



GUIDELINES FOR THE USE OF AUTHORS' ADDRESSES AT NMBU

(Version NMBU, approved by the Rector on 20 December 2016)

Authors' addresses on publications are not just used as contact information. They also have an important function in crediting the research institutions to which the authors are attached. The authors' addresses determine which institutions, departments etc. are awarded publishing credits and the associated allocations of result-based budget components. The national reporting regulations¹ stipulate that:

1. The address of the institution must be given in a publication if it has made an essential and substantial contribution to, or provided a basis for an author's contribution to, the published work.
2. The same author must also state the addresses of other institutions if these also satisfy in each individual case the requirement stated in item 1 above.
3. An employment relationship or supervisory responsibility can also be deemed to provide a basis for crediting an institution *if the requirement in item 1 is fulfilled*.

In order for NMBU to receive credits for a scientific publication, the institution's name must be stated on the publication:

The main rule is that 'Norges miljø- og biovitenskapelige universitet' or 'Norwegian University of Life Sciences' and the name of the faculty **must be used** as the author's address when the author has carried out the research as an employee, PhD candidate, guest researcher or student at NMBU.

If only department, faculty, center etc. is listed as the author's address, will NMBU not receive credits for the publication.

Persons affiliated with a research centre: Research centres at NMBU, and research centres that NMBU participates in, must *not* be used as independent authors' addresses without attributing the institution. The centre can be named as part of a single NMBU address: Centre of X, (Faculty of Y,) Dept. of Z, the Norwegian University of Life Sciences... The centre's name, faculty name and NMBU should NOT be separated by the word 'and'.

¹ <https://www.cristin.no/cristin/superbrukeropplaering/rapportering/rapporteringsinstruks.html> (in Norwegian only)



More detailed guidelines for some groups:

Persons who hold part-time positions at more than one institution: The institution(s) that have paid salary for the work carried out must be stated as the author's address.

Persons with additional posts: When research is a component of the person's main employment relationship, the main employer must be given as the author's address. If the publication is related to research carried out in an additional post, the additional employer shall also be named.

Persons who are no longer employed at NMBU: NMBU must be given as the author's address if the research was carried out in whole or in part while the person was employed at NMBU. If the new employer has made a substantial contribution to the research, this employer can be named in addition to NMBU. If the new employer has not made a substantial contribution to the research, this employer can be listed in a footnote as the author's current contact address.

PhD candidates employed by NMBU must, as for other scientific employees, give NMBU as their author's address.

Guidelines for other researchers connected with NMBU:

PhD candidates employed by other institutions must give NMBU as their address if NMBU has made an essential and substantial contribution to, or provided a basis for an author's contribution to, the published work. The active execution of the supervisory responsibility vis-a-vis the publication in question is a sufficient contribution.² The employer's address shall also be given, provided the institution has made an essential and substantial contribution to the published work. **This also applies to PhD candidates who do not have an employment relationship** (e.g. PhD candidates on a quota programme, self-funding candidates, etc.). Candidates undertaking a joint degree on which two educational institutions collaborate (e.g. cotutelle) must name both institutions as their author's address for work that is part of the degree.

Master's degree students: Master students at NMBU must use NMBU as the author's address for research that is published, even if the work is published after completion of the degree. Students undertaking their degree at another institution than NMBU may state this institution's address in addition to NMBU, provided that the other institution has made a substantial contribution to the research to be published.

Guest researchers and guest students: Employees and students at NMBU who are spending, or have spent, a research period at another institution must give NMBU as their author's address. Similarly, guest researchers and guest students visiting NMBU should name their own institution as their author's address. The host institution can be listed in addition if it has made a substantial contribution to the research.

² http://www.uhr.no/documents/Recommended_guidelines_for_crediting_academic_publications_to_institutions.pdf