**#DigitalManagers4Impact** 



RÉPUBLIQUE FRANÇAISE

# Manual to submit in HAL



déc.-24 Manual to submit in HAL – Library

### WHY DEPOSIT IN HAL ?



- 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.



**02. CREATE YOUR IDHAL** 

### **03. CREATE YOUR CV SEARCHER PAGE**

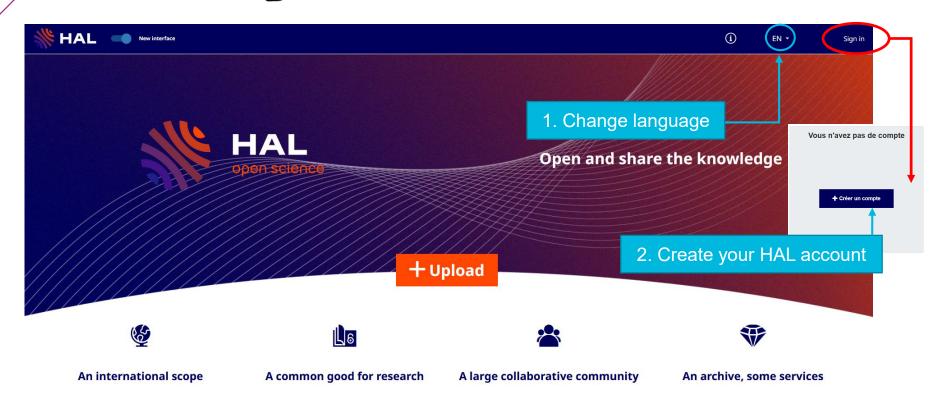
04. SUBMIT IN HAL

**05. RIGHTS RETENTION STRATEGY** 

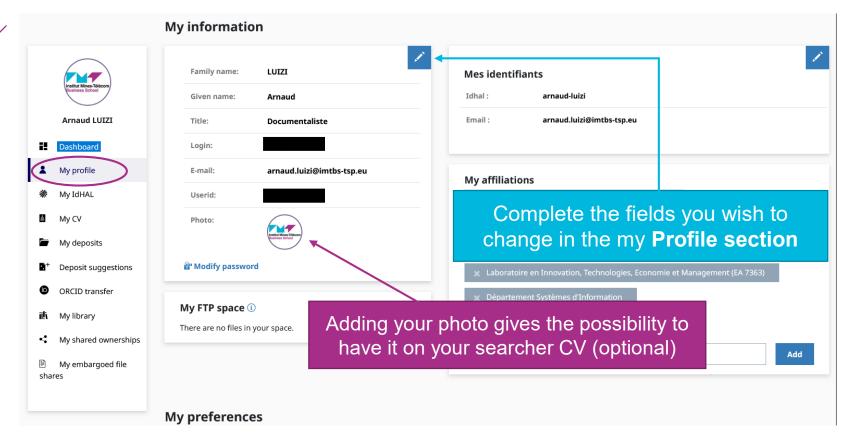
STEPS

### 01. CREATE YOUR ACCOUNT https://hal.science/ ☆





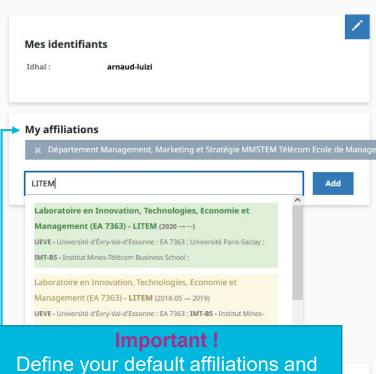




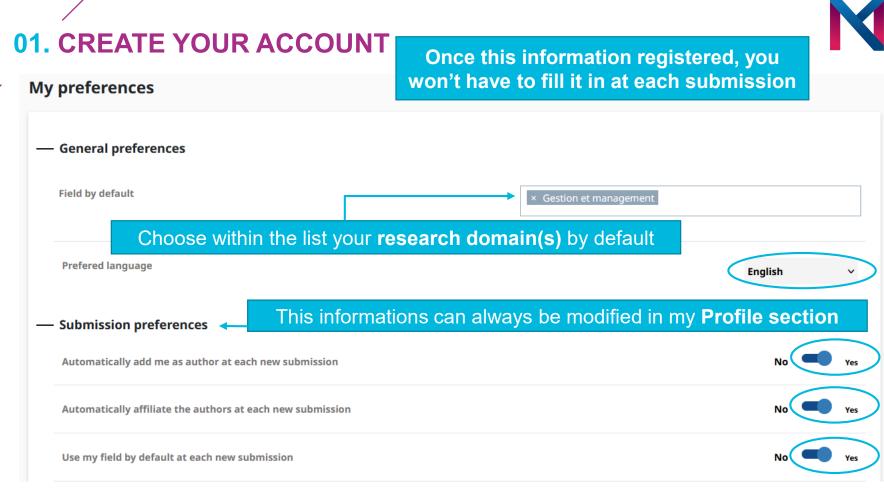


My information

Institut Mines-Télécom Business School	<b>C</b> ium 1000	A
	Given name:	Arnaud
Arnaud LUIZI	Title:	Documentaliste
Dashboard	Login:	
My profile	E-mail:	arnaud.luizi@imtbs-tsp.eu
Wy IdHAL	Userid:	
My CV	Photo:	
My deposits		Institut Mines-Telecom Rusiness Echool
Deposit suggestions	🛱 Modify passwo	rd
ORCID transfer		
iili My library	My FTP space 🤇	
<ul> <li>My shared ownerships</li> </ul>	There are no files in	your space.
My embargoed file		
shares		



