



How to submit a document in the IPERION-CH collection on Hal?

Marie Puren
Version 2 - December 2016

With special thanks to the mailing list "Liste halinfo", Celine Smith and Anne Lassailly-Bondaz

Table of content

What is HAL? Why using HAL? The IPERION-CH collection Your account Submitting a document The type of your document Uploading a file Adding metadata **Summary**

What is HAL?

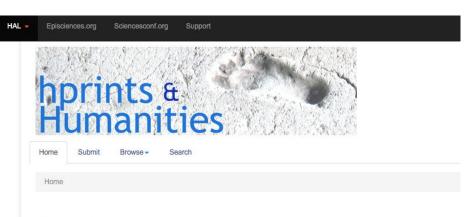
https://hal.archives-ouvertes.fr/



- HAL = "Hyper Article en Ligne" (Hyper Article onLine)
- Multi-disciplinary open access archive
- ☐ The platform HAL respects the OAI-PMH.
- ☐ For research documents, either published in peer-reviewed settings or simple preprints and reports
- From France or abroad
- ☐ From public or private research centers

History

- □ 2000-2001 : Creation in France of the CCSD (Centre pour la communication scientifique directe *Center for the direct scientific communication*)
- 2002 : Budapest Open Access Initiative
- □ 2002 : Launch of HAL
- 2003 : Berlin Declaration on Open Access
- 2008 : HAL extended in Europe : Hprints initiative for the humanities in Scandinavian countries
- 2016: HAL recognized as an official research infrastructure on the French national roadmap



hprints.org

The free Nordic Arts and Humanities and Social Sciences Open Access fulltext repository

HAL today

- Ranking Web of Repositories:
 - HAL Inria: 14th and HAL SHS: 20th (World rank)
 - HAL Inria: 3rd and HAL SHS: 7th (European Union rank)
- OpenDOAR: 1 101 515 items (bibliographical references + full texts) on HAL (2016-02-22)
- 46 205 submissions in full text on HAL in 2015 ("HAL en 2015 : quelques chiffres", *Le blog du CCSD*, 2016-02-02, http://blog.ccsd.cnrs.fr/tag/statistiques/)



Number of submissions in 2015

Homepage



Why using HAL?

- Sustainability: every document has a stable URL guaranteed by CCSD and is archived within the national CINES facility
- ☐ **Visibility** increases for documents available on an open archive:
 - Ebrahim N. A., Salehi H., Embi M. A., et allii, "Visibility and Citation Impact", *International Education Studies*, Vol. 7, No. 4, 2014 (http://papers.ssrn.com/sol3/papers.cfm?abstract_id=2419315)
 - Lawrence S., "Free online availability substantially increases a paper's impact", Nature, Vol. 411, 31 may 2011
 (http://www.nature.com/nature/debates/e-access/Articles/lawrence.html)
 - Le Hénaff D., « Gérer et diffuser des thèses électroniques : un choix politique pour un enjeu scientifique », ADBS, 2005 (https://hal.archives-ouvertes.fr/sic_00001689)

Why using HAL?

☐ Compliance with open access policy for research funded under the 2014-2020 EU Framework Programme for Research and Innovation, Horizon 2020

"Article 29.2 of the Model Grant Agreement sets out detailed legal requirements on open access to scientific publications: under Horizon 2020, each beneficiary must ensure open access to all peer-reviewed scientific publications relating to its results."

(<u>Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020</u>, Version 3.1,25 August 2016, p.5.)

