



# Article Affiliations – FAQs

## 1. Determining Your Affiliation(s)

- a. [How do I decide which affiliation to list on my manuscript?](#)
- b. [How are affiliations linked to Open Access Agreements?](#)
- c. [I carried out the research presented in my manuscript at my former institution. I have now moved institutions. Can I list my new institution in my manuscript, too?](#)

## 2. Submitting Your Affiliation(s)

- a. [What is the difference between a submitting author and a corresponding author?](#)

### ScholarOne and Editorial Manager

- b. [How do I submit my affiliations in the ScholarOne or Editorial Manager submission systems?](#)
- c. [How do I submit the affiliations of my co-authors in the ScholarOne or Editorial Manager submission systems?](#)
- d. [Can I include multiple institutions for an author in ScholarOne or Editorial Manager?](#)
- e. [What are the presentation requirements for affiliations?](#)

### Email Submissions

- f. [How do I submit my affiliations in an email submission?](#)
- g. [How do I submit the affiliations of my co-authors in an email submission?](#)
- h. [Can I include multiple institutions for an author in an email submission?](#)
- i. [What are the presentation requirements for affiliations?](#)

## 3. Other Affiliation Scenarios

- a. [Can I use a group affiliation?](#)
- b. [I'm an independent researcher/retired and I have no affiliation. How should I list my affiliation?](#)
- c. [I'm a Professor Emeritus. How should I list my affiliation?](#)
- d. [Can I include my job title and/or degree in my affiliation?](#)
- e. [Can I include my mailing address in my affiliation?](#)

## 4. Affiliations in the Published Article

- a. [How will my affiliations appear in the published HTML version?](#)
- b. [How will my affiliations appear in the published PDF version?](#)

## 5. Changing Your Affiliation(s)

- a. [Can I change my affiliation after submission?](#)
- b. [If I update my institution in my user account, will this update my affiliation on submitted manuscripts that are not yet accepted?](#)
- c. [Can I change my affiliation in the published Accepted Manuscript?](#)

## 1. Determining Your Affiliation(s)

*A: How do I decide which affiliation to list on my manuscript?*

Please refer to [Cambridge's author affiliation policy](#) when deciding which affiliation to list on your manuscript:

**Any article affiliations should represent the institution(s) at which the research presented was conducted and/or supported and/or approved. For non-research content, any affiliations should represent the institution(s) with which each author is currently affiliated.**

This is especially important for research articles, since the majority of the research will have been conducted at a particular institution. This institution ought to be fairly acknowledged. This information is also crucial for validating any funding information we receive from institutions.

Please check your institution(s)'s affiliation policy and/or your contractual obligations before submitting your paper.

*B: How are affiliations linked to Open Access Agreements?*

The affiliation of the **corresponding author** determines a manuscript's eligibility for a discounted or waived Article Processing Charge (APC) under Cambridge's Open Access Agreements, so please ensure this information is correct to the best of your knowledge. Please see [this page](#) for further information on assigning a corresponding author.

If a single institution provided funding for the research/is providing APC payment, please check that they do not require to be listed as the primary or only affiliation of the corresponding author in order to approve funding or fulfil criteria.

*C: I carried out the research presented in my manuscript at my former institution. I have now moved institutions. Can I list my new institution in my manuscript, too?*

If you have moved institutions after carrying out the research and before submitting your manuscript, you may also include your current affiliation in your submission. However, please consider including your new institution in your manuscript's *Acknowledgements* section rather than as one of your affiliations, since your affiliation(s) should denote where you carried out the research.

Please see section 2 of this document for instructions on how to submit multiple affiliations.



## 2. Submitting Your Affiliation(s)

### *A: What is the difference between a submitting author and a corresponding author?*

The author who submits the manuscript to the journal is known as the submitting author. The submitting author is responsible for adding their co-authors and their co-authors' affiliations to the submission.

The submitting author is often also the corresponding author, but this is not always the case. The submitting author can mark a co-author as the corresponding author.

### ScholarOne or Editorial Manager

Before you begin a submission, please ensure that the institutions listed in all authors' ScholarOne or Editorial Manager user accounts are correct.

The affiliated institution for each author must be correct when the manuscript is submitted.

### *B: How do I submit my affiliations in the ScholarOne or Editorial Manager submission systems?*

If you are the submitting author, you may add yourself to the author list for a manuscript by inputting your email address when prompted.

If your email address is associated with a user account, the institution in your user account is transferred into the submission. If your user account institution is incorrect, you must change this in your user account before proceeding with the submission.

If your email address is not associated with a user account, you will be prompted to create one via email and must input 1 institution.

### *C: How do I submit the affiliations of my co-authors in the ScholarOne or Editorial Manager submission systems?*

If you are the submitting author, you may add a co-author to the author list for a manuscript by inputting their email address when prompted.

If your co-author's email address is associated with a user account, the institution in their user account is transferred into the submission. If your co-author's user account institution is incorrect, they must change this in their user account before you proceed with the submission.

If your co-author does not have a user account, they will be prompted to create one via email and must input 1 institution.

### *D: Can I include multiple institutions for an author in ScholarOne or Editorial Manager?*

In ScholarOne and Editorial Manager, you may only add **1** institution per author at submission. If you require more than 1 institution, add these to the content of the main manuscript file OR title page. Please see individual journals' *Instructions for Authors* for further information on placement.

### *E: What are the presentation requirements for affiliations?*

For any institutions you add to the manuscript file or title page, please provide the *Institution Name, City and Country*.

