

GUIDELINES ON INSTITUTIONAL AFFILIATION IN RESEARCH PUBLICATIONS

DEFINITIONS

1. **The University** is Xi'an Jiaotong-Liverpool University.
2. **Publications** are publically shared research findings, whether in hardcopy, electronic or other tangible forms, including books, journal articles, conference presentations, papers, websites, exhibitions and any work that can be explicitly documented.
3. **Researchers** are all staff and students whose research outputs derive from their employment or enrollment by the University, from research grants awarded to the University or otherwise from the use of University resources and facilities.
4. **Authors** are creators of and/or contributors to a research/scholarly publication or creative endeavour.

SCOPE

5. These guidelines are intended for all researchers of Xi'an Jiaotong-Liverpool University. They apply to all authors of publications, including first authors, corresponding authors and all participants.

PURPOSES

6. These guidelines are designed to ensure the correct and consistent use of a Xi'an Jiaotong-Liverpool University institutional affiliation in research publications.
7. They help to increase the public visibility of research as well as the University, and therefore, are highly important in disseminating the national and international reputation of both parts.
 - a. Research publications are quantifiable and can be used to assess the University's academic strength to a certain extent.
 - b. A correct and clear link between researchers and the University, which is determined in publications by specifying the institution as an affiliation, is the only way to guarantee that achievements and contributions made by researchers are recognized.
8. They also allow more efficient harvesting of relevant research publications into University systems, and facilitate better capture and re-use of research data for multiple purposes.

GUIDELINES

9. All university researchers must state the official name of the University in full:

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- a. English Affiliation Name: Xi'an Jiaotong-Liverpool University
 - b. 中文机构名称：西交利物浦大学

The use of the acronyms is not permitted in formal publications, including XJTLU, 西浦, 西交大.

In the name 'Xi'an Jiaotong-Liverpool University', an apostrophe in the word 'Xi'an' and a hyphen between 'Jiaotong' and 'Liverpool' must be included.

10. Wherever possible, dependent upon the character limit set by the publisher, the University name should appear in full version. In publications in English, in cases where the full name exceeds the character limit (i.e., maximum 30 characters), the standardized abbreviation 'Xi'an Jiaotong-Liverpool Univ.' is recommended.
11. If there is sufficient space to specify more information, secondary affiliations (i.e., names of School, Department, Institute, or Centre) may appear to indicate researchers' specific organisational units.
12. When listing various levels of affiliation, the University name must appear as the first element, other elements such as School, Department, Institute, and Centre can be listed as secondary or tertiary elements.
13. Wherever possible, dependent upon the character limit set by the publisher, secondary and tertiary affiliations should appear in full version.
 - a. Do not shorten the name of School, Department, Institute, or Centre in any form. For example, using 'Department of EEE' to represent 'Department of Electrical and Electronic Engineering' is not recommended in a publication affiliation.
 - b. In cases where the full name of a School, Department, Institute, or Centre exceeds the character limit, standardized abbreviations should be used to indicate secondary affiliations.

Corresponding names are attached as Appendix 1.

14. The University postal address should be included in the affiliation. Regardless of whether you are based on North or South campus, use the following official address or its simplified version:
 - a. Official English Address: 111 Ren'ai Road, Suzhou Industrial Park, Suzhou, Jiangsu Province, 215123, P.R. China
 - b. 中文官方地址：江苏省苏州市工业园区仁爱路 111 号，215123

You may simplify the University English address in the affiliation, but always include 'Suzhou, 215123, China'.

15. If an author holds multiple affiliations within or outside of Xi'an Jiaotong-Liverpool University, the University name must be included and put in the appropriate position.
16. Examples of the correct use of institutional affiliation are included in Appendix 2.

APPENDIX 1: NAMES OF SECONDARY/TERTIARY AFFILIATIONS

School	Department
School of Advanced Technology [Sch Advanced Technol] 智能工程学院	Department of Communications and Networking [Dept Comm & Networking] 通信与网络工程系
	Department of Computing [Dept Computing] 计算机系
	Department of Electrical and Electronic Engineering [Dept Elect & Elect Engn] 电气与电子工程系
	Department of Intelligent Science [Dept Intel Sci] 智能科学系
	Department of Mechatronics and Robotics [Dept Mechatronics & Robotics] 智能机电系
Design School [Design Sch] 设计学院	Department of Architecture & Design [Dept Architecture Design] 建筑与设计系
	Department of Civil Engineering [Dept Civil Engn] 土木工程系
	Department of Urban Planning and Design [Dept Urban Planning & Design] 城市规划与设计系
School of Humanities and Social Sciences [Sch Hum & Soc Sci] 人文社科学院	Department of Applied Linguistics [Dept Applied Ling] 应用语言学系
	Department of China Studies [Dept China Stu] 中国研究系
	Department of International Studies [Dept Int'l Studies] 国际关系系
	Department of Literature [Dept Lit] 文学系
	Department of Media and Communication [Dept Media & Comm] 媒体与传播学系

