

PUBLICATION GUIDELINES
OF HM HOCHSCHULE MÜNCHEN
UNIVERSITY OF APPLIED SCIENCES
FOR
SCIENTIFIC PUBLICATIONS
IN GERMAN AND ENGLISH

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President's introduction

These Publication Guidelines apply to all parts of HM Hochschule München University of Applied Sciences (HM). Their purpose is to clearly show the affiliation of HM's members in academic publications.

The aim of these guidelines is for all scientific publications, patents and other written documents by HM's members and affiliates to be recorded clearly, correctly and completely to the benefit of the authors and their institution(s), thereby ensuring and improving the visibility of the research work conducted at HM.

They follow the recommendation by the 24th General Meeting of the HRK of 24 April 2018 on [Guidelines for stating affiliations in publications](#).

The publications of HM's researchers give an important picture of the university's range of work. In national and international academic life, publications, and particularly specialist literature such as journals, books, monographs and reports on symposiums and conferences, are used to measure the performance of both the authors themselves and the institutions with which they are affiliated. Institutional rankings are often based on publication records. It is therefore in the particular interest of both authors and their institution (in this case HM) for each publication to be clearly identified so that it can be found in literature searches. The same applies to personalised and institutional performance records based on literature databases.

HM has established a binding, standardised affiliation designation in German and English. You should use this official designation throughout the publication process and everywhere you mention your research institution (e.g. conferences, symposiums, presentations, research applications).

1. Application

These guidelines apply to all HM's academic staff, doctoral candidates and students. They also apply to all academics researching and publishing as visiting scholars at HM. The guidelines additionally apply to honorary professors, part-time lecturers and scholarship holders where publications and other written documents are directly connected to their activities at HM.

2. Name of the university

HM's official German name is:

Hochschule für angewandte Wissenschaften München

HM's English name for scientific publications is:

Munich University of Applied Sciences HM

You must use one of these names whenever indicating your affiliation. Other names should be avoided, not least for trademark reasons.

The correct abbreviation is HM. The abbreviation is always written in capital letters. The name must be written out in full when it is first used in a text, followed by the abbreviation HM. The abbreviation HM may then be used in the remainder of the text.

Avoid formulations such as “the HM institute for XY”, as these are less easily found by internet search engines and can result in misleading foreign language translations. Instead, use wordings such as “the XY institute at HM” or “the XY department at HM”.

3. Specifying the department/institute

Only specify the department or institute if this is allowed or required by the publisher. Use the official (English and German) names and terminology when referring to the department or institute and to other institutional affiliations.

Indicating the university, department, field/institute in the order shown helps to ensure that the publication is correctly classified:

Munich University of Applied Sciences HM

Department of XY (or Fakultät für XY)

Institute name XY

4. Multiple institutional affiliations

Some researchers also belong to another university or institution besides HM. If there is more than one permanent affiliation, for example through a joint appointment to a professorship or an inter-institutional doctoral training programme, both/all the relevant institutions are to be listed.

Examples:

Max Mustermann ^{1, 2}

¹ Munich University of Applied Sciences HM, Department of Civil Engineering, Germany

² Ghent University, Faculty of Engineering and Architecture, Belgium

or:

Ute Musterfrau ^{1, 2}

¹ Hochschule für angewandte Wissenschaften München, Institut für Material- und Bauforschung, Deutschland

² Fraunhofer-Informationszentrum Raum und Bau IRB, Deutschland

This also applies to visiting scholars at HM; it is not sufficient simply to mention HM in the “acknowledgements” section.

In the case of a change of institution during the research and publication process, the institution at which the research work was principally performed is to be listed in all cases. If relevant portions of the research work took place at both institutions, both institutions are to be listed.

5. Academic identity management: Author profiles (e.g. ORCID) and names

Author profiles such as ORCID, the ResearcherID in the Web of Science or the Scopus AuthorID help to make you uniquely identifiable as an author. Unless you have your own author profile, many databases and citation services only record your publications incompletely, if at all.

To make publications more visible and retrievable, HM urges its researchers to register with ORCID and to use this identifier (ORCID iD) in their work. Researchers should always state their ORCID iD in the publication process in addition to HM’s correct name.

In your author profile (e. g. ORCID), please select the correct name for HM from the institution/organisation drop-down menu to ensure that you are clearly associated with HM.

Furthermore, all researchers are firmly advised to decide as early as possible on a standardised version and spelling of their name and to use this consistently in all publications.

6. Information and advice

The editorial team will be happy to provide you with support and advice on:

- Questions about your personal academic identity management (ORCID iD, ResearcherID, Scopus Author ID, etc.)
- Questions about ORCID
- Reporting your publications (in ORCID and to the library)
- Automated generation of publication lists for your web pages
- Questions about open access publications

The team have also put together all the important information on these topics for you in the [HM Wiki](#).

Contact:

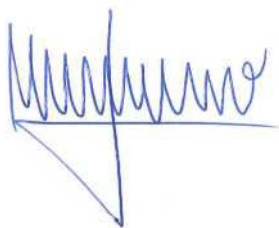
University bibliography editorial team

E-mail: bibliographie@hm.edu

7. Entry into force

The Publication Guidelines will enter into force on 1 August 2021.

Munich, 30 July 2021



Prof. Dr. Martin Leitner
President of the HM Hochschule München University of Applied Sciences