

Université Paris-Saclay

SIGNATURE CHARTER FOR SCIENTIFIC PUBLICATIONS

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The purpose of this charter is to set out guidelines for the staff of research units operating within Université Paris-Saclay regarding the signature of scientific publications. The charter aims to provide precise rules for any given situation arising at Université Paris-Saclay, so that researchers can sign and promote their publications in a context of open science and international visibility.

For units of which all supervisory higher education and research bodies are component-institutions or member-associated universities of Université Paris-Saclay, publications shall be signed as follows:

Université Paris-Saclay, names of {joint supervisory component-institutions, supervisory member-associated universities, and supervisory research organizations}, name of the research unit, city, postal code, country.

The comments below provide details of the syntax to be used in general and then deals specific cases.

We recommend that you strictly follow the content and syntax provided in this charter in order to avoid errors during automatic signature processing.

If you have any question regarding the signature of publications, please contact:

signature.commune@universite-paris-saclay.fr

An automatically generated signature for your publications is suggested here:

<https://www.universite-paris-saclay.fr/en/signature>

General case All supervisory bodies inside Université Paris-Saclay - single-line signature

One single-line signature is provided for each research unit as follows:

Université Paris-Saclay, names of {joint supervisory component-institutions, supervisory member-associated universities and supervisory research organizations}, name of the research unit, city, postal code, country.

- Signatures should always follow a downward tree structure that starts with "Université Paris-Saclay".
- "Université Paris-Saclay" always appears as is written here, in French, irrespective of the language used in the scientific publication. **In particular a hyphen, "-", between "Paris" and "Saclay" must always be used and it is equally important to ensure there is no preposition (in French: "de") between "Université" and "Paris".**
- The list of supervisory bodies contains all the unit's supervisory bodies: component-institutions, member-associated universities and research organizations. Each entity is named and its name is written as indicated in the Annex. The order in which the various supervisory bodies appear is left to the discretion of the unit and its supervisory bodies.
- The name of the research unit (full name and/or use of an acronym) has been approved by the unit's director. It is set out here:
<https://www.universite-paris-saclay.fr/en/signature>
The same name must be used consistently across all the unit's publications.
- In the case of a joint Inria project team operating within a unit, Inria appears in the same way and place as the supervisory bodies for all publications, whether or not Inria is supervisory body of the unit. The name of the team should not appear.
- Postal address details are provided as follows: postal code, city, country. It may also contain indications of the road name and number for the corresponding author's address, when this is requested in addition to the signature.

Specific case of a researcher employed by a component-institution, member-associated university or national research organization, working in a Université Paris-Saclay research unit of which the researcher's employer is not a supervisory body or a joint supervisory body.

In that case, and for their publications only, the name of the employing institution appears in the same way and place as the supervisory bodies, whether or not the employing institution is supervisory body of the unit. The name of the team in which the researcher works within the unit should not appear.

Specific case Supervisory bodies outside Université Paris-Saclay

1) Specific case of a research unit of which at least one of the supervisory bodies is not any of the following: component-institution, member-associated university or national research organizations partner of Université Paris-Saclay.

In this case, we recommend a multi-line signature:

- The general Université Paris-Saclay signature described above is used for one line and includes all the supervisory bodies within Université Paris-Saclay.
- Another line is provided for each of the unit's external academic co-supervisory body, with a signature that follows the guidelines of that body.

The order of the lines is agreed jointly by the supervisory bodies and the unit director, and for each author concerned may possibly depend on his or her employing institution.

The postal address of the corresponding author (reprint author) may only include the line relating to the author's employing institution.

2) Specific case of external researchers working in a Université Paris-Saclay research unit.

In the case of academic staff and researchers seconded to a Université Paris-Saclay research unit but who are employed by an external institution that is not a supervisory body of the unit, we recommend that these professors and researchers use a two-line signature under their name and for any of their contribution to a publication by the unit, as follows:

- Line 1: the general Université Paris-Saclay signature, as described above.
- Line 2: one line for the external institution by which the author is employed, with a signature that follows the guidelines of that institution.

The postal address of the reprint author may only include the line relating to the author's employing institution.

3) Specific case of academic staff and researchers working in a research unit outside Université Paris-Saclay.

In the case of Université Paris-Saclay academic staff and researchers seconded to a research unit, of which Université Paris-Saclay is not a supervisory body, we recommend that these staff use a multi-line signature, in their own name, for any contribution to a publication by the unit, as follows:

- Line 1: a signature that follows the guidelines provided by the external organization they are seconded to.
- Line 2: the general Université Paris-Saclay signature, as described above.

The postal address of the corresponding author may only include the line relating to the author's home institution.

Additional remarks and comments

- 1) In the signature, we ask you **not to indicate the research unit's code or number**, as these may differ according to each supervisory body of the unit.
- 2) **Activities and projects** such as those led by Idex, Labex, CEPR partnerships, Research Federations, federating institutes, Observatories and so on, as well as **funding programs**, including those from ANR, European and other institutions, and **chairs** should not feature in the signature. However, they may or should be mentioned in the acknowledgements where the project identifier should be provided.
- 3) We ask you **not to feature intermediary organizations** (such as institutes, departments, training and research units, graduate schools) in the signature line, in order to keep the signature as compact as possible and ensure it follows the same format for all units, and to avoid any confusion as regards the institutions. In the same way, Faculties, which will experience changes over the course of the experimentation period, should not appear in the signature of publications.
- 4) In the specific case of **clinical research**, we recommend that you mention the name of the teaching hospital after the name of the research unit and before the postal address.
- 5) **Special characters** – such as "!", ":", "–" – and words such as "and", "or" must not be used between the names of supervisory bodies. Only commas "," and nothing else must be used to separate them from other supervisory bodies and from other elements of the signature.
- 6) **Specific recommendations for certain journals.** The above general rules and recommendations may be adapted in case of specific recommendations from certain journals.

"UPSaclay" name in other communication materials

In the case of popularized scientific communication (such as press releases, website content, social media, communication materials), **the person being interviewed is asked to name as affiliation her or his employing institution, followed by "Université Paris-Saclay"**. Where logos are used, the Université Paris-Saclay logo must feature alongside the employing institution's logo.

Annex:

Names of the Université Paris-Saclay member institutions, member universities and partnering national research organizations to be used in the list of supervisory bodies.

Institution	> Name to be used
AgroParisTech	AgroParisTech
CentraleSupélec	CentraleSupélec
CNRS	CNRS
CEA	CEA
ENS Paris-Saclay	ENS Paris-Saclay
IHES	IHES
INRAE	INRAE
Inria	Inria
Inserm	Inserm
Institut d'Optique Graduate School	Institut d'Optique Graduate School
ONERA	ONERA
Université d'Evry-Val-d'Essonne	Univ Evry
Université de Versailles St Quentin-en-Yvelines	UVSQ

The use of the name "Université Paris-Sud" will cease from the date of the decree creating Université Paris-Saclay and by 1 January 2020 at the latest.

université
PARIS-SACLAY

www.universite-paris-saclay.fr

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