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

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What is HAL?
https://hal.archives-ouvertes.fr/

- HAL = “Hyper Article en Ligne” (Hyper Article onLine)
- Multi-disciplinary open access archive
- Respect OAI-PMH
- For scientific research documents, either published in peer-reviewed settings or simple pre-prints 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 national roadmap
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)

Number of submissions in 2015
The open archive HAL

HAL is an open archive where authors can deposit scholarly documents from all academic fields.

For the attention of the authors

- The deposit must be made in agreement with the co-authors and in the respect for the policy of the publishers.
- The deposit is subject of a control, HAL reserves the right to refuse items that do not meet the criteria of the archive.
- Any deposit is definitive, no withdrawal will be made after the on-line posting of the publication.
- Text files in pdf format or image files are sent to CINES for long-term archiving.

For the attention of the readers

- In a context of electronic distribution, every author keep all its intellectual property rights.

LAST SUBMISSIONS IN HAL


Patrick Schmitt, L'Horizon Terminal. La définition du phénomène à l'heure des nouvelles technologies. Cultures en mouvement, 2003, Aux limites du humain, pp.89-93. <hal-01299380>

Corinne Barrau, Etudie Labik, Christophe Guissard, Jacques Rousquet, Marie-Laure Bolceau, et al., Regionalization of browning revealed by whole subcutaneous adipose tissue imaging. Obesity, Wiley, 2016, vol. 00 (n° 00), pp. 1-9. <10.1002oby.214855>. <hal-01299390>

Why use 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:
  - 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](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](https://hal.archives-ouvertes.fr/sic_00001689))
Why use 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.”

The IPERION-CH collection

- Collections in HAL allow to select documents:
  - 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, but they will be translated very soon)
- The IPERION-CH collection gather together all the documents produced within the IPERION-CH consortium:
  - Articles
  - Conference papers
  - Grey literature... etc.
Available here:
https://hal.archives-ouvertes.fr/IPERION-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.
After creating your account, you can “Sign in” before using Hal:
You can display your profile by clicking on your name, then on “Display my profile” (upper-right corner of the page):
Submit 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 put by the editor – if there is one.

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

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

Click on “HAL” (upper-left corner of the page) and then on “Submit”: 
How to choose 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
How to choose the type of your document?

Please select the type of document you wish to deposit:

- Publications
  - Journal articles
  - Conference papers
  - Poster communications
  - Books
  - Book section
  - Directions of work or proceedings
  - Patents
  - Other publications

- Documents
  - Preprints, Working Papers, ...
  - Reports

- Academic works
  - Theses
  - Accreditation to supervise research
  - Lectures

- Research data
  - Photos
  - Videos
  - Audios
  - Maps
Upload a file
(Step 2)

Upload the file(s) : click on « Select the files ». A lot of different formats are proposed. You can also skip this step and decide to add only the bibliographical reference[1].

[1] In this case, click on “ Go directly to the next step”
Which version of your work could be uploaded on Hal 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 »
If necessary, you can define an embargo. The file won’t be published before a chosen date. You can choose an amount of time or a “specific date”.

Upload a file
After uploading your file, modify the licence and choose a licence CC-BY.
After uploading your file, you can add metadata:

- “Domain” is a mandatory field. Hal displays by default the domain(s) you chose in your profile. But you can delete or add one or several « domain(s) ».
Add metadata

Mandatory field:

- “Table des matières” = Table of content

Classification: PACS, MSC, etc.

ACM Classification: Renseignez des mots-clés issus de la classification ACM

Comment:

Internal note:

Project/Collaboration:

Voir aussi: URL de ressource(s) liée(s) à ce travail
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”.

Add metadata

Contract, financing

Origine du financement lié à ce travail

Projet(s) ANR

Indiquez le ou les projets ANR liés à ce travail

Projet(s) Européen

Indiquez le ou les projets Européens liés à ce travail

Integrated Platform for the European Research Infrastructure ON Cultural Heritage
IPERION CH - ref: 654028 H2020-INFRAIA-2014-2015
Add metadata (author)

You can add a list of authors
You can select an author thanks to his/her affiliation
You can add an author from your list

It allows you to associate all the authors mentioned in the document to this author
Add 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 the affiliation in the list
- You can add a new affiliation before selecting it
When you’re finished, click on “Save”.

Add metadata (author)

You can select a function

You can add a new affiliation
Select “I accept these conditions” then click on “Deposit”
If you have any questions or if you need help, please contact Marie Puren (marie.puren@inria.fr).