

Uniformization of institutional addresses

The correct and consistent use of the institutional addresses of NOVA Medical School, Faculdade Ciências Médicas (NMS, FCM) is fundamental for the scientific output not to be underestimated and for NOVA University and the Organic Units to receive the due credit for their publications and for the citations received.

1. To ensure that all UNL articles are counted, the name of the University should appear in full and in Portuguese (Universidade NOVA de Lisboa), since the translation into English implies a loss of identity and of the value of the brand "NOVA".

2. To ensure that NMS|FCM is recognised, the name should be given in full in English and Portuguese (NOVA Medical School, Faculdade de Ciências Médicas), with possible mention of the acronym (NMS, FCM).

3. To ensure the allocation of articles to Research Units, you should indicate their acronym (example: CHRC).

4. All elements should be separated by commas (example: CHRC, NOVA Medical School, Faculdade de Ciências Médicas, NMS, FCM, Universidade NOVA de Lisboa; Lisboa, Portugal).

5. In cases where the author has a contractual relationship with NMS (whatever its nature) but conducts research at another institution, both affiliations should be mentioned, always referring to NOVA Medical School following the rules described above in a separate line. (example: NOVA Medical School, Faculdade de Ciências Médicas, NMS, FCM, Universidade NOVA de Lisboa; Lisboa, Portugal).

6. In cases where the author has a contractual relationship with another institution, but conducts research at NMS (even if temporarily), both affiliations should be mentioned, always referring to NOVA Medical School following the rules described above in a separate line. (example: NOVA Medical School, Faculdade de Ciências Médicas, NMS, FCM, Universidade NOVA de Lisboa; Lisboa, Portugal).

7. In articles resulting from collaborations where the primary responsibility for writing and submission does not belong to the NMS researcher, he/she must

ensure that his/her affiliation is correctly mentioned, according to the rules described above.

November, 2022