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SIGNATURES AND AFFILIATIONS GUIDE FOR RESEARCH STAFF AT INCLIVA

This document has been approved by the INCLIVA Governing Board by means of the minutes dated 9 June 2025.

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1. INTRODUCTION

Firstly, we would like to welcome you to INCLIVA. Throughout this handbook, you will find information about our facilities, available resources, policies and procedures, as well as details on how you can settle into your role. Whether you are a researcher or a member of the management team, we encourage you to explore, ask questions and make the most of your time here.

The aim of this affiliation procedure is to ensure that the scientific output resulting from research carried out at INCLIVA is visible, recognisable and quantifiable.

Compliance with this procedure is essential to properly identify and measure the Institute's overall scientific output and its evolution over time, as well as to meet the standards set by the Carlos III Health Institute.

An author's affiliation will depend on the contracting entity or entities or their usual place of work. The table below indicates the appropriate **option** for authors to use when signing their publications. Full and abbreviated examples for each option are provided below.

USUAL PLACE OF WORK	RESEARCHERS WITH A SINGLE AFFILIATION					RESEARCHERS WITH MULTIPLE AFFILIATIONS				AFFILIATION WITH A CIBER CENTRE
Hospital Clínico Universitario de València (Regional Ministry of Health)	YES					YES				
DS Clínico-Malvarrosa Primary Care Centre (Regional Ministry of Health)		YES					YES			
INCLIVA Biomedical Research Institute			YES					YES		
Carlos Simón Foundation				YES					YES	
University of Valencia					YES	YES	YES	YES	YES	
Biomedical Research Network Centres – CIBER										YES
OPTION	1	2	3	4	5	6	7	8	9	10

In its [guide for Spanish researchers on the standardisation of authors' and institutions' names in scientific publications](#), FECYT recommends adopting a Unique Bibliographic Name, i.e. always signing all works in the same way and using an ORCID identifier to facilitate searches in bibliographic databases.

Furthermore, in **publications** that have received full or partial **public funding**, it will be **necessary to indicate the support or funding received** and the **official project code (acknowledgements section)**.

To comply with the regulations set out in Article 37 of Law 14/2011 on Science, Technology and Innovation, **authors** who have **received public funding** and who **publish in open-access journals** must **make their publications and research data available in an open repository**.

2. RESEARCHERS WITH A SINGLE AFFILIATION.

Option 1. Hospital Clínico Universitario de València.

For researchers employed by the Hospital Clínico Universitario de València (Regional Ministry of Health).

The first step is to state the full name of the Department/Service at the Hospital Clínico Universitario de València, followed by the full name of the hospital and the name of the Incliva Institute.

Complete example:

- Servicio de Cardiología, Hospital Clínico Universitario de Valencia, Instituto de Investigación Sanitaria Incliva, Valencia, España
- Department of Cardiology, Hospital Clínico Universitario de València, INCLIVA Biomedical Research Institute, Valencia, Spain

Abbreviated example:

- Servicio de Cardiología, HCUV, INCLIVA, Valencia, España
- Department of Cardiology, HCUV, INCLIVA, Valencia, España

Option 2. Primary Care Centre.

For researchers employed by the Primary Care Centre of the Valencia-Clínic-Malvarrosa Department, Regional Ministry of Health.

Please state the name of the health centre, followed by the Department of Health (Conselleria de Sanitat) and the name of the school.

Complete example:

- Centro de Salud Benimaclet, Departamento Clínic- Malvarrosa, Instituto de Investigación Sanitaria Incliva, Valencia, España.
- Primary Care Center of Benimaclet, Clínic- Malvarrosa Department, INCLIVA Biomedical Research Institute, Valencia, Spain.

Abbreviated example:

- Centro de Salud Benimaclet, Departamento Clínic-Malvarrosa, INCLIVA, Valencia, España.
- Primary Care Center of Benimaclet, Clínic – Malvarrosa Department, INCLIVA, Valencia, Spain.

Option 3. INCLIVA.

For researchers employed by the INCLIVA Foundation.

Full example:

- INCLIVA Biomedical Research Institute, Valencia, Spain.

- INCLIVA Biomedical Research Institute, Valencia, Spain.

Abbreviated example:

- INCLIVA, Valencia, España.

- INCLIVA, Valencia, Spain.

Option 4. Carlos Simón Foundation.

For researchers employed by the Carlos Simón Foundation.

The name of the Foundation must be stated, followed by the name of the Institute.

Complete example:

- Fundación Carlos Simón, Instituto de Investigación Sanitaria INCLIVA, Valencia, España.

- Carlos Simón Foundation, INCLIVA Biomedical Research Institute, Valencia, Spain.

Abbreviated example:

- Fdn Carlos Simón, INCLIVA, Valencia, España.

- Carlos Simón Fdn, INCLIVA, Valencia, Spain.

Option 5. University of Valencia.

For researchers who carry out their regular work at the University of Valencia.

The full name of the university department must be stated, followed by the university and the name of the INCLIVA Institute.

Complete example:

- Departamento de Medicina, Facultad de Medicina, Universitat de València, Instituto de Investigación Sanitaria INCLIVA, Valencia, España.

- Medicine Department, Faculty of Medicine, University of Valencia, INCLIVA Biomedical Research Institute, Valencia, Spain.

Abbreviated example:

- Dept de Medicina, Fac Med, Univ Valencia, INCLIVA, Valencia, España.

- Med Depart, Fac of Med., Univ of Valencia, INCLIVA, Valencia, Spain.

3. MULTIPLE REGISTRATION.

Option 6. Hospital Universitario de València and University.

