



January 2023

MANUAL TO SUBMIT IN HAL MEDIATHEQUE

This document is based on two manuals written by Nathalie Fontaine and Anne Vidal, librarians at IMT Atlantique and Télécom Paris, whom we thank.

WHAT'S NEW IN HAL



- https://hal.archives-ouvertes.fr becomes https://hal.science
 Simplify the web address and improve international visibility.
 Redirects will be provided.
- Evolution of the HAL ergonomics
 Implementation of the new interfaces of HAL centered on the researcher's course: submission form, connected user's space (dashboard).
- Evolution of the management mode of the authors in HAL
 Goal: optimize the links and synchronizations between the identifiers researchers as the idHAL or the ORCID ID.
- Evolution of the documents typology in HAL

Two different levels of documents types:

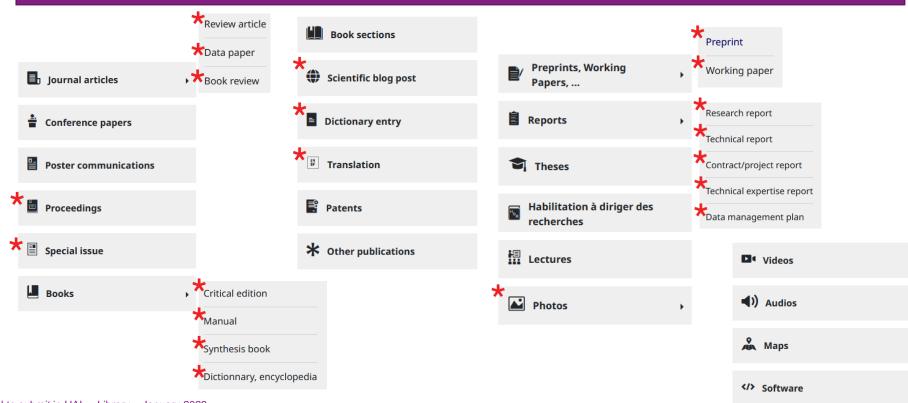
Generic > compulsory choice.

Subtypes > optional choice allowing to qualify more precisely the deposit.



WHAT'S NEW IN HAL

https://doc.archives-ouvertes.fr/deposer/les-types-de-document/







- Ensure free and open access to research
- Provide visibility to your research works
 Articles submitted are visible in Google and Google Scholar search engines.
- Improve your citation rates
 An article submitted to an open archive is cited twice as often as an article not submitted.
- A single entry for:
 Calculate your « Research Points »,
 Complete your CV in HAL, your ORCID file with your deposits, the HAL collections of IMT-BS and LITEM, the activity reports, the accreditation files of the school, etc.
- Provide legal protection for your research Protection under copyright law.
- Ensure the durability of your files and access Perennial unique URL, unlike the academic social networks, The documents submitted in HAL are archived on the CINES servers.



STEPS



U1CREATE YOUR ACCOUNT

02
CREATE YOUR IDHAL

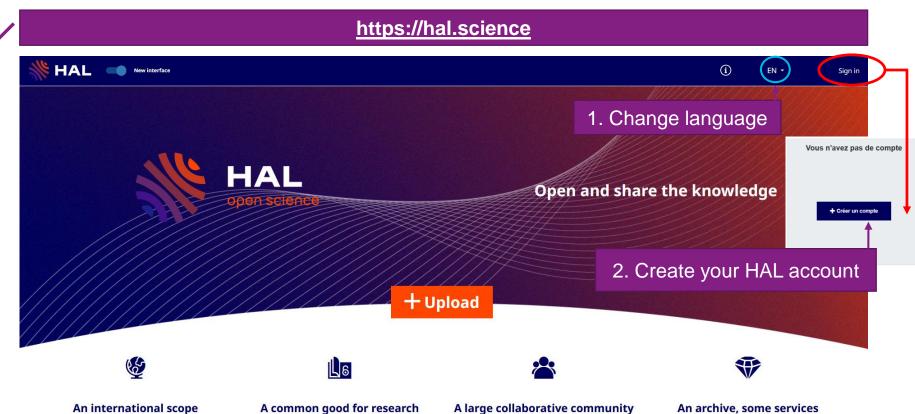
03CREATE YOUR CV SEARCHER PAGE (optional)

