

## Procedures for Attribution of Publication Affiliation

### Responsibilities

1. Staff and students within the University of Western Sydney (UWS) have individual responsibility to ensure that their publications adhere to the requirements and standards set in the Research Code of Practice.
2. The [Office of Research Services](#) is a resource for additional guidance in implementing these procedures. If clarification is required as to how the procedure might be implemented in particular circumstances, advice should be sought from Office of Research Services prior to submitting research outputs for publication.
3. Periodic audits will be used to ensure that the policy has been effectively implemented and that UWS is receiving appropriate recognition for its publications. Where publications are found not to be correctly attributed to the University, the relevant Institute or School will be notified.

### Attribution of Publication Affiliation

4. All UWS authors are required to cite their institutional research base as **University of Western Sydney** when recording their institutional affiliation in research articles, conference papers and other outputs, including creative works, irrespective of the placement of the affiliation.
5. In doing so, **University of Western Sydney** must be written in full.
6. Depending on the publication, the preferred house style for attribution is **University of Western Sydney**, followed by Institute/ School/ Centre. Divisional units should follow the same pattern - **University of Western Sydney**, unit name, Division (if space permits). Listing **University of Western Sydney** first is the most effective method for ensuring that UWS (and the relevant Institute, School, Centre or Unit) receives appropriate recognition.
7. Where it is not possible to list University of Western Sydney as the first element when recording institutional affiliation, **University of Western Sydney** must appear as the second element of the affiliation.
8. The relevant Institute/ School/ Centre/ Division may be listed as second and tertiary affiliations, where there is sufficient space to do so, and never in place of **University of Western Sydney**.
9. Do not use acronyms such as UWS or Uni of Western Syd, as this may be mapped in machine analysis, for example, as "University of Western Australia", or some other institution, rather than University of Western Sydney.

### Variations in Journal Style

10. If a journal allows for separate institutional attribution and address for correspondence fields, the corporate address (University of Western Sydney Locked Bag 1797 Penrith NSW 2751) must be used in the institutional attribution field and a full postal address provided in the correspondence field.
11. If a journal has only one field in which both affiliation and address for correspondence are recorded, use the full postal address.

## Examples

12. The following examples apply to the affiliation field and are included to provide guidance on applying this policy.

### *Example 1 – Institute*

Researcher Name, **University of Western Sydney**, Hawkesbury Institute for the Environment, Australia

### *Example 2 – School*

Researcher Name, **University of Western Sydney**, School of Sciences and Health, Australia

### *Example 3 – Centre*

Researcher Name, **University of Western Sydney**, Centre for Complementary Medicine, Australia

### *Example 4 –Division*

Researcher Name, **University of Western Sydney**, Division of Academic and Research, Australia

### *Example 5 – CRC or ARC Centre of Excellence*

Researcher Name, **University of Western Sydney**, CRC for Young People, Technology and Wellbeing, Australia

Researcher Name, **University of Western Sydney**, Institute for Culture and Society, CRC for Young People, Technology and Wellbeing, Australia