deposit preferences!





/	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	BOPA		



View all ITM-BS deposits <a href="https://hal.science/IMT-BS">https://hal.science/IMT-BS</a>

HAL affiliation rules for IMT-BS

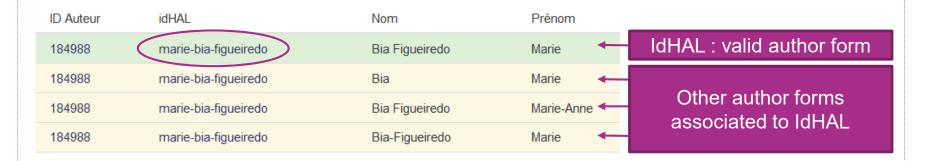
- Fill in your department,

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.



- 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).



My information

	Arnaud LUIZI Dashboard
-	My profile
**	My IdHAL
4	My CV
-	My deposits
8+	Deposit suggestions
ø	ORCID transfer
ijĄ	My library
<	My shared ownerships
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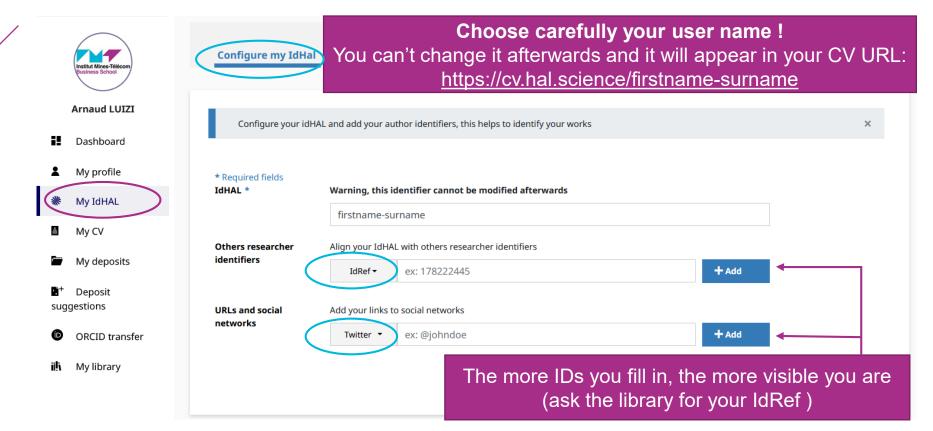
	Family name:	LUIZI	
	Given name:	Arnaud	
	Title:	Documentaliste	
	Login:		
	E-mail:	arnaud.luizi@imtbs-tsp.eu	
	Userid:		
	Photo:	Land the follow	
ł	Modify password		
M	ly FTP space 🕕		
IV			

Mes identifi	ants	
Idhal :	arnaud-luizi	
My affiliatio	ns	
🗙 Départem	ent Management, Marketing et Stratégie	

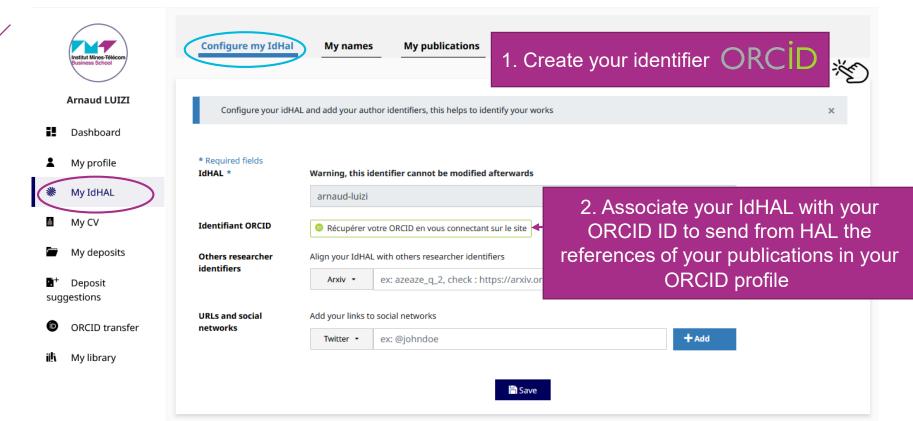
### Setup your IdHAL in my profile section

