

Institutional Affiliation & Acknowledgement of Funders Policy



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Related documents	External Funding and Collaboration, Policy and Procedures

1. Purpose

This policy is designed to ensure the correct and consistent use of institutional affiliations and funding acknowledgments in research outputs. The policy aims to ensure that the university receives full recognition for the work of its staff and students in the international league tables and in other research evaluations.

2. Scope

The policy applies to all academic and research staff, and to students whose research outputs derive from their employment by the university, from research grants awarded to the university, or otherwise from the use of university resources and facilities. The policy applies to honorary members of staff and to all King's College London staff associated with King's Health Partners. It applies to all authors of publications, and not simply to principal authors or corresponding authors.

3. Responsibilities

- 3.1 All staff and students within the university will have individual responsibility for ensuring that their research outputs adhere to the requirements and standards for institutional affiliations and funding acknowledgements stipulated within the policy.
- 3.2 The Research Management & Innovation Directorate (RMID) and Library Services will together support academic and research staff in the implementation of this policy. They will give practical guidance in particular instances and can provide worked examples of affiliations in addition to those included in the Appendix.
- 3.3 RMID will create periodic management information reports from bibliographic databases to ensure that the university is receiving credit for its research outputs. RMID will initiate appropriate corrective action with the suppliers, where possible, in cases where research outputs are not being correctly credited to the university.
- 3.4 The following staff members have responsibility for supporting staff and students with the policy:
 - Research Information & Intelligence Specialist, RMID
 - Head of Research Support, Library Services

4. Institutional affiliation to King's College London

- 4.1. All King's authors, including Academic Health Sciences Centre (AHSC) staff, must cite **King's College London** as their institutional research base when recording their affiliation in research articles, conference papers, and other outputs, including published or archived research data, irrespective of where the affiliation actually appears in the publication.
- 4.2. Academic Health Sciences Centre (AHSC) authors must additionally credit **King's Health Partners**.
- 4.3. **King's College London** and **King's Health Partners** must always be spelled out in full. The use of the acronyms KCL and KHP is not permitted in formal publications, nor is any other form of abbreviation of the university's or King's Health Partners' names. There should be an apostrophe in King's, and there should be no comma between College and London.
- 4.4. Affiliations may additionally include Department, School, and Clinical and Academic Grouping if there is sufficient space, but never at the expense of omitting **King's College London** and **King's Health Partners** (where relevant). Authors may put King's College London as the first or the last hierarchical organisational unit, in line with the conventions required by the publisher.
- 4.5. The following should no longer be used, in either full or abbreviated form: University of London or Guy's, King's and St Thomas's (GKT) Schools.
- 4.6. The relevant full university postal address (with postcode) should be included, publisher house style permitting. Corporate addresses may be found on the King's website.
- 4.7. Where a member of King's staff works in a centre based on hospital premises it is especially important to use the affiliation 'King's College London' as well as the hospital address.
- 4.8. Where an author has more than one institutional affiliation, either to more than one academic institution or to King's and to an NHS hospital trust, these should be listed on separate lines, and as fully as possible within the constraints of space.
NB: Publications by authors with multiple affiliations listed on separate lines will be attributed by bibliographic databases to both institutions.

- 4.9. When proofs of a publication are received, authors should carefully check to ensure that their affiliation to King's College London is appropriately recorded.
- 4.10. Where a King's author is not the principal or corresponding author for a publication co-authored with researchers at another institution, they should ensure that the corresponding author is informed of the correct naming convention to be used for the King's authors' affiliation addresses according to this policy.
- 4.11. It is helpful if authors record their personal names as consistently as possible, since this facilitates their accurate identification by the main bibliographic services.

