

Instructions for
Signing Scientific
Publications
IN-GNR-03



INSTRUCTIONS FOR SIGNING SCIENTIFIC PUBLICATIONS**Reference: IN-GNR-03****Date of elaboration: 14-05-2019**

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1. PREAMBLE

The lack of standardization of the names of researchers and their centers in scientific publications and in the main bibliographic databases is a known fact, which is known to reduce the national and international visibility of authors and their centers at national and international level and hinders the recovery of publications and the citations received by them.

Article 15 (j) of Law 14/2011 of 1 June 2011 on Science, Technology and Innovation (Duties of research staff) establishes that one of the duties of research staff who provide services in public universities, in Public Research Bodies of the General State Administration or in research bodies of other Public Administrations will be to use the name of the entities for which they provide services in the implementation of the of their scientific activity, in accordance with the internal regulations of these entities and the agreements, pacts and conventions that they sign.

That is why this document of Instructions for the Signature of IDIVAL Scientific Publications is proposed, which have been prepared based on the recommendations of the FECYT (Spanish Foundation for Science and Technology), included in "Proposal for a manual to help Spanish researchers for the standardization of the name of authors and institutions in scientific publications". It also includes the recommendations issued by the ISCIII (Carlos III Health Institute) regarding the correct affiliation of researchers belonging to accredited Research Institutes.

2. GENERAL OBJECTIVE OF THE INSTRUCTIONS FOR THE SIGNATURE OF SCIENTIFIC PUBLICATIONS

The general objective of these instructions is to promote the standardization of the signature of IDIVAL researchers in their scientific publications, both in terms of personal and institutional name.

The recommendations that follow refer to how researchers should sign in scientific publications that are developed with the aim of leaving a certain freedom to the researcher to choose his or her form of signature, in a tone of guidance on the preferential form that would lead or aim to achieve greater standardization.

3. STANDARDIZATION OF INSTITUTIONAL AFFILIATION

1º.- In all scientific publications of the personnel hired/linked to IDIVAL, the word IDIVAL must always appear, in the signature of the scientific work.

2º.- In general, the following model must be followed:

Author(s) number(s)*

[Service/Department/Research Group (if applicable, choose one of them)], [Centre (if applicable)], [IDIVAL*], [Postal address].

* They are mandatory. The author's name, address, service/department/group, and center should be in the original language. All elements of institutional affiliation should be separated by commas.

Example:

Francisco Pérez

Psychiatry Research Group, IDIVAL, Avda Cardenal Herrera Oria s/n, 39004 Santander

Comentado [LHM1]: It could be separated by hyphen, rather than comma.

3º.- In the case of researchers from the health sector and/or University of Cantabria who are also IDIVAL staff, all the institutions to which they belong (Hospital/Health Center, University of Cantabria and IDIVAL) must be included, designating the institutions in this order or any other.

Example: Marqués de Valdecilla University Hospital, University of Cantabria, IDIVAL

4.- In the case of researchers linked to IDIVAL who are on temporary stays at other universities or research centres/institutions, affiliation to IDIVAL must also be maintained, regardless of whether temporary affiliation is also indicated.

5. In the case of research staff who carry out research stays at IDIVAL, and for all publications that are totally or partially related to the stay carried out, the double affiliation must be reflected, both to the institution of origin and destination.

4. STANDARDIZATION OF THE AUTHORSHIP SIGNATURE

1º.- It is recommended to always sign all the papers in the same way and choosing a signature that identifies the researcher as clearly as possible and distinguishes him from the others.

It is suggested to use one of the following forms of signature:

First names: do not use abbreviations. For compound first names, it is recommended to sign the publication with the first full name and the initial of the second name. If the first names are joined by particles, such as articles or prepositions, it is recommended to omit them. If the author wants to include their middle name and keep it intact (particles included), it is recommended to put a hyphen between each of the elements to indicate that everything is part of the first name.

Surnames: The main nuance in this section depends on whether the author's surname can be considered common or uncommon. This distinction has a significant impact on the future identification of the author. Given that most databases are international in nature, it would be advisable, as a general rule, for the signature to include the author's two surnames separated by a hyphen. Do not use abbreviations. It is also recommended to avoid particles that link first names to the surname. If you want these particles to appear, they should always be attached to the surname by hyphens.

In any case, it is extraordinarily important to always sign in the same way and avoid the variable use of one or two surnames.

2º.- All authors are recommended to review their profile, especially the ORCID, consolidating a single one with all their scientific production.

3rd. It is important to always add the ORCID number of all authors when submitting the article to the journal for review. This process can be carried out throughout the entire process of review, acceptance and review, until its final publication.

4.- If you also have other identifiers (such as Researcher ID, Scopus ID, Dialnet, Google Scholar etc.), you can include them, whenever possible, when sending the article for publication. All these author profiles have the advantage that they avoid ambiguities regarding the author's name, allow the author to manage the list of their publications, etc.