

Addresses and Affiliations at the TUM School of Natural Sciences

The TUM Board of Management (Hochschulpräsidium) has released the “TUM Publication Guidelines: Regulations on Designating Affiliation”.

To quote from the TUM Publication Guidelines:

- **These guidelines are binding** for the entire TUM. They apply to all academic and non-academic employees, to students and doctoral candidates, as well as to scientists who conduct research and publish as visiting scholars at TUM.
- **TUM doctoral candidates must always name TUM as their first affiliation.** If the doctoral thesis is completed at an external institution, this is listed as the second affiliation.

We have compiled this shorter version with examples specific to the TUM School of Natural Sciences. A PDF of these NAT guidelines is available as well.

This guide is also available at the TUM-Wiki: <https://wiki.tum.de/display/nat/Address+and+Affiliation>

A practical guide

All members of TUM, including the TUM School of Natural Sciences use a uniform and consistent way of stating the affiliation / address.

Technical University of Munich TUM School of Natural Sciences Department of Bioscience <RESEARCH UNIT> <Person(s)> James-Franck-Str. 1 85748 Garching Germany	Technical University of Munich TUM School of Natural Sciences Department of Chemistry Professorship / Chair for superb research I.M. Portant, I.N. Genius and E.X. Ample Lichtenbergstraße 4 85748 Garching Germany
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Alternatively, the institutional postcode **85747 Garching** is valid without the street address.

- Technical University of Munich, TUM School of Natural Sciences, Physics Department, Professorship / Chair for this and that, Dr. Maria Musterfrau, 85747 Garching, Germany

There are three departments at the NAT-School:

- Department of Bioscience
- Department of Chemistry
- Physics Department

Note: In this guide we only use English addresses, as is generally applicable for international audiences (at conferences, for publications). The corresponding German terms may be used, and should be used in purely German contexts.

Affiliations and multiple affiliations

One of the key performance indicators of the Technical University of Munich (TUM) are publications by TUM scientists and scholars.

It is therefore in the interest of all parties involved that each publication is clearly and correctly attributed to the author and the institution concerned.

Technische Universität München or the English translation: Technical University of Munich **and TUM School of Natural Sciences and Department must always be present**. Other designations, such as chair, are optional.

In case of **multiple institutional affiliation(s)** (e.g. IAS, FRM II, WSI, WMI, MIBE, CRC, MPI) the **declaration of TUM School of Natural Sciences as co-affiliation is mandatory**.

TUM doctoral candidates must always name TUM as their first affiliation. If the doctoral thesis is completed at an external institution, this is listed as the second affiliation.

The full TUM version from the TUM Board of Management (Hochschulpräsidium) is available here.

- TUM Publication Guidelines (English): <https://mediatum.ub.tum.de/download/1621891/1621891.pdf>
- TUM Publikationsrichtlinie (German): <https://mediatum.ub.tum.de/download/1621892/1621892.pdf>

Please note: “In most of the world, addresses are written in order from most specific to general, i.e. finest to coarsest information, starting with the addressee and ending with the largest geographical unit.”¹

Many scientific journals or organizations use the international ordering of addresses instead of the TUM Guidelines.

Examples

- E.X. Pert ^{a, b}
^a Technical University of Munich, TUM School of Natural Sciences, Department of Bioscience, Chair for Innovative Research, James-Franck-Straße 1, 85748 Garching, Germany
^b Technical University of Munich, Institute for Advanced Study, Lichtenbergstraße 2a, 85748 Garching, Germany
- A.U. Thor ^{1, 2}
¹ Technical University of Munich, TUM School of Natural Sciences, Physics Department, Chair for Cosmetic Quantum Effects, 85747 Garching, Germany
² Max-Planck-Institut für Plasmaphysik, EURATOM Assoziation, 85747 Garching, Germany
- I.N. Genius
Technical University of Munich, Germany; TUM School of Natural Sciences, Department of Bioscience, Professorship for Cellular Protein Biochemistry; Center for Functional Protein Assemblies (CPA)

Note: SFBs or Excellence Clusters should be mentioned in **acknowledgments only**. Those are **not** part of the address.

¹Link: https://en.wikipedia.org/wiki/Address#Address_format