



## CLARIFICATION ON THE RULES FOR PUBLISHING SCIENTIFIC RESULTS OF R&D&I OR ARTISTIC CREATION AT THE UPV

### Introduction

The lack of standardization in the names of research staff and the Universitat Politècnica de València (UPV) itself in publications of R&D&I or artistic creation results and in the main bibliographic databases is a fact that can reduce the visibility of authors and the UPV at the national and international level, and make it challenging to retrieve publications and citations received.

Bibliographic databases can make mistakes when transcribing information from the original document to their electronic records, partly due to their indexing practices being adapted to English naming structures.

The diversity of forms used in the mention of the institution and in the surnames of the authors in published contributions often causes harm to the individual and to the institution.

The Universitat Politècnica de Valencia has a series of regulations related to this issue, which are adapted to the recommendations indicated by the Spanish Foundation for Science and Technology ([FECYT, Proposed manual to assist Spanish researchers in standardizing the names of authors and institutions in scientific publications, Version 17/01/07](#)). The current regulations at the UPV are set out in:

- [Regulations for the publication of scientific results at the Polytechnic University of Valencia, BOUPV no. 14 of 03/2008](#)
- [Regulations for the publication of R&D&I or artistic creation results, their consideration in the evaluation of research, development, and transfer activity at the Polytechnic University of Valencia, BOUPV no. 119 of 10/2018.](#)
- [Agreement of the R&D&I Commission on names at the Polytechnic University of Valencia, November 2018](#)
- [Agreement approving the English translation of the official name of the Universitat Politècnica de València and its acronym, BOUPV no. 2025/0118.](#)

### 1. Purpose of this instruction

The publication of research and artistic creation results at the UPV includes numerous cases. This instruction clarifies specific points which, although already included in the current regulations, may require further clarification to facilitate their application.

### 2. Scope of application

The current regulations apply to research staff capable of generating R&D&I results, including those of artistic creation, that are likely to be published or presented. This staff includes the following groups:

- UPV civil servants.
- UPV contract staff.
- Students enrolled in UPV doctoral programs, when the results form part of the development of their doctoral thesis.
- Students enrolled in UPV Bachelor's and Master's Degree Programs, when they participate in the generation of R&D&I results or artistic creation.
- Staff at UPV joint centers.



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*In the above cases, this will also apply when temporary stays are made at other institutions, universities, or research centers.*

- Visiting staff from other institutions, universities, or research centers.

*In all cases, it applies to results generated during their association with the University in any of the capacities described above.*

Hereinafter, we will refer to these personnel as "authors."

### 3. Standardization of institutional affiliation

#### Use of the official name

As indicated in the regulations mentioned above, the official name of our university is Universitat Politècnica de València. This name must always be used, except in the cases indicated in the [supplementary regulations](#) (BOUPV No. 119, 2018), in the [Agreement of the R&D&I Commission \(2018\)](#), and in the [Agreement approving the English translation](#) (BOUPV No. 2025/0118).

In addition to the name of the university, additional information must be included in the following order:

- Research structure, with two possible and mutually exclusive formats:
  - Name of the R&D&I Group (if applicable) and the Department to which it is attached, or
  - Own Research Structure (EPI) or University Research Institute (IUI).

The acronyms corresponding to the research structures may be used, provided that they are included in the Official Register of Research Structures and Research Personnel at the UPV.

- Official name of the University: Universitat Politècnica de València.
- Postal address, city, and country:
  - Plaza de Ferrándiz y Carbonell s/n, 03801 Alcoy (Alicante), Spain.
  - Carretera de Nazaret-Oliva s/n, 46730 Grao de Gandía (Valencia), Spain.
  - Camí de Vera s/n, 46022 Valencia, Spain.

It would read as follows:

Person's name <sup>1</sup>

1 Doctoral Program (if applicable)\*, Group, Department (if applicable), or EPI/IUI (if applicable), Universitat Politècnica de València (mandatory), Postal address

\*In the case of students enrolled in a UPV doctoral program that is not linked to a specific research structure, the name of the Doctoral Program must be included.