All affiliated institutions for each author must be listed on the manuscript in its own discrete section, in a clear, consistent manner free of prose, and must be clearly attributed to the relevant author(s). Affiliations are not required or desired to be presented in an 'address' format.



## Email Submissions

Before you begin a submission, please ensure that the institutions listed for all authors are correct.

The affiliated institution for each author must be correct when the manuscript is submitted.

### *F: How do I submit my affiliations in an email submission?*

If you are the submitting author, please add your affiliations to the content of the main manuscript file OR title page. Please see individual journals' *Instructions for Authors* for further information on placement.

### *G: How do I submit the affiliations of my co-authors in an email submission?*

If you are the submitting author, you are responsible for adding your co-authors' affiliations to the content of the main manuscript file OR title page. Please see individual journals' *Instructions for Authors* for further information on placement.

### *H: Can I include multiple institutions for an author in an email submission?*

If you require more than 1 institution per author, please add these to the content of the main manuscript file OR title page. Please see individual journals' *Instructions for Authors* for further information on placement.

### *I: What are the presentation requirements for affiliations?*

For any institutions you add to the manuscript file or title page, please provide the *Institution Name, City and Country*.

All affiliated institutions for each author must be listed on the manuscript in its own discrete section, in a clear, consistent manner free of prose, and must be clearly attributed to the relevant author(s). Affiliations are not required or desired to be presented in an 'address' format.

### 3. Other Affiliation Scenarios

*A: Can I use a group affiliation?*

We are able to support group affiliations such as consortia on our manuscripts. However, please note that not all journals and indexing services have a mechanism for handling this form of affiliation. We recommend referring to the [CSE guidance for Group Authorship](#) for guidance. Please email [publishingethics@cambridge.org](mailto:publishingethics@cambridge.org) if you require further advice.

*B: I'm an independent researcher/retired and I have no affiliation. How should I list my affiliation?*

Where no institution provided direct support by means of funding, resources, oversight or other any other support to the work carried out, please input 'Independent Scholar' in the main manuscript file and in your user account if applicable.

*C: I'm a Professor Emeritus. How should I list my affiliation?*

Please input 'Professor Emeritus' ahead of the relevant affiliation in the main manuscript file and in your user account if applicable.

*D: Can I include my job title and/or degree in my affiliation?*

We do not support the inclusion of job titles or degrees in affiliations. Please include these in the author name section instead.

*E: Can I include my mailing address in my affiliation?*

For any institutions you add to the manuscript file or title page, please provide the *Institution Name, City and Country*. We ask that you do not include your mailing address in your affiliation as this can cause confusion during the production process.



#### 4. Affiliations in the Published Article

*A: How will my affiliations appear in the published HTML version?*

Your affiliations will appear in the order provided in the accepted manuscript. If you have two or more affiliations and want your 'primary institution' to be officially conveyed in the manuscript, this institution should be listed first at submission and checked by the corresponding author during proofing.

Your affiliations will appear next to your name in the HTML version of the article on Cambridge Core, beneath the article title and publication date:

The screenshot shows the article page for "The Socialist Countries, North Africa and the Middle East in the Cold War: The Educational Connection". The journal is "Contemporary European History". The author is Constantin Katsakioris, affiliated with the Institute of World History, Charles University in Prague. The article is published online by Cambridge University Press on 20 August 2021. The page includes a navigation menu with "Article", "Figures", and "Metrics".

*B: How will my affiliations appear in the published PDF version?*

In the published PDF, your affiliations will usually appear next to your name on the first page. Journal-specific layouts dictate exactly where author affiliations appear in the published PDF. The example below is from the journal *Contemporary European History*.

The screenshot shows the first page of the article in PDF format. It includes the journal information: "Contemporary European History (2021), page 1 of 16" and the DOI: "doi:10.1017/S0960777321000345". The Cambridge University Press logo is in the top right corner. The article title is "The Socialist Countries, North Africa and the Middle East in the Cold War: The Educational Connection". The author is Constantin Katsakioris, affiliated with the Institute of World History, Charles University in Prague. The email address is "Konstantinos.Katsakioris@ff.cuni.cz". A grey box contains the abstract: "This article revisits the Eastern Bloc's educational assistance provided to North Africa and the Middle East during the Cold War. It highlights the political and economic premises, interests and policies at play, and investigates the role of the Council for Mutual Economic Assistance. It examines the creation of schools in North Africa and the Middle East and the training of students in the socialist countries. The article argues for the centrality of education in the international policy of the Eastern Bloc, further demonstrating its importance in the political economy of the relations with the countries of North Africa and the Middle East."



## 5. Changing Your Affiliation(s)

*A: Can I change my affiliation after submission?*

Please ensure that the affiliations in all authors' user accounts / listed in the main manuscript are up-to-date and that the correct corresponding author is assigned before submission.

Sometimes there are instances in which it is necessary to change affiliation details, for example, due to a genuine mistake made at submission. Please contact **the journal editor or Content Manager** in the first instance. You may be required to complete an Affiliation Change Request Form to allow us to assess your request.

If your request to change your affiliation is approved before publication, the change will be made in Production at the proofing stage.

If you request to change your affiliation after publication, this may be granted in the event of a genuine reason. This will generally require publication of a linked correction notice.

*B: If I update my institution in my user account, will this update my affiliation on submitted manuscripts that are not yet accepted?*

No. The details of your affiliation are locked at the point of submission.

*C: Can I change my affiliation in the published Accepted Manuscript?*

We do not make changes to Accepted Manuscripts after their publication. Affiliation changes approved after acceptance will be incorporated into your article at the proofs corrections stage. The final published version of your article (known as the FirstView version) will replace the Accepted Manuscript online.