
Affiliation Policy for Central European University

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Preface

The number and quality of scientific publications are often used to measure the accomplishments of an individual researcher, as well as the overall ranking of a university. Publications can be found in many formats, including journal articles, books, chapters, conference proceedings, and others.

To ensure that the research conducted by Central European University (CEU) authors - whether as faculty members or as a student - is recognized and evaluated accurately, it is essential that authors clearly identify CEU as their institutional affiliation in all publications.

An important factor that has been considered while formulating this policy is that the Central European University (CEU) community consists of three distinct legal entities: Central European University Private University (CEU PU), Central European University (CEU NY) and Közép-európai Egyetem (KEE). It is imperative that all members of the university community, irrespective of their affiliation with either entity, are equipped with the knowledge and guidelines necessary to identify themselves and their institutional association accurately and appropriately in scholarly publications and other written materials. The policy has thus been carefully crafted to ensure that every member of the university community is well-informed about the standardized procedure for such identification, thus facilitating a cohesive and coherent representation of the institution across all published works.

Authors from all three legal entities are encouraged to use the term Central European University or CEU.

Scope of application

Personal Scope: This policy applies to all individuals who are part of the Central European University (CEU) community, including faculty members, staff, and students. It also includes emeriti who continue to be affiliated with CEU, visiting researchers who work with CEU for a limited duration and post-doctoral researchers who are part of ongoing projects.

Material Scope: This policy applies to any publication made during affiliation with CEU, in all public events attended in a professional capacity, and publications. These include but are not limited to journal articles, presentations, working papers, conference proceedings, books, chapters, posters, and the like.

University Name

CEU's official name is Central European University which might be abbreviated as CEU.

Upon the initial mention of the university's name, it is required to be written out in its full form, succeeded by the abbreviated form in parentheses, i.e., Central European University (CEU).

Subsequently, the abbreviation CEU can be used in the text. In this paragraph, all mentioned abbreviations are written in capital letters.

The above statement applies only in the context of scientific publications.

Declaring affiliation:

In publications, declaring the affiliation is possible to top down or bottom up. This means:

Declaring the affiliation top down (see example, below)

[authors name], Central European University, [department, center, research group]

Declaring the affiliation bottom up (see example, below)

[authors name], [department, center, research group], Central European University

Persistent identifiers

A persistent identifier is a long-lasting reference to an entity and is designed to ensure that the products of that entity can be reliably and consistently located, accessed, and cited over time. Persistent identifiers are used to overcome the problem of unstable web addresses, which can change or become obsolete, causing links to break, and making it difficult to locate resources online.

Persistent author identifiers

A persistent author identifier is a unique identifier assigned to an author that remains the same throughout their academic career, regardless of changes in name, institutional affiliation, or research field. These identifiers are designed to disambiguate authors and ensure that their work is properly attributed to them.

ORCID

The most widely utilized persistent author identifier presently is ORCID (Open Researcher and Contributor ID). To comply with this standard, CEU researchers and authors must create their own ORCID, which can be done free of charge by visiting <https://orcid.org/>. The ORCID record shall contain the respective fields:

- Name: Given name, family name | It is also possible to add name variants
- Employment: Central European University | Students might enter Central European University in the field of Education and Qualification

The visibility of settings can be controlled on a very granular level. To earn the most valuable profit from ORCID, the settings for Name and Employment (students: settings for Education) need to be visible to everyone.

If available, ORCID shall be included in submissions of articles, chapters, and books to publishers. It is advantageous to mention this identifier on research-related websites like personal websites, Google Scholar profiles, and social media appearances.

Researcher ID

ResearcherID is a unique identifier assigned to researchers (authors) by Clarivate, the company behind [Web of Science](#). It is used to distinguish one researcher/author from another with similar names and to track their publications and citation records. ResearcherID is typically used in conjunction with the Web of Science platform to provide comprehensive author citation metrics and to enable researchers to identify collaborators and potential funding opportunities.

