



Universität zu Köln • Albertus-Magnus-Platz • 50923 Köln

To all faculty members and academic staff  
at the University of Cologne

To all office holders  
in the administration at the University of Cologne

via  
the deans of the Faculties

Cologne, 30 September 2019

## **Subject: Amendment of the Publication Guidelines of the University of Cologne**

Dear colleagues,

It is of great importance for researchers to be clearly identifiable and internationally visible with their complete list of publications. Moreover, the University as a whole has an interest in being able to provide a list of publications that is as complete as possible. This leads to an increase in reputation, thereby improving the University's position in rankings and in the allocation of third-party funds.

The enactment of the Publication Guidelines in October 2018 was an important step towards increasing the visibility of authors and the University as a whole. The Publication Guidelines have now been amended to encourage all researchers to make use of a standardized author identification number. This standardized author identification number ensures that authors can be identified unambiguously, irrespectively of name similarities, different spellings of names, name changes, and changes in affiliation. That way, publications can be correctly attributed to their authors and, consequently, also to their institutions.

The University of Cologne furthermore strongly encourages the use of the Open Researcher and Contributor iD (ORCID). With over six million accounts, ORCID is a widely used, free, and publisher-independent author identification number. A manual check yields that about 80 per cent of the researchers at the University's Clusters of Excellence already have an ORCID account. With the amendment of the Publication Guidelines, the University of Cologne wants to further increase this number by encouraging even more researchers of all stages to use an ORCID iD.

## **Der Rektor**

Albertus-Magnus-Platz  
50923 Cologne  
Phone: +49 221 470-2201  
Fax: +49 221 470-4893  
rektor@uni-koeln.de

Ansprechpartner:

Ralf Depping  
Phone: +49 221 470-2351  
depping@ub.uni-koeln.de

Dr. Anna Untertrifaller  
Phone: +49 221 470-2064  
a.untertrifaller@verw.uni-koeln.de

In order to achieve this goal, the University of Cologne wants to support its researchers in the establishment and administration of their ORCID accounts. For this purpose, the University joins the ORCID Consortium Germany. In the future, the University Library will be able to actively support its members in the setting up and maintenance of their ORCID accounts. With this service, the University of Cologne wants to reduce the administrative workload for researchers while promoting an almost complete use of ORCID among its members.

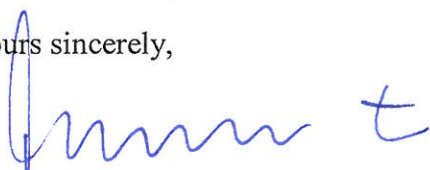
It is self-evident that measures such as embedding ORCID in the publication guidelines and providing support in the maintenance of the ORCID iDs will only be fruitful if there is a general willingness among researchers to make use of an ORCID account. This is why I kindly ask for your cooperation. I would like to encourage you to pass on the updated publication guidelines to your academic environment by recommending that all researchers make use of an ORCID iD. I am grateful for your valuable contribution.

*Publication guidelines – an up-date*

I would also like to take the amendment of the Publication Guidelines as an opportunity to obtain your feedback regarding the Publication Guidelines, which were adopted for the first time in October 2018. Please send your feedback on the practical application of the Guidelines to the following e-mail address:

→ [a.untertrifaller@verw.uni-koeln.de](mailto:a.untertrifaller@verw.uni-koeln.de).

Yours sincerely,



Prof. Dr. Axel Freimuth  
Rector of the University of Cologne

Attachment:

- Updated Publication guidelines (Germ./Engl. Versions)