



Regulation No. 146 of the Rector of the University of Lodz of 9 August 2023

concerning: the rules on the indication of affiliation for publications authored by employees, doctoral students, graduate students and undergraduate students of the University of Lodz

Pursuant to Article 23(1) of the Act of 20 July 2018 – The Law on Higher Education and Science (Dz. U. – Journal of Laws, 2023, item 742 as amended), as well as Section (§) 25 Clause 1 and 2.2 of UL Statute as approved by the Resolution no. 440 of UL Senate dated 27 May 2019 (amended), it is hereby resolved as follows:

§ 1

Employees and students (incl. doctoral students) of the University of Lodz are obliged to indicate the name of the University of Lodz, hereinafter referred to as the affiliation, as the institution where they conduct research or research and development (R&D) whose results are the basis of a scientific publication.

§ 2

The rules that specify affiliation being indicated in publications made by employees, doctoral students, graduate students and undergraduate students of the University of Lodz, hereinafter referred to as authors, are set out as follows:

- 1) Affiliation means stating the name of the University of Lodz next to the author's full name (forename and surname), as an indication of the institution under which the research or development work, whose results are the basis of a scientific publication, was carried out.
- 2) The name of the University shall be given first, before the name of the Faculty or non-Faculty unit of the University of Lodz, according to the formula:
 - (a) University of Lodz, Faculty of....
 - (b) University of Lodz, Doctoral School....

The name of the Faculty may be followed by the name of the organisational unit within the Faculty.

- 3) The affiliation should be specified as it is valid on the date of submission of the manuscript to the publisher. After a change of employer or institution, the author is not permitted to change the affiliation of the publication.
- 4) The affiliation in the preprint and post print versions of the publication must be checked by the author and any errors should be reported to the publisher.
- 5) If an error is noticed in the affiliation of the published version of the publication, the author should report this to the publisher and the correction should be made in the errata/corrigenda.

6) When indicating the affiliation of a publication:

(a) an author whose only place (institution) of employment or study is the University of Lodz shall give the affiliation according to the following model:

name

University of Lodz, Faculty of ...;

b) an author, employed or studying at more than one organisational units of the University of Lodz, may list the organisational units which participated in the process of publication, according to the following model:

name and surname

– University of Lodz, Faculty of... (obligatory)

– University of Lodz, Research Centre... (optional);

c) an author who simultaneously pursues studies at an institution other than the University of Lodz, and the process of publication included that institution, may list the participating institutions in the affiliation, according to the following model, unless the agreement on scientific cooperation provides otherwise:

name and surname

– University of Lodz, Faculty of... (obligatory)

– Institution... (optional);

d) an author simultaneously employed or performing concurrent work at an institution other than the University of Lodz is obliged to affiliate his/her work only with the University of Lodz. This obligation does not apply to authors employed simultaneously at another institution abroad.

§ 3

1. The following official name of the University of Lodz is to be used when stating affiliations:

- 1) in the Polish language version: Uniwersytet Łódzki;
- 2) in the English language version: University of Lodz.

2. Detailed rules for the official translation of the names of other units of the University of Lodz into English have been introduced by a separate regulation of the Rector of the University of Lodz.

§ 4

1. Publications submitted for inclusion in the University of Lodz's publication output, as well as for the employee's individual evaluation, can only be recognised if they have the correct affiliation to the University of Lodz.
2. In the event of an incorrect affiliation in a publication, the author shall submit a written statement to the University of Lodz Science Centre indicating the reason for the lack of correct affiliation.

§ 5

The correct specification of the affiliation allows the publication to be correctly indexed and searched in databases and electronic sources, which increases the visibility and citation of the author and the University of Lodz.

§ 6

1. The Regulation No. 7 of the Rector of the University of Lodz dated 1.10.2019 concerning: the rules for the indication of affiliations in publications whose authors are employees and doctoral students of the University of Lodz shall be repealed.
2. The present Regulation comes into force on the day of its signing.

RECTOR
of the University of Lodz
Prof. dr hab. Elżbieta Żądzińska