Guidelines on Standardisation for Author, Affiliation and Institution Names

The following is a list of guidelines which NUS Libraries recommends that researchers follow when deciding how to list your full names and institutional affiliations in your publications.

The purpose of the guidelines is to help you as authors reduce the incidence of name variants when you publish. This is to facilitate the retrieval of your publications in bibliographic databases which enhances the visibility of your publications.

1. Standardisation for Author Names

As an author, you should choose a name form that clearly identifies and differentiates you from other authors.

Guidelines
1.1. If possible, use all parts of your name to make it as distinctive as possible.
1.2. Databases generally index the initials of your first name. Hence, authors’ names with more initials would be more distinctive and your publications would be easier to search and retrieve.
1.3. Be consistent in using the form of your name in your publications and use the same form throughout, whether you are the sole author or within a group of authors in the publications. This ensures that your articles would be more easily searchable in the databases.
   • If there are diacritics and/or special characters in your name, include a version of your name without those diacritics and/or special characters, or a Romanized one. This preempts the situation of many variant name forms arising when only a restricted character set is used to index your name in the database.

2. Standardisation for Institution, Department and Affiliation Names

Guidelines
2.1. The University’s name should be provided in English.
2.2. Begin with the department name, followed by the University.
   • It is recommended that you check with and obtain the current official name* to be placed in your publications from the department itself. This is because departments may change their names over time.

*Official Name

| Duke-NUS Graduate Medical School Singapore |
| Faculty of Arts and Social Sciences |
| Faculty of Dentistry |
| Faculty of Engineering |
Be consistent with the form of the department addresses and affiliations you provide in your publications.

2.3. Include a separate line in your publication details for the respective departments if you wish to indicate your affiliation with more than one of the University’s departments. For example,

Author’s name\textsuperscript{1,2}

\textsuperscript{1} NUS Libraries, National University of Singapore, 12 Kent Ridge Crescent, Singapore 119275

\textsuperscript{2} Department of Chinese Studies, Faculty of Arts and Social Sciences, National University of Singapore, The Shaw Foundation Building, Block AS7, Level 3, 5 Arts Link, Singapore 117570

This ensures that the respective departments are more easily retrieved in databases used for gauging researcher impact.

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