

## AFFILIATION FOR RESEARCH OUTPUTS POLICY

### 1. PURPOSE

To ensure researchers' affiliation to the University is stated consistently and the University receives appropriate recognition and credit for research conducted by its staff.

### 2. POLICY

All AUT staff are required to cite 'Auckland University of Technology' as their primary research institution when recording their affiliation in research outputs. The wording 'Auckland University of Technology' is to appear as the first component of the affiliation in the following format, as the first element of the affiliation: **Auckland University of Technology**

'Auckland University of Technology' must be spelled in full. Abbreviated names such as AUT, AUT University, Auck Univ Tech, Auck Univ. Tech., must not be used.

The name 'Auckland University of Technology' may be followed by the name of the research institute, school, department or faculty, as appropriate. For example:

**Auckland University of Technology**, [*Institute/School/ /Department/Centre, Faculty*]

The full University postal address should be included:

**Auckland University of Technology, Private Bag 92006, Auckland 1142, New Zealand**

**Auckland University of Technology**, [*Institute/School/ /Department/Centre, Faculty*], **Private Bag 92006, Auckland 1142, New Zealand**

Where the principal or corresponding author is from another institution, the University author/s must advise the corresponding author of the correct format for their affiliation.

If authors have an established 'account' at a particular publishing house with an affiliation that does not conform to the standard, the affiliation must be corrected. The prescribed house style of a publication may dictate an alternative format to the one stated here.

If University staff publish while visiting other institutions, they must list 'Auckland University of Technology' as their first or primary affiliation. The only exception to this is where the other institution's affiliation policy explicitly prescribes a different procedure. Conversely, staff visiting the University who are primarily based at another institution should include 'Auckland University of Technology' as their secondary affiliation.

### 3. DEFINITIONS

**Affiliation:** means the organisation to which the staff member is most closely associated, being the primary employer.

**Author:** means the Person named as an author/creator/producer of a research output and includes co-authors/ co-producers.

**Auckland University of Technology:** is the correct legal name for the University. The abbreviated names such as AUT and AUT University and other variations are brand names.

**Research Output:** means any output produced as a result of research activity including, but not limited to, research articles, conference papers, books patents and creative works.

#### **4. SCOPE**

This policy applies to all staff employed at AUT who are authors or co-authors of research outputs.

#### **5. RELEVANT LEGISLATION**

Nil

#### **6. LEGAL COMPLIANCE**

Nil

#### **7. RELATED PROCEDURES/DOCUMENTS**

Research and Consultancy Contracts Policy – for definition of research

Marketing Policy – for material excluded from this policy

#### **8. RESPONSIBILITY**

Primary responsibility: Pro Vice Chancellor Research and Innovation

Secondary responsibility: Deans and Associate Deans Research

#### **9. DOCUMENT MANAGEMENT AND CONTROL**

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