



Style guide: Academic unit affiliations

Last updated: May 14, 2020

Accurate and consistent phrasing of personnel affiliations is important. Below are some guidelines and examples of use:

- **For university-wide academic settings, an individual's affiliation should be indicated by school and department at a minimum.**
- **Personnel academic unit affiliation should not be named by division alone** (in absence of department or school).
- **Include department, school, and university affiliations in author information for all research publications.** This is important for PubMed query-based publication tracking conducted by staff at Ebling Library and the Department of Medicine. Some centers and institutes at UW also track publications routinely; members of such entities should check with center/institute staff about the correct phrasing.

Examples:

- “Dr. Jane Doe, professor of medicine at the University of Wisconsin School of Medicine and Public Health, announced a research breakthrough today.”
- “The honoree for the Kellett Mid-Career Award from the UW-Madison Office of the Vice Chancellor for Research and Graduate Education is Juan Lopez, MD, associate professor, Department of Medicine, School of Medicine and Public Health.”

Note about awards: UW-Madison only recognizes departments, rather than clinical divisions within departments (the university does have a category of “divisions”, but it applies to an entirely separate kind of structure). Whenever we identify someone from an SMPH department, their unit should be listed as their department. In the case of large departments such as Department of Medicine and Department of Surgery where the divisional structure is very prominent, it's acceptable to also note the division as a secondary identifier (e.g., “an associate scientist in the Department of Medicine and its Division of X”) or to refer to a medical subspecialty as inference of division (e.g., “pulmonologist Dr. Keshia Johnson, who is a professor of medicine in the UW School of Medicine and Public Health, will present a lecture at 2:00 pm on Tuesday.”

- **E-mail signatures:**

- **Example of correct usage:**

Xavier Jones, MD, PhD
Associate Professor
Division of Cardiovascular Medicine
Department of Medicine
University of Wisconsin School of Medicine and Public Health

- **Examples of incorrect usage:**

James Smith, PhD
UW Hospital
[“UW Hospital” is not an accurate location name, and locations of clinical entities should not be used as standalone affiliations in a signature.]

Mary Star, MS
Diabetes Division
[The correct division name is “Division of Endocrinology, Diabetes and Metabolism. Division names should not be used in isolation; include department and school.]

- For public-facing stories, content, and other materials relating directly to the **clinical** arm of our organization, the main UW Health brand identifier may be used in place of specific organizational names. See the [UW Health Writing Guide](#).
- Other resources:
 - [UW-Madison Editorial Style Guide](#)
 - [UW Health Writing Guide](#)
 - [SMPH Intranet Style Guide](#)