



## Information sheet on naming ZHAW affiliations in publications

### 1. Introduction

This information sheet aims to ensure that the ZHAW Zurich University of Applied Sciences as well as its individual Schools and Institutes are named consistently when ZHAW staff and students state their institutional affiliations in academic and non-academic publications. It supplements the ZHAW's internal [terminology database](#), the [corporate design guidelines for basic brand elements](#) (in German) and the [ZHAW Open Access Policy](#) and answers the most frequently asked questions on how to state affiliations in publications.

### 2. Scope

This information sheet applies to all members of the ZHAW. In particular, it applies to all academic, administrative and technical staff as well as to students and doctoral students who produce their own academic and non-academic publications as part of their activities at the ZHAW or who are involved in the creation of such publications. The information sheet is also aimed at all researchers working temporarily at the ZHAW whose publications are produced during their time at the ZHAW. The information provided in this information sheet must be observed for all publication types.

### 3. Naming the ZHAW and individual Schools

The following designations must be used when naming the ZHAW Zurich University of Applied Sciences:

- ZHAW Zürcher Hochschule für Angewandte Wissenschaften (German),
- ZHAW Zurich University of Applied Sciences (English),
- ZHAW Université des sciences appliquées de Zurich (French)
- ZHAW Università di Scienze applicate Zurigo (Italian)
- Abbreviation in all languages: ZHAW

The abbreviation "ZHAW" is part of the university's official name and must precede the full form.

In addition to the name of the university, further information on institutional affiliations (School, Institute, unit or centre, etc.) can also be provided. When naming Schools or Institutes in external communication, these should also always be preceded by the university name. School and Institute names should never be stated alone.

When compiling the different affiliation levels, the broadest institutional affiliation (ZHAW Zurich University of Applied Sciences or ZHAW) should be stated first and the most immediate (e. g. unit or centre) last, as in the following example.

- ZHAW Zurich University of Applied Sciences, School of Applied Linguistics, IAM Institute of Applied Media Studies
- ZHAW School of Engineering

For the Schools, the following designations are to be used in German or English:

German	English
Departement Angewandte Linguistik	School of Applied Linguistics
Departement Angewandte Psychologie	School of Applied Psychology
Departement Architektur, Gestaltung und Bauingenieurwesen	School of Architecture, Design and Civil Engineering
School of Engineering	School of Engineering
Departement Gesundheit	School of Health Sciences
Departement Life Sciences und Facility Management	School of Life Sciences and Facility Management
School of Management and Law	School of Management and Law
Departement Soziale Arbeit	School of Social Work

The ZHAW's internal terminology database can be used as a resource and reference on how to consistently name the ZHAW, the Schools, Institutes and other organisational units.<sup>1</sup>

#### 4. Additional information

In situations that may make difficult to identify the affiliation in a clear and simple manner (e.g. multiple or joint appointments, cross-institutional doctoral programmes, guest research visits), all corresponding institutions at which relevant parts of the research work were carried out must be stated in academic publications. Should your institutional affiliation change during the course of a research project, it is recommended that you provide additional information about the time spent at each institution.

With a view to the requirements of funding organisations, all ZHAW researchers are recommended to set up unique personal identifiers such as ORCID (Open Researcher and Contributor ID) and to maintain their own profile on an ongoing basis. This makes it easier to link individuals to their publications and research projects as well as to other contributions and results of the research process.

In order to ensure the correct and complete attribution of publications, the uniform spelling of your own name is also recommended in all publications. This applies in particular to names with prefixes as well as individuals with several first or last names. Where applicable and possible, different spellings of a name and name changes should be saved in personal profiles such as your ORCID.

When specifying the e-mail address for correspondence, the official ZHAW e-mail address ([firstname.lastname@zhaw.ch](mailto:firstname.lastname@zhaw.ch)) and not a private e-mail address must be used.

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<sup>1</sup> Further information and specific examples can also be found in section 7 of the [corporate wording guidelines](#) (in German) of the School of Applied Linguistics.



If the ZHAW pays the publishing fees for open access publications, this must be acknowledged in a corresponding field (e. g. “funding acknowledgement”).

## 5. Contact

The central contact point for questions relating to this information sheet is the ZHAW University Library ([digitalcollection@zhaw.ch](mailto:digitalcollection@zhaw.ch)). It offers individual advice and support on request and develops further services on an ongoing basis.

## 6. Policy information

The original German version of the guidelines can be found here:  
[Z MB Merkblatt Affiliation Publikationen.pdf](#)

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