04SUBMIT IN HAL

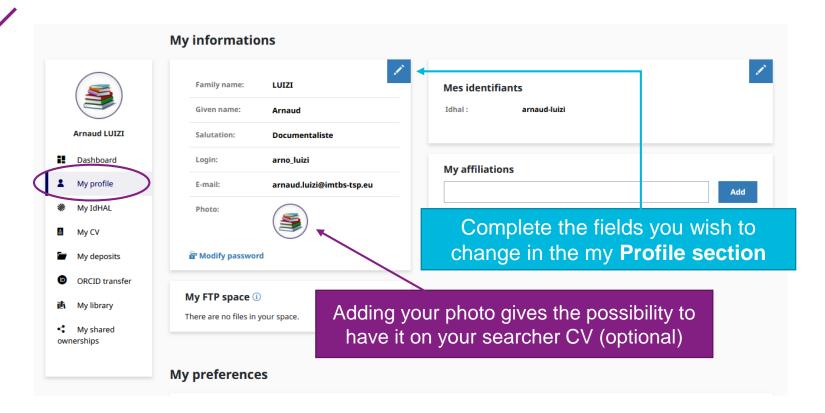
05RIGHTS RETENTION STRATEGY



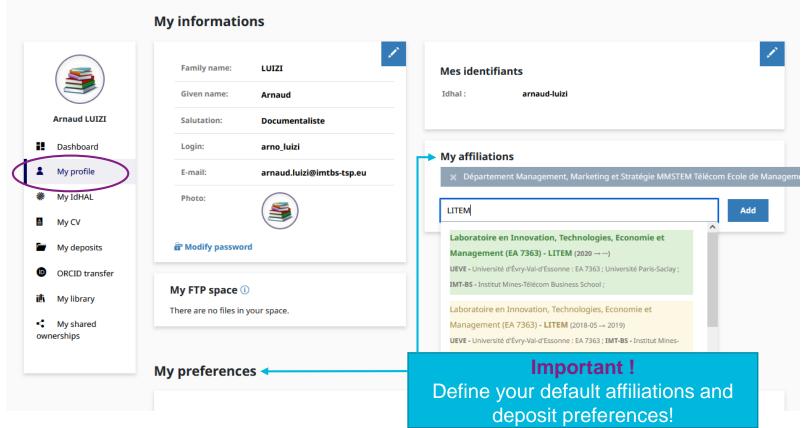






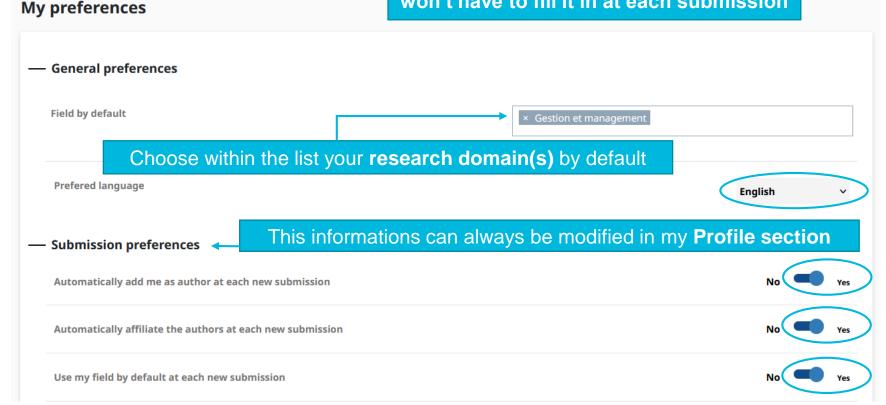








Once this information registered, you won't have to fill it in at each submission





Valid affiliations for IMT-BS in HAL

ID	NAME	STRUCTURE TYPE	ACRONYM
95568	Département Droit, Economie et Finances	department	DEFI
95571	Département Langues et Sciences Humaines	department	LSH
95598	Département Management, Marketing et Stratégie	department	MMS
566965	Département Technologies, Information & Management	department	TIM
1042294	Laboratoire en Innovation, Technologies, Economie et Management (EA 7363)	laboratory	LITEM
523349	Laboratoire Sens et Compréhension du Monde Contemporain	laboratory	LASCO
542857	Dynamique des réseaux, de l'innovation et de la connaissance	researchteam	KIND
451446	Ethique, Technologies, Humains, Organisations, Société	researchteam	ETHOS
542864	Smart Business Information Systems	researchteam	Smart BIS
542869	Représentations et Usages du Numérique	researchteam	RUN
542870	Consommateur Connecté dans la Société Numérique	researchteam	CONNECT
1076412	Chaire Valeurs Politiques des Informations Personnelles	researchteam	CVPIP
1076413	Chaire Good in Tech	researchteam	
1076415	Chaire Innovation Bloc OPératoire Augmenté	researchteam	ВОРА







View all ITM-BS deposits https://hal.science/IMT-BS

HAL affiliation rules for IMT-BS

Fill in your department,

which will make Institut Mines-Telecom Business School appear, itself automatically attached to Institut Mines-Telecom (therefore no use to add IMT-BS or IMT)

• Fill in your lab, LITEM or LASCO





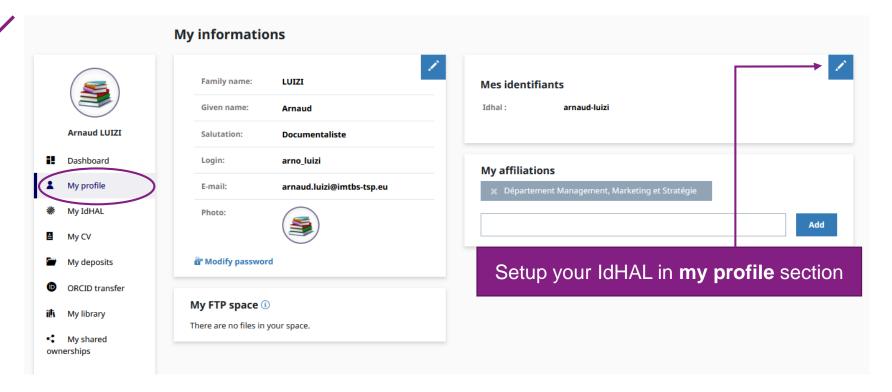
 The IdHAL gathers all the different author forms under the same identifier and solves the problems of homonymy, spelling variations, change of civil status, etc.