The IPERION-CH collection

- Collections in HAL allow to gather documents that :
 - Share the same theme
 - Come from the same institution, laboratory, team...
 - Belong to the same project
- All the documents are accessible in HAL
- A personalized page to give an unified access
- More visibility

Presentation of the collection

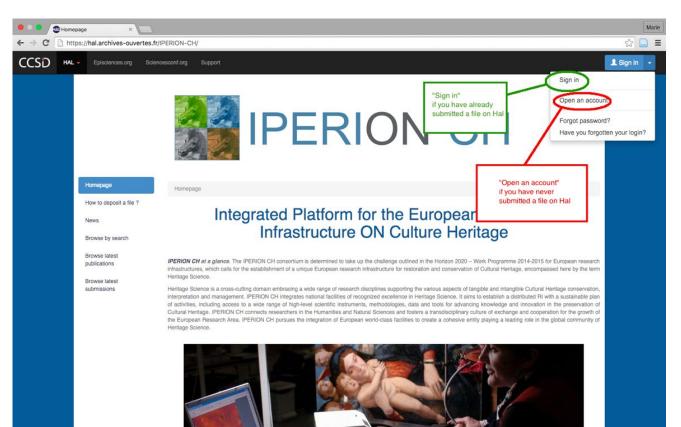
- Available here : https://hal.archives-ouvertes.fr/IPERION-CH/
- In English (a few words are in French)
- ☐ The IPERION-CH collection gathers all the documents produced within the IPERION-CH consortium:
 - Articles
 - Conference papers
 - Grey literature... etc.

Available here : https://hal.archives-ouvertes.fr/lPERION-CH/



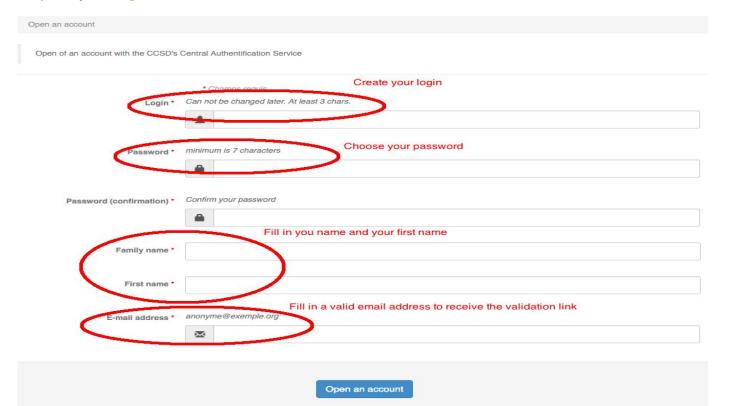
Sign in or create an account

- You have already submitted a file: "Sign in"
 - You have never submitted a file: "Open an account".



How to create an account?

- Choose carefully your "Login". : you won't be able to change it
- You will then receive a link in your mailbox to activate your account. Click on the link, and fill in your information to complete your registration.

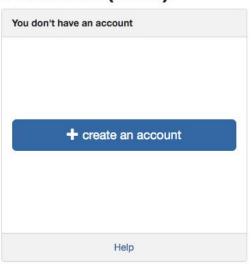


Sign in

After creating your account, you have to "Sign in" before using Hal:

CCSD Central Authentication Service (CAS)



