

ADVISORY on Multiple Affiliations in Publications

Affiliation (Primary / Secondary / Tertiary) gives credit to the individual(s) and the Organization, where the research work has been carried out. Improper affiliation has an adverse impact on the research visibility of the Institute / University across the globe. Weightages of affiliations depends on subject area and the journal, 100 % for Primary Affiliation, whereas it will vary between 50 to 0 % for secondary affiliations and onwards.

It is observed that few researchers of MAHE have published their work using Primary / Secondary / Tertiary affiliations. This has led to University / Institute not getting the due credit in the form of number of publications and citations. Hence, all researchers, part of the constituent units of MAHE, **MUST** use one affiliation only, as per MAHE guidelines available under useful links in Research management System (RMS).

Secondary Affiliation **MUST** be used only under the following circumstances.

- Faculty pursuing Higher Education / Fellowships / Position in a different organization (other than MAHE), with the approval from the university.
- Part of the work was carried out at different organizations, before joining MAHE.
- Faculty / student have an established startup as per MAHE approval, and the presented research was a part of the startup.

Approved Affiliation Format

Publications may allow an author to mention their Department, Institution, University affiliations (combination or all of them). All faculty members of constituent units of MAHE at Manipal, Mangalore, Bangalore and Jamshedpur **MUST** mention University as *Manipal Academy of Higher Education, Manipal*

- In case journal allows only single step hierarchy, format is as follows:
Author Name
Manipal Academy of Higher Education, Manipal, India.
*For Example, ABC,
Manipal Academy of Higher Education, Manipal, India*
- In case journal allows only two step hierarchy, format is as follows:
Author Name,
Institute Name, Manipal Academy of Higher Education, Manipal, India
*For Example, ABC
Kasturba Medical College, Mangalore, Manipal Academy of Higher Education,
Manipal, India*
- In case journal allows only three step hierarchy, format is as follows:
Author Name
Dept Name, Institute Name, Manipal Academy of Higher Education, Manipal, India.
*For Example, ABC
Dept of Exercise and Sports Sciences, Manipal College of Health Professions,
Manipal Academy of Higher Education, Manipal, India*



MANIPAL

ACADEMY of HIGHER EDUCATION

(Institution of Eminence Deemed to be University)

- In case of Research work carried out at MAHE approved Centre, format is as follows:
Author Name
Centre Name, Dept Name, Institute Name, Manipal Academy of Higher Education, Manipal, India
*For Example, ABC
Centre for Sports Medicine, Dept of Exercise and Sports Sciences, Manipal College of Health Professions, Manipal Academy of Higher Education, Manipal, India*

Must be Avoided

The following practice of affiliation **MUST** be avoided

- Case 1
Author^{1,2}
¹Dept of XYZ, Manipal Institute of Technology, Manipal Academy of Higher Education, Manipal
²Dept of ABC, Manipal Academy of Higher Education, Manipal
- Case 2
Author^{1,2}
¹Centre for PQR, Manipal Academic of Higher Education, Manipal
²Dept of XYZ, Institute Name, Manipal Academy of Higher Education, Manipal.

Approval for Affiliation

- Affiliation formats (Primary / Secondary or otherwise) related to Department / Institution **MUST** be verified & approved by Department / Institution Research Coordinator, before submitting the manuscript for publishing.

NOTE

- Institute affiliation should be as per format specified in RMS.
- Faculties from Mangalore, Bengaluru, Jamshedpur campuses
 - MUST** mention the University name as **Manipal Academy of Higher Education, Manipal, India**
 - Should **NOT** use “Manipal Academy of Higher Education, Mangalore” OR “Manipal Academy of Higher Education, Bengaluru” OR “Manipal Academy of Higher Education, Jamshedpur” as university name in affiliation
- Incentive points for publications would be considered for only if the affiliation is as per the format specified in this notification
- Publications for annual performance appraisals will be considered if the affiliation is as per the format specified in this notification

For any further clarification, Department / Institutional Research coordinators can contact:

Office of Directorate of Research (DoR)

Email: office.dor@manipal.edu

REGISTRAR

To: Heads of Constituent Units | Centres of Excellence | MAHE Teaching Departments, MAHE, campuses

Copy to: The Vice-Chancellor | Pro Vice-Chancellors, MAHE, Manipal – *for information*
The Director(s) – Research | HR | Finance | Deputy Director – CDS, MAHE, Manipal – *for necessary action*
The Director(s) – Quality | Compliance, MAHE, Manipal – *for information*