OPEN ACCESS

Submission in HAL

Amélie COLLIN

Version 1.0, 2020-04-01

Create an account

To submit a deposit in the HAL or HAL-SHS platform, you have to create a account first.

If you already have an account on the ORCID platform, you can use it to sign in in the HAL platform.

To sign-in with your ORCID account, click on the down arrow next to the **[Sign in]** button

If you already have an account on the Sciencesconf.org platform, you can use this credentials on HAL

To create a account :

- Click on the **[Sign in]** button and click on the **[Create an account]**.
- Your credentials will be sent on your mail box.

Before submitting a new deposit, first :

- Check that your scientific production has not been already submitted on HAL.
- Notify and validate with your co-authors the submission in HAL.

Choose the document type to submit

Publications	Documents	Academic works	Research data
• Journal articles • Conference papers • Poster communications • Books • Book sections • Directions of work or proceedings • Patents • Other publications	• Preprints, Working Papers, … • Reports	• Theses • Habilitation à diriger des recherches • Lectures	• Photos • Videos • Audios • Maps • Software

Do I have the right to submit a deposit ?

- Check with all your co-authors to get their agreement

- Check your publishing contract for legal matters.

- If your document has been published in a academic journal, check the publisher copyright policies on the following websites :

  - Sherpa Roméo

  - Heloïse

  - If you have any doubts, you can send a email to amelie.collin@univ-paris1.fr[Amélie Collin]

When you will create a new submission, specify why you have the right to create this new submission (author version, publishing contract, etc.)

⚠️ The submission of a document cannot be undone. You can only create a new version of a submission after that.

Submission

Submission of unpublished text

As an author, you will remain the holder of the rights to your text.

- In HAL, select the menu **Submit the file(s) › Select the files › Origine › Author files**.

- You can add a Creative Commons License to the document's metadata. You will have to specify the uses you wish to grant to readers.

Submission of published article

The Article 30 of *La Loi pour une République numérique* consolidate academic freedom of researchers.

Under certain conditions, this law will provide the possibility of disseminating on an open archive their scientific production published in journals even if there is exclusive rights assignment

Author version - Pre-print

  What is it ?

    First version of your paper that precedes formal peer review and publication in a peer-reviewed scholarly or scientific journal.

  Can I publish it ?

    Yes, always !

Author version - Post-print

What is it ?

Digital draft of a research journal article after it has been peer reviewed and accepted for the publication, but before it has been typeset and formatted by the journal (aka "Accepted author manuscripts")

Can I publish it ?

Maybe ... It will depend of the publishing policy. If the publisher allow it, you may submit this version on a open archive platform after a delay (embargo - 6 months for STM and 12 for SHS)

Publisher version

What is it ?

The publisher version (publisher's version/PDF) is the document version with the publisher layout.

Can I publish it ?

Maybe. This version doesn't belong to you. This is the publisher's property and it cannot be submitted without its agreement. You must have a formal agreement of the publisher before submitting the deposit.

In HAL, select the menu **Submit the file(s) › Select the files › Origine**. Depending on your case :

- Choose **Author files** to submit an author version.
- Choose **Publisher files** to submit a publisher version

When you will to try to submit a publisher version, you will have to choose the reason why you can submit.

After a publication under contract

- If there is no exclusive rights assignment, the author is free to deposit the full text for any kind of medium
- If the contract allow a open access dissemination after a deadline (embargo), the author is free to deposit after this deadline (compliance with the embargo - 6 months for STM or 12 months for SHS after the first publication date).
- If there is an exclusive rights assignment in the contract :
  - The author must request the publisher authorization to submit the postprint file
  - The author can submit the "author file" version after the deadline embargo.

> To know the editorial policy of your publisher, you can visit the website Sherpa Roméo

After a publication without contract

- In there is no contract with the publisher, the author retains all of its rights.

- The submission in an open archive can be made only after the article publication without a delay.

    ◦ Only the "author's file version" can be submitted.

    ◦ You should notify the publisher of this submission.

Fill data and metadata

- Mandatory fields are marked with an asterisk (*)

- Take advantage of the pre-filling of certain fields :

    ◦ If you have uploaded a file, it is possible that some fields are already completed.

    ◦ If you know the DOI, enter it and metadata information will be retrieve automatically.

- Check and complete the pre-filling information.

- Avoid creating duplicate : when entering the DOI or the title manually, HAL will notify you of possible duplicates. If the reference is already registred in HAL, you don't have to submit it again

> ⚠️ The work in papers having the same name as the article is not a duplicate. Submit the article is relevant.

Authors and affiliations

- Mandatory fields are marked with an asterisk (*). If the metadata information have been retrieve from the PDF or DOI, some authors and affiliations are already filled.

- Check and complete information to add an author : enter a new name in the "Add an author" field.

- If HAL suggests names, choose an existing one, preferably green.

- To add or modify an affiliation :

    ◦ Put your mouse over a name and click on the 🏠 icon.

    ◦ If HAL suggests affiliations, choose existing forms, preferably green.

- To change the order of names: use the arrows that appear when hovering over the name.

Useful links

Tools

- Willo
- HAL Frequently Asked Questions
- FAQ sur la loi République numérique

Publishers policy on deposit on open archives

- http://www.sherpa.ac.uk/romeo.php
- http://heloise.ccsd.cnrs.fr/

Questions ?

Amélie COLLIN
Head of HAL CES

Email : amelie.collin@univ-paris1.fr