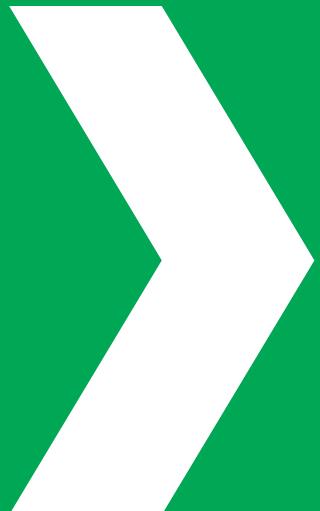




*Liberté
Égalité
Fraternité*



Normandie Université



Training to deposit in HAL

2025-2026

Support unit HAL Normandy University





To contact us:

hal@normandie-univ.fr



Training programme

- **From Open access to Open Science**
- **HAL Open Repository in France**

What is HAL?

HAL and academic social networks

HAL Normandie Université Portal

- **Using HAL, step by step**

What documents to deposit?

Knowing your rights

Creating your account and configuring your profile

Depositing a document

Creating your IdHAL

Depositing a document

- **Enhancing your deposits**

Creating your CV

Collections



1. From Open access...

"Open access (also called "free access") to scientific literature is a distribution mode of research articles under a free, immediate digital form, while respecting the author's right."



... to open science

- “Open science is the **unhindered dissemination of research methods, production and results**. It builds on the opportunity presented by the digital transformation to develop open access to publications and – as far as possible – to research data.”

Coso (Comité pour la science ouverte) – Open Science

- “Open science is a new transversal approach to the access to scientific work, to the aims and sharing of scientific results, but also a new way of doing **FAIR*** science, by opening up processes, codes and methods.”

DIST-CNRS

* FAIR: *Findable, Accessible, Interoperable, Reusable*

Ouvrir la science, <https://www.ouvrirlascience.fr/accueil/>

Science ouverte France, <http://openaccess.couperin.org/category/open-access/>



At the origins of the movement

1991

Birth of **arXiv**, first open-access repository of e-prints in the fields of physics, maths, astronomy...

2002

Budapest Open Access Initiative
=> **Green and golden ways**

2006

Birth of the megajournal PLOS One

2018

National plan for Open science (V2 in 2021); CoSO

1990

2000

2010

1999

Sante Fe's Convention & Creation of Open Edition

2003

Declaration of Berlin

2017

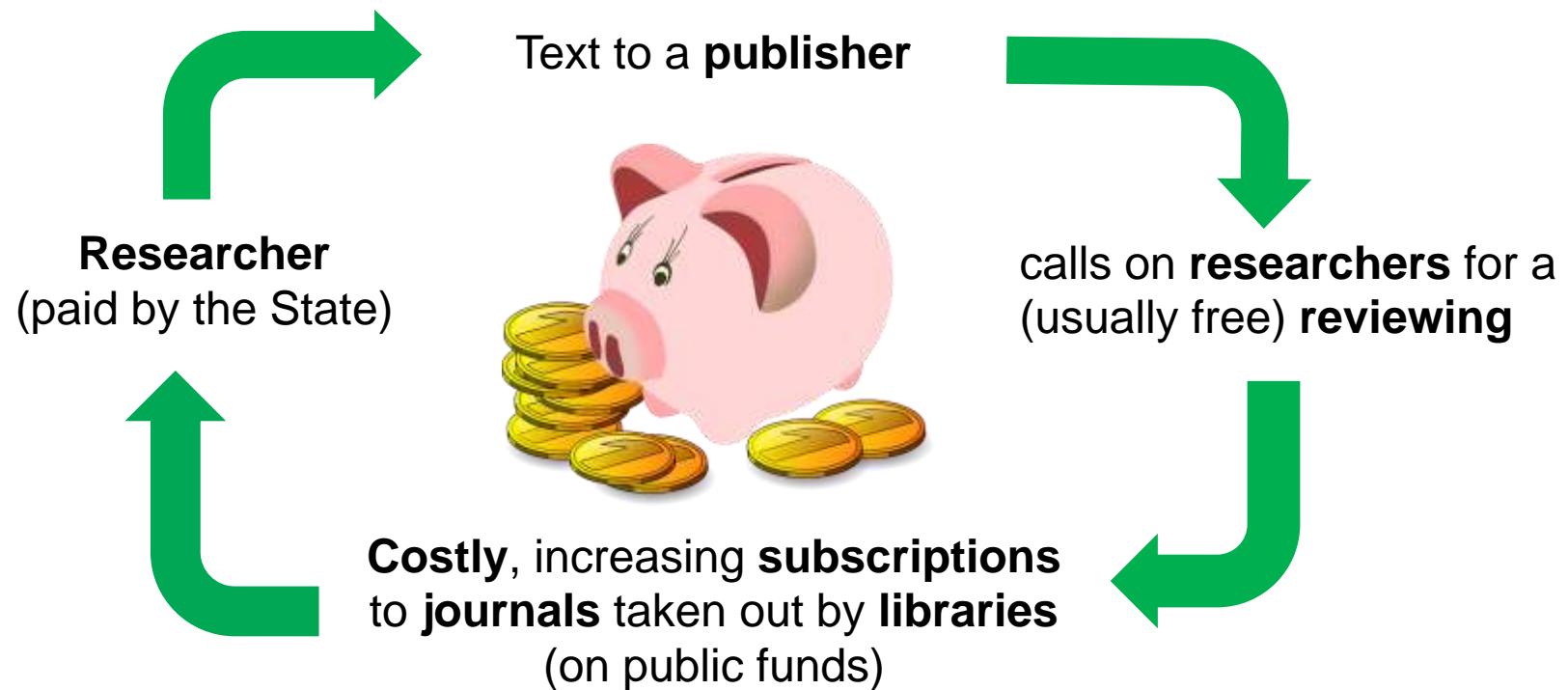
The call of Jussieu
=> Bibliodiversity and Open Science

2019

Open Science road map of CNRS (National Centre for Scientific Research)

➤ Crisis of the classical scientific publishing

the “public-pays” model





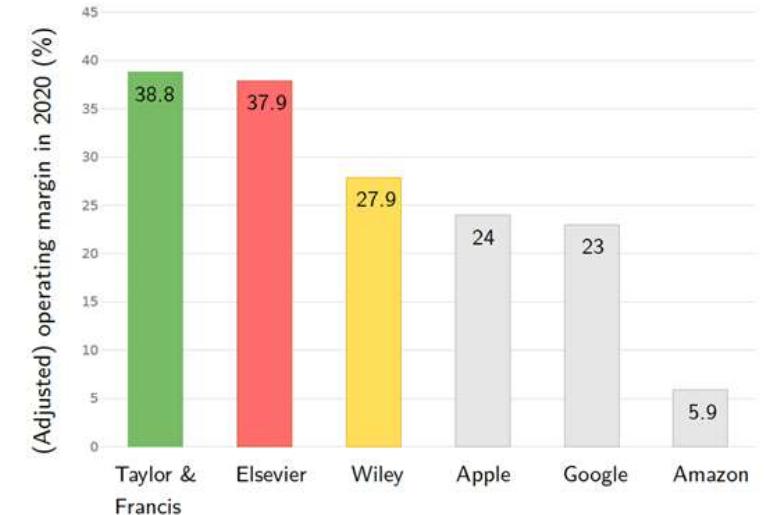
Why choose Open access?

- **Publishing companies:**

- Several large publishing companies have developed and now have the monopoly over this international market.
- The price of subscriptions is increasing every year.
- The leading science publishers have the control of scientific communication with the assignment of partial copyright in publishing contracts.
- The evaluation of research papers is based on renowned journals with a high impact factor => Researchers are urged to publish in these journals in order to be recruited or to advance in their career.

- **Consequences:**

- 7.5 billion turnover for the 6 largest publishers = 38% of the world turnover in the field of scientific publishing.
- Between 2011 and 2015, growth rates were on average 2.8 %.
- Attempt to set up an evaluation of researchers and research that depends on publishers and the renown of journals.
- The first 4 publishers control 50.1 % of the journals with a high impact factor (IF).



2020 Turnover and operating margin (profit) of the six leading publishers of scientific and technical information (IST) (in million euros)

*Evolution of subscription prices source: <http://www.slideshare.net/brembs/whats-wrong-with-scholarly-publishing-today-ii>, last accessed 11/12/2020],
Privés de savoir ? #DATAGUEULE 63, October 2016 [available online: <https://www.youtube.com/watch?v=WnxqoP-c0ZE>, last accessed 17/11/2017].*