	Department of Translation and Interpreting [Dept Transl & Interp] 翻译系
International Business School Suzhou [Int'l Business Sch Suzhou] 西浦国际商学院	Department of Accounting [Dept Accounting] 会计系
	Department of Intelligent Operations and Marketing [Dept Intel Ops & Mktg] 智能运营管理与市场系
	Department of Economics [Dept Economics] 经济系
	Department of Finance [Dept Finance] 金融系
	Department of Strategic Management and Organisations [Dept Strat Mgmt & Org] 战略与组织管理系
Institute of Leadership and Education Advanced Development [Inst Leadership Educ Adv Development] 领导与教育前沿院	Department of Educational Studies [Dept Educational Studies] 教育学系
School of Film and Television Arts [Sch Film TV Arts] 影视艺术学院	N/A
School of Languages [Sch Languages] 语言学院	English Language Centre [English Language Ctr] 英语语言中心
	Modern Languages Centre [Modern Languages Ctr] 现代语言中心
School of Science [Sch Science] 理学院	Department of Applied Mathematics [Dept Applied Math] 应用数学系
	Department of Biological Sciences [Dept Biological Sciences] 生物科学系
	Department of Chemistry [Dept Chemistry] 化学系
	Department of Financial Mathematics [Dept Financial Math]



	金融数学系
	Department of Health and Environmental Sciences [Dept Health Environ Sci] 健康与环境科学系
	Department of Statistics and Actuarial Science [Dept Stat & Actuar Sci] 统计与精算科学系
	Department of Foundational Mathematics [Dept Foundational Math] 大学数学系
	Department of Physics [Dept Physics] 物理系
	Department of Pure Mathematics [Dept Pure Math] 基础数学系
School of AI and Advanced Computing [Sch AI & Advanced Computing] 人工智能与先进计算学院	N/A
School of CHIPS [Sch CHIPS] 芯片学院	N/A
School of Cultural Technology [Sch Cultural Technology] 文化科技学院	N/A
School of Intelligent Finance and Business [Sch Intel Finance & Business] 产金融融合学院	N/A
School of Intelligent Manufacturing Ecosystem [Sch Intel Mfg Ecosystem] 智造生态学院	N/A
School of Internet of Things [Sch Internet of Things] 物联网学院	N/A
School of Robotics [Sch Robotics] 智能机器人学院	N/A

APPENDIX 2: SAMPLE AFFILIATIONS

1. Researcher Name, Xi'an Jiaotong-Liverpool University, Suzhou, 215123, P.R. China
2. Researcher Name, Xi'an Jiaotong-Liverpool University, Department of Electrical and Electronic Engineering, School of Advanced Technology, Suzhou, 215123, China
3. Researcher Name, Xi'an Jiaotong-Liverpool University, School of Humanities and Social Sciences, Department of International Studies, 111 Ren'ai Road, Suzhou Industrial Park, Suzhou, 215123, P.R. China
4. Researcher Name, Xi'an Jiaotong-Liverpool University, Department of Chemistry, 111 Ren'ai Road, Suzhou, 215123, China
5. Researcher Name, Xi'an Jiaotong-Liverpool University, International Business School Suzhou, 111 Ren'ai Road, Suzhou, Jiangsu Province, 215123, China
6. Researcher Name, Xi'an Jiaotong-Liverpool University, School of Languages, Suzhou, Jiangsu Province, 215123, China
7. Researcher Name ^{a, b}
 - ^a Xi'an Jiaotong-Liverpool University, School of Science, Suzhou, 215123, China
 - ^b University of Lausanne, Department of Actuarial Science, UNIL-Dorigny, 1015 Lausanne, Switzerland
8. 作者姓名, 西交利物浦大学, 江苏 苏州 215123
9. 作者姓名, 西交利物浦大学, 江苏省苏州市工业园区仁爱路 111 号, 215123
10. 作者姓名, 西交利物浦大学 智能工程学院 计算机系, 江苏 苏州 215123
11. 作者姓名, 西交利物浦大学土木工程系, 江苏省苏州市工业园区仁爱路 111 号, 215123



DOCUMENT CONTROL

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Approval and Revision Log

Date	Version	Approved by	Description
Sep 24, 2019	1.0	Library Affairs Committee (LAC)	No comments from academic departments.
Oct 15, 2019	1.0	University Research Committee (URC)	<ul style="list-style-type: none"> - Comments from academic departments by Oct 25, 2019. - University postal address and some abbreviations of department name has been revised.
Dec 2, 2020	2.0	Library Affairs Committee (LAC)	<ul style="list-style-type: none"> - The structure of academic units (in Appendix 1) has been updated. - Some abbreviations of department names have been revised. - Submit to University Research Committee.
Dec 9, 2020	2.0	University Research Committee (URC)	No comments.

