



Affiliation guidelines for publications

All authors and co-authors must ensure they are correctly affiliated to their workplace, when submitting manuscripts for publication in journals, books and conference proceedings. The guidelines specified here will use sample departments and centres, from which specific affiliations can be created. The main priority of these guidelines is to ensure standardised affiliation names in all publications authored by employees at Aalborg University Hospital.

The guidelines are divided into the following cases:

1. Affiliation to clinical departments at Aalborg University Hospital
2. Affiliation to clinical departments at Aalborg University Hospital, and a connection to a research centre
3. Affiliation to both Department of Clinical Medicine, Aalborg University, and Aalborg University Hospital
4. Affiliation to the Psychiatric Hospital, Aalborg University Hospital
5. Affiliation to Department of Clinical Medicine, Aalborg University
6. Affiliation to other institutions

Most journals will allow each author to have one or several affiliations.

In the case of presentations, posters etc. it is expected that the logos of Aalborg University and Aalborg University Hospital are placed equally visible.



1. Affiliation to clinical and research departments at Aalborg University Hospital

Affiliations to departments at Aalborg University Hospital should be written as standardised department names, followed by “Aalborg University Hospital”, and finally an address in the required format. E.g.:

Department of Cardiology, Aalborg University Hospital, Aalborg, Denmark

Or:

Department of Cardiology, Aalborg University Hospital, Hobrovej 18, 9000 Aalborg, Denmark

Or:

Department of Orthopaedic Surgery and Department of Physiotherapy and Occupational Therapy, Aalborg University Hospital, Aalborg, Denmark

A list of standardised department names can be found at “Personalenet”.

2. Affiliation to clinical departments at Aalborg University Hospital and a connection to a research centre

Publications, which are connected to a research centre, can attach the name of the research centre to the affiliation string, if the research is funded or organised by the research centre. Example:

Department of Gastroenterology, Mech-Sense, Aalborg University Hospital, Aalborg, Denmark

Or:

Mech-Sense, Department of Gastroenterology, Aalborg University Hospital, Aalborg, Denmark

Or:

Department of Gastroenterology and Mech-Sense, Aalborg University Hospital, Aalborg, Denmark

3. Affiliation to both Department of Clinical Medicine, Aalborg University and Aalborg University Hospital

In the case of researchers employed at both the Department of Clinical Medicine and Aalborg University Hospital, such as clinical professors and lecturers, both affiliations should always be used. These can be either combined or separated, but the separated form is strongly recommended.

Separated (recommended):

1: Department of Orthopaedic Surgery, Aalborg University Hospital, Aalborg, Denmark

2: Department of Clinical Medicine, Aalborg University, Aalborg, Denmark

Combined (only for journals allowing max. one affiliation):

Department of Clinical Medicine, Aalborg University, and Department of Orthopaedic Surgery, Aalborg University Hospital, Aalborg, Denmark



4. Affiliation to the Psychiatric Hospital, Aalborg University Hospital

Authors affiliated to the Psychiatric Hospital should use the following affiliation:

Aalborg University Hospital, Psychiatry, Aalborg, Denmark.

5. Affiliation to Department of Clinical Medicine, Aalborg University

If an author is affiliated to the Department of Clinical Medicine, Aalborg University, but not to Aalborg University Hospital, the affiliation should be written as:

Department of Clinical Medicine, Aalborg University, Aalborg, Denmark

Or:

Aalborg Thrombosis Research Unit, Department of Clinical Medicine, Aalborg University, Aalborg, Denmark

Or:

Aalborg Thrombosis Research Unit, Department of Clinical Medicine, Aalborg University, Denmark and University of Liverpool, Liverpool, United Kingdom

Separated (recommended):

1: Aalborg Thrombosis Research Unit, Department of Clinical Medicine, Aalborg University, Denmark

2: University of Liverpool, Liverpool, United Kingdom

6. Affiliation to other institutions

If an author is employed at a department at Aalborg University Hospital, but also connected to other institutions, e.g., as part of an exchange programme, they should always include an affiliation to Aalborg University Hospital, according to the above guidelines, as a separate affiliation.

Example:

1: Department of Cardiology, Copenhagen University Hospital, Hillerød, Denmark

2: Department of Cardiology, Aalborg University Hospital, Aalborg, Denmark

3: Department of Health Science and Technology, Faculty of Medicine, Aalborg University, Denmark



These guidelines were compiled September 2022.

Signed,

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