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**Addresses and Acknowledgements on Papers**

Addresses

External agencies are increasingly using citation analysis as one means of ranking institutional applications – a good example is the RAND analysis that NIHR undertake of Hospitals and Universities as part of Biomedical Research Centre applications. Such analysis searches for appropriate Hospital and University names in the address lines of publications. Birmingham Health Partners would like to provide guidelines on addresses to ensure that all of our organisations are found in these bibliometric searches. The following is suggested advice.

For staff based solely on UoB or Aston premises (example)

Joseph Z Bloggs

Centre name if applicable (e.g. MRC Centre for Immune Regulation)

Institute of XXX, Department of XXX, College of Medical and Health Sciences

University of Birmingham, Birmingham Health Partners, *rest of address as appropriate*, Birmingham B15 2TT

College of Health and Life Sciences, Aston University, Birmingham Health Partners, *rest of address as appropriate*, Birmingham B4 7ET

For staff with UoB or Aston Contracts (full or honorary) based in a BHP Trust (example)

Joseph Z Bloggs

Centre name if applicable (e.g. MRC Centre for Immune Regulation)

Institute of XXX, Department of XXX, University of XXX, Hospital Division (e.g. Birmingham & Midland Eye Centre), NHS Trust (e.g. Sandwell and West Birmingham NHS Trust), Birmingham Health Partners, *rest of address as appropriate*

For staff without a UoB or Aston contract in a BHP Trust

Joseph Z Bloggs

Hospital Division (e.g. Birmingham & Midland Eye Centre), NHS Trust (Sandwell and West Birmingham NHS Trust), Birmingham Health Partners, *rest of address as appropriate*

Acknowledgements

When externally funded facilities have been used in a study it is very important for their annual reports and further funding that they are acknowledged. Examples are our core facilities (such as bioimaging, single cell facility, etc.), our NIHR Clinical Research Facilities and our Clinical Trials Units. Appropriate wording can be provided by Heads of Operations.