ID Auteur	idHAL	Nom	Prénom	
184988	marie-bia-figueiredo	Bia Figueiredo	Marie	IdHAL: valid author form
184988	marie-bia-figueiredo	Bia	Marie -	
184988	marie-bia-figueiredo	Bia Figueiredo	Marie-Anne ◀	Other author forms associated to IdHAL
184988	marie-bia-figueiredo	Bia-Figueiredo	Marie ←	

- You can create your IdHAL only if you are already referenced as author of a deposit in HAL.
- The IdHAL also enables you to create your searcher CV page, which will be automatically completed by your publications submitted in Hal (by you or your co-authors).

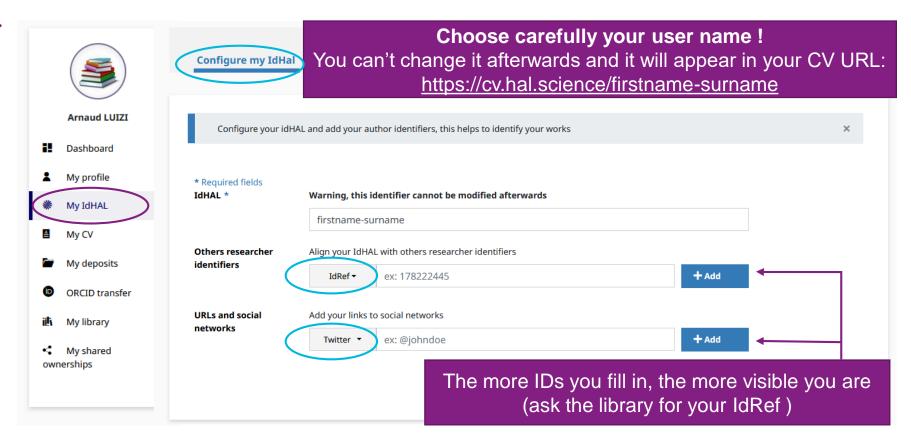




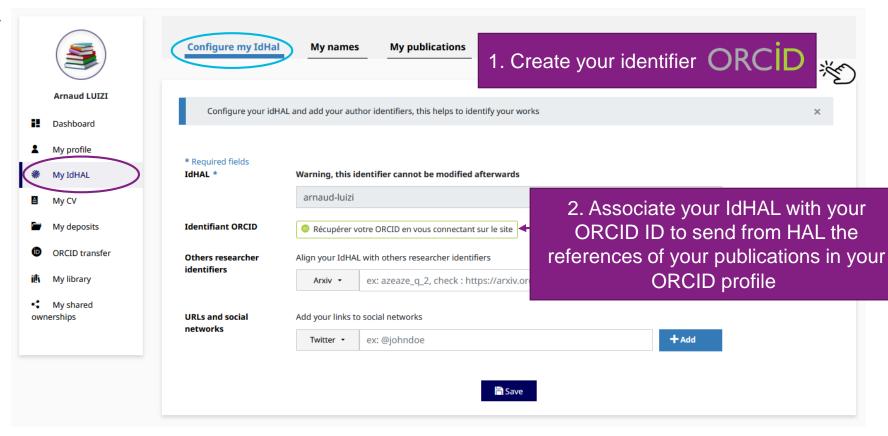






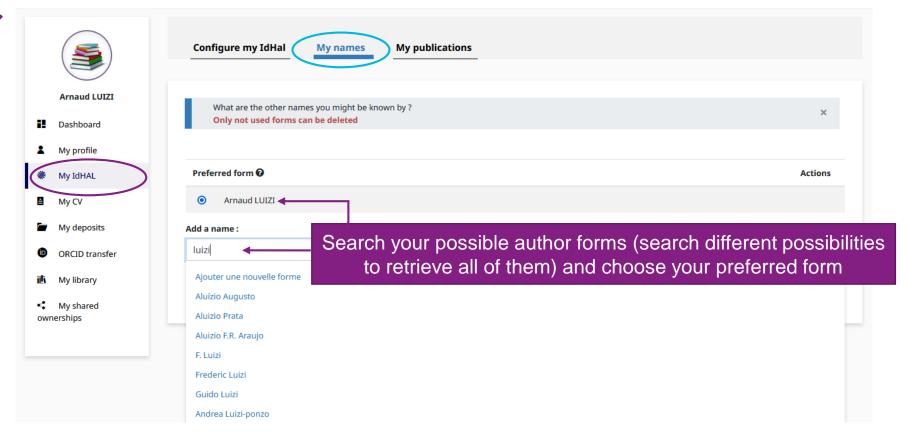




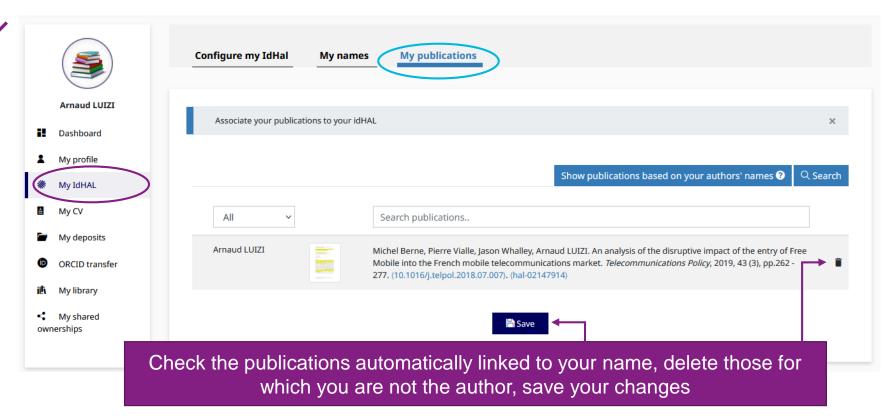








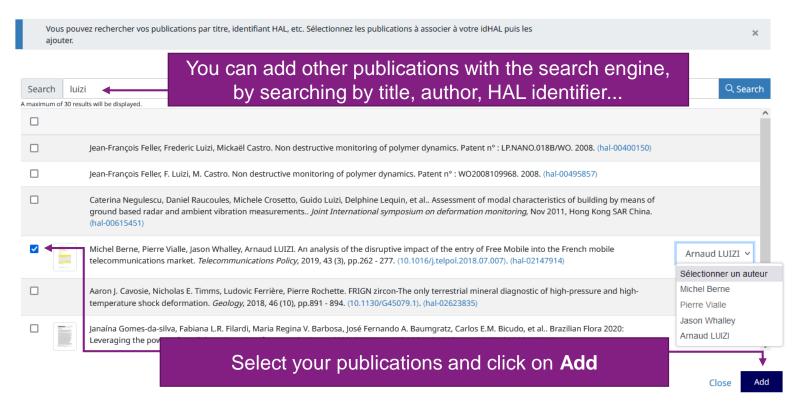








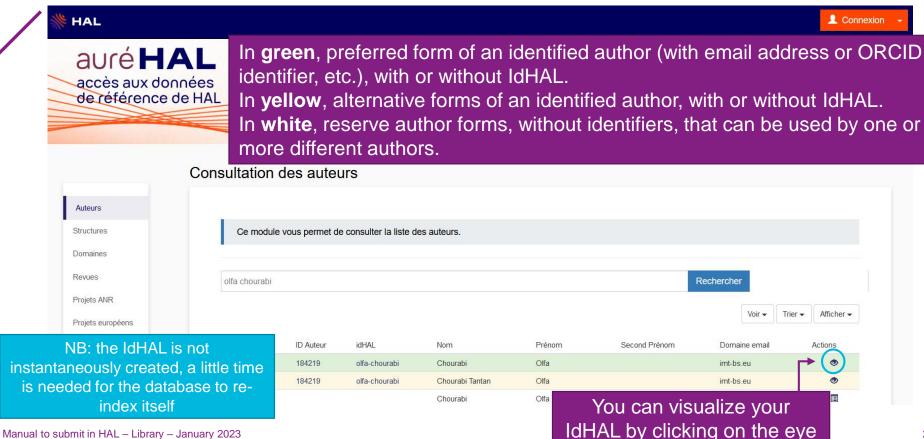
Ajouter des publications



You will find your IdHAL on

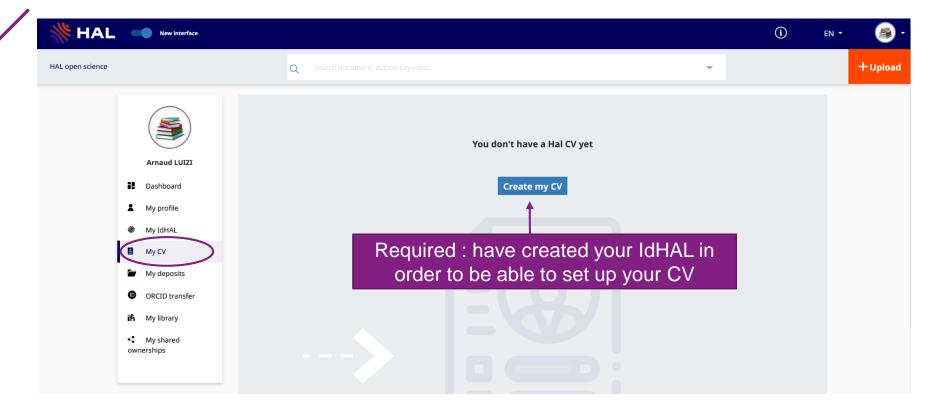




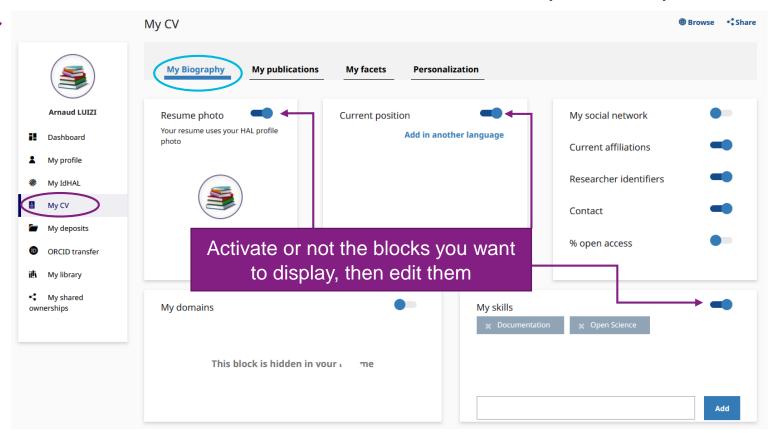