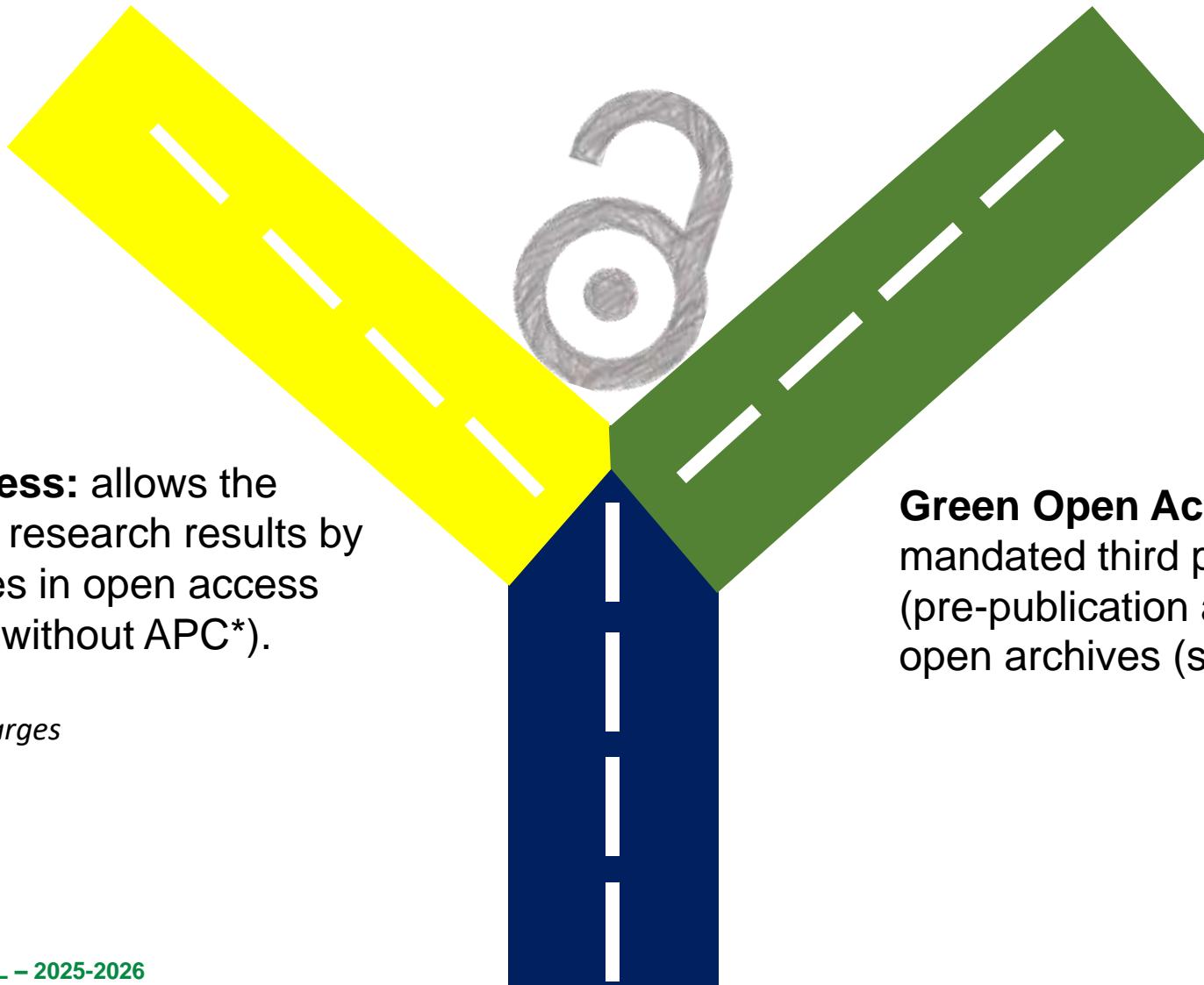
Why choose Open access?

In public institutions:

- Stagnation or even **decline of the libraries' budgets** which bear the greater part of the subscription costs.
- In 2024: subscription budget in France = 130 million euros
- In 2020, in Normandy: subscription budget: 1.7 million euros = 220 000 € (Le Havre), 600 000 € (Rouen), 700 000 € (Caen) et 212 000 € (INSA)
- Unsubscriptions in 2018: in France (Springer: Lorraine, Nantes), Germany (Elsevier)
- The **evolution of digital technology** has changed some practices:
 - **Faster dissemination of information** thanks to the internet
 - **Decrease in publishing costs**
 - **Texts formatted by researchers**
- **Access to scientific publications** is either **closed or restricted**
- ➔ Research financed by public funds is not accessible to everyone.



The ways of *open access*





Open access today

Golden way

- Directory of Open Access Journals (**DOAJ**): register of peer-reviewed OA journals: + than 19,000 journals in OA → **Check the background of journals** and the possibilities for publishing
- Directory of Open Access Books (**DOAB**): directory of books: + than 70,000 peer-reviewed books in OA

Diamond way

(institutional funds, freemium)



APC model

(Processing charges articles = publication costs)



Hybrid model

(APC + subscriptions)



Open access today

Green way



- **In France, the national open repository HAL:**
 - Launched in 2001
 - Maintained and developed by UAR CNRS - Centre pour la communication scientifique directe (**CCSD**) (Centre for direct scientific communication)
 - September 2025: **4 million deposits**
2.5 million references, including 1.5 million full text documents

More than 5,000 open archives in the world

Thematic archives:

arXiv.org



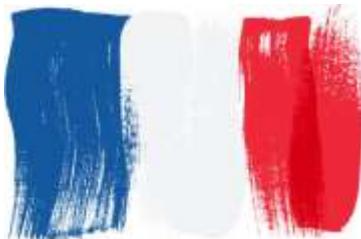
RePEc

European open repository:



Normandie Université

The green way favoured by the law



The law for a Digital Republic: 8 October 2016

When a **scientific writing** resulting from a research activity **financed at least half** by grants from the State, local authorities or public establishments, by grants from national funding agencies or by European Union funds is published in a **periodical published at least once a year**, its author has, **even after having granted exclusive rights to a publisher**, the right to **make available free of charge** in an open format, by digital means, subject to the agreement of any co-authors, **the final version of his or her manuscript accepted for publication**, provided that the publisher itself makes it available free of charge by digital means **or, failing that, on expiry of a period running from the date of the first publication. This period shall not exceed six months for a publication in the field of science, technology and medicine and twelve months for a publication in the field of humanities and social sciences.** The version made available in application of the first paragraph may not be used in the context of a commercial publishing activity.

[...] The provisions of this Article are of public order and any clause contrary to them shall be deemed unwritten.

For further information: Ouvrir la science, *Guide d'application de la loi pour une République numérique – art. 30*, [available online: <https://www.ouvrirlascience.fr/guide-application-loi-republique-numerique-article-30-ecrits-scientifiques-version-courte/>, last accessed 12/09/2023].



Open access according to the public authorities



National plan for Open Science:

V1 in 2018 – V2 in 2021

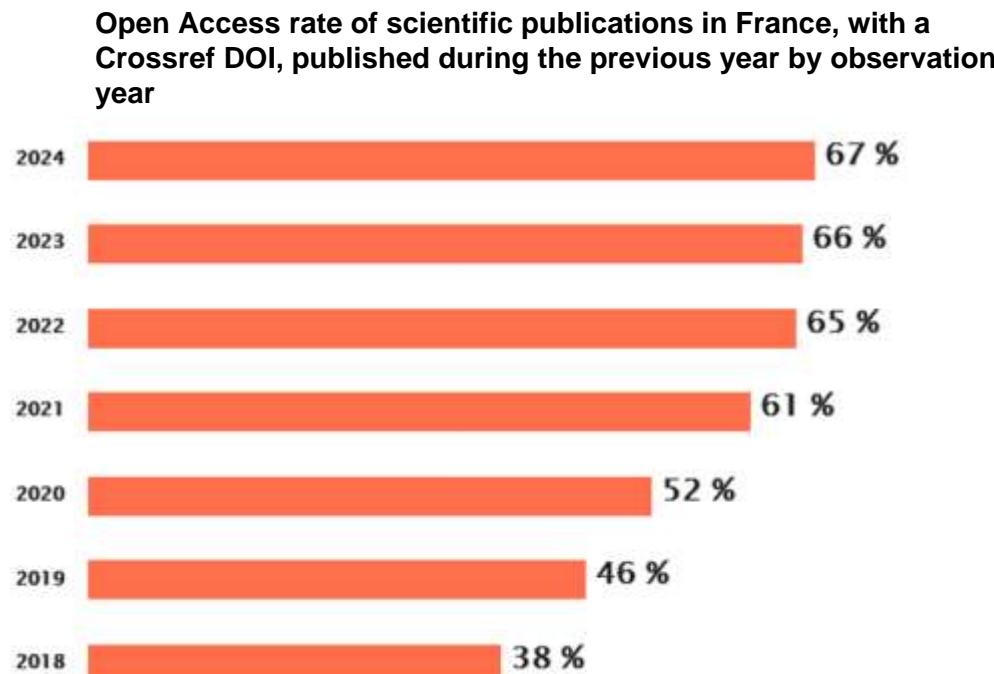
- **First principle: Generalizing open access to publications**
 - Generalize the requirement to publish in open access any article or book resulting from research financed by a call for projects on public funds
 - Support the **diamond way** publishing model
 - Promote multilingualism – Make it easier to translate publications into French
 - The **law** on research programming aims at **100% publications in open access by 2030**.



