

Affiliation guidelines for publications

Affiliation information plays a crucial role in maintaining transparency, credibility, and accountability within academic, professional, and research environments. Accurate affiliation is essential for ensuring credibility and transparency in scholarly and professional work. It clearly identifies the institution responsible for the research, facilitates correct indexing in academic and administrative systems, and guarantees that both the author and the institution receive appropriate recognition. Proper affiliation is therefore a fundamental component of professional standards in publications, reports, and other forms of formal communication.

The primary purpose of these guidelines is to ensure consistent and standardized affiliation names across all publications authored by employees at the Department of Clinical Medicine, Aalborg University, Aalborg University Hospital, or North Denmark Regional Hospital. The guidelines include example departments and centres, which can be adapted as needed to create correct and complete affiliations. Most journals allow authors to include multiple affiliations.

Clinical professors, clinical associate professors, and clinical assistant professors, always hold dual appointments at the Department of Clinical Medicine and an affiliated hospital. Professors, associate professors, and assistant professors are employed by the Department of Clinical Medicine and may additionally hold a secondary appointment at a hospital. PhD students always hold dual appointments at the Department of Clinical Medicine if employed at a hospital.

In presentations, posters, and similar formats, the logos of Aalborg University, Aalborg University Hospital or North Denmark Regional Hospital should be displayed with equal prominence.

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Affiliation to Department of Clinical Medicine, Aalborg University

If an author is affiliated with the Department of Clinical Medicine, Aalborg University, but not with Aalborg University Hospital or North Denmark Regional Hospital, the affiliation should be written as:

Department of Clinical Medicine, Aalborg University, Aalborg, Denmark

Affiliation with a centre at Department of Clinical Medicine

If an author is affiliated with a research centre at Department of Clinical Medicine

Center for Sexology Research, Department of Clinical Medicine, Aalborg University, Aalborg, Denmark

Or:

Center for Molecular Prediction of Inflammatory Bowel Disease (PREDICT), Department of Clinical Medicine, Aalborg University, Denmark

The following two centres are also affiliated to Aalborg University Hospital, if the author is employed at the hospital:

Danish Center for Health Services Research, Department of Clinical Medicine, Aalborg University; Aalborg University Hospital, Aalborg, Denmark

Or:

Center for Clinical Data Science (CLINDA); Department of Clinical Medicine, Aalborg University; Aalborg University Hospital

Affiliation with other institutions

If an author is employed at the Department of Clinical Medicine but is also affiliated with other institutions, they should list the affiliations separately if possible.

Separated (recommended):

1: Department of Clinical Medicine, Aalborg University, Denmark

2: University of Liverpool, Liverpool, United Kingdom

Or:

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

Department of Clinical Medicine, Aalborg University, Denmark; University of Liverpool, Liverpool, United Kingdom

Affiliation to departments at Aalborg University Hospital

Affiliations to departments at Aalborg University Hospital should be written using the standardized 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, Hospitalsbyen 1, 9260 Gistrup, Denmark

Or:

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

A list of standardized department names is available at "Personalenet".

Affiliation to a department at Aalborg University Hospital and a connection to a research Centre

Publications that are connected to a research centre may include the name of the research centre in the affiliation string, provided that the research is funded or organized by the 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 Hematology, Clinical Cancer Research Centre, Aalborg University Hospital, Aalborg

Affiliation with other institutions

If an author is employed at a department at Aalborg University Hospital but is also affiliated with other institutions, for example through an exchange programme, they should always list Aalborg University Hospital as a separate affiliation. This requirement applies regardless of any additional institutional connections and follows the guidelines stated above.

Example:

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

2: Department of Cardiology, Copenhagen University Hospital, Hilleroed, Denmark

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

Researchers who hold positions at both the Department of Clinical Medicine and Aalborg University Hospital, for example clinical professors, should always list both affiliations. The affiliations may be combined or listed separately, but the separate format is strongly preferred.

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; Department of Orthopaedic Surgery, Aalborg University Hospital, Aalborg, Denmark

Affiliation with research centres or other institutions

If a researcher is also affiliated with research centres or other institutions, these should be listed as well. See details in the sections above.

Affiliation to North Denmark Regional Hospital

Affiliations to departments at North Denmark Regional Hospital should be written using the standardized department names, followed by 'North Denmark Regional Hospital', and finally an address in the required format. E.g.:

Department of Cardiology, North Denmark Regional Hospital, Hjoerring, Denmark

Or:

Department of Cardiology, North Denmark Regional Hospital, Bispensgade 37, 9800 Hjoerring, Denmark

Affiliation with The Centre for Clinical Research

Centre for Clinical Research, North Denmark Regional Hospital, Hjoerring, Denmark

Or:

North Denmark Regional Hospital, Centre for Clinical Research, Hjoerring, Denmark

Affiliation with other institutions

If an author is employed at a department at North Denmark Regional Hospital but is also affiliated with other institutions, they should list the affiliations separately.

1: Department of Rheumatology, North Denmark Regional Hospital, Hjørring, Denmark

2: DANBIO, Rigshospitalet, Copenhagen University Hospital, Denmark

Or:

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

Department of Rheumatology, North Denmark Regional Hospital, Hjørring; DANBIO, Rigshospitalet, Copenhagen University Hospital, Denmark

Affiliation to both Department of Clinical Medicine, Aalborg University and North Denmark Regional Hospital

Researchers who hold positions at both the Department of Clinical Medicine and North Denmark Regional Hospital, should always list both affiliations. The affiliations may be combined or listed separately, but the separate format is strongly preferred.

Separated (recommended)

1: Department of Pediatrics, North Denmark Regional Hospital, Hjoerring, Denmark

2: Centre for Clinical Research, North Denmark Regional Hospital, Hjoerring, Denmark

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

OR:

*Department of Pediatrics, Centre for Clinical Research, North Denmark Regional Hospital, Hjoerring;
Department of Clinical Medicine, Aalborg University, Aalborg, Denmark*