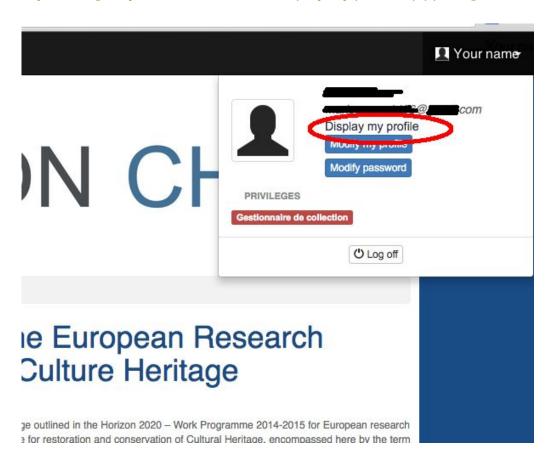


For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

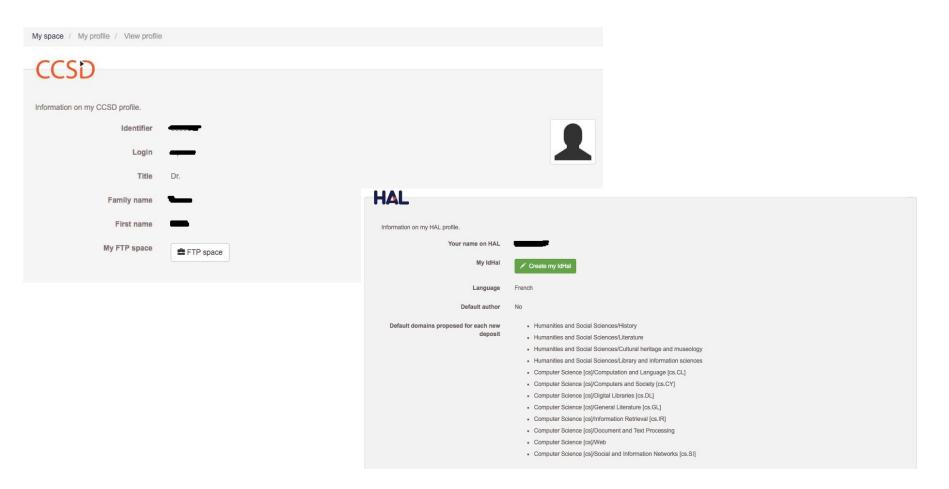
Choose your language in the following list Languages: English Spanish French Russian Svenska Chinese (Simplified) Chinese (Traditional) Deutsch Japanese Nederlands Italiano Urdu Croatian Slovenian Catalan Arabic Portuguese Portuguese (Brazil) Polish Czech Macedonian Farsi

User profile

You can display your profile by clicking on your name, then on "Display my profile" (upper-right corner of the page):



User profile



Submitting a document

- After depositing a document, it is impossible to delete it. Before submitting a file, it is important to :
 - Ask the agreement of the co-author(s)
 - Check the level of dissemination: it has to be "public"
 - Submit the "author-files" (preprints, postprints, final drafts) except if the "publisher file" of an article is published in an open access journal
 - Add the metadata of the document(s)
 - Respect the embargo period required by the editor if there is one.

To chek the copyright and open access self-archiving policies of academic journals: http://www.sherpa.ac.uk/romeo/index.php

Submitting a document SHERPA/RoMEO

- Service run by SHERPA
- The website gathers publisher copyright and self-archiving policies.



... opening access to research

Home · Search · Journals · Publishers · FAQ · Suggest · About

Publisher copyright policies & self-archiving

English | Español | Magyar | Nederlands | Português

Search

O Journal titles or ISSNs O Publisher name	es
Exact title starts with contains	ISSN
Advanced Search Search	Reset

Use this site to find a summary of permissions that are normally given as part of each publisher's copyright transfer agreement.

RoMEO News

Blog • Twitter • More >>

- Dutch Version of RoMEO Released 22-Apr-2015
- Nederlandse versie van RoMEO verschenen 22-Apr-2015
- SHERPA/RoMEO API Version 2.4 has been Closed Down 26-Nov-2013

Special RoMEO Pages

More >>

- Publishers Allowing use of their PDFs in Repositories
- RoMEO Statistics
- Application Programmers' Interface (API)

Additions and Updates

RSS1 Feed • More >>

- <u>University of Ljubljana, Biotechnical Faculty</u> University of Ljubljana, Biotechnical Faculty -15-Apr-2016
- University of Graz University of Graz 14-Apr-2016
- <u>University of Graz, Centre for Southeast European Studies</u> University of Graz, Centre for Southeast European Studies - 14-Apr-2016

Other SHERPA Services

- SHERPA/FACT Funders & Authors Compliance Tool
- . SHERPA/JULIET Research funders' open access policies

Jisc

© 2006-2016, University of Nottingham Contact us

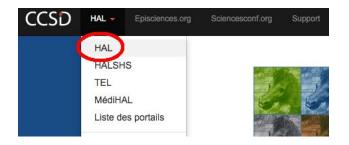
Submitting a document

- 4 steps :
 - 1. Select the type of document you wish to deposit
 - 2. Upload the file
 - 3. Add metada
 - 4. Enter author's affiliations

A last screen will summarize the information you provided. You can then register the deposit.