#### Below are clarifications of some additional cases:

##### Joint centers dependent on several institutions

In the case of membership of joint centers dependent on several institutions, all authors of the contribution affiliated with the joint center, regardless of their institution of origin, must express their affiliation with it in the manner set out in the relevant agreements or arrangements. In any case, affiliation with the UPV must always be indicated.



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### Multiple external affiliation

Multiple external affiliation refers to cases in which the author is affiliated with the UPV and belongs to other institutions. In these cases, the signature must reference all of them.

a) If the author is a civil servant or employee of the UPV, they must mention the UPV as their first affiliation and the other institutions as subsequent affiliations.

Person's name <sup>1, 2</sup>

1 Group and Department (if applicable), or EPI/IU Institute/Center/University Structure (if applicable), Universitat Politècnica de València (mandatory), Postal address

2 Other institution

b) If the author belongs to the UPV but is not a civil servant or employee of the UPV, they must first mention the external institution to which they belong (if any) and then the UPV for all contributions that are wholly or partly related to the research carried out. If there is an agreement or arrangement between the UPV and the other institution, the provisions of that agreement or arrangement must be followed.

Name of person <sup>1, 2</sup>

1 Other institution (if applicable)

2 Group, Department (if applicable), EPI/IUI (if applicable), Universitat Politècnica de València (mandatory), Postal address

In case b for students enrolled in a Doctoral Program

Name of person <sup>1, 2</sup>

1 Other institution (if applicable)

2 Doctoral Program; Group, Department (if applicable), EPI or IUI (if applicable), Universitat Politècnica de València (mandatory), Postal address

### External personnel conducting research at the UPV

When staff from other institutions conduct research stays at the UPV, for all contributions that are totally or partially related to the research conducted, they must indicate their dual affiliation, both to their institution of origin and to the UPV.

Name of person <sup>1, 2</sup>

1 Other organizations to which they belong, Postal address

2 Group, Department (if applicable), EPI or IUI (if applicable), Universitat Politècnica de València (mandatory), Postal address

### Email

When sending publications, it is recommended that you include your institutional email address. Among other reasons, in some cases, its use may offer economic advantages for open-access publication.



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#### 4. Standardization of names

We remind you of the importance of adopting a Unique Bibliographic Name (NBU) to sign all works consistently. As indicated in the current regulations ([Rules for the Publication of Scientific Results at the Polytechnic University of Valencia, BOUPV No. 14 of 03/2008](#)), it is advisable to choose a signature that clearly identifies the person and distinguishes them from others. In any case, it is important to always sign in the same way and avoid the variable use of one or two surnames.

We currently have widely used scientific indicators. The [Regulations for the evaluation of research, development, innovation, and transfer activity at the Universitat Politècnica de València \(BOUPV No. 76 of 05/2022\)](#), in Article 5, states that "... *the introduction of scientific identifiers will be required to facilitate validations and the possible connection of the Universitat Politècnica de València's information system with other external systems. The identifier or identifiers most widely used internationally shall be requested.*" To avoid ambiguity in the signing of publications, all researchers are recommended to obtain an **ORCID** identifier, which provides each researcher with a permanent digital identifier, allowing them to be uniquely distinguished and facilitating the location of their publications.

#### 5. Effects of compliance with these regulations

As indicated in the current regulations ([Regulations for the Publication of Scientific Results at the Universitat Politècnica de València, BOUPV No. 14 of 03/2008](#)), compliance with these regulations is a requirement for assessment within the framework of the Evaluation Regulations and the Personalized Research Activity Index (IAIP).

#### 6. Support service

The Library and Scientific Documentation Service provides advice through [PoliConsulta](#) on scientific authorship, the use of personal identifiers, and the process of curating authorship variants in databases.