To create a ResearcherID, researchers/authors need to follow these steps:

1. Go to the Web of Science website: <https://www.webofscience.com/>
2. Click on "Register" in the top right corner of the page.
3. Fill out the registration form with your personal information.
4. Once you have created your account, you can search for your publications on Web of Science and add them to your ResearcherID profile.
5. You can also add information about your research interests, affiliations, and other professional activities to your profile.

Scopus Author ID

Scopus Author ID is a unique identifier assigned to researchers/authors by [Scopus](#), the abstract and citation database owned by Elsevier. It is used to distinguish one researcher from another with similar names and to track their publications and citation records.

A Scopus Author ID is automatically generated if an entry (e.g. article) in Scopus of the respective author exists.

Persistent institutional identifiers

Persistent institutional identifiers are unique identifiers assigned to institutions to ensure that they can be consistently and accurately identified in various contexts over time. They are necessary because they provide a consistent and unique way to identify an institution that is independent of any other identifiers used by the institution, such as its name or location.

Whenever needed, the following institutional identifiers for CEU shall be applied.

NAME	ID
Crossref Funder ID	501100006061
ISNI (International Standard Name Identifier)	0000 0001 2149 6445
ROR (Research Organization Registry)	https://ror.org/02zx40v98
Wikidata	Q757391
Grid ¹	grid.5146.6

Recommendations for author names

Central European University recognizes the importance of consistent and accurate author name attribution in academic publications. To ensure that their researchers' works are properly attributed and recognized, CEU recommends that researchers use standardized forms of their names in all of their academic publications.

¹Only in case it is needed in former contexts. Grid was replaced by ROR in 2021.

In the scientific context, databases and search engines are often designed to work with English language characters and may not be able to recognize or display characters that are outside of the English alphabet. This can be problematic when dealing with author names or other information that includes non-English characters, such as accented vowels, diacritics, or characters from non-Latin scripts.

To overcome this issue, it is recommended to adapt author names with non-English characters to a simplified spelling that can be recognized and displayed by databases and search engines. This simplified spelling should be based on a standardized transcription scheme that accurately represents the original name while using only English-language characters.

For names in Hungarian and German with mutated vowels, a specific transcription scheme can be used to simplify them. This scheme typically involves replacing the mutated vowel with a combination of a regular vowel and a diacritic or other symbol that indicates the mutation.

mutated vowel	transcription
Á á	A a
Ä ä	A a
É é	E e
Ó ó	O o
Ő ő	O o
Ö ö	O o
Ú ú	U u
Ü ü	U u

Detailed information about this topic can be found in the [Romanization Tables](#) at the Library of Congress.

E-mail address

All faculty and staff must use their CEU-affiliated email address within the professional context.

Affiliation to several affiliations at a time

Authors with several affiliations at a time must declare all institutions they belong to. (See example, below)

Corresponding authorship

If possible, corresponding authors should list their postal CEU address either in Budapest or Vienna.

Social Media

CEU's social media accounts are mainly used to promote research or promote teaching.

The following channels are available:

Facebook: <https://www.facebook.com/WeAreCEU>

Flickr: <https://www.flickr.com/photos/weareceu/albums>

Instagram: https://www.instagram.com/we_are_ceu/

LinkedIn: <https://www.linkedin.com/school/central-european-university/>

Twitter: <https://twitter.com/ceu>

Youtube: <https://www.youtube.com/CentralEuropeanUniversityChannel>

On social media, CEU shall be referenced as one of the following:

- #CEU
- #CentralEuropeanUniversity
- @CEU
- @CentralEuropeanUniversity

Examples:

Declaring the affiliation top down

Central European University, Democracy Institute

Declaring the affiliation bottom up

Department of Cognitive Science, Central European University

Declaring a double affiliation within CEU bottom up

[...] Department, Central European University, Vienna, Austria; CEU Democracy Institute, Central European University

Affiliation to several affiliations at a time

[...] Department, Central European University; XYZ University, London, Great Britain

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