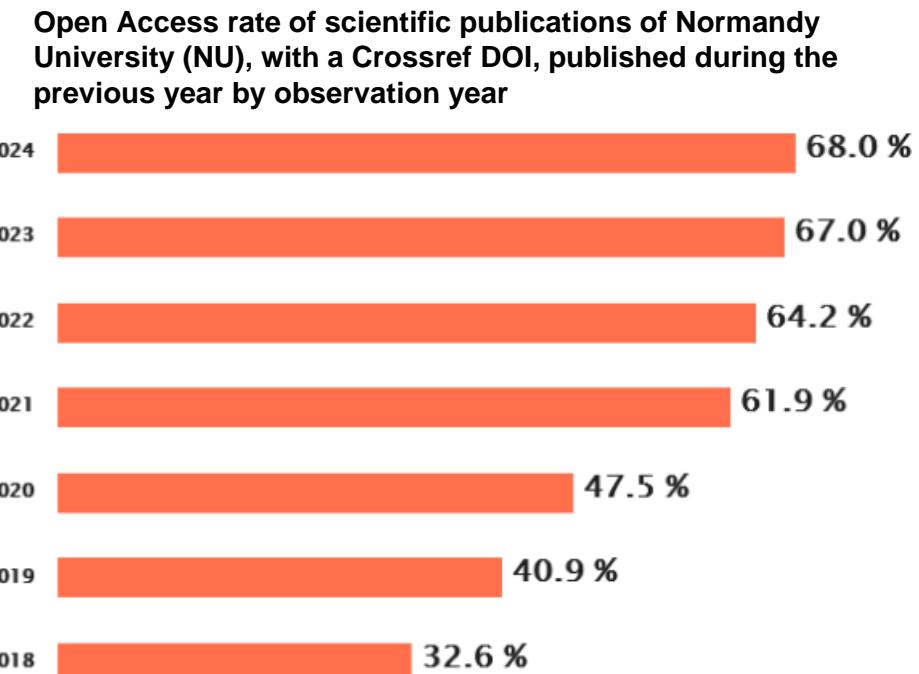
The French Open Science Monitor

(Le baromètre pour la Science Ouverte [BSO])

Measure the evolution of open science in France using reliable, open and controlled data.
Data updated on Dec 1st, 2024 with publications released between 2018 and 2024



<https://frenchopensciencemonitor.esr.gouv.fr>



<https://science-ouverte.normandie-univ.fr/blog/premiere-edition-du-barometre-normand-pour-la-science-ouverte/>



2. HAL open repository



- **Platform for the deposit and dissemination of open access scientific literature**
- **Single platform** for all disciplines, but with **specific entry points** (ex. HAL-SHS / HAL Normandie Université)
- High value-added service offering:
 - Bibliographic / documentary resources: more than 4 million documents referenced
1,4 million in full text
 - Lasting archiving
 - Supplying your Orcid from your HAL deposits
 - Making your CV
 - Creation of alerts
 - Exporting (bibliographic references for example)
 - Creation of a collection to promote the production of a laboratory, a team, a conference, a journal, an ANR project, etc.





Why deposit?



- **Increase the visibility of your scientific work**

- Very good ranking in search engines
- Presenting unpublished writings
- 2.2 million of downloads from HAL Normandy in 2023

- **Improve your citation rates**

- Gargouri Y, Hajjem C, Larivière V, Gingras Y, Carr L, Brody T, and al. (2010) Self-Selected or Mandated, Open Access Increases Citation Impact for Higher Quality Research. PLoS ONE 5(10): e13636.
<https://doi.org/10.1371/journal.pone.0013636>
- Comparative study of the University of Liege: an article available **in an open archive** is **twice as much cited**:
<https://fr.slideshare.net/MyScienceWork/oa-luniversit-de-lige-le-pari-dorbi-par-bernard-rentier>

- **Protect your publications**

- Certified dating and paternity of the deposit / copyright protection
- HAL is one of the sources for anti-plagiarism software

- **Ensure the sustainability of your deposits**

- Perennial URLs / archiving at CINES / not guaranteed on personal sites or publishers'





Why deposit?

- **To save time** for multiple entries
 - Personal CV / Lab CV / Activity reports / CRAC report / HCERES
- **To benefit from value-added services**
 - Export of publication lists / statistics / dynamic website feed / HAL CV / RSS feed
- **To participate in the Open Science movement**
 - And thus guarantee free and open access to worldwide research



The requirements to deposit



European projects: Horizon Europe programme

The **publications** and **data of research** from financed projects must be open and deposited in trusted repositories. Open access mandate is extended to long form publications such as books. The objective is a **diffusion in open access without any embargo** and **authors should retain the Intellectual Property Rights (IPR's) of their publications** (to comply with the OA mandates). Fees (APC) for publication in hybrid venues will not be eligible for reimbursement.

An open access publishing platform – [Open Research Europe](#) – was set up for the publication of **financed projects**.



National Agency for Research:

Obligation to disseminate without hindrance **publications** (articles and books) and **research data resulting from publicly funded research calls** (as soon as the 2019 calls). Dissemination can take place either **in journals** (except for hybrids which will have to change their model) **or in institutional open archives (HAL)**.

Relying on the **strategy** of the **non-retention of copyright**, publications (at least the versions accepted for publication) must be deposited with a **CC-BY licence** (or an equivalent one in HAL) as soon as they are published. The ANR is involved with fifteen other funding bodies in Europe in the framework of [cOAlitionS](#).

See: [Open science and ANR: policy in favour of open access](#)



CNRS agents & UMR: Open Science Roadmap (2019)

Scientific publications, produced by the work of CNRS researchers, and **financed mainly by public funds**, must be **100% accessible** and **re-usable** within the timeframe of the roadmap. The section "Publications" of the annual activity report (CRAC: compte rendu annuel d'activité) on CNRS researchers has been supplied by HAL full-text deposits since 2020.

[Roadmap – HAL-CRAC test platform](#)



Is it compulsory to deposit?



The context in France

- The aim of the **national plan for open science** is to **generalize open access to publications through calls to projects on public funds**. The ANR (French National Research Agency) is applying it for the moment but other agencies and public financers (regional calls for example) are also concerned.
- **National institutions and agencies** are progressively developing their own plans / programs going **from incentive to obligation**.
- The HCérès (Haut Conseil de l'Évaluation de la Recherche et de l'Enseignement Supérieur) takes account of the practices of dissemination in open access in its evaluation campaigns. It plans to interrogate HAL (among other sources) to feed (complete) the section about scientific productions of its reports.



Normandie Université

In Normandy

- **Normandie Université** encourages researchers to **submit full-text publications** in [HAL Normandy University portal](#), whenever it is possible; otherwise you may insert a simple bibliographic reference.
- In 2018, Normandie Université **signed the Appel de Jussieu** (call of Jussieu) on behalf of the members of the ComUE. In 2019, a Vice-President for Documentation, Publishing and Open Science was elected to continue thinking and leading actions for the development of Open Science in Normandy.



Normandie Université



Focus on the Rights Retention Strategy: a new approach for researchers

- The rights retention strategy (RRS) is put forward by **cOAlition S**, a group of 28 research funding organisations that initiated Plan S. The aim is a **zero-embargo online publication**.
- The rights retention strategy (RRS) encourages you to no longer transfer exclusive copyright to the publishers of scientific journals. This procedure allows you to **retain control over the dissemination of your manuscripts** before, during and after the peer review process. The RRS does not involve any additional costs for you or your institution.
- **Why use it ?**
- **To allow immediate open access to your scientific publications.** By licensing your manuscript under a CC-BY licence, you remain **in control of its distribution** and can immediately share it and make it available for open access regardless of the journal in which it is published (even if it is a subscription-based journal).
- In this way, your publications are **immediately shareable, citable, reusable and archived** permanently.

The RRS allows you to fall in line with the **open science policy of financing institutions**, such as the **ANR** (the French National Research Agency) which requires it for awarded projects from the Action Plan 2022 onwards, as well as the **European Commission for research projects financed by Horizon Europe**.

[Guide for researchers](#)

Academic social networks vs HAL

- Their **assets**: their social function
 - Visibility
 - Network
 - Collaboration
 - Watch
- But **beware**:
 - These are not open archives !
 - **Private companies**: **no guarantee** on the durability, quality and free services as well as the future use of the deposited data
 - No verification, text / metadata / legality of the deposit

→ **Predatory practices** of some publishers



→ Deposit your publications in HAL and create a link with your social networks to HAL



HAL Normandy University portal

- HAL open archive = choice of the institutions of the **ComUE** of the project initiated in 2015, link with the charter of signature of publications
- **Officially launched** in November 2017
- A **support unit** to administer the portal and provide support for the deposit, composed of 17 inter-institutional people
- In September 2025, more than **44,000 full-text documents** and **87,000 bibliographic references**
- A “local” view of HAL
 - **Showcase** of the **Norman scientific production**
- A portal with its own identity: graphic charter, widgets, news, tutorials, etc. → [HAL portal](#)

HAL Normandie Université

ARCHIVE OUVERTE DE LA COMMUNAUTÉ SCIENTIFIQUE NORMANDE





HAL Normandy University portal



- Our tutorials: <https://hal-normandie-univ.archives-ouvertes.fr/section/tutoriels>



- Our channel Canal U: <https://www.canal-u.tv/chaines/normuniv/tutoriels-hal-normandie-universite>