Submitting a document

Click on "HAL" (upper-left corner of the page) and then on "Submit":





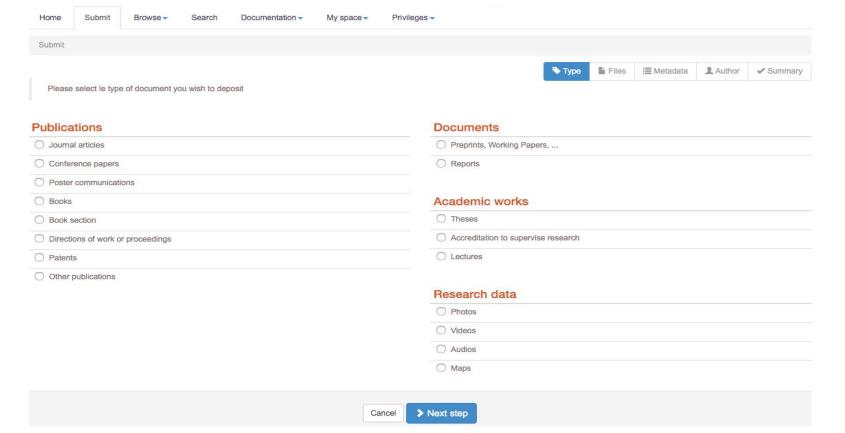
Choosing the type of your document Step 1

4 different categories:

- "Publications": all types of publications like articles published in a journal or in a book, books and books section, conference papers, poster, communications, work procedures
- "Documents": grey literature like preprints, working papers, drafts or reports
- "Academic works": thesis or lectures
- "Research data": data used during a research project, like images, videos, audio recordings or maps

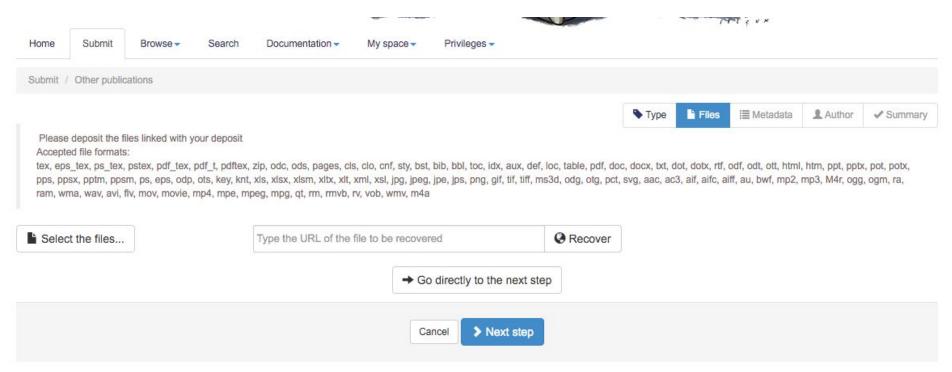
Choosing the type of your document

Select the type of your document by ticking the correct box.



Uploading a file Step 2

Click on « Select the files ». Many formats are available. You can also skip this step and add only the bibliographical reference[1].



[1] In this case, click on "Go directly to the next step"

Uploading a file

Which version of your work could be uploaded in case of a publication?

- If your file is not an Open Access publication, you can upload the peer-reviewed author's manuscript, which has been accepted for publication.
- ☐ If your file is an Open Access publication, you can upload the publisher's version.