03 CREATE YOUR SEARCHER CV

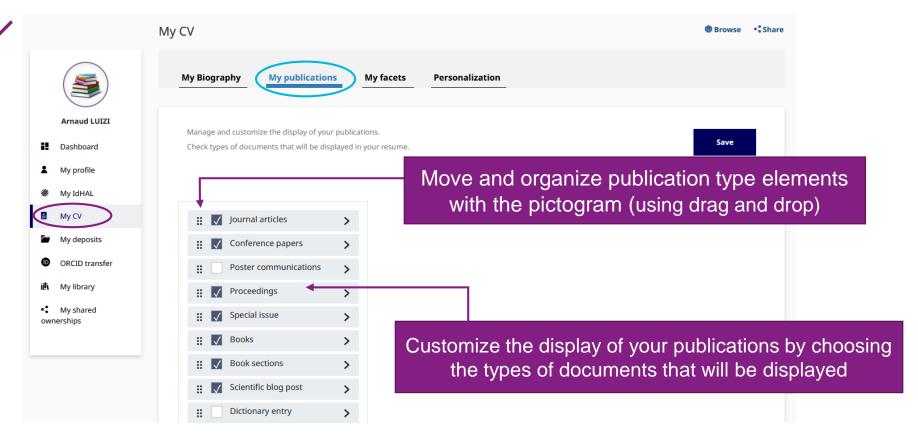




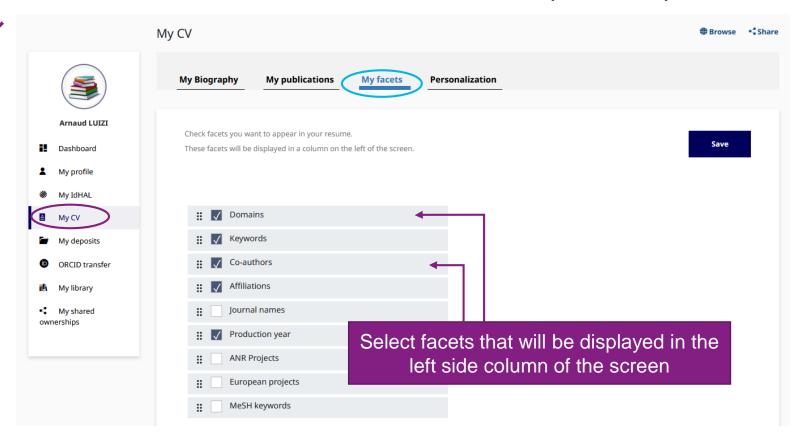




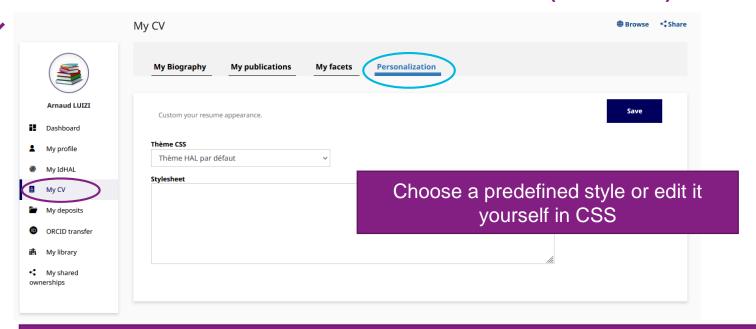






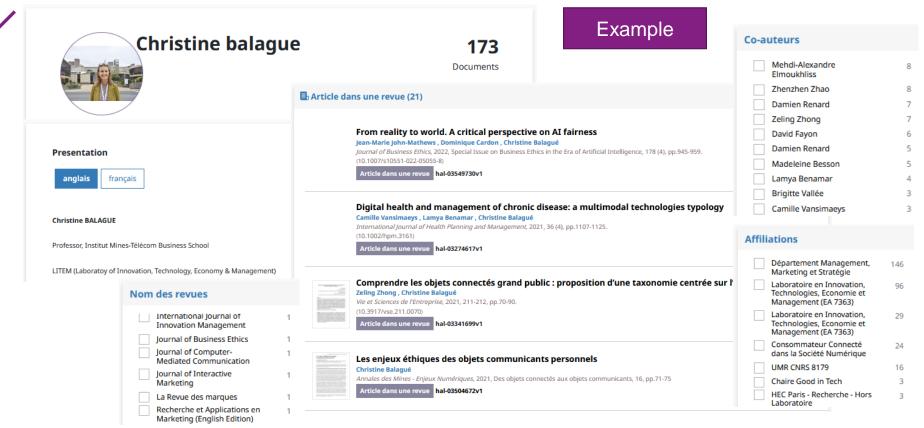






Your CV will be displayed according to this address template with your IdHAL: https://cv.hal.science/firstname-surname





04 SUBMIT IN HAL





> Searching within HAL

HAL is a collaborative database.
Before entering your publication, make sure it isn't already there!