My preferences

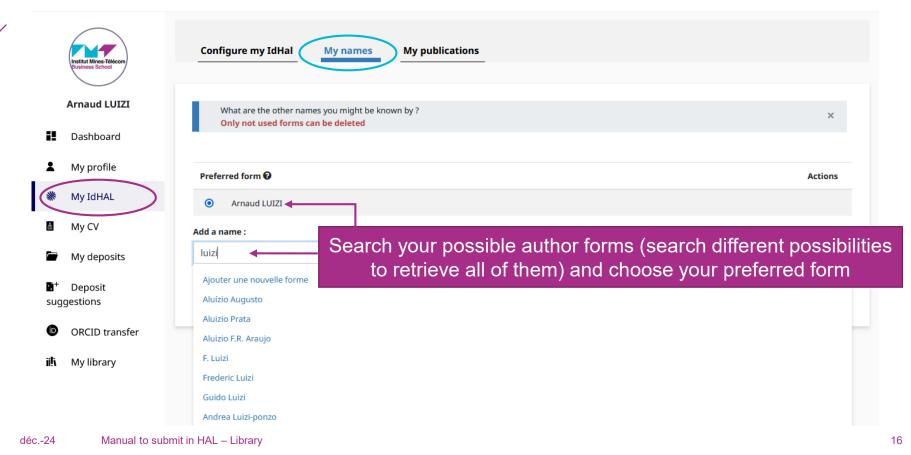








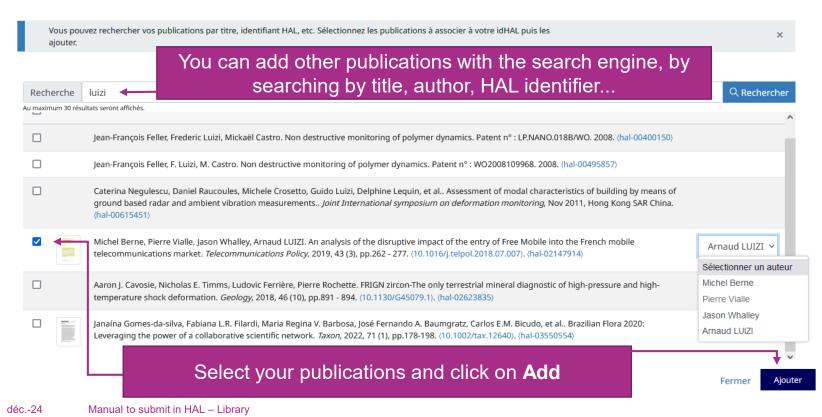






Institut Mines-Télécom Susiness School	Configure my IdHal My names My publications
Arnaud LUIZI	Associate your publications to your idHAL X
Dashboard	
My profile	Show publications based on your authors' names <b>?</b> Q Search
Wy IdHAL	All v Search publications
<ul><li>My CV</li><li>My deposits</li></ul>	Arnaud LUIZI Michel Berne, Pierre Vialle, Jason Whalley, Arnaud LUIZI. An analysis of the disruptive impact of the entry of Free Mobile into the French mobile telecommunications market. <i>Telecommunications Policy</i> , 2019, 43 (3), pp.262 - 277. (10.1016/j.telpol.2018.07.007). (hal-02147914)
<ul> <li>Deposit</li> <li>suggestions</li> <li>ORCID transfer</li> </ul>	<b>≧</b> Save
	neck the publications automatically linked to your name, delete those for which you are not the author, save your changes

#### Ajouter des publications

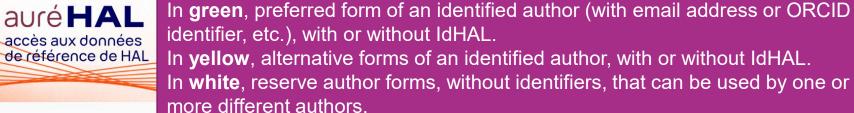


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### You will find your IdHAL on



