006, Pamplona, Spain
² Department of Economics, Institute of Smart Cities (ISC), Public University of Navarre (UPNA), Arrosadia Campus, 31006, Pamplona, Spain
3. Researchers of UPNA who do not belong to a research institute but want to show that they are members of a department:
 Health Sciences Department, Public University of Navarre (UPNA), Health Sciences Campus, Avda. de Barañáin s/n, 31008 Pamplona, Spain
4. Guest researcher who has developed their publication throughout a stay in a UPNA institute:
¹ Institute of Smart Cities (ISC), Public University of Navarre (UPNA), Arrosadia Campus, 31006, Pamplona, Spain
² Membership of origin
5. Researcher of a UPNA institute who has developed their publication throughout a stay in another entity:
¹ Institute on Innovation and Sustainable Development in Food Chain (IS-FOOD), Public University of Navarre (UPNA), Arrosadia Campus, 31006, Pamplona, Spain ²
 Membership of destination
6. Navarrabiomed researcher who has developed their publication in the area of that centre:
 Navarrabiomed–Complejo Hospitalario de Navarra–Universidad Pública de Navarra (UPNA), Health Sciences Campus, Avda. de Barañáin s/n, 31008 Pamplona, Spain
7. Researcher of a UPNA institute who has developed their publication in the IdiSNA area:

¹ Institute on Innovation and Sustainable Development in Food Chain (IS-FOOD),
Public University of Navarre (UPNA), Arrosadia Campus, 31006, Pamplona, Spain

² IdISNA, Navarra Institute for Health Research

8. Researcher who has developed their publication within the framework of the collaboration agreement with NAITEC:

Universidad Pública de Navarra (UPNA)-NAITEC, Arrosadia Campus, 31006
Pamplona, Spain