Sood to know!

- The library will still check your publications metadata afterwards!
- PDF deposit is recommended to support open science. Before their online publication, the deposited documents are submitted to a moderation of HAL.
- The submission of a simple bibliographic reference, without a file, is always possible.
- In order to guarantee the continuity of access, all full text repositories of your documents are definitive.
 You can update your repository by submitting a new version.
 The most recent version of your document will be proposed by default for consultation.







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Check if the editor requests an embargo on Sherpa Romeo

No

Submission possible

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Submission possible with an embargo period

French Digital Republic bill, article 30 (embargo limited to 12 months for a HSS journal)

Publishing contract with the

editor

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Ask for the permission to the editor if the article is available with a paying subscription.
Choose I have obtain the explicit agreement of this editor

Submission possible if the article is already available with open access (APC can be specified in the detailed view)

04 - SUBMIT IN HAL





An international scope

Your publications are easy to find, well referenced by search engines and interconnected with other services (ORCID, preprint servers)

A common good for research

The largest research organizations and the majority of French universities have chosen and support HAL, a public, sustainable and responsible infrastructure.

A large collaborative community

From the researchers to the specialists of the scientific information, HAL federates multiple skills to support the opening of the publications



An archive, some services

HAL garantit la préservation à long terme de vos publications. Un ensemble de services (CV, portails institutionnels, collections, veille documentaire, APIs, identifiants) contribuent à leur valorisation.

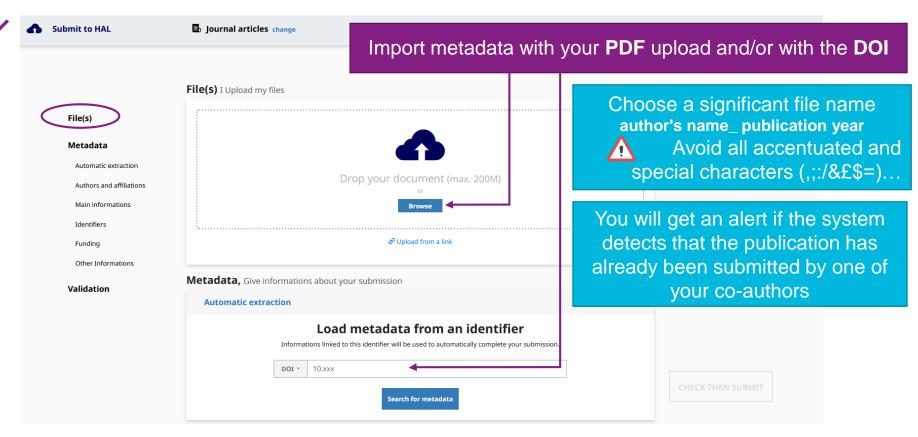
04 - SUBMIT IN HAL



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Software recherches Special issue Lectures **Patents** New document types and **★** Books subtypes are implemented 🛨 👪 Photos * Other publications