#### HAL

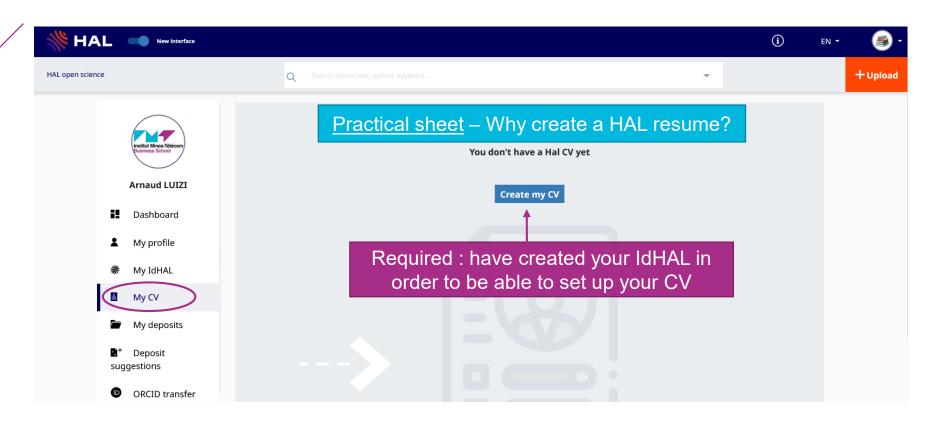


Consulta	ation	des	auteurs

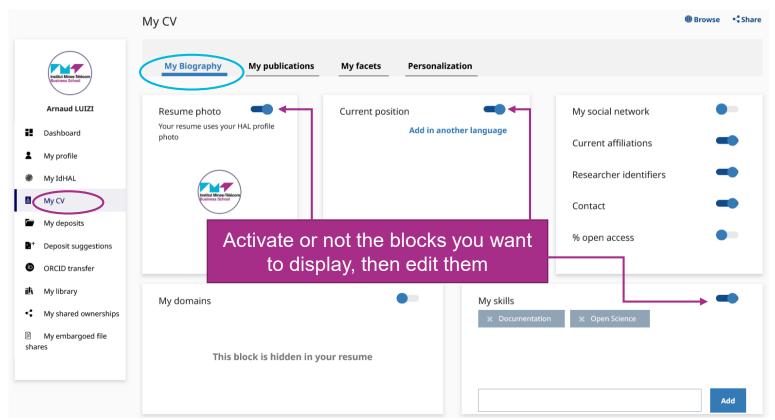
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Domaines								
Structures	Ce module	vous permet de	e consulter la liste d	es auteurs.				
Auteurs								

