

## **Institutional Affiliation Policy 2025 Appendix 1: Examples of the correct use of institutional affiliation**

### *1. School*

Preferred: [Researcher Name], University of Leicester, School of Archaeology and Ancient History, University Road, Leicester, LE1 7RH, United Kingdom.

Alternative: [Researcher Name] School of Archaeology and Ancient History, University of Leicester, University Road, Leicester, LE1 7RH, United Kingdom.

### *2. Department*

Preferred: [Researcher Name], University of Leicester, Department of Genetics, Genomics and Cancer Sciences, Adrian Building, University Road, Leicester, LE1 7RH, United Kingdom.

Alternative: [Researcher Name] Department of Genetics, Genomics and Cancer Sciences, University of Leicester, Adrian Building, University Road, Leicester, LE1 7RH, United Kingdom.

### *3. Dual affiliation (internal)*

Preferred: [Researcher Name], University of Leicester, Institute for Environmental Futures and School of Biological Sciences, University Road, Leicester, LE1 7RH, United Kingdom.

Alternative: [Researcher Name] Institute for Environmental Futures and School of Biological Sciences, University of Leicester, University Road, Leicester, LE1 7RH, United Kingdom.

*Or, where a publisher format allows, include two separate affiliations:*

Alternative: [Researcher Name] University of Leicester, Institute for Environmental Futures, University Road, Leicester, LE1 7RH, United Kingdom.

And

[Researcher Name] University of Leicester, School of Biological Sciences, University Road, Leicester, LE1 7RH, United Kingdom.

### *4. Dual affiliation (external)*

Preferred: [Researcher Name], University of Leicester, Department of Genetics, Genomics and Cancer Sciences, Adrian Building, University Road, Leicester, LE1 7RH, United Kingdom and University Hospitals of Leicester, Department of Clinical Genetics, Leicester Royal Infirmary, Leicester, LE1 7RH, United Kingdom.

Alternative: [Researcher Name] Department of Genetics, Genomics and Cancer Sciences, University of Leicester, Adrian Building, University Road, Leicester, LE1 7RH, United Kingdom and Department of Clinical Genetics, University Hospitals of Leicester, Leicester Royal Infirmary, Leicester, LE1 7RH, United Kingdom.

*Or, where a publisher format allows, include two separate affiliations:*

Alternative: [Researcher Name] University of Leicester, Department of Genetics, Genomics and Cancer Sciences, Adrian Building, University Road, Leicester, LE1 7RH, United Kingdom

And

[Researcher Name] University Hospitals of Leicester, Department of Clinical Genetics, Leicester Royal Infirmary, Leicester, LE1 7RH, United Kingdom.

#### *5. Author biography*

Preferred: [Researcher Name] is a [Position] at University of Leicester in the School of Archaeology and Ancient History.

Alternative: [Researcher Name] is a [Position] in the School of Archaeology and Ancient History at University of Leicester.