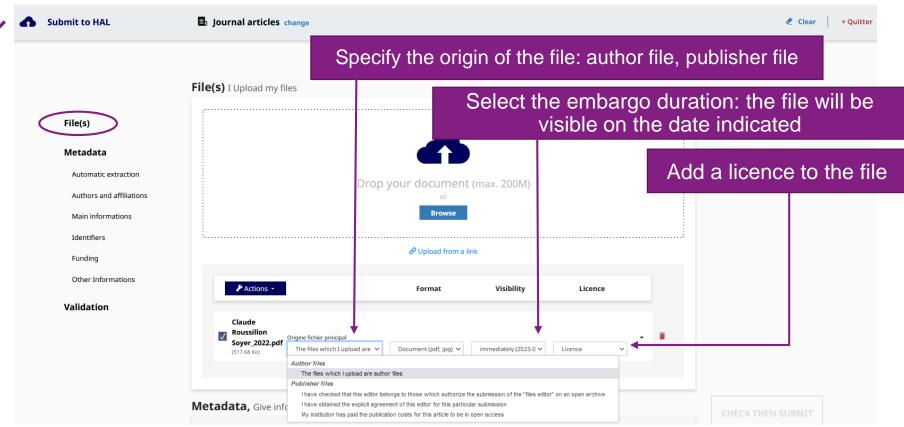






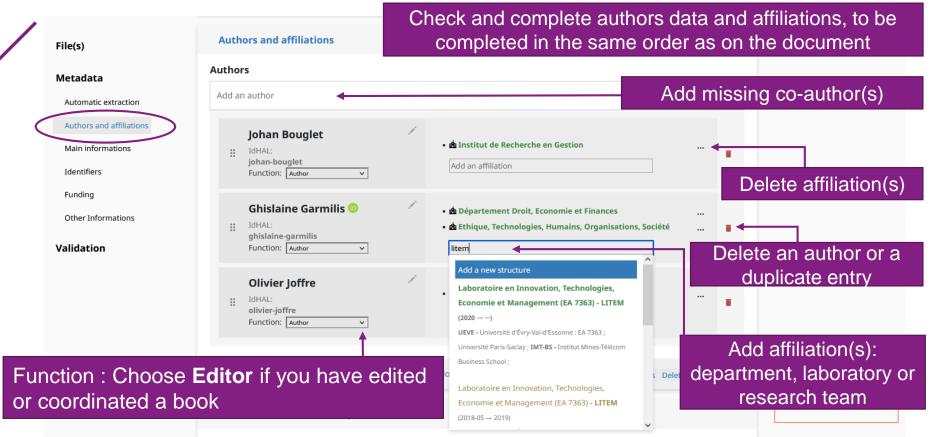






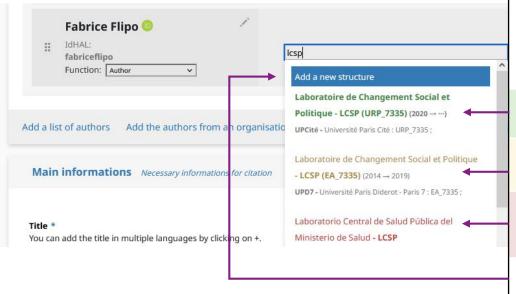


04 - SUBMIT IN HAL









Affiliations in HAL

Labs, research teams, universities, etc... are indexed in a repository called AURéHAL.

As with the IdHAL, a color code is used:

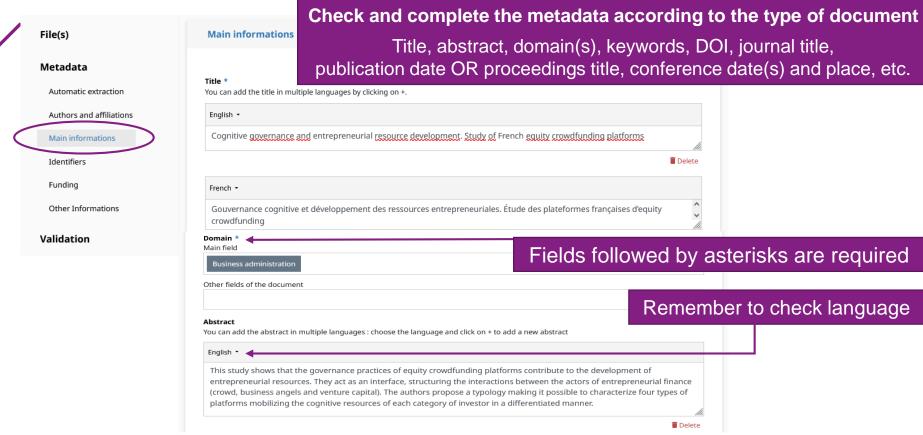
Green: current and valid forms (to be preferred)

Yellow: old valid forms (to be used for old affiliations)

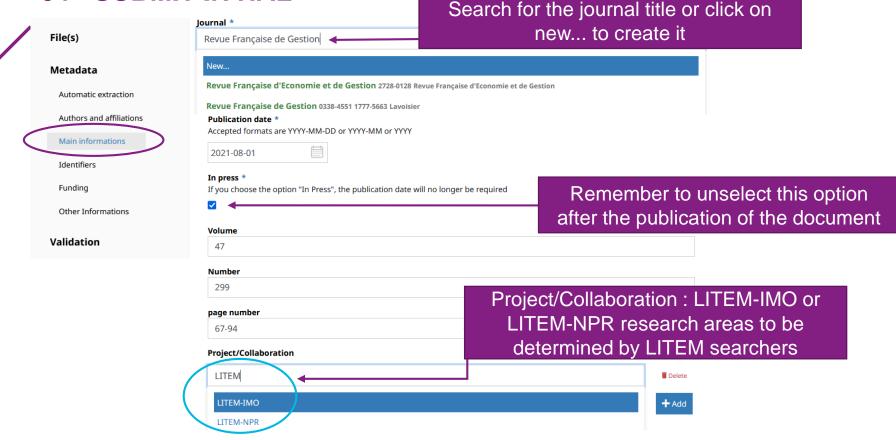
Red: invalid forms awaiting validation (to be used if no other valid form)

If you don't find any form, then you must add a new structure











Validation, Check your informations and agree to terms

le vérifie les informations de la citation

Journal articles

Johan Bouglet, Ghislaine Garmilis, Olivier Joffre. Gouvernance cognitive et développement des ressources entrepreneuriales. Étude des plateformes françaises d'equity crowdfunding. Revue Française de Gestion, 2021, Gouvernance et financement des firmes entrepreneuriales. Nouvelles perspectives, 47 (299), pp.67-94. (10.3166/rfg.2021.00571), (hal-03464384)