## 03 CREATE YOUR CV SEARCHER (OPTIONAL)

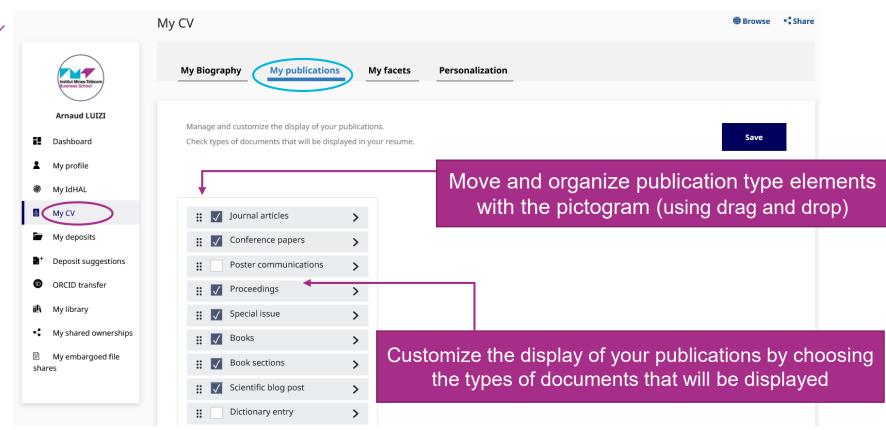




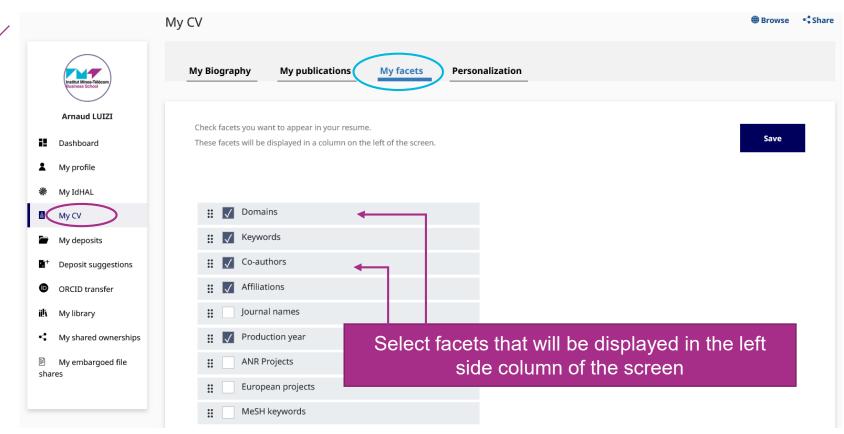














/	My CV	Browse	<\$ Share
Institute Misson Feldeon Business School	My Biography My publications My facets Personalization		
Arnaud LUIZI	Custom your resume appearance.	Save	
<ul> <li>My profile</li> <li>My IdHAL</li> <li>My CV</li> </ul>	css Template Default template Stylesheet Choose a predefined style or e yourself in CSS	edit it	
<ul> <li>My deposits</li> <li>Deposit suggestions</li> <li>ORCID transfer</li> <li>My library</li> <li>My shared ownerships</li> </ul>			

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



	Example	Co-authors
Christine balague	184 Documents	Zhenzhen Zhao 10 Mehdi-Alexandre Elmoukhliss 9 Lamya Benamar 8
	Journal articles (24)	Zeling Zhong 8 Damien Renard 7 Ahmad Haidar 6
Présentation	Conference poster (2)	Camille Vansimaeys 6 David Fayon 6
Christine BALAGUE	Books (9)	Damien Renard 5 Madeleine Besson 5
Professor, Institut Mines-Télécom Business School	Réseaux sociaux : 50 outils, 13 plans d'action, 6 ressources numérique	Keywords
LITEM (Laboratoy of Innovation, Technology, Economy & Management)	Christine Balagué , David Fayon Vuibert, pp.205, 2022, Pro en, 978-2-311-62468-7	Reymonus
Chair holder Good in Tech www.goodintech.org	Books hal-03647419v1	Réseaux sociaux 23
PhD Management	WEB 2.0 : 15 ans déjà et après ? : 7 pistes pour réenchanter Internet !	Ethique 22 Algorithmes 21
Mob: +33 6 27 71 39 86	Fadhila Brahimi , David Fayon , Farid Arab , Thierry De Baillon , Christine Balagué Éditions Kawa, pp.363, 2020, 978-2-36778-239-3	Intelligence artificielle 11
Email : christine.balague@imt-bs.eu	Books hal-02499422v1	Social networks 10
Twitter: @balague	Facebook, Twitter et les autres : quels réseaux sociaux pour votre entreprise ? 3ème	IoT 9 Santé 9
LinkedIn profile: https://www.linkedin.com/feed/	Christine Balagué, David Fayon Pearson, pp.260, 2016, Apprendre, toujours, Apprendre, toujours, 978-2-7440-6663-4	Ethics 8
	rearson, pp.200, 2010, Apprendre, toujours, Apprendre, toujours, 978-2-7440-0005-4	Internet 8
Current and recent positions	Books hal-01428047v1	
<i>Current and recent positions</i> 2014-2021 : Professor, Institut Mines-Télécom Business School, the busir		Appropriation 7 E-santé 7

Artificial intelligence 6

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### Searching within HAL

• HAL is a **collaborative database**.

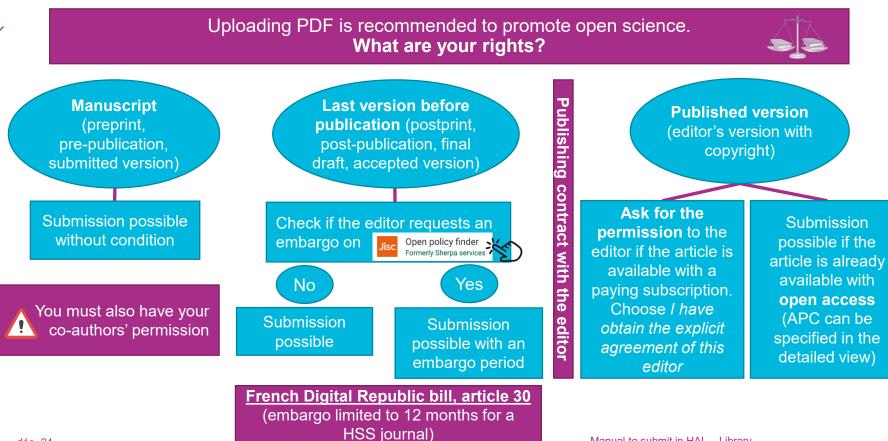
Before entering your publication, make sure it isn't already there !