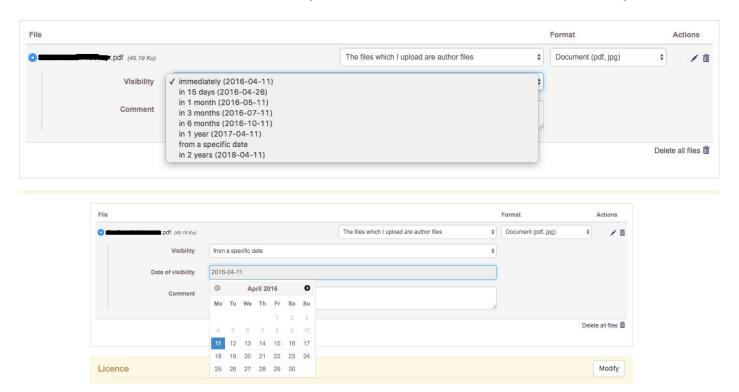
Use the pulldown menu to indicate the legal status of your uploaded file(s):

- 1. Author files: "The files which I upload are author files" => "the peer-reviewed author's manuscript, which has been accepted for publication"
- 2. Publisher files: "I have checked that this editor belongs to those which authorize the submission of the "files editor" on an open archive"
- 3. Publisher files: "I have obtained the explicit agreement of this editor for this particular submission"
- 4. Publisher files: "My institution has paid the publication costs for this article to be in open access"



Uploading a file

If necessary, you can define an embargo period: the file won't be published before a chosen date. You can choose a specific amount of time or a "specific date".



Uploading a file

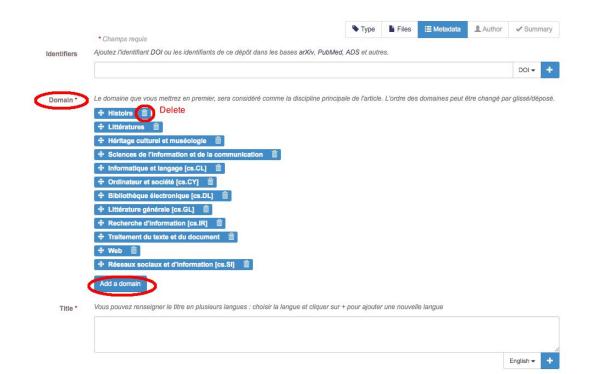
After uploading your file, modify the licence. We suggest you choose the most open licence, like the licence CC-BY.



Adding metadata Step 4

After uploading your file, you can add metadata:

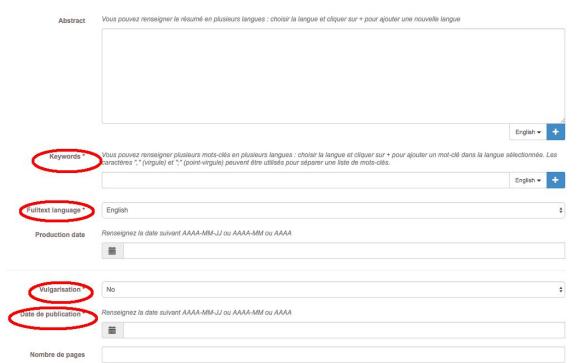
"Domain" is a mandatory field. Hal displays by default the domain(s) you selected in your profile. But you can delete or add one or several domain(s).



Adding medata

Mandatory fields:

- Keywords
- Language
- Vulgarisation (Yes or No)
- Date of publication



Adding medata

Mandatory field:

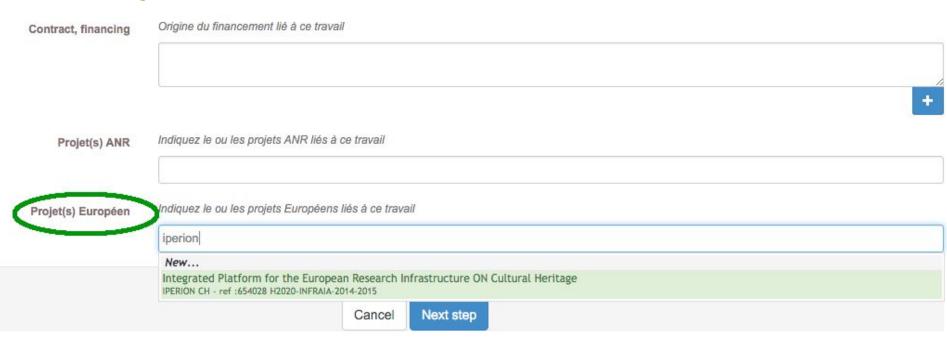
☐ "Table des matières" = Table of content