- Our X thread: <https://twitter.com/HALnormandie>

- Open science in Normandy: <https://science-ouverte.normandie-univ.fr/>



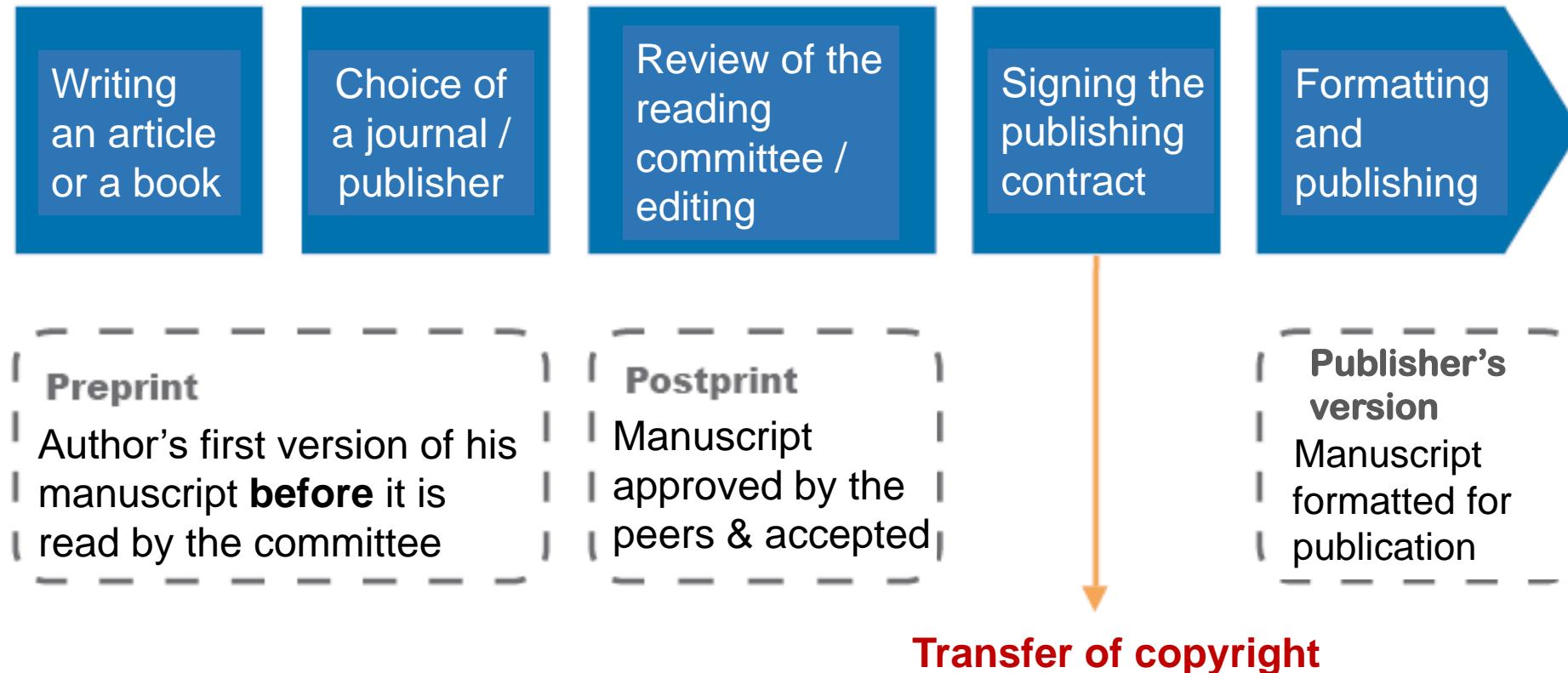
3. How to use HAL

What documents deposit?

You can deposit many documents of **research level** in HAL:

- **unpublished documents** (prepublications, working papers, reports, blog posts, posters, etc.);
- **publications** (articles, communications, reports, chapters of books, books, data papers etc.);
- **academic works** (dissertations, HDR, courses);
- **media / research data** (images, maps, sounds, videos, software)

The versions of the document



Source : CEA / <http://www.openaccessweek.univ-evry.fr> / BU Rennes 2.



Check your rights at the deposit

- > **Publisher's version:**
 - ◆ an open licence document (creative commons for example)
 - ◆ providing APC's (check your publishing contract)
 - ◆ subject to the publisher's agreement
- > **Author's version reviewed by peers (postprint):**

Law for a Digital Republic: **6 or 12-month embargo to configure as you deposit**
=> Anticipate the co-authors' formal agreement

In any case, you can visit the website [Open Policy Finder](#) (online resource that aggregates and presents publisher and journal **open access policies** from around the world)





Apply a Creative Commons licence



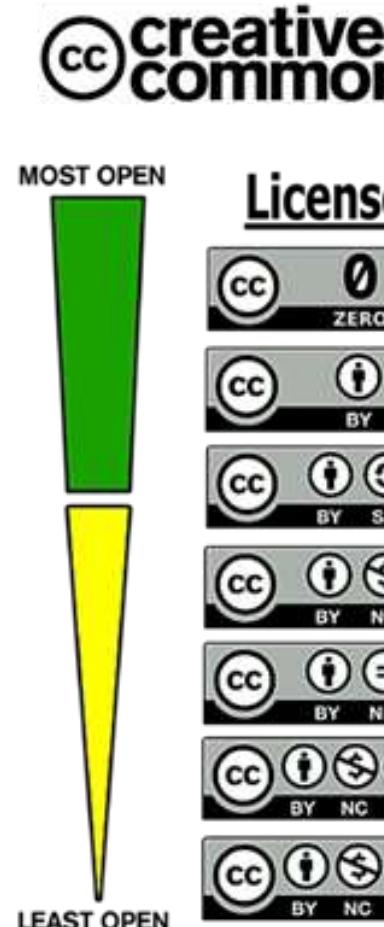
- Creative Commons is a **non-profit organisation** that aims at **facilitating the distribution and sharing of works** while supporting new creative practices in the digital age.
- Creative Commons licences are based on **copyright**. While the traditional copyright system encourages you to retain exclusivity over all your rights ("**all rights reserved**"), these licences encourage you to retain only some of them ("**some rights reserved**").

When should it be used?

- If the publication you are depositing is already in open access under a creative commons licence: apply the same licence in HAL (author's version or PDF publisher's).
- If you are submitting a document that has never been published (e.g. report, preprint, paper for example).
- To remain within the framework of the rights retention strategy (ANR-Europe)



Creative commons licences



This work is a [CC0 Public Domain Dedication](#) work.

Icons Terms of the Licenses

Public Domain Dedication (CC0)



This is considered a dedication to the public domain, and thus the creator(s) associated with this item have waived all their rights to the work worldwide under copyright law.



Attribution (BY)
Others can copy, distribute, display, perform and remix the work if they credit/cite the creator/author.



Derivative Works (ND)
Others can only copy, distribute, display or perform verbatim copies of the work.
(No modifications allowed.)



Share Alike (SA)
Others can distribute the work only under a license identical to the one attached to the original work.



Non-Commercial (NC)
Others can copy, distribute, display, perform or remix the work but only for non-commercial purposes.





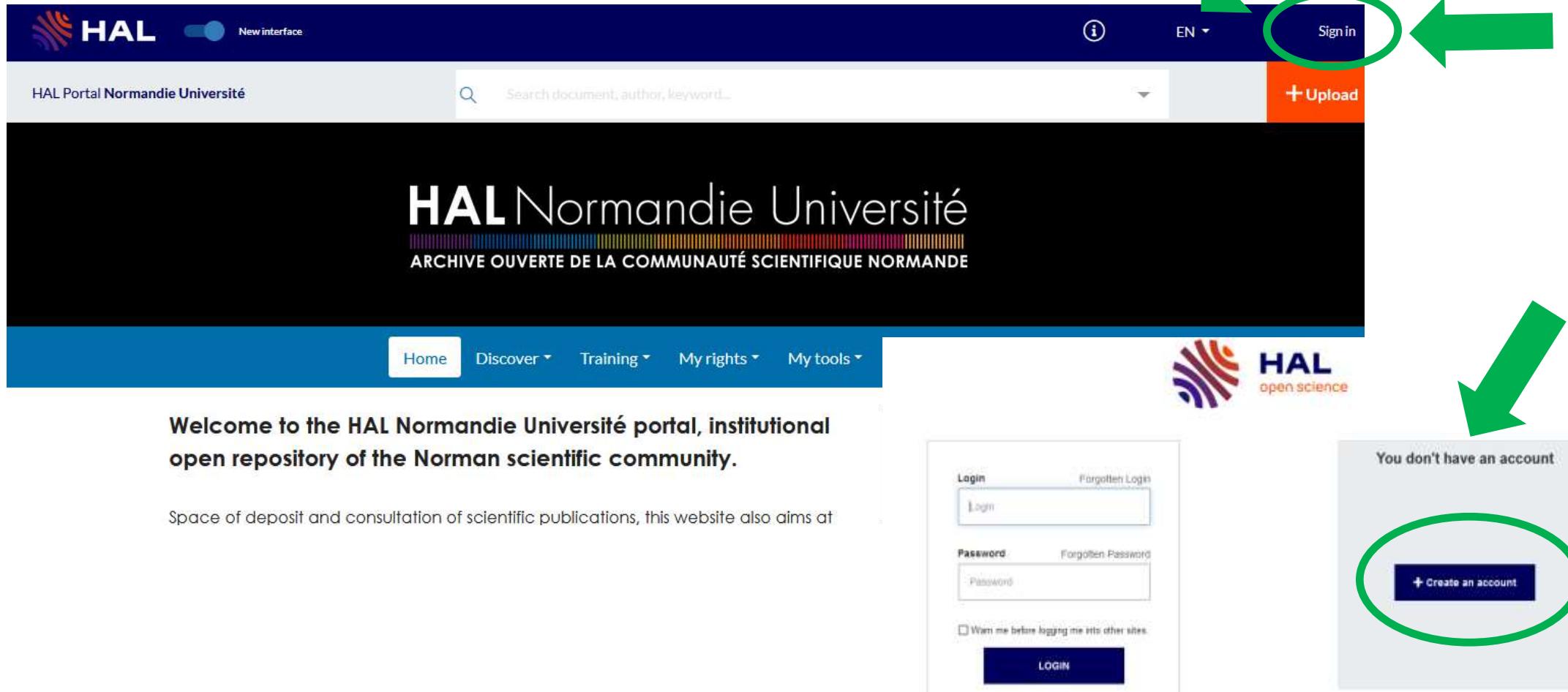
Creating an account

Advice and information:

- The HAL account is shared with that of the **Sciencesconf platform** which facilitates the management of the different stages of the organization of a conference: it provides and hosts a website for each scientific event.
So even if you have never used HAL before, you may already have an account.
- If you have changed academic institutions, **update your profile** (your mail address for instance) rather than create a new account.
- If you use your professional mail address, you will be able to connect with your **Renater user ID** later (your login name and password of your institutional mailbox / digital work space)



Creating an account





Creating an account

- By creating an account, you will be entitled to access the **CCSD services** like [HAL](#), [Sciencesconf.org](#) and [Episciences.org](#).
By filling up your profile, you will be able to use all the functions.
- **Enter the required information:** login (user name), password, identification (Family Name, Given Name, and email).
You will not be able to change your login.