### Good 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.











#### 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

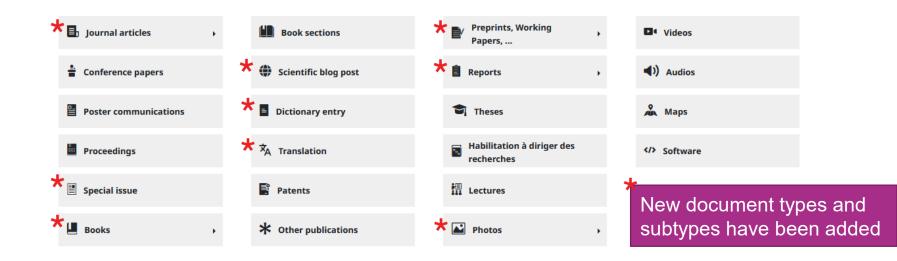
#### An archive, some services

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.

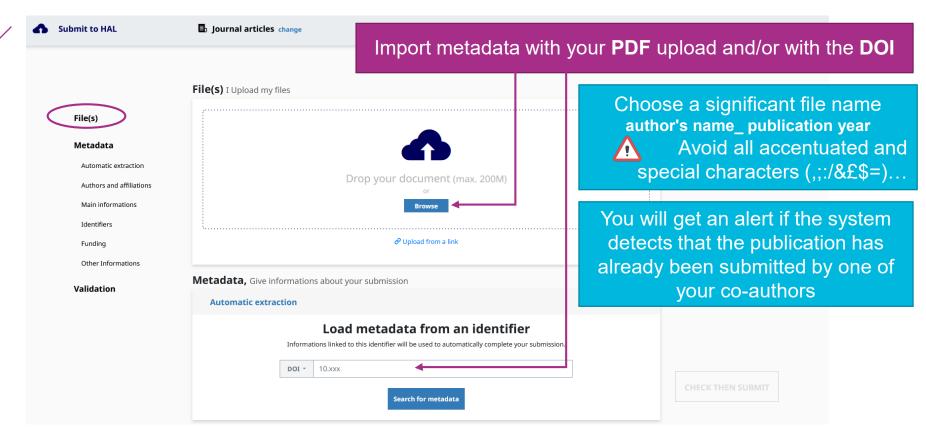


 Select a document type
 Choose the type of document to be submitted
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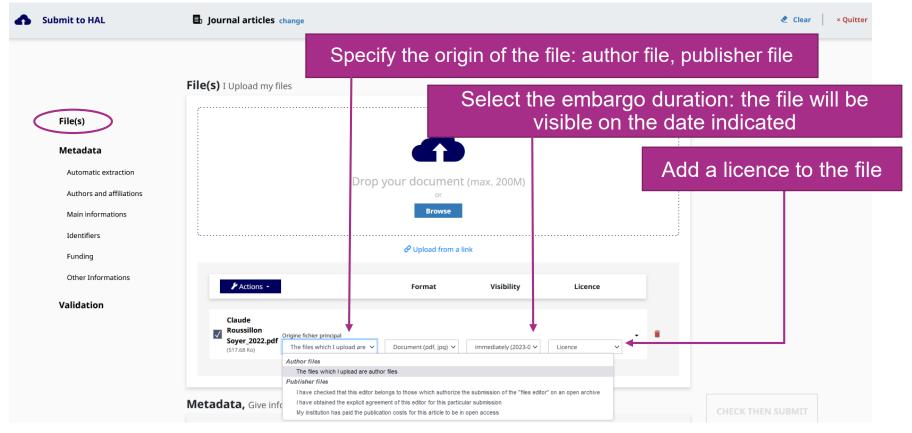
 Choose the document type that corresponds to your publication. The '>' icon indicates that document subtypes are available and can be selected ①
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/ File(s)	Authors and affiliations	Check and complete authors completed in the same ord	
<b>Metadata</b> Automatic extraction	Authors Add an author	A	Add missing co-author(s)
Authors and affiliations Main informations Identifiers	Johan Bouglet IdHAL: johan-bouglet Function: Author	Add an affiliation	Delete affiliation(s)
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unction : Choose I coordinated a bo	E <b>ditor</b> if you have eo ok	Université Paris-Saclay ; <b>IMT-BS -</b> Institut Mines-Télécom Business School ; Laboratoire en Innovation, Technologies, Economie et Management (EA 7363) - LITEM (2018-05 → 2019)	Add affiliation(s): department, laboratory or research team

F

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auréHAL



#### accès aux données de référence de HAL Fabrice Flipo 💿 IdHAL: :: lcsp fabriceflipo Function: Author $\sim$ Add a new structure Laboratoire de Changement Social et Politique - LCSP (URP\_7335) $(2020 \rightarrow \cdots)$ Add a list of authors Add the authors from an organisatio UPCité - Université Paris Cité : URP\_7335 ; Laboratoire de Changement Social et Politique Main informations Necessary informations for citation - LCSP (EA\_7335) (2014 → 2019) UPD7 - Université Paris Diderot - Paris 7 : EA 7335 ; Laboratorio Central de Salud Pública del Title \* You can add the title in multiple languages by clicking on +. Ministerio de Salud - LCSP

#### **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



#### File(s)

#### Metadata

Automatic extraction

Authors	and	affiliations
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Main informations

Identifiers

Funding

Other Informations

Validation

#### Main informations

Title \*

Title, abstract, domain(s), keywords, DOI, journal title, publication date OR proceedings title, conference date(s) and place, etc.