Last step: validate your submission

Summary

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Pour pouvoir transférer sur arXiv, votre dépôt doit satisfaire les conditions suivantes :

- ✓ The document must have an abstract in english
- ▲ One of the chosen domain must be a sub-domain of arXiv
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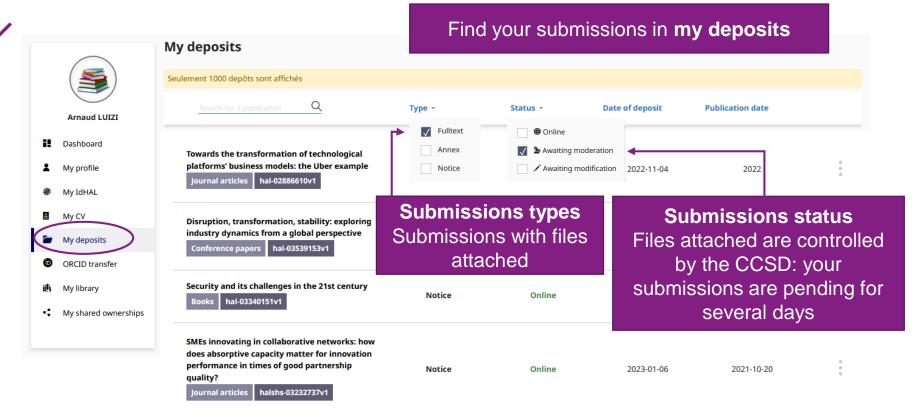
ADD A FILE TO THIS DEPOSIT

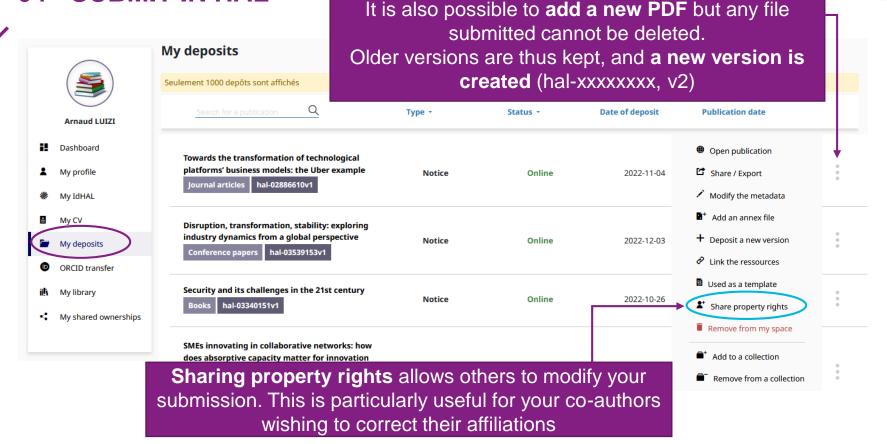
Submit

Manual to submit in HAL - Library - January 2023



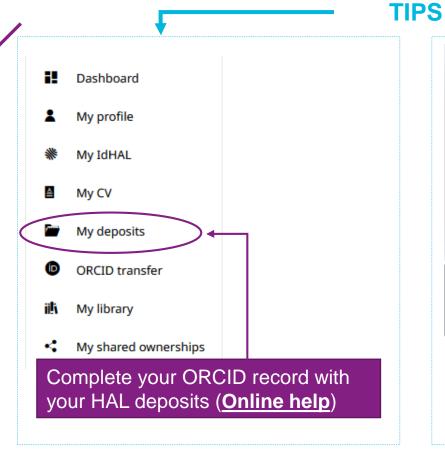


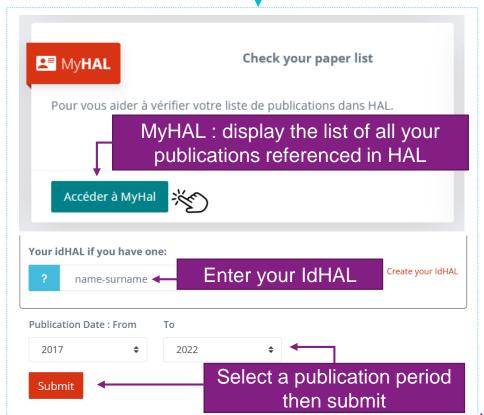




Metadata can be **modified or added** anytime.



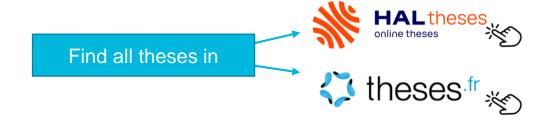






Specific case: theses

- In the context of electronic legal deposit, theses are automatically submitted in HAL by Evry University library.
 Therefore you should not enter them.
- HAL requests necessarily the attached file for a thesis. Therefore if it does not appear, it means it is either confidential, embargoed, or that the PhD student opposed its online dissemination.



05 RIGHTS RETENTION STRATEGY

06 – RIGHTS RETENTION STRATEGY





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- <u>christine.jost@imtbs-tsp.eu</u>

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