Création de compte

Login *

Family name *

Given name *

Adresse mail *

Password *

Répéter le mot de passe *

To verify that you are not a robot: Please type this word *

Create account



Creating your account

One last step



Votre compte a été créé

Vous devez valider votre compte avant de pouvoir vous authentifier. Nous venons de vous envoyer un courriel à l'adresse :

Ce courriel contient un lien de validation sur lequel vous devez cliquer pour valider votre compte.





Creating your account

 [NORMANDIE-UNIV] confirmation de votre inscription

Expéditeur : NORMANDIE-UNIV
À : El

Bonjour Elisabeth Lalou,

Vous venez de créer un compte sur le portail HAL (NORMANDIE-UNIV <https://hal-normandie-univ.archives-ouvertes.fr>)

Pour activer votre nouveau compte et pouvoir vous authentifier au système, merci de bien vouloir cliquer sur le lien

<https://hal-normandie-univ.archives-ouvertes.fr/user/activate/uid/541938/token/c9cbbba5b187acc86317b95820649522da1c9bb9/>

Si le lien ne fonctionne pas depuis votre logiciel de messagerie, nous vous invitons à le copier-coller dans la barre d'adresse de votre navigateur.

Cordialement,

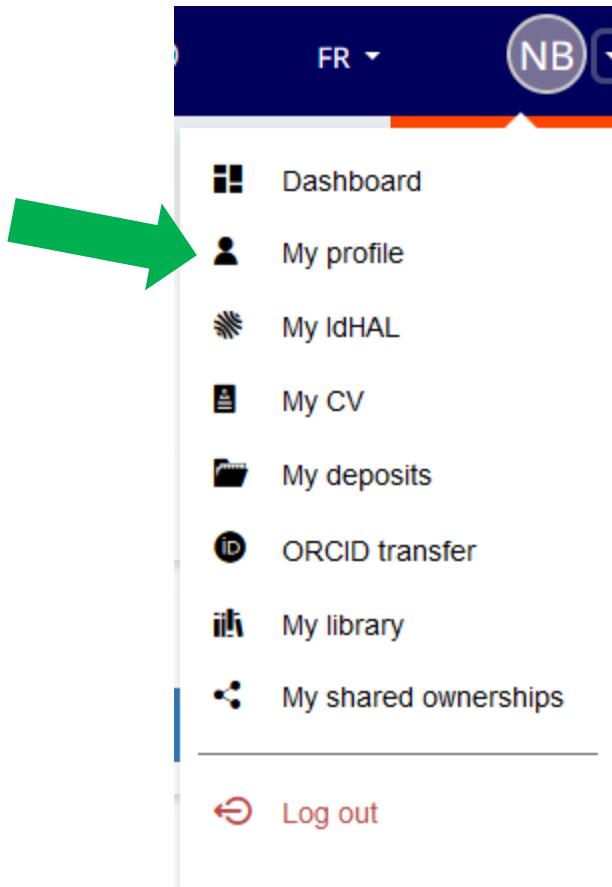
--

L'équipe du portail NORMANDIE-UNIV
HAL CCSD

Confirm the creation of your account by clicking on the link in the email you receive. Once your account is created, you can log in to HAL.
(Your login/password is also active on [Sciencesconf.org](https://sciencesconf.org) and [Episciences.org](https://episciences.org).)

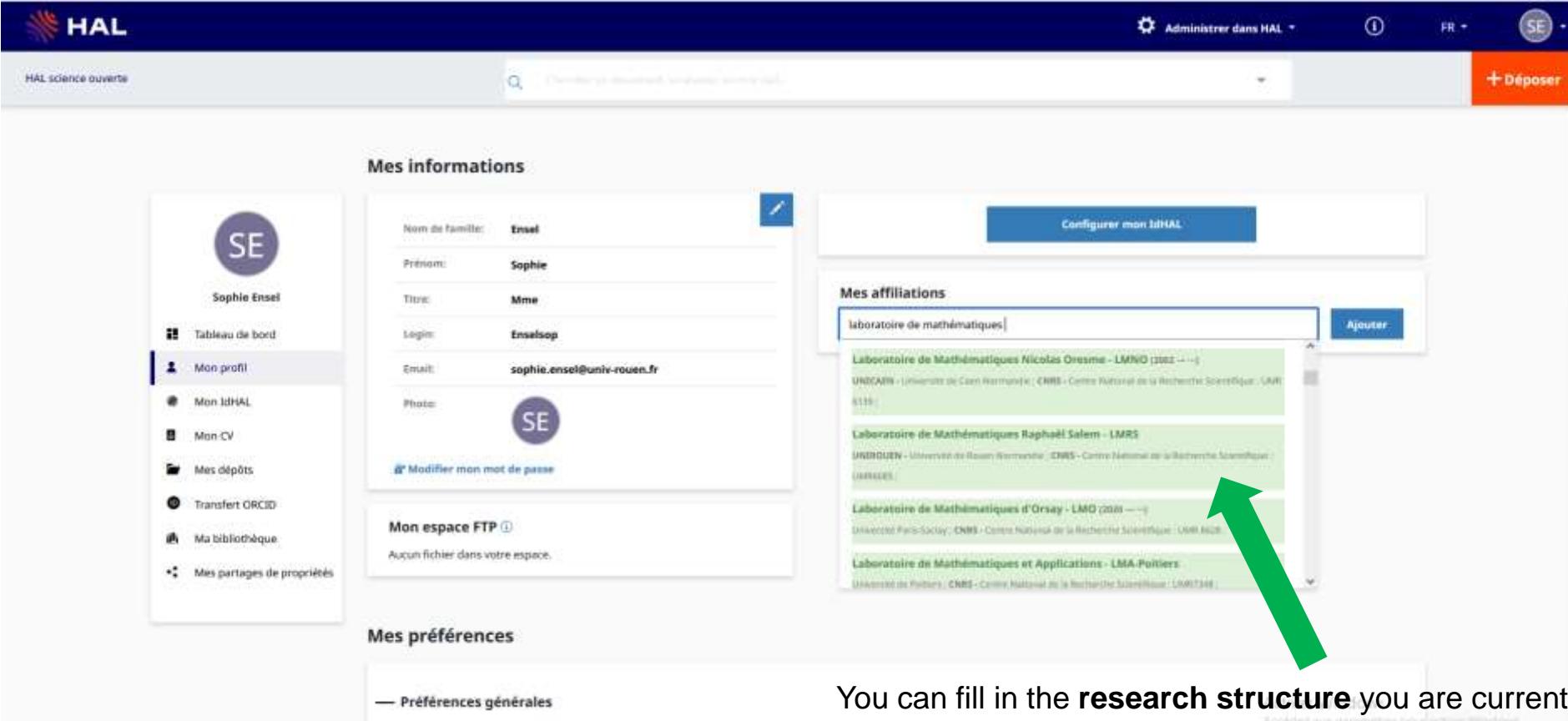


Configuring your profile





Setting my profile



The screenshot shows the 'Mes informations' (My information) section of the HAL profile settings. On the left, a sidebar lists navigation options: Tableau de bord, Mon profil (selected), Mon IdHAL, Mon CV, Mes dépôts, Transfert ORCID, Ma bibliothèque, and Mes partages de propriétés. The main area displays personal details: Nom de famille: Ensel, Prénom: Sophie, Titre: Mme, Login: Enselsop, Email: sophie.ensel@univ-rouen.fr, and a placeholder photo. Below this is a 'Mon espace FTP' section with a note: 'Aucun fichier dans votre espace.' The 'Mes préférences' section includes a 'Préférences générales' link. On the right, the 'Mes affiliations' section lists research structures: 'laboratoire de mathématiques' (selected), 'laboratoire de Mathématiques Nicolas Oresme - LMNO (2002 →)', 'laboratoire de Mathématiques Raphaël Salem - LMRS (2002 →)', 'laboratoire de Mathématiques d'Orsay - LMO (2000 →)', and 'laboratoire de Mathématiques et Applications - LMA Poitiers (2000 →)'. A green arrow points to the 'laboratoire de mathématiques' entry.

You can fill in the **research structure** you are currently affiliated to. The **green** colour indicates that the current **structure of the unit is valid**.

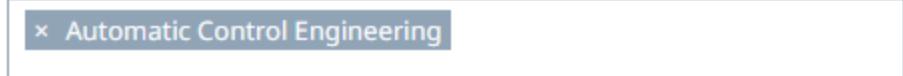




Setting your submissions' preferences

My preferences

— General preferences

Field by default  

Preferred language 

Select the **field** which is more appropriate to your publications (and will be assigned by default to your submissions). Note that you can add other domains if necessary when submitting.

Choose your preferred **language** in the HAL interface.



Setting your submission preferences

— Submission preferences

Automatically add me as author at each new submission

No Yes

Indicate here if you are the **author of the publications** you are submitting. If you submit your own publications, select to “yes” so that the author’s metadata is already completed

Automatically affiliate the authors at each new submission

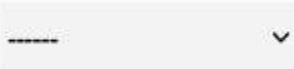
No Yes

You can choose the automatic **affiliation of co-authors**. HAL makes proposals that you must check. **Beware of erroneous affiliations**.

Use my field by default at each new submission

No Yes

My licence by default



— Mail preferences

Receive a confirmation mail for each submission

No Yes



HAL will automatically send you an email for each submission. You can choose not to receive them by setting your alert preferences.