Check and complete the metadata according to the type of document

You can add the title in multiple languages by clicking on +.

English -	
Cognitive governance and entrepreneurial resource development. Study of French equity crowdfunding platforms	//
	🖥 Delete
French -	
Gouvernance cognitive et développement des ressources entrepreneuriales. Étude des plateformes françaises d'equity crowdfunding	~

Fields followed by asterisks are required

Business administration
Other fields of the document

#### Remember to check language

#### Abstract

Main field

You can add the abstract in multiple languages : choose the language and click on + to add a new abstract

English 🝷

This study shows that the governance practices of equity crowdfunding platforms contribute to the development of entrepreneurial resources. They act as an interface, structuring the interactions between the actors of entrepreneurial finance (crowd, business angels and venture capital). The authors propose a typology making it possible to characterize four types of platforms mobilizing the cognitive resources of each category of investor in a differentiated manner.



### Search for the journal title or click on

#### Metadata

File(s)

Automatic extraction

Authors and affiliations

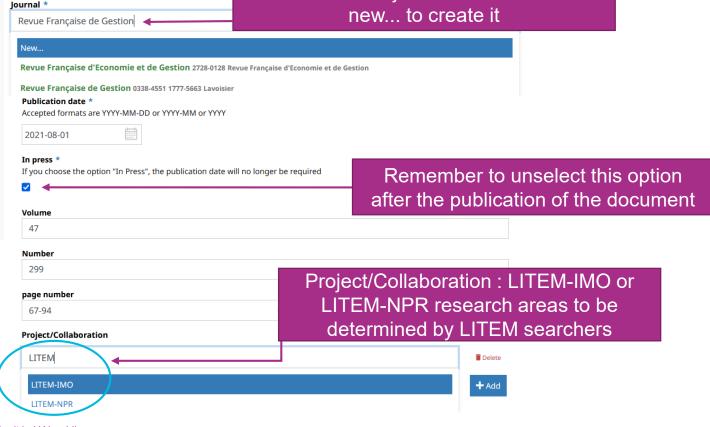
Main informations

Identifiers

Funding

Other Informations

Validation



#### Validation, Check your informations and agree to terms

#### Je 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)

Submit

#### Je transfère mon dépôt

ADD A FILE TO THIS DEPOSIT

déc -24

Pour pouvoir transférer sur arXiv, votre dépôt doit satisfaire les conditions suivantes :
The document must have an abstract in english
A One of the chosen domain must be a sub-domain of arXiv
Every file must weight < 3Mb and all together <= 10Mb
✓ If the pdf was generated with laTex, the sources must be submitted.
✓ If you use bibtex, you must submit the .bbl for arXiv.
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• I authorize HAL to put this article online and distribute it;
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I understand that HAL reserves the right to reclassify or reject all deposits.
J accept these conditions

Manual to submit in HAL – Library

### Last step: validate your submission

### Summary

### Transfer possible to other open-access repositories

#### With file: terms of agreement





#### Find your submissions in **my deposits** My deposits Dashboard Seulement 1000 depôts sont affichés My profile Q Type -Status -Date of deposit **Publication date** My IdHAL $\checkmark$ Fulltext Online ≜ Mv CV Annex Awaiting moderation $\checkmark$ Towards the transformation of technological platforms' business models: the Uber example Notice Awaiting modification 2022-11-04 2022 **~~~** My deposits Journal articles hal-02886610v1 Submissions types ÷ Submissions status Deposit Disruption, transformation, stability: exploring suggestions Submissions with files industry dynamics from a global perspective Files attached are controlled Conference papers hal-03539153v1 attached by the CCSD: your Ð ORCID transfer submissions are pending for Security and its challenges in the 21st century ΪÅ Notice Online My library hal-03340151v1 Books several days < My shared SMEs innovating in collaborative networks: how ownerships does absorptive capacity matter for innovation performance in times of good partnership 2023-01-06 2021-10-20 Notice Online My embargoed file quality? ₿ Journal articles halshs-03232737v1 shares

