

## ***Directive for harmonisation of address details on scientific publications of the University of Bern***

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### **1. Starting position and reasoning**

Placings lists in the form of rankings or “league tables” are growing in popularity around the world. Rankings and evaluations, as well as quality audits/institutional accreditations increasingly call for reliable data on research performance, and this also relates in particular to publications. Without any clear indication of the home university for publications, the publications concerned will not be assigned to the University of Bern in an address-based search in Thomson Reuters Web of Science or Scopus<sup>1</sup>. As a result, the performance record of the university, and also of its subordinate entities (faculties, departments, specialist departments, institutes, clinics, etc.), will appear worse in the rankings, etc.

### **2. Problems & improvement**

Problems and shortcomings in the address details of authors of publications from the University of Bern are found primarily under the following points:

- There is no clear indication of the university at which the work was carried out
- The designation of the organisational anchoring within the university is very heterogeneous
- Mistakes in using the institutional designation “University of Bern” (no comma to separate it from other address details, Berne instead of Bern, etc.)

The coverage rate for publications of the University of Bern in the literature databases can be improved by implementing the following measures:

- “University of Bern” will be consistently used as the title of the institution and separated from the other details by a comma. (“Bern University Hospital and University of Bern” will be recognised as standalone organisations, because the two institutions’ names are not separated by a comma)
- Adhering to the order of precedence and terminology in the title of the institution (i.e. not University of Berne, Bern University or University Hospital Bern etc.)

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<sup>1</sup> The **Shanghai Ranking** shows “University of Bern” as a ranked institution. If one enters the search term in Thomson Reuters Web of Science (*Univ\* Bern*), one finds 19,395 records for the period 2007 - 2012. If one uses the rather broader term *Bern Same (Univ\* OR Hosp\*)* for the search, the number increases to 27,740. If one then adds (... *OR Inselspital OR Psychiatry*) one finds 28,297. Also, with the search term *Univ\* Bern\** one finds 200 publications more than if just *Univ\* Bern* is used. This suggests that there may be many publications that are not taken into account in the rankings, because the institutional reference “University of Bern” or “Universität Bern” is missing. The Berner Fachhochschule is called the “Bern University of Applied Sciences”, which makes it imperative to show “Universität Bern” even for publications of the Medical Faculty, because otherwise the sequence of **firstly “University”, and then “Bern”** is interrupted (Bern University Hospital).

- For publications which appear in journals which can be found in databases, as far as possible English location and institutional names should be used instead of German. With English names it is also important to write Bern, and **never** Berne.

### 3. Implementation

On every scientific publication by employees of the University of Bern, the following address hierarchy and a university-wide standard nomenclature should be adhered to:

- a) Name of university entities for publications excluding university hospitals (but including university institutes of the Medical Faculty)

Required institutional designation in the address line:

**University of Bern or Universität Bern**

Other required institutional designations in the address lines:

**Smallest administrative entity (Institute, Section, Specialist Departments or Departments)**

Optional additional institutional address lines:

**e.g. Faculty, Department, NCCR etc.**

- b) Designation of the university/university hospitals for publications

**Designation for publications from the Inselspital:**

Department of x, Department of y, ..... .., Inselspital, Bern University Hospital, **University of Bern**, Switzerland

**Designation for publications from the University Psychiatric Services:**

Department of x, Department of y, ....., University Hospital of Psychiatry, **University of Bern**, Switzerland

**Designation for publications from the Geriatric University Clinic:**

Department of Geriatrics, (Inselspital, Bern University Hospital,) Spital Netz Bern Ziegler, **University of Bern**, Switzerland

**Designation for publications from the University Institutes:**

Institute of x, Institute of y, ....., **University of Bern**, Switzerland

**Designation for publications by University Professors at external teaching hospitals:**

Department of x, Hospital y, **University of Bern**, Switzerland

The configuration of the nomenclature can in principle be freely selected, or is in practice subject to the terms and conditions of the specialist journal concerned. With long address lines, there is a danger that institutional details will be shortened. Accordingly, where possible the university, as well as the second required institutional details should be placed well to the fore in the address line.

#### 4. Obligation

Each organisational entity is obliged to agree on a standard address and to communicate this to the employees of the entity concerned. These address details must be used consistently on scientific publications. The address details on the homepage should as far as possible correspond to those on publications.

Examples:

- In English or German with the two mandatory institutional names:

Department of Chemistry and Biochemistry, University of Bern, Freiestrasse 3, CH-3012 Bern, Switzerland

Departement für Chemie und Biochemie, Universität Bern, Freiestrasse 3, CH-3012 Bern, Schweiz

- With optional extra institutional address details:

Institute of Mathematical Statistics and Actuarial Science, Department of Mathematics and Statistics, University of Bern, Alpeneggstrasse 22, CH-3012 Bern, Switzerland

- Different sequence:

Universität Bern, Mathematisches Institut, Sidlerstrasse 5, CH-3012 Bern, Switzerland  
Institute of Mathematics, University of Bern, Sidlerstrasse 5, CH-3012 Bern, Switzerland

- University Clinics:

Clinic of Medical Oncology, Inselspital, Bern University Hospital, University of Bern, CH-3010 Bern, Switzerland

University of Bern, University Psychiatric Services, University Hospital of Psychiatry and Psychotherapy, CH-3000 Bern 60, Switzerland

The directives come into effect on 1 May 2015.

Bern, 20 April 2015

On behalf of the  
University Board of Directors

Prof. Dr M. Täuber, Rector