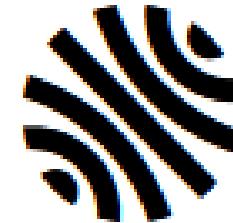
Receive a mail when identified as co-author

No Yes





Creating your IdHAL



Why?

- It's an **identity federator**: grouping together the **author forms** and **your publications**
- **To create and control my digital researcher identity**

(It solves the problem of homonymy, of text input, of typing errors, of change of names and it facilitates the search in HAL)

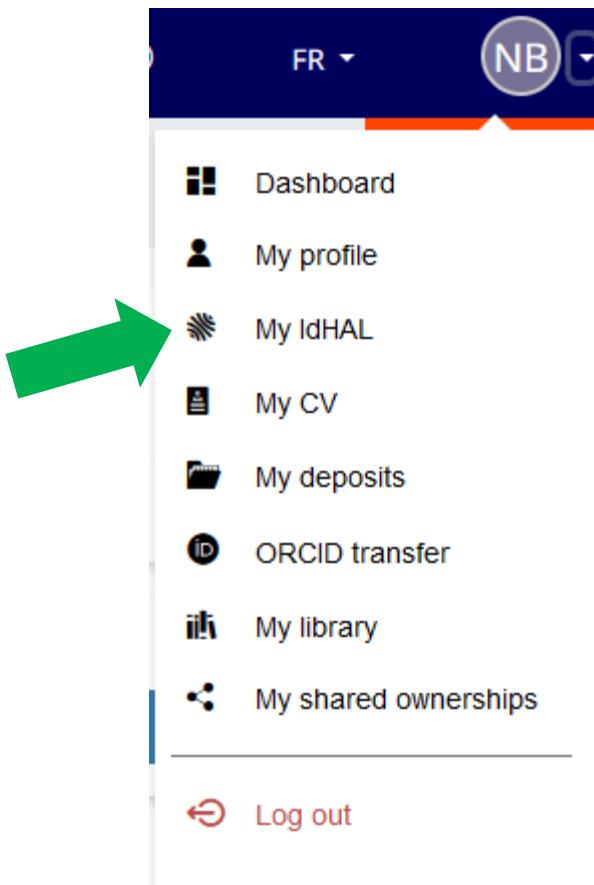
- **To control the publications affiliated to my name**

(It avoids the creation of other author forms, improves the visibility of my publications and displays my CV with a permanent URL)

Also see: <https://doc.archives-ouvertes.fr/identifiant-auteur-idhal-cv/>



Creating your IdHAL





Creating your IdHAL

Configure my IdHAL

Configure your idHAL and add your author identifiers, this helps to identify your works

* Required fields

IdHAL * Warning, this identifier cannot be modified afterwards
universite-normandie

Others researcher identifiers Align your IdHAL with others researcher identifiers
Arxiv ▾ ex: azeaze_q_2, check : https://arxiv.org/help/author_id **+ Add**

URLs and social networks Add your links to social networks
Twitter ▾ ex: @johndoe **+ Add**

Save

Choice of IdHAL, be careful: it **cannot be modified afterwards**. It will make up the **URL of your CV**. The most common designation is '*first name-last name*'.

Here you can associate your **other researcher identifiers** (IdRef for example) and **social networks** (Twitter, ResearchGate, website,...)

Then, click on **Save**.





Creating your IdHAL

Mes identifiants

* Champs requis

IdHAL * Attention, cet identifiant ne pourra plus être modifié par la suite

catherine-faur

 [Récupérer votre ORCID en vous connectant sur le site](#)

Autres identifiants chercheur

Alignez votre IdHAL avec vos autres identifiants chercheurs

139032762	IdRef	
ex: azeaze_q_2, check: https://arxiv.org/help/author_identifiers	Arxiv	

Sites internet et liens sociaux

Ajoutez vos liens vers les réseaux sociaux

cfaur	Twitter	
ex: johndoe ou https://www.facebook.com/johndoe	Facebook	

Next step, you can add your Orcid.





Creating your IdHAL

Look for the different ways of writing your name:
N. Boileau,
Nicolas Boileau,
Boileau Nicolas...,
married name, etc.
Then, **choose a form by default** (preferred form).

Configure my IdHal **My names** My publications

What are the other names you might be known by ?
Only not used forms can be deleted

Preferred form ?

Nicolas Boileau

N. Boileau

Add a name :

Jean Dupont

Actions

Save

Then, click on **Save**.



Creating your IdHAL

Check and select the publications you have authored.

If there are deposits made by homonyms, you can delete them (on the right).

If you don't find any deposit, you can try a search on HAL.

Associate your publications to your idHAL x

Show publications based on your authors' names ? Search

All Search publications..

Author Name	Publication Details	Action
Nicolas Boileau	Nicolas Boileau, Laurence Lemoine. HAL Normandie Université, missions et actions de la cellule d'appui. <i>Journées CasuHAL 2019</i> , Jun 2019, Rouen, France. . (hal-02181329) Conference Poster	

Then, click on **Save**.





Depositing a document



Before you start:

- Create your account
- Obtain the **agreement** of the **co-authors**
- **Check** the **open access deposit rights** of your article (publisher's policy, file version, non-downloadable status)
- For the durability of access, **all deposits** are **final**.
- However, you can add a new version of the document on the same record. It will be displayed first when consulting a record.



Good practices:

- Keep the corrected version of your manuscript **without the formatting by the editor** (postprint).
- **Deposit immediately the complete text in HAL** Normandie Université if the editor authorises it with a maximum non-downloadable status of two years (the possible non-downloadable status can be managed by the "visibility" heading)



Depositing a document

1. Connect / **Sign in**

2. Click on **Upload**



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 guarantees the long-term preservation of your publications. A set of services (CV, institutional portals, collections, documentary watch, APIs, identifiers) contribute to their valorisation.



Depositing a document

First, **select the document type** corresponding to your publication from the list.

Select a document type x Quitter

Choose the document type that corresponds to your publication. The '>' icon indicates that document subtypes are available and can be selected x

 Journal articles	 Scientific blog post	 Theses	 Maps
 Conference papers	 Dictionary entry	 Habilitation à diriger des recherches	 Software
 Conference poster	 Translation	 Lectures	 Documents associated with scientific events
 Proceedings	 Patents	 Master thesis	 Notes de synthèse
 Special issue	 Other publications	 Image	
 Books	 Preprints, Working Papers	 Videos	



Uploading the file

Automatic retrieval of data from the file and/or DOI or other identifier such as arXiv, PubMed, etc.

If necessary, access to the detailed view (non-downloadable status, specify the use of the editor file or use a file from your FTP space for example).

File(s) I Upload my files

Drop your document (max. 200M)

Metadata, Give informations about your submission

Automatic extraction

Load metadata from an identifier

Informations linked to this identifier will be used to automatically complete your submission.

DOI: 10.1000

Search for metadata

Check then submit

Administrer in HAL EN Clear

Drag and drop the document or upload the file



Depositing a document

Once the file is uploaded, you have to **set parameters**:

- **Origin** of the file: choose from ***author files*** or ***publisher files*** (in the case of a publisher file, indicate that open access rights have been obtained)
- **Format**: ***document, source file*** or ***supplementary data***
- **Visibility**: configuration of a potential embargo => **Select the period of time** during which your document will not be visible / downloadable
- **Licence**: choose the **type of licence** or keep a previously existing licence for the document

The screenshot shows a user interface for depositing a document. At the top, there is a blue 'Actions' button. Below it, a file 'How to submit in HAL.docx' (14.43 Ko) is listed. A large green arrow points down to the 'Format' section for this file. In the 'Format' section, 'Source file (word, tex, ...)' is selected, 'immediately (2023-04 ...)' is chosen for visibility, and 'Licence' is set. A small red trash icon is also present. Below this, another file 'How to submit in HAL.pdf' (197.83 Ko) is listed with a checked checkbox. A second green arrow points down to the 'Format' section for this file. In the 'Format' section for the PDF, 'The files which I upload are a ...' is selected, 'Document (pdf, jpg)' is chosen for format, 'immediately (2023-04 ...)' is chosen for visibility, and 'Licence' is set. A second small red trash icon is also present.



Depositing a document

HAL automatically retrieves some metadata (title, language, authors, volume ...) **from the submitted file or an identifier** (DOI, arXiv, Pubmed, PPN > Sudoc ...)

Metadata, Give informations about your submission

Automatic extraction

Load metadata from an identifier
Informations linked to this identifier will be used to automatically complete your submission.

DOI : 10.xxx

Search for metadata

Automatic extraction

Metadata was retrieved from the DOI identifier : 10.4000/insitu.10974

Title, Identifiers, Record date, Number

Close





Depositing an article

HAL recovers the authors with the file or the DOI. Do not hesitate to **check them**. You can also **change them** or **add some**, and **organize** them (put them in order).

Addition of other authors

Authors and affiliations

Authors

Add an author

Sophie Ensel

Function: Author

Laboratoire de Mathématiques Raphaël Salem

Add an affiliation

... ✖

Add a list of authors Add the authors from an organisation Add my authors Affiliate the authors Delete all the affiliations

CHECK THEN SUBMIT

Main informations Necessary informations for citation

You can add a **function** for each author:
editor, translator, corresponding author ...

HAL searches in its base all the previous deposits of the author and **submits a probable affiliation** (according to the IdHAL). However they are only **proposals that need to be verified**. This is an **important stage since these data will fuel the collections**.

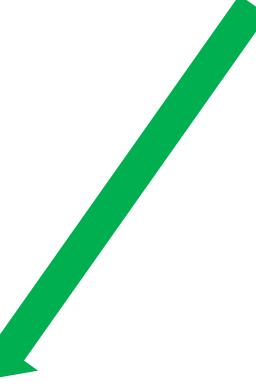




Depositing an article

Main informations *Necessary informations for citation*

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

French	▼	
Des expérimentations légitimées par le traumatisme : Paul Léon à Saint-Remi de Reims		
		
English	▼	
		

Main information / metadata.

