

Research Security Authorship and Affiliation Guidance

1. Introduction and values

This guidance document supplements Queen Mary University of London's Affiliation Acknowledgement Policy. It provides practical advice for academic visitors, international students and collaborators involved in international collaborative research and Transnational Education (TNE) programmes to ensure authorship and institutional affiliation are represented accurately, ethically, and consistently across scholarly outputs in an international context.

2. Purpose

Appropriate citation of authorship and affiliation reflect the nature of research partnerships which may impact trusted research and export control compliance as well as Queen Mary reputation. This guidance clarifies expectations and provides practical examples for correctly attributing institutional affiliation in research publications, particularly in international research collaboration and TNE in the context of research security.

3. Scope

This guidance applies to the following individuals who are formally affiliated with Queen Mary (QM):

- Queen Mary registered international students pursuing QM research degrees.
- Queen Mary TNE students based overseas
- International visiting academics/PGR students, associated students and collaborators with QM and/or Faculty approval
- Named roles in funded international collaborative research projects managed by Queen Mary (e.g. international fellows)
- Queen Mary Emeritus and honorary postholders who are based outside the UK

This guidance doesn't intend to cover an exhaustive list of scenarios. If the scenarios outlined above do not reflect your specific circumstances, you must seek prior approval from your Head of School before citing an affiliation. Example of affiliation citation can be viewed at Section 7.

4. Principles

- Primary author affiliation should reflect the institution where the research was conducted.
- Secondary author affiliation of QM can only be included when an author has formal affiliation with QM in accordance with Section 3 of this guidance. Secondary author affiliation should genuinely reflect where the research was conducted or the association was active.
- Once a publication is accepted, listed affiliations should not be changed.
- Authors must verify their Queen Mary formal affiliation is correctly listed in proofs and final versions.

5. Affiliation expiry period

Individuals no longer formally affiliated with Queen Mary may cite QM as a secondary affiliation if the research was conducted during their period of formal affiliation. The use of this secondary affiliation is not permitted beyond 24 months following the formal end date of the ceased affiliation, except under the following circumstances:

- The individual becomes a QM staff
- The individual retains a Queen Mary honorary or emeritus status

6. Further scenario-based guidance

6.1 Queen Mary registered international students pursuing Queen Mary research degrees

- If the research was conducted during their time at Queen Mary, they must cite Queen Mary University of London as their affiliation in accordance with Queen Mary Affiliation Acknowledgement Policy.
- If they have left Queen Mary or moved institutions after graduation, the new affiliation may be recognised using academic conventions such as current address / present affiliation notation (e.g., 'Now at...' or 'Currently at...'), or added as a footnote or within the acknowledgements, in line with the Affiliation Expiry Period.

6.2 Queen Mary TNE students based overseas, e.g. Joint Programmes with Beijing University of Posts and Telecommunications (BUPT) / Northwestern Polytechnical University (NPU) / Nanchang University (NCU)

- The primary affiliation should be the partner institution (e.g. BUPT, NPU, NCU), even if the research was partly conducted at Queen Mary during their study.
- Publications may also cite the title of joint programme (e.g. NPU-QM Joint Engineering School) as a secondary affiliation in line with the Affiliation Expiry Period

- If the student has graduated and moved on, their new institution may be listed as a secondary affiliation or in the acknowledgements.

6.3 International visiting academics/PGR students, associated students and collaborators; named roles in funded research projects or collaborations

- If they are not employed by Queen Mary or pursuing Queen Mary research degree, they should not cite Queen Mary as their primary affiliation, even if the research was conducted at Queen Mary.
- Secondary affiliation of QM may be cited if the research was conducted at Queen Mary and within the Affiliation Expiry Period.
- Acknowledgement of Queen Mary's support or facilities may be included in the acknowledgements section.

6.4 Queen Mary Emeritus and honorary postholders who are based outside UK

- They should not cite Queen Mary as their primary affiliation, even if research was partly conducted at Queen Mary.
- Secondary affiliation of QM may be cited if the research was conducted at Queen Mary and within the Affiliation Expiry Period.
- Acknowledgement of Queen Mary's support or facilities may be included in the acknowledgements section.

7. Examples of affiliation citation

Type of Affiliation	Example (Author Line and Affiliation Section)
Primary affiliation at Queen Mary University of London	Author line: [Person Name] ¹ Affiliations section: ¹ Queen Mary University of London, London, United Kingdom
Primary affiliation at QMUL with a new "Current address / Now at..." affiliation	Author line: [Person Name] ^{1*} Affiliations section: ¹ Queen Mary University of London, London, United Kingdom <i>Current address: [Organisation Name], [City], [Country]</i>
Affiliation listed as city and country only (no institution)	Author line: [Person Name] ¹ Affiliations section: ¹ London, United Kingdom
Primary affiliation at an external institution and QMUL as a secondary affiliation	Author line: [Person Name] ^{1, 2} Affiliations section: ¹ [Organisation Name], [City], [Country] ² Queen Mary University of London, London, United Kingdom

Primary affiliation at an external institution, with QMUL acknowledged only	Author line: [Person Name] ¹ Affiliations section: ¹ [Organisation Name], [City], [Country] <i>Acknowledgements: The author acknowledges support or facilities provided by Queen Mary University of London.</i>
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For further guidance or to ensure appropriate due diligence, please contact the Queen Mary Research Security Team at vp-trustedresearch@qmul.ac.uk.

Document Control

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Version number	<i>v1.0.</i>
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Next review due	<i>February 2028</i>
Guidance contact	<i>Head of International Research & Innovation, Joint Research and Management Office, Research Services vp-trustedresearch@qmul.ac.uk</i>

Version Control

Version	Date	Reason for updates/Summary of key changes