

# Information from the Bauhaus-Universität Weimar

## This English translation is for information purposes only and is not legally binding.

	<b>Affiliation Regulations for Research-Related Publications</b>	Issued on 19/2025
<input checked="" type="checkbox"/> The President <input type="checkbox"/> The Chancellor	Issued by Dep./Unit University Li- brary	Phone -2800

In accordance with Section 29 (1) sentence 2, clause 1 of the Thuringian Higher Education Act (ThürHG) dated 10 May 2018 (GVBl. p. 149), last amended by Article 31 of the law dated 2 July 2024 (GVBl. p. 277) the Bauhaus-Universität Weimar hereby issues the following Affiliation Regulations for Research-Related Publications. The Senate of the Bauhaus-Universität Weimar approved these Regulations on 8 January 2025; the Presidential Board of the Bauhaus-Universität Weimar approved the Regulations on 12 March 2025.

### Contents

<b>Preamble</b>	<b>209</b>
<b>Section 1: Scope</b>	<b>210</b>
§ 1 Scope	210
<b>Section 2: Regulations on Indicating Affiliation</b>	<b>210</b>
§ 2 Single and Multiple Affiliations	210
§ 4 Indicating Intra-Organisation Affiliations and Address	211
§ 5 Standardised Name of the Author and Personal Identifiers	211
§ 6 E-Mail-Address and Signature	212
§ 7 Declaring Funding Sources	212
§ 8 Social Media	212
§ 9 Corporate Design	212
<b>Section 3: Data Collection and Information</b>	<b>213</b>
§ 10 University Bibliography and Research Information System	213
§ 11 Information and Advising	213
§ 12 Entry into Effect	213

### Preamble

The growing presence of academic ranking in the higher education community and the importance of making research results visible in Germany and abroad pose increasing challenges for universities. Publications in specialised journals are a significant indicator for measuring performance in the national and, more im-

portantly, international context. This has made ensuring that every publication that originates at the Bauhaus-Universität Weimar can be clearly attributed to it one of the university's top priorities, regardless of the motivation behind the publication. This not only improves the reputation and visibility of the university as well as of the researchers. These Regulations outline measures to achieve these goals.

The Regulations are based on recommendations made in the »Leitlinien zur Nennung von Affiliationen bei Publikationen« at the 24th German Rectors' Conference (HRK) held on 24 April 2018. Violating these Regulations are considered academic/artistic misconduct as defined in the »Guidelines for Safeguarding Good Research Practice at the Bauhaus-Universität Weimar<sup>1</sup>. This also applies to corruption-related disclosure of affiliations in favour of third parties, which are granted in exchange for monetary or other incentives. In addition, regulations regarding the greatest possible access through Open Access<sup>2</sup> and appropriately handling research data<sup>3</sup>, both of which play an important role in the publication process, must be observed.

## Section 1: Scope

### § 1 Scope

- (1) These Regulations apply to all members and affiliates of the university in accordance with § 21 of the Thuringian Higher Education Act<sup>4</sup>. They also apply to scholarship recipients (hereinafter referred to as »members and affiliates«) in cases where the published research is directly related to their work at the Bauhaus-Universität Weimar. Former members and affiliates whose publications are based on their work carried out at the Bauhaus-Universität Weimar must cite the Bauhaus-Universität Weimar in addition to their new employer.
- (2) Affiliated publications as defined in these Regulations are considered research-related publications. These specifically include first and second publications (publisher publications as well as pre-prints, post-prints, working papers, etc.) in specialised journals (journals, monographs, anthologies, conference and convention reports, working papers, series, etc.) or in repositories, patent specifications, or other research transfer publications, software, data publications, project applications, and research-related contributions to audiovisual media and social networks. When possible, the publication should include a DOI (digital object identifier) or other appropriate permanent identifier<sup>5</sup>. The obligatory requirements set by the publisher or publication platform must be adhered to and may supersede the Affiliation Regulations of the Bauhaus-Universität Weimar.

## Section 2: Regulations on Indicating Affiliation

### § 2 Single and Multiple Affiliations

- (1) All Bauhaus-Universität Weimar members and affiliates are required to indicate their institutional affiliation with the Bauhaus-Universität Weimar (single affiliation).
- (2) In cases of more than one permanent institutional affiliation (through a joint appointment or cross-institutional doctoral programme, for instance), all relevant institutions must be indicated in publications and personal identifiers in accordance with paragraph 5.
- (3) In cases of temporary affiliation with another institution in addition to the Bauhaus-Universität Weimar, the affiliation may be indicated as an additional affiliation in accordance with paragraph 5, provided that a substantial portion of the work was carried out at that institution. This applies in cases of long-term, but limited research stays at host institutions.
- (4) In the event of a change in institution during the research and publication process, the institution where the majority of the work was carried out must be indicated. All institutions where significant portions of the research took place must be indicated.
- (5) If an individual is associated with multiple international institutions (multiple affiliation), all affiliated institutions must be indicated in the order of the research work carried out there. The Bauhaus-Universität Weimar should generally be listed as the first affiliation.