Tables des matières *	
Classification	PACS, MSC, etc.
ACM Classification	Renseignez des mots-clés issus de la classification ACM Ajouter un mot-clé ACM
Comment	
Internal note	+
Project/Collaboration	+
Voir aussi	URL de ressource(s) liée(s) à ce travail
	+

Adding medata

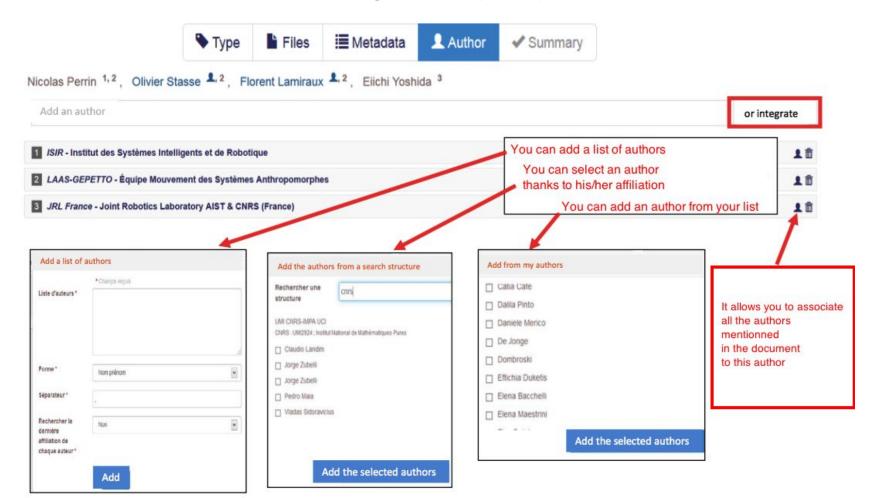
Optional field:

"Projets européens" = European projects. You have to fill in this field if you want your document belong to the IPERION-CH collection. Choose "IPERION-CH"



When you're finished, click on "Next step".

Adding metadata (author)



Adding metadata (author)

When you hover the mouse over an author's name, little editing icons appear:

- Author's information like name or email
- Author's affiliations
- Delete the author

If you want to modify or complete an author's form, you have to click on this icon:

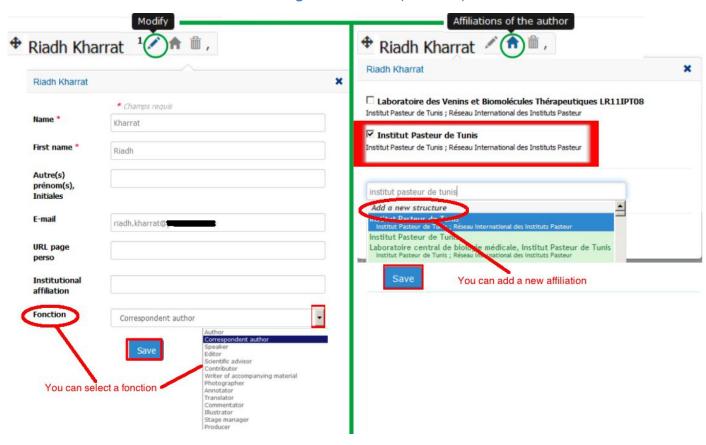


If you want to modify an author's affiliation, you have to click on this icon:

- You can select an affiliation in the list
- You can add a new affiliation before selecting it



Adding metadata (author)



When you're finished, click on "Save".

Summary

Select "I accept these conditions" then click on "Deposit"