5. Acknowledgment of funding

- 5.1. A statement must be made, wherever possible, in all publications describing research carried out at the university acknowledging the funding agency or agencies which provided the awards which supported the research being reported.
- 5.2. The form of words used should normally be: 'This work was supported by (full funding agency name) [grant no. XXX]' However due regard should be paid to the 'instructions to authors' provided by the publisher.
- 5.3. The name of the funding agency should be written out in full, following the guidance¹ provided by the Research Information Network (RIN).
- 5.4. The grant number should be enclosed in square brackets and multiple grant numbers separated by a comma and space.
- 5.5. Multiple agencies should be separated by a semi-colon.
- 5.6. Where research is carried out within a Research Centre funded by a particular agency and based at the university or in partnership with the university such as the NIHR BRCs, then specific wording may be required to acknowledge this. (See the wording for a number of centres in Appendix B).
- 5.7. In cases where the journal publisher does not provide a section for funding information, the name of a research centre providing financial support within the university should be included in the affiliation address information.
- 5.8. Where a King's author is not the corresponding author for a paper co-authored with researchers in another institution, they should ensure that the corresponding author is provided with the relevant grant information and requested to acknowledge it with the wording as specified in this policy.
- 5.9. Links (known as 'relations') should be made between publications and the relevant projects/awards in King's Research Information System [Pure](#) immediately upon publication.
- 5.10. In cases where there is no external funding supporting a piece of research, authors are recommended to use the following form of words: 'This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors'.

Examples of the correct use of institutional and funder acknowledgements are included as an appendix to this policy.

¹ **Acknowledgement of Funders in Scholarly Journal Articles: Guidance for Research Funders, Authors and Publishers.**
London: Research Information Network, February 2008.

<https://www.ukri.org/wp-content/uploads/2020/10/RIN-251020-FundersAcknowledgementInScholarlyjournalArticles.pdf>

Appendix

A. Specimen affiliations

All the instances below are compliant with this Policy.

Example 1 (King's / Department)

{Researcher Name}, King's College London, Department of History, Strand, London, WC2R 2LS, United Kingdom.

Example 2 (King's / Division)

{Researcher Name}, King's College London, Division of Cancer Studies, New Hunt's House, Guy's Campus, London, SE1 1UL, United Kingdom.

Example 3 (King's / Centre / Faculty)

{Researcher Name}, MRC Centre for Neurodegeneration Research, Institute of Psychiatry Psychology & Neuroscience, King's College London, De Crespigny Park, London, SE5 8AF, United Kingdom.

Example 4 (King's Research Fellow)

{Researcher Name} is a Research Fellow at King's College London in the Dixon Poon School of Law.

Example 5 (King's / King's Research Centre on hospital premises)

{Researcher Name}, Harris Birthright Research Centre for Fetal Medicine, King's College London, King's College Hospital, Denmark Hill, London SE5 8RX, United Kingdom.

Example 6 (King's / King's Health Partners)

{Researcher Name}, Cardiovascular Clinical Academic Group, King's College London, King's Health Partners, Guy's Hospital, London, SE12 9RT, United Kingdom.

Example 7 (King's / Funded Research Centre name)

[Not essential but important if a specific funding acknowledgement is not an allowable feature of a journal publisher's article specification]:

{Researcher Name}, King's College London, British Heart Foundation Centre of Research Excellence, 125 Coldharbour Lane, London SE5 9NU, United Kingdom.

Example 8 (King's plus one or more non-King's institutional affiliations)

{Researcher Name}^{a,b,c}

^a Institute of Psychiatry, Psychology and Neuroscience, The Maurice Wohl Clinical Neuroscience Institute, King's College London, Cutcombe Road, London, SE5 9RT, United Kingdom.

^b Maudsley Hospital Denmark Hill, London, SE5 8AZ, United Kingdom.

^c Name of research centre, Address, Address, Address.

B. Specimen funding acknowledgements

Example 1: MRC

This work was supported by the Medical Research Council [Grant no. xxx]

Example 2: Wellcome Trust

This work was supported by the Wellcome Trust [grant numbers xxxx, yyyy]; the Natural Environment Research Council [grant number zzzz]; and the Economic and Social Research Council [grant number aaaa].

Example 3: Cancer Research UK

This work was supported by CRUK [grant number C ref./A ref."]. All studies approved by the Clinical Trials Advisory and Awards Committee must also quote the CRUK trial number (CRUK ref).

Example 4: Wording specified for the NIHR Guy's Biomedical Research Centre -

'The research was funded/supported by the National Institute for Health Research (NIHR) Biomedical Research Centre based at Guy's and St Thomas' NHS Foundation Trust and King's College London. The views expressed are those of the author(s) and not necessarily those of the NHS, the NIHR or the Department of Health.'

Example 5: Wording specified for the NIHR Maudsley Biomedical Research Centre at King's College London -

'The research was funded/supported by the National Institute for Health Research (NIHR) Biomedical Research Centre at South London and Maudsley NHS Foundation Trust and King's College London. The views expressed are those of the author(s) and not necessarily those of the NHS, the NIHR or the Department of Health.'