For researchers who carry out their regular work at the Hospital and at the University.

Full example:

- Servicio de Cardiología, Hospital Clínico Universitario de Valencia, Departamento de Medicina, Facultad de Medicina, Universitat de València, Instituto de Investigación Sanitaria Incliva, Valencia, España.
- Department of Cardiology, Hospital Clínico Universitario de Valencia, Medicine Department, Faculty of Medicine, University of Valencia, INCLIVA Biomedical Research Institute, Valencia, Spain.

Abbreviated example:

- Servicio de Cardiología, HCUV, Dept de Medicina, Fac Med, Univ Valencia, INCLIVA, Valencia, España.
- Department of Cardiology, HCUV, Med Depart, Fac of Med., Univ of Valencia, INCLIVA, Valencia, Spain.

Option 7. Primary Care Centre and University of Valencia.

For researchers who carry out their regular work at a Primary Care Centre and at the University of Valencia.

Full example:

- Centro de Salud Benimaclet, Departamento Clínic- Malvarrosa, Departamento de Medicina, Facultad de Medicina, Universitat de València, Instituto de Investigación Sanitaria Incliva, Valencia, España.
- Primary Care Center of Benimaclet, Clínic- Malvarrosa Department, Medicine Department, Faculty of Medicine, University of Valencia, INCLIVA Biomedical Research Institute, Valencia, Spain.

Abbreviated example:

- Centro de Salud Benimaclet, Departamento Clínic-Malvarrosa, Dept de Medicina, Fac Med, Univ Valencia, INCLIVA, Valencia, España.
- Primary Care Center of Benimaclet, Clínic – Malvarrosa Department, Med Depart, Fac of Med., Univ of Valencia, INCLIVA, Valencia, Spain.

Option 8. INCLIVA and University of Valencia.

For researchers who carry out their regular work at INCLIVA and the University of Valencia.

The full name of the University Department must be stated, followed by the University and the name of the INCLIVA Institute.

Complete example:

- Departamento de Medicina, Facultad de Medicina, Universitat de València, Instituto de Investigación Sanitaria INCLIVA, Valencia, España.

- Medicine Department, Faculty of Medicine, University of Valencia, INCLIVA Biomedical Research Institute, Valencia, Spain.

Abbreviated example:

- Dept de Medicina, Fac Med, Univ Valencia, INCLIVA, Valencia, España.
- Med Depart, Fac of Med., Univ of Valencia, INCLIVA, Valencia, Spain.

Option 9. Carlos Simón Foundation and University of Valencia.

For researchers who carry out their regular work at the Carlos Simón Foundation and the University of Valencia.

Full example:

- Fundación Carlos Simón, Departamento de Medicina, Facultad de Medicina, Universitat de València, Instituto de Investigación Sanitaria INCLIVA, Valencia, España.
- Carlos Simón Foundation, Medicine Department, Faculty of Medicine, University of Valencia, INCLIVA Biomedical Research Institute, Valencia, Spain.

Abbreviated example:

- Fdn Carlos Simón, Dept de Medicina, Fac Med, Univ Valencia, INCLIVA, Valencia, España.
- Carlos Simón Fdn, Med Depart, Fac of Med., Univ of Valencia, INCLIVA, Valencia, Spain.

4. AFFILIATION WITH CIBER CENTRE

Option 10. Networked Biomedical Research Centres (CIBER).

For researchers affiliated with Biomedical Research Centres in Network. Please indicate the full name of the CIBER or its acronym, as well as the name of the centre and the INCLIVA Institute.

- **CIBERCV.** Centro de Investigación Biomédica en Red Enfermedades Cardiovasculares
- **CIBERDEM.** Centro de Investigación Biomédica en Red de Diabetes y Enfermedades Metabólicas Asociadas
- **CIBERER.** Centro de Investigación Biomédica en Red de Enfermedades Raras
- **CIBERES.** Centro de Investigación en Red de Enfermedades Respiratorias
- **CIBERFES.** Centro de Investigación Biomédica en Red Fragilidad y Envejecimiento Saludable
- **CIBEROBN.** Centro de Investigación Biomédica en Red de la Fisiopatología de la Obesidad y Nutrición
- **CIBERONC.** Centro de Investigación Biomédica en Red Cáncer
- **CIBERSAM.** Centro de Investigación Biomédica en Red de Salud Mental

Full example:

- Departamento de Medicina Interna, Hospital Clínico Universitario Valencia, Instituto de Investigación Sanitaria INCLIVA, Universitat de València, Centro de Investigación Biomédica en Red de la Fisiopatología de la Obesidad y Nutrición, Valencia, España.
- Department of Internal Medicine, Hospital Clínico Universitario Valencia, INCLIVA Biomedical Research Institute, University of Valencia, Center for Networked Biomedical Research of Physiopathology of Obesity and Nutrition (CIBEROBN), Valencia, Spain.

Abbreviated example:

- Grupo de Investigación en Oncología, Departamento de Oncología, HCUV, INCLIVA, UV, CIBERONC, Valencia, España.
- Oncology Research Group, Department of Oncology, HCUV, INCLIVA, UV, CIBERONC, Valencia, Spain.

5. APPROVAL AND ENTRY INTO FORCE

This document has been reviewed by the Scientific Production Unit under the coordination of the Deputy Director of Scientific Affairs. It was approved by the INCLIVA Governing Board by minutes dated 9 June 2025 and ratified by the Board of Trustees on 17 June 2025.

This approval was granted within the framework of the powers conferred upon each of these bodies, and in accordance with the procedures established in the organisation's internal regulations.