

Guidelines for Maynooth University's Identity in Academic Publications and Grant Applications

1. Affiliation for Academic Publications

Option A. Short Format

Department of XXX, Maynooth University, Maynooth, Co Kildare, Ireland.

Note that in this option the “Maynooth University” component of the department name is dropped. This is for simplicity and in recognition of the possibility of multiple affiliations, inter-departmental collaboration or research institute co-creation. Dropping this component means that clumsy formulations where “Maynooth University” is repeated multiple times can be avoided. The formulation is simple and discoverable by search engines.

Option B Long format

Department of XXX, Maynooth University-National University of Ireland Maynooth, Maynooth, Co Kildare, Ireland.

The purpose of this format option is to allow the term “-National University of Ireland Maynooth” to be added to the affiliation. This term is readily recognised in international audiences and has significant credibility with established partners. A hyphen rather than a comma is used because a comma might suggest that “Maynooth University” is a subsidiary of the “National University of Ireland Maynooth” rather than the same organisation. It also has the advantage of not adding an additional line to the affiliation.

The abbreviations ‘NUI’, ‘NUIM’ or ‘NUI Maynooth’ should not be substituted for the correct affiliations described above.

If one of the above formats cannot be applied please contact the Maynooth University Research Development Office.

Will the new identity result in bibliometric databases losing my individual or departmental citations?

Individual level: As long you use the formats above for describing affiliation then citations will not be lost. Your personal name and the word “Maynooth” as components of your affiliation remain unchanged, so we expect no loss of citations.

Most search databases are now sufficiently sophisticated to capture all the variations of our name (e.g. SCOPUS, INCITES, Harzing's Publish or Perish, Google Scholar). For information and to access these databases, see [Library Research Support Services](#) and [Library Collections](#). Over the last number of years we have tailored these search databases to capture all the existing variations of our name. Reinforcing a standard structure will only help streamline and capture all relevant citations to the University.

University/Departments/Institute level: As above, we expect no loss of citations. For grant awarding agencies, for quality reviewers or for external reporting at the University level, we capture almost all conceivable variations of the University name (including Irish and English versions). The Maynooth University Research Development Office can help departments make historic comparisons if needed, and can also provide advice on how to perform such comparisons consistently. We have briefed external organisations (HEA, SFI etc) on the name changes and how to best capture our outputs, but again as we retain the word "Maynooth" in the affiliation we do not expect any loss or disappearance.

If you encounter a problem in this regard or discover a problem we have not foreseen, please contact research.development@nuim.ie.

2. Affiliation for Research Funding Applications

We recommend that you use "Maynooth University-National University of Ireland, Maynooth" on first mentioning the University. Thereafter "Maynooth University" should be used as the short form description throughout your application (usually in the body of the text). If you are required to use an acronym for your application "MU" is correct. Again, the Maynooth University Research Development Office can assist you with any queries in this regard.

Specific note on Horizon 2020, including ERC and Marie Skłodowska Curie Actions.

For the period September to December 2014, the current EU "short name" and the legal name will remain unchanged (i.e. the submission and "Part A" documents) to minimise disruption. The most important aspect in your proposal (Part B) is to ensure consistency of naming throughout. Please contact Aoife.Shanley@nuim.ie or the Maynooth University Research Development Office for further advice.