Title: choose the language. You can add multiple languages.



Depositing an article

Domain *Main field
Value is required and can't be empty

Chemical Sciences



Fulltext language *French

Journal *IS - In Situ : Revue des patrimoines (ISSN : 1630-7305, EISSN : 1630-7305)
— Published by Ministère de la Culture et de la Communication, Direction de l'architecture et du patrimoine, [Sous-direction des études, de la documentation et de l'Inventaire]
— insitu.revues.org/10209

Publication date *
Accepted formats are YYYY-MM-DD or YYYY-MM or YYYY

2014-02-20

Main information = obligatory metadata for quotation:

Domain
Language
Journal
Publication date



Depositing an article

Identifiers



Identifiers:
DOI, ArXiv, PubMed, ...

Identifiers

Add the identifiers of this work in other data bases such as [DOI](#), [arXiv](#), [PubMed](#), [ADS](#)

DOI	10.4000/insitu.10974
-----	----------------------

Delete

ArXiv	
-------	--

+ Add

Related data

Add the [DOI](#) identifiers to link your submissions to research data.

	+ Add
--	-------



If the related data of your paper have a **DOI** on a data repository, you can indicate it.



Normandie Université



Depositing an article

Association publication – data - software

Related resources

Relationship

Cites (Cites) ▾

Search a deposit in HAL (identifier, title)

Comment

Repository

HAL ▾

- HAL
- Nakala
- Recherche Data Gouv
- Software Heritage
- Other source (other repository, archive, etc.)

Cancel Add



Depositing an article

Funding

ANR project(s)

Add the code décision (ANR-19-ASMA-0007), the acronym or the title of the project. You can add more than one ANR project

European project(s)

Add one or multiple European projects this work is related to

Contract, financing

Economical sources of this work



Funding information: to indicate if your publication is made within the framework of an **ANR** or a **European project**, or if you have a grant ...

Add



Normandie Université



Depositing an article

Other Informations

Production date

Accepted formats are YYYY-MM-DD or YYYY-MM or YYYY



Science popularization

No

Peer-reviewed

Yes

Audience

International



You can indicate **other metadata** to give **more details about your paper**.



Depositing an article

You have to **check the citation** to verify the metadata you indicated in the form.



Validation, Je vérifie mes informations et j'accepte les conditions

Je vérifie les informations de la citation

Article dans une revue

Sandra Le Guyader-Peyrou, Sébastien Orazio, Olivier Dejardin, Marc Maynadié, Xavier Troussard, et al.. Factors related to the relative survival of patients with diffuse large B-cell lymphoma in a population-based study in France: does socio-economic status have a role?. *Haematologica*, Ferrata Storti Foundation, 2016, 102, pp.584 - 592.
(10.3324/haematol.2016.152918)

If the paper already exists on HAL (on the right of your screen), you can check it by the button “Open document”.

If it's the same paper, **you have to cancel your deposit and ask for the property** of the document to modify it if necessary.

⚠ This document might already exist on HAL.

Thomas Trancart, Nils Teichert, Jézabel Lamoureux, Elouana Gharnit, Anthony Acou, et al.. A possible strong impact of tidal power plant on silver eels' migration. *Estuarine, Coastal and Shelf Science*, 2022, 278, pp.108116.
(10.1016/j.ecss.2022.108116).
(hal-03887351)

[Open document](#)

CHECK THEN SUBMIT





Depositing an article

Je transfère mon dépôt

 arXiv

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
- ✓ 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 .bbf for arXiv.

HAL uses the following arXiv licence when transferring this article: [arXiv.org perpetual, non-exclusive license to distribute this article](#)

Je transfère vers arXiv

You can **schedule a transfer of your deposit to arXiv**.

Conditions required for the transfer





Depositing an article

J'accepte les conditions de HAL

By depositing this document, the contributor (I) grant(s) the following licence to HAL:

- I authorize HAL to put this article online and distribute it;
- I am aware that deposits cannot be deleted once accepted;
- I understand that HAL reserves the right to reclassify or reject all deposits.

Tick the box



I accept these conditions



HAL reminds you of the **conditions** of the deposit, in particular the **durability of the deposit**.

UPLOAD



Click on « **UPLOAD** » to deposit.



Depositing an article

You will receive a notice that confirms your deposit and sums up the main information.

[HAL] hal-01587388, version 1 : Votre nouveau dépôt X

De : noreply@ccsd.cnrs.fr
À : boileau.nico@gmail.com

Bonjour Elisabeth Lalou,

Les informations concernant votre nouveau dépôt sur le portail HAL (HAL <https://hal-preprod.archives-ouvertes.fr/hal-01587388>) sont :

Élisabeth Lalou. L'enquête au Moyen âge Elisabeth LALOU. *Revue historique*, Presses Universitaires de France

identifiant : hal-01587388
version : 1
mot de passe : #mg#00k
date de soumission : 2017-10-20 15:25:12

Ces informations vous seront nécessaires lors de vos éventuelles modifications sur cet article.

Ce document va maintenant être contrôlé : vérification du(des) fichier(s), saisie des métadonnées, etc...

Cordialement,

L'équipe du portail HAL
HAL CCSD

CCSD teams will check your submission before it goes online (notification).



Depositing an article

To track your deposits, go to
“My space” > “My deposits”

My deposits

Search for a publication	Type	Status	Date of deposit	Publication date
Toward the characterization of 'toy-packaging': an exploratory research	Notice	Online	2022-11-29	2017-03-24
Journal articles hal-01650746v1				
Survival benefit of mantle cell lymphoma patients enrolled in clinical trials: a joint study from the LYSA group and French cancer registries	Notice	Online	2022-11-23	2018-04
Journal articles inserm-01624838v1				

Navigation menu:

- Dashboard
- My profile
- My IdHAL
- My CV
- My deposits** (highlighted)
- ORCID transfer

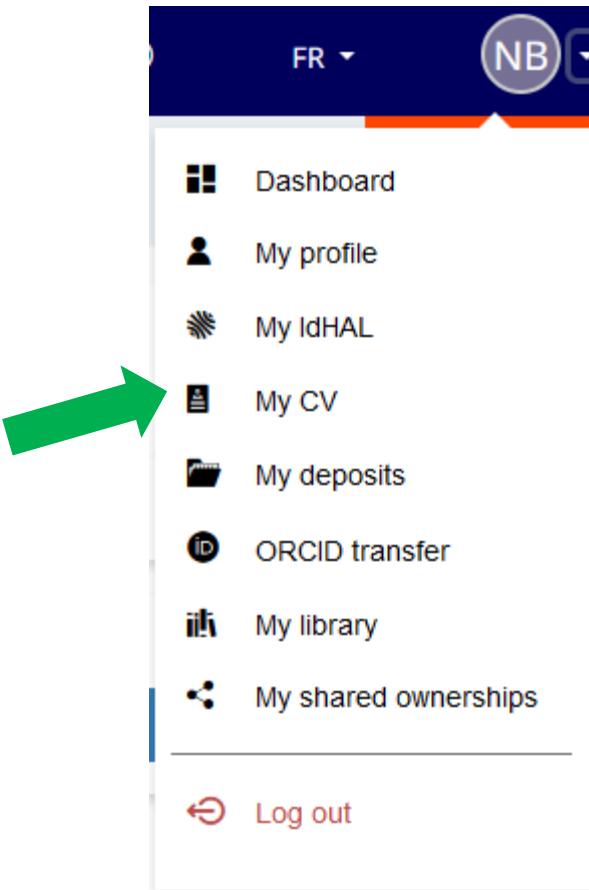
FR NB

- Dashboard
- My profile
- My IdHAL
- My CV
- My deposits** (highlighted)
- ORCID transfer
- My library
- My shared ownerships

Log out



Adding value to your deposits: Creating your CV





Creating your CV

STEP 1

Insert your **current position** (French and English possible)

A **photo** can be uploaded on your profile.

You can **activate information** about your social networks, affiliations, etc.

My CV

Biographical data My publications My facets Personalization

Resume photo
Your resume uses your HAL profile photo

Current position
English French

Responsable du portail HAL
Normandie Université

Save Delete

My social network
Affiliations
Researcher identifiers
Contact
% open access



Creating your CV

Then, you can add:
your **domain(s)**,
skills and a **text presentation**.

My domains This block is hidden in your resume

My skills This block is hidden in your resume

Presentation



Creating your CV

STEP 2

Select the types of documents you wish to present on your CV.

Manage the **order** (by slicing the icon).

On the right, you can see the deposits by document type.

Then, click on **Save**.



Biographical data **My publications** My facets Personalization

Manage and customize the display of your publications.
Check types of documents that will be displayed in your resume.

Theses >
 Journal articles >
 Conference papers >
 Poster communications >
 Documents associated with scientific events >

2 matching documents

Nicolas Boileau, Laurence Lemoine, HAL Normandie Université, missions et actions de la cellule d'appui. *Journées CasuHAL 2019*, Jun 2019, Rouen, France.
(hal-02181329)

Nicolas Alarcon, Marlène Delhaye, Celia Lentretien, Brigitte Bidégaray-Fesquet, Colette Orange, et al.. CasuHAL, club utilisateur de l'archive ouverte HAL. *Science ouverte au Sud*, Oct 2019, Dakar, Sénégal. pp.1, 2019.
(hal-02354933)

Save



Creating your CV

STEP 3

-  **Select and manage your facets.**

Facets are **widgets automatically created by HAL**.

