

# Affiliation Acknowledgement Policy

## Introduction and values

- 1.1. Queen Mary University of London (Queen Mary, “the University”) is committed to the dissemination of its research and scholarship as widely as possible, in accordance with the University’s Strategy 2030 and its core values of Inclusive, Proud, Ambitious, Collegial, Ethical.
- 1.2. The University recognises the importance of open sharing and reuse of content resulting from research, teaching and professional practice, believing that this provides a benefit to both the academic community as well as a public good.
- 1.3. Similarly, the University is committed to a culture of open sharing and dissemination that demonstrates responsible research and innovation culture and research integrity.
- 1.4. Queen Mary recognises the need for a research publishing environment that supports economic and environmental sustainability and equity of access, acknowledging that the persistent underrepresentation of some global communities in academic publishing negatively impacts on the wider sharing of information, learning and discovery.

## 2. Purpose

This Affiliation Acknowledgement Policy sets out the scope and principles for citing the university in findings from research at Queen Mary, when representing the institution at events, and when this requirement or permission ceases.

## 3. Scope

This policy is applicable to:

- a) Academic staff publishing research findings (whether from funded or unfunded research activity), attending events or speaking on behalf of the university
- b) Queen Mary students at all stages of their studies.
- c) Technicians and Professional Services staff publishing findings based on

work on research projects or presenting their work externally as an expert in their field.

## 4. Principles

As an employee of Queen Mary University of London, authors are required to cite the university's name as their affiliation when representing the institution, in publications, at conferences, meetings, and in other scholarly or creative outputs where these result from work or studies undertaken at or for the institution.

## 5. Roles and responsibilities

**Policy Sponsor:** Vice-Principal (Research and Innovation). The Policy Sponsor ensures that the policy is enacted, receives updates from the Policy owner on uptake, and acts as the sponsor for the policy during any review or approval process.

**Policy owner:** Director of Library Services.

**Policy implementation and revision:** Head of Library Research Support, Library Services.

## 6. Policy details

- 6.1. In all public events, research publications, presentations and debates involving Queen Mary staff or students discussing work undertaken as an employee of the University, participants must make clear that they work for:

### Queen Mary University of London

**NB.** In all cases, there is no longer a comma between "Queen Mary" and "University of London" this should appear as one, unbroken, name with all the words included. Once used in its entirety the first time, where the name is repeated, this can be referenced as "Queen Mary".

- 6.2. Such activities include (but are not limited to):
- a) Publishing of research findings in academic literature
  - b) Articles and quotes for newspapers
  - c) Attendance at conferences and seminars
  - d) TV and radio interviews
  - e) Posters and event notices, online communications and debates, etc.
- 6.3. It is crucial that all research and academic debate in whatever form undertaken by Queen Mary staff is associated with the name Queen Mary University of London.
- 6.4. In all correspondence, in whatever form, staff must use a signature that

makes it clear that they work for Queen Mary University of London. This includes ensuring that Queen Mary University of London is clearly visible on websites, email addresses and signatures and business cards. [Digital templates](#) are available from the Content, Brand and Design Team in External Relations.

- 6.5. Where the employee or student has more than one external institutional or organisation affiliation, Queen Mary University of London must still be cited in all instances where their work is representative of activity undertaken at the university.
- 6.6. While other internal affiliations (schools, faculties, research institutes, directorates, departments, centres, etc.) may be included, Queen Mary University of London must appear in all cases.

Examples of acceptable affiliation:

- a) [Person Name], Queen Mary University of London.
  - b) [Person Name], Faculty of Medicine and Dentistry, Queen Mary University of London.
  - c) [Person Name], School of Society and Environment, Queen Mary University of London
- 6.7. Colleagues no longer employed by, or affiliated with, Queen Mary must cease use of the institutional name immediately on leaving the institution, except in the instance where their work is representative of their time at Queen Mary (for example, publications published after they have left the university, but drafted and accepted for publication whilst still employed by the university).

## 7. Review

This policy will be reviewed at least every three years.

Minor updates to this policy that do not affect the rules, principles or intent of this policy may be approved by the Vice-Principal (Research and Innovation) on behalf of the Senior Executive Team.

## Policy Information and Document Control

<b>Policy title</b>	<i>Affiliation Acknowledgement Policy</i>
<b>Version number</b>	<i>Version 1.2 (Version for Approval)</i>
<b>Related policies and procedures</b>	<i>Research Publishing Policy Research Data Management Policy</i>
<b>Superseded policies</b>	<i>Citation Policy</i>
<b>Approval level</b>	<i>Senate</i>
<b>Approval date</b>	<i>23 October 2025</i>
<b>Effective date</b>	
<b>Next review due</b>	<i>October 2028</i>
<b>Policy owner</b>	<i>Anna Semmens, Director of Library Services.</i>
<b>Policy contact</b>	<i>Sarah Molloy, Head of Library Research Support, Library Services.</i>

## Version Control

<b>Version</b>	<b>Date</b>	<b>Reason for updates/Summary of key changes</b>
<b>0.1 (draft)</b>	<i>10 December 2024</i>	<i>Draft policy</i>
<b>0.2 (draft)</b>	<i>24 March 2025</i>	<i>Draft policy migrated to the policy template requiring re-formatting and additional information</i>
<b>0.21 (final draft)</b>	<i>28 April 2025</i>	<i>Draft submitted to Research and Innovation Board, May 2025.</i>
<b>1.0 (Approval)</b>	<i>16 May 2025</i>	<i>First approval version for review by Policy Scrutiny Group.</i>
<b>1.1 (Approval)</b>	<i>07 July 2025</i>	<i>Revised final version for review and approval by SET.</i>
<b>1.2</b>	<i>30 September 2025</i>	<i>Revised version approved by SET on 30 September 2025</i>