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Dashboard

My profile

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My deposits

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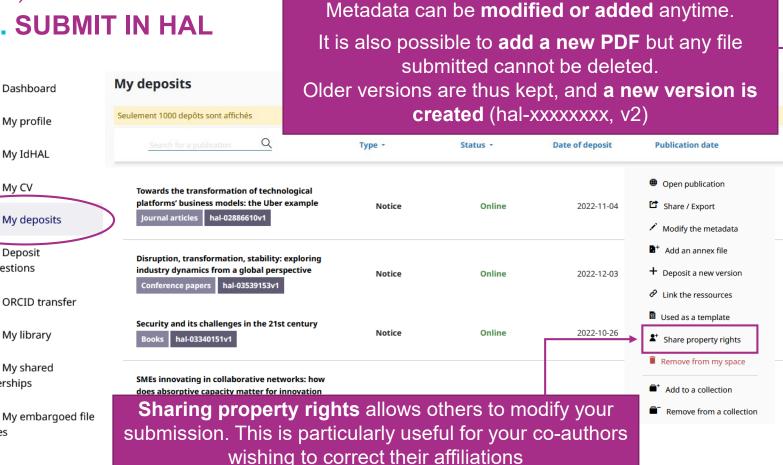
My library

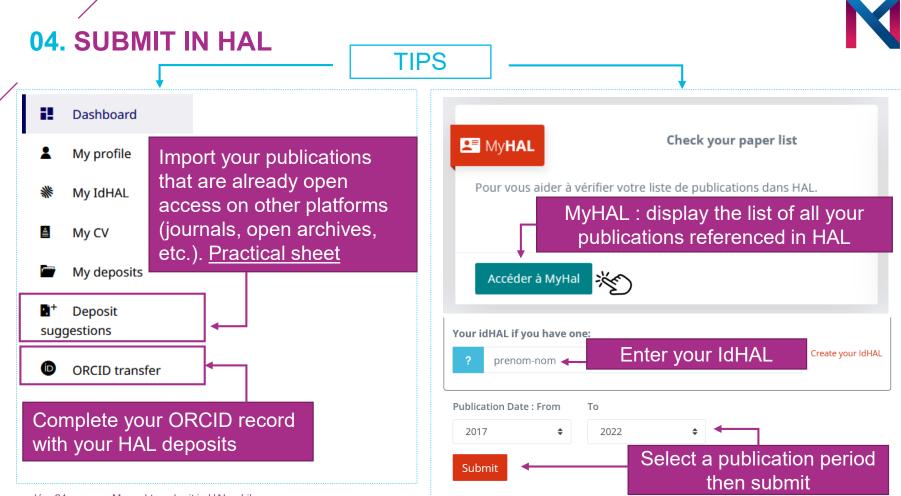
My shared

suggestions

ownerships

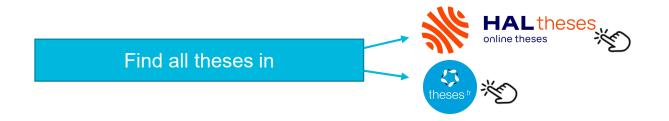
shares







- 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

### **05. RIGHTS RETENTION STRATEGY**





To allow immediate open access to your scientific publications by licensing your manuscript under a CC-BY licence.

In this way, your publications are immediately shareable, citable, reusable and archived permanently.



In order to align with the open science policy of financing institutions.

### **05. RIGHTS RETENTION STRATEGY**



Main implementation steps

**Apply a CC-BY licence** to the different versions of your author accepted manuscript (postprint) upon submission: to be added to all successive versions of the manuscript, up to the last version, which is the one accepted for publication by the publisher.

**Inform your publisher** that you are applying a CC-BY licence to all successive versions of your manuscript up to the version that will be accepted for publication.

Sign the copyright transfer agreement with the publisher:

- the various versions of your article, up to the version accepted for publication, will be freely licenced.
- Your intellectual property rights will only be assigned to the final version published by the publisher.

Deposit your manuscript in an open archive as soon as it is published:

 As soon as your article is published in the journal, you deposit the postprint in an open archive such as HAL, citing the CC-BY 4.0 licence.

05. RIGHTS RET	ENTION STRATEGY		
СС О	<ul> <li>Attribution</li> </ul>	6 Licences Creative Commons	
BY SA	<ul><li>Attribution</li><li>Share Alike</li></ul>		
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CC I S BY NC	<ul><li>Attribution</li><li>Non-commercial</li></ul>		
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	<ul> <li>Attribution</li> <li>Non-commercial</li> <li>No Derivative Works</li> </ul>		



#### Need help?

Arnaud LUIZI arnaud.luizi@imtbs-tsp.eu

### **HAL Collections :**

https://hal.science/IMT-BS https://hal.science/LITEM