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<sup>1</sup> <https://www.uni-weimar.de/de/universitaet/forschung-und-kunst/qualitaet-transparenz/>

<sup>2</sup> <https://www.uni-weimar.de/openaccess>

<sup>3</sup> <https://www.uni-weimar.de/fdm>

<sup>4</sup> <https://landesrecht.thueringen.de/bsth/document/jlr-HSchulGTH2018pP21>

<sup>5</sup> <https://www.pid-network.de/>

Template:	Examples:
Name of the Author <sup>1,2</sup>	Max Musterfrau <sup>1,2</sup>
<sup>1</sup> First Affiliation	<sup>1</sup> Bauhaus-Universität Weimar, Faculty of Civil and Environmental Engineering
<sup>2</sup> Second Affiliation	<sup>2</sup> Technical University of Darmstadt, Department of Environmental Engineering

### § 3 Standardised University Names and Institution Identifiers

- (1) The name »**Bauhaus-Universität Weimar**« is a proper name and therefore not translated into any other language. Abbreviations such as »BUW«, »BU Weimar«, or »Uni Weimar« are not to be used. If the use of umlauts is not possible, the »ä« must be replaced with »ae«.
- (2) There are (persistent) identifiers that can be used to identify institutions independently of their name. These are to be used when submitting publications, provided that the publisher offers corresponding input fields for affiliation. The following IDs have been assigned to the Bauhaus-Universität Weimar:

ROR: [033bb5z47](https://ror.org/033bb5z47)  
 ISNI: [0000 0001 2152 0070](https://isni.org/isni/0000_0001_2152_0070)  
 Wikidata: [Q573975](https://www.wikidata.org/wiki/Q573975)

When selecting institutional identifiers, preference should be given to the Research Organization Registry (ROR).

### § 4 Indicating Intra-Organisation Affiliations and Address

In order to clearly classify the publications, further internal organisational affiliations (in particular the faculty) must be specified. In the case of English-language publications, the correct English identifiers can be given. The various organisational levels (name of the university, faculty) are indicated starting with the highest level down to the lowest level.

Template:	Examples:
Name of the Author	Erika Mustermann
Name of the University	Bauhaus-Universität Weimar
Faculty	Faculty of Civil and Environmental Engineering
Street	Coudraystraße 11b
Postal Code, City	99423 Weimar
Country	Germany

### § 5 Standardised Name of the Author and Personal Identifiers

- (1) To ensure that publications are fully and correctly attributed to the publishing researcher, standardised spelling is recommended in all scientific and artistic publications. This includes names with umlauts, »ß«, prepositions, and articles, as well as double names or multiple first names. Authors are encouraged to specify the spelling of their name as early possible and, if possible, to use it consistently across publications.
- (2) The Bauhaus-Universität Weimar also strongly recommends that publishing researchers create an ORCID iD and keep it up-to-date<sup>6</sup>. The ORCID iD can be used to affiliate authors with their publications and their institutions. Many publishers allow or even require that authors include their ORCID iD during the publication process. The same applies to applications for third-party funding. In these cases, third-party funders are increasingly insisting on the inclusion of the ORCID iD. The creator of the ORCID iD has permanent full control over the information listed and who can see it.

<sup>6</sup> <https://www.uni-weimar.de/orcid>

## § 6 E-Mail-Address and Signature

(1) The author's official Bauhaus-Universität Weimar e-mail address is to be used as the contact address. It normally takes the following form:

firstname.lastname@uni-weimar.de

(2) For better e-mail communication, the Bauhaus-Universität Weimar recommends attaching a signature to all e-mails:

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Title First Name Last Name

Bauhaus-Universität Weimar  
Department/Professorship  
Position

Street Building Number  
99423 Weimar  
Germany

Phone: +49 (0) 36 43/58 xx xx

E-mail: firstname.lastname@uni-weimar.de

## § 7 Declaring Funding Sources

Funding received in connection with the research or publication must be disclosed as specified by the funding organisation. This includes funding from the university or the faculties. In cases of publications resulting from third-party funded projects, detail on the funding (Funding Acknowledgements) must be provided as specified by the funding organisation. In addition to naming the funding organisation, the reference number of the funding approval (grant number) must also be included, if possible.

## § 8 Social Media

The Bauhaus-Universität Weimar is present on various social media channels. The hashtags #BauhausUni, #Weimar and #BauhausUniversität can be used for posts related to research, teaching, or transfer activities at the university. You may also refer to the following accounts:

- Instagram: [@bauhaus\\_uni](#)
- LinkedIn: [Bauhaus-Universität Weimar](#)
- Vimeo: [Bauhaus-Universität Weimar](#)

## § 9 Corporate Design

When designing scientific and artistic posters, presentations, and contributions to social media, the Bauhaus-Universität Weimar must be clearly referenced. The Bauhaus-Universität Weimar University Communications offers a comprehensive Style Guide<sup>7</sup> on how to adhere to the corporate design guidelines of the university. This includes presentation slides, poster templates, video content, and variants of the university logo, which are available to all members and affiliates of the university for their work.

<sup>7</sup> <https://www.uni-weimar.de/styleguide>

### **Section 3: Data Collection and Information**

#### **§ 10 University Bibliography and Research Information System**

In future, the University Bibliography will be used as the central reference database for publications by researchers at the Bauhaus-Universität Weimar. Information on research work (projects, publications, patents, spin-offs, etc.) will be recorded in a central database in the HISinOne-RES research information system. These two systems will be linked so that publication data from the University Bibliography can be transferred to the research information system.

#### **§ 11 Information and Advising**

The University Library offers assistance on questions about the University Bibliography, the publication process, Open Access, and research data management:

<https://www.uni-weimar.de/ub>

The Research Operations Office offers support on questions related to projects, third-party funding, and the research information system:

<https://www.uni-weimar.de/forschung>

The University Communications provides materials and can assist with questions about the university's corporate design: <https://www.uni-weimar.de/uk>

#### **§ 12 Entry into Effect**

These Affiliation Regulations come into effect on the day following their announcement by the Bauhaus-Universität Weimar.