



**Maynooth
University**
National University
of Ireland Maynooth

Office of the Vice President Research
and Innovation an Leas-Uachtaráin
Taighde agus
agus Nuálaíochta

Maynooth University

Policy on the Use of Maynooth University Affiliation in Academic Work

Date of Approval: December 2024

Reviewed by: Academic Council Research Committee, Academic
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Owner: Office of the Vice President Research and Innovation

Review date: December 2029.

Policy on the Use of Maynooth University Affiliation in Academic Work

1. Purpose. This policy provides guidance on the correct use of Maynooth University affiliation in academic outputs. It aims to ensure appropriate recognition of the university's contribution to research and scholarly work, while maintaining the integrity and reputation of the institution.

2. Scope. This policy applies to all staff, researchers, and students who are affiliated with Maynooth University, including adjunct staff, honorary appointments and staff of Maynooth International Engineering College. It includes publications, conference presentations, reports, and all other forms of academic dissemination that arise from research and scholarly activity conducted at the university or supported by its resources.

3. Mandatory Use of Affiliation

- **Affiliated Personnel:** All staff, researchers, and students, including adjunct staff, honorary appointments and staff of the Maynooth International Engineering College must use their Maynooth University affiliation in any scholarly publications or presentations that result from work carried out at, or supported by, the university.
- **When to Use Affiliation:** The affiliation must be used when:
 - Research was conducted using Maynooth University's resources, funding, or facilities.
 - The work was carried out as part of an employment, adjunct appointment, fellowship, or student enrolment at the university.

4. Format of Affiliation. Detailed guidance of affiliation format is given in the appendix. In summary, authors must list Maynooth University as their primary or secondary affiliation (as appropriate), using the recommended format.

5. Acknowledgements. In publications that have benefitted from university resources (e.g., funding, facilities, or administrative support), authors must include an acknowledgment of Maynooth University's contribution. For example:

This research was supported by [grant/initiative], Maynooth University.

6. External Collaborations. In cases where research is conducted in collaboration with external institutions, authors should ensure that Maynooth University's role is appropriately recognised, either through co-authorship or in the acknowledgements section.

7. Exceptions There may be instances where affiliation with Maynooth University is not necessary or appropriate, for example:

- Personal publications not related to the author's professional role at the university.
- Research that was completed prior to joining Maynooth University.

Authors seeking exceptions to this policy should consult with the Office of the Vice President for Research and Innovation.

Appendix.

Recommended Format of Maynooth University Affiliation

Short Format

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

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

XXX Institute, Maynooth University, Maynooth, Co Kildare, Ireland.

Roinn an/na XXX, Ollscoil Mhá Nuad, Maigh Nuad, Co. Chill Dara, Éire

Scoil an/na XXX, Ollscoil Mhá Nuad, Maigh Nuad, Co. Chill Dara, Éire

Institiúid XXX, Ollscoil Mhá Nuad, Maigh Nuad, Co. Chill Dara, Éire

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.

Long format

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

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

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

Roinn an/na XXX, Ollscoil Mhá Nuad-Ollscoil na hÉireann Má Nuad, Maigh Nuad, Co. Chill Dara, Éire.

Scoil an/na XXX, Ollscoil Mhá Nuad-Ollscoil na hÉireann Maigh Nuad, Maigh Nuad, Co. Chill Dara, Éire.

Institiúid XXX, Ollscoil Mhá Nuad-Ollscoil na hÉireann, Maigh Nuad, Maigh Nuad, Co. Chill Dara, Éire.

The purpose of this format option is to allow the term “-National University of Ireland Maynooth” to be added to the affiliation. A hyphen rather than a comma is used because a comma might suggest that “Maynooth University” is a subsidiary organisation 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.

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. The Maynooth University Research Development Office can assist you with any queries in this regard.

Reviewed by Academic Council Research Committee, Academic Council,
University Executive Committee (December, 2024)
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