Directive for naming TU Wien in publications

Note:

The only legally binding version of the directives and regulations of the Technische Universität Wien is the German version published in the University Gazette of TU Wien. The English version provided here is intended as a service (guide) for our international staff members and does not replace the German version:

Richtlinie zur Benennung der TU Wien in Publikationen
(online 09 July 2020)
Directive of the Rectorate, decision of 30 June 2020
Official statement in University Gazette no. 27/2020 of 09 July 2020 (ser. no. 271)
File ref.: 30002.04/011/2020 2
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1 OBJECTIVES AND TARGET GROUPS

The present directive allows a unique and standardised designation of the university in publications and is binding for all members\(^1\) of TU Wien. It is in the interests of the authors and the university to ensure that publications and citations can be clearly assigned. This optimises the balance of activities of the individual researcher and boosts the reputation of the university in institutional performance comparisons (so-called rankings).

2 APPLICATION OF THIS DIRECTIVE

Publications within the meaning of this directive are all publications of research results, including research transfer. This also includes research data\(^2\), congresses, lectures, research applications, research-related social media posts and audiovisual media.

3 OFFICIAL AFFILIATION NAME

The official, standardised name of TU Wien in all publications is

Technische Universität Wien (German)
TU Wien (German and English)

The name “TU Wien” shall not be considered as an abbreviation. If an abbreviation is required, “TUW” will be used in both German and English.

Other designations such as “Technical University of Vienna”, “Vienna University of Technology”, “TU Vienna” are not allowed.

4 SUPPLEMENTARY INFORMATION ON AFFILIATION

Authors must provide not only the name of the university but also their more detailed institutional affiliation (e.g. faculty or institute). The official designations and names must be used here.

TU Wien
Faculty/Institute

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\(^1\) Persons in accordance with the Austrian Universities Act (UG) § 94 are deemed to be members of TU Wien.

\(^2\) Policy for research data management at TU Wien
Address
The names of the organisational units at TU Wien that have to be used can be found in the official TU Wien Organigram\(^3\).

5 INFORMATION IF AFFILIATED TO SEVERAL INSTITUTIONS

Researchers who belong to a further institution in addition to TU Wien (e.g. in cases of dual appointment) should specify both as follows. TU Wien comes in first place.

- Name, first name \(^{a,b}\)
  - \(^a\) TU Wien
  - Faculty / Institute
  - Address
  - \(^b\) non-university institute – according to their specifications
  - Address

6 NAME OF AFFILIATION WITH CHANGE OF EMPLOYER/TEMPORARY EMPLOYMENT

In the event of a change of employer during the research and publication process, the institution at which the majority of the research work was carried out must be named.

7 USE OF STANDARDISED RESEARCHER IDENTIFIERS

TU Wien, as a member of ORCID (Open Researcher and Contributor iD), expressly advises its researchers to register personally on the ORCID\(^4\) website and to use this identifier in their daily academic work so as to avoid any inconsistencies in the assignment of academic output and to improve the visibility of research efforts at TU Wien.

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\(^3\) Organigram
\(^4\) ORCID
8 USE OF STANDARDISED INSTITUTION IDENTIFIERS

Identifiers also exist for the identification of institutions independent of their names. These should be used when submitting publications, in case the publisher provides corresponding input fields for the affiliation. The following IDs have been assigned to TU Wien:

<table>
<thead>
<tr>
<th>Identifier</th>
<th>ID/Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>CrossRef Funder ID (<a href="https://search.crossref.org/funding">https://search.crossref.org/funding</a>)</td>
<td>501100004729</td>
</tr>
<tr>
<td>GRID ID (<a href="https://www.grid.ac/institutes">https://www.grid.ac/institutes</a>)</td>
<td>grid.5329.d</td>
</tr>
<tr>
<td>ROR ID (<a href="https://ror.org/search">https://ror.org/search</a>)</td>
<td><a href="https://ror.org/04d836q62">https://ror.org/04d836q62</a></td>
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<td>508192</td>
</tr>
<tr>
<td>Wikidata</td>
<td>Q689400</td>
</tr>
<tr>
<td>ISNI (<a href="http://www.isni.org/">http://www.isni.org/</a>)</td>
<td>0000 0001 2348 4034</td>
</tr>
</tbody>
</table>

The IDs of subordinate organisational units (e.g. institutes) may NOT be used.

9 NAME OF FUNDING AGENCY

In the case of publications that are produced with the help of external funding, the authors are required to add statements according to the wording required by the relevant funding agency.

10 NAME OF AFFILIATION IN SOCIAL MEDIA

The corresponding reference is used for contributions in social media in connection with topics related to research, teaching or research transfer at TU Wien:

- @tuvienna and #tuwien on Twitter
- #tuwien on Instagram
- @tuwien on Facebook
11 INFORMATION AND ADVICE

TU Wien Bibliothek assists and advises members of TU Wien on questions related to the application of this directive as well as other issues related to publishing.

12 PERIOD OF VALIDITY

This directive was approved in the Rectorate meeting on 30 June 2020 and comes into force immediately. TU Wien ensures the compatibility of this directive with applicable data protection regulations.
# ANNEX

## A1 NAMES OF THE FACULTIES AT TU WIEN

<table>
<thead>
<tr>
<th>FAKULTÄTEN</th>
<th>FACULTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEUTSCH / GERMAN</strong></td>
<td><strong>ENGLISCH / ENGLISH</strong></td>
</tr>
<tr>
<td>Fakultät für Mathematik und Geoinformation</td>
<td>Faculty of Mathematics and Geoinformation</td>
</tr>
<tr>
<td>Fakultät für Physik</td>
<td>Faculty of Physics</td>
</tr>
<tr>
<td>Fakultät für Technische Chemie</td>
<td>Faculty of Technical Chemistry</td>
</tr>
<tr>
<td>Fakultät für Informatik</td>
<td>Faculty of Informatics</td>
</tr>
<tr>
<td>Fakultät für Bauingenieurwesen</td>
<td>Faculty of Civil Engineering</td>
</tr>
<tr>
<td>Fakultät für Architektur und Raumplanung</td>
<td>Faculty of Architecture and Planning</td>
</tr>
<tr>
<td>Fakultät für Maschinenwesen und Betriebswissenschaften</td>
<td>Faculty of Mechanical and Industrial Engineering</td>
</tr>
<tr>
<td>Fakultät für Elektrotechnik und Informationstechnik</td>
<td>Faculty of Electrical Engineering and Information Technology</td>
</tr>
</tbody>
</table>

## A2 DESIGNATIONS FOR THE VARIOUS LEVELS

<table>
<thead>
<tr>
<th>DEUTSCH / GERMAN</th>
<th>ENGLISCH / ENGLISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fakultät</td>
<td>Faculty</td>
</tr>
<tr>
<td>Institut</td>
<td>Institute</td>
</tr>
<tr>
<td>Forschungsbereich</td>
<td>Research Unit</td>
</tr>
</tbody>
</table>