They will be displayed in a column on the left of your CV.

Then, click on **Save**.



Save



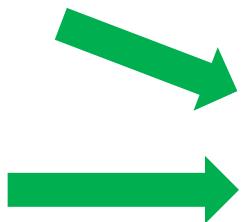


Creating your CV

STEP 4

Personalization

You can choose a **theme** to modify the appearance of your CV. You can **add your own style** in the case "Stylesheet".



The screenshot shows a user interface for personalizing a CV. At the top, there are four tabs: 'Biographical data', 'My publications', 'My facets', and 'Personalization'. The 'Personalization' tab is currently selected and underlined in blue. Below the tabs, there is a section with the heading 'Custom your resume appearance.' and a sub-section titled 'Thème CSS' with a dropdown menu set to 'Thème HAL par défaut'. There is also a large text input field labeled 'Stylesheet' which is currently empty. In the top right corner of the interface, there is a dark blue 'Save' button with a white arrow icon. A large green arrow on the left side of the screenshot points from the text 'You can choose a theme to modify the appearance of your CV.' towards the 'Personalization' tab. Another large green arrow points from the text 'You can add your own style in the case "Stylesheet".' towards the 'Stylesheet' input field.

Then, click on **Save**.



Creating your CV

You can **browse**
(to see result) and
share your CV
(email, social
networks, etc.)

My CV

[Browse](#) [Share](#)

[Biographical data](#)

[My publications](#)

[My facets](#)

[Personalization](#)



Depositing an article

Search document, author, keyword...

My deposits

Search for a publication	Type	Status	Date of deposit
Toward the characterization of 'toy-packaging': an exploratory research	Notice	Online	2022-11-29
Journal articles hal-01650746v1			
Survival benefit of mantle cell lymphoma patients enrolled in clinical trials; a joint study from the LYSA group and French cancer registries	Notice	Online	2022-11-23
Journal articles inserm-01624838v1			

Share / Export
Modify the metadata
Add the file
Link the resources
Used as a template
Share property rights
Remove from my space
Add to a collection
Remove from a collection
Delete

2018-04

⋮

Select the reference, then click on: ⋮ (see below)

Then, you can **modify metadata or add a file or link this deposit with another one.**

You can also **share ownership of a deposit** from this interface, with a co-author for example.



Mandatory data according to the type of document

There are required metadata for all document types and specific ones according to the type of document.

For some document types, **uploading file is obligatory**.

	Metadata	Note
Required metadata	Document type Title Domain Fulltext language Author(s) At least one affiliation	The domain that is automatically displayed is the domain you selected in your profile (My Deposit Preferences)



Sharing property

Some publications present in HAL of which you are one of the authors could have been deposited by the other **co-authors** or a **third person**.

↳ These deposits can require modifications: correction of affiliations, enrichment of data, addition of the complete text ...

 **Only the depositor** (called "Contributor" in HAL) has the **rights to modify** it.

↳ If you want to be able to **change this deposit**, you must **apply for shared ownership**.





Sharing property

Journal Articles Estuarine, Coastal and Shelf Science Year : 2022

A possible strong impact of tidal power plant on silver eels' migration

Thomas Trancart (1, 2) , Nils Teichert (1, 2) , Jézabel Lamoureaux (1) , Elouana Gharnit (1) , Anthony Acou (3, 2) , Eric de Oliveira (4) , Romain Roy (4) , Eric Feunteun (1, 2)

Show details

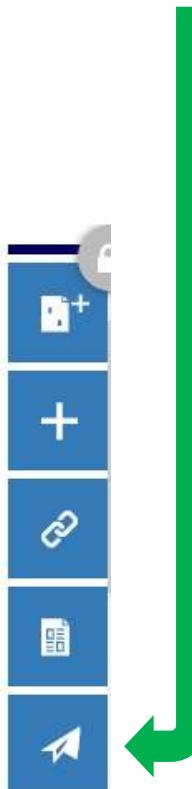
1 BOREA - Biologie des Organismes et Ecosystèmes Aquatiques
2 Station marine Dinard
3
MIAME - Pôle OFB-INRAE-Institut Agro-UPPA pour la gestion des migrateurs amphihalins dans leur environnement
4 EDF R&D LNHE - Laboratoire National d'Hydraulique et Environnement

Abstract en

Very few tidal power plants exist in the world. The first one was built in the Rance estuary (Brittany, France) in 1966 and

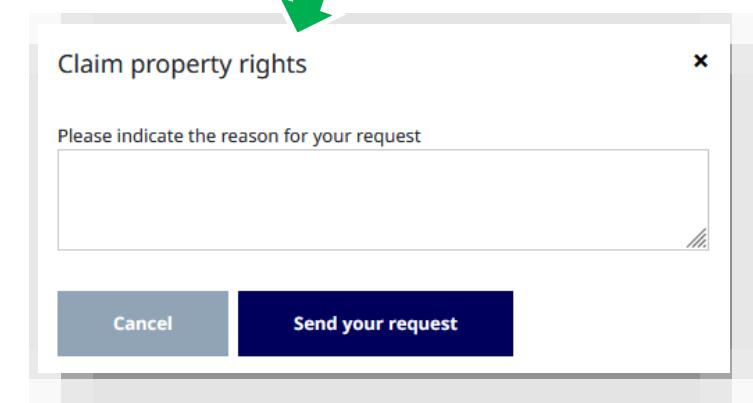
Keywords

Anguilla Anguilla Escapement



This request of sharing of property can be made for a unique deposit. Once connected to HAL, you must go to the the deposit and **click on the button “Ask for the property right” on the right of your screen.**

Then HAL opens a window to write a **message to the contributor to explain your request.**





Sharing property

The contributor will then **receive an email** with the message you have indicated. He can then **validate the sharing**.

If you have not received the share after one week, please contact us so that we can unblock the situation: hal@normandie-univ.fr

Shared publications then appear in “**My space**” > “**My deposits**”.



Duplicates

Books (Synthesis Book) Year : 2022

A Back and Forth between Tourism and Health: From Medical Tourism to Global Health

Sebastien Fleuret (1)

Show details

1 ESO - Espaces et Sociétés



If you find **duplicates** in your publications present in HAL, you can **contact the HAL adviser** of your research unit or the **HAL Normandy support unit**.

If you have created a duplicate by mistake, **without depositing the full text**, you can **delete the deposit** you have made. Go to the right of the relevant deposit and click on “Delete”.

If the full text has been deposited, you can contact the HAL Normandy support unit.





Adding value to your deposits : collections

A collection enables you to group deposits under a short URL address (ex. http://hal-archives-ouvertes.fr/name_of_collection), in a personalized graphic environment.

For a laboratory : to gather in a "showcase" website all the researchers' publications of a unit, to highlight the most recent ones, extract figures on the type and number of publications over a precise period, facilitate the administration of a bibliography within an activity report, etc.

For a journal : to archive in a lasting way and guarantee the online access to all the published articles, and give free access to the full text with or without date restriction (embargo).

For a symposium : to centralize all the lectures and contributions and make them freely accessible on a web page dedicated to the symposium, in an open archive harvested by other major specialized archives.



Collections: examples – A European project

CCSD HAL Sciences.org Sciencesconf.org Support

en Connexion

Programme LASCAUX - Droit Aliments Terre

Accueil Consultation Recherche simple Liens

Accueil

IMAGINER UN DROIT HUMANISTE POUR RIGER LA TERRE À NOURRIR L'HUMANITÉ
TO IMAGINE A HUMANISTIC LAW TO HELP THE EARTH TO FEED HUMANITY

— "LASCAUX", C'EST QUOI ?

« Lascaux » est un programme de recherche en droit qui cherche à recenser et à analyser les différents problèmes liés à l'alimentation dans le monde. Il aborde également, parce que cela est intimement lié, les problèmes posés par l'accès à la terre et son usage agricole et s'attache à diagnostiquer les causes juridiques de ces problèmes et à rechercher par quels moyens le droit peut ouvrir des voies possibles de solutions.

« Lascaux » a été sélectionné par le Conseil européen de la recherche à la suite d'un appel international à propositions. Cet appel à propositions (Grant Agreement for Advanced Investigator Grant - Sciences sociales, 2008) relève du programme européen « IDEES », au sein du 7e Programme-Cadre (Convention ERC n° 230400).

Le programme a une durée de 5 ans (2009-2014).

Il est placé sous la direction scientifique de François Collart Dutileul, Professeur à l'Université de Nantes et membre de l'Institut universitaire de France.

Pour en savoir plus sur le programme, consultez son site internet : www.droit-aliments-terre.eu

— PARTENAIRES

UNIVERSITÉ DE NANTES MSH IRDP INSTITUT DE RECHERCHE EN DROIT PUBLIQUE EA 1166 IUF

Collections: examples – A journal



The screenshot shows a web browser window with multiple tabs open. The main content is the 'CAHIERS DE LA LOGISTIQUE' journal page on the HAL platform. The page features a red header with the journal title and a navigation menu with links to 'Accueil', 'Ressources', 'Instructions aux auteurs', and 'Recherche'. Below the header, there is a section for 'La revue' with details about the ISSN, collection, editor, and various contact and license information. At the bottom, there is a section for 'Derniers articles publiés' with a thumbnail of a recent publication and its title.

HAL

Collection LOGISTIQUE

CAHIERS DE LA LOGISTIQUE

Accueil Ressources Instructions aux auteurs Recherche

Bienvenue sur la collection de la revue *Cahiers de la logistique*

Les « Cahiers de la logistique », antérieurement appelé les « Cahiers du campus de la logistique », sont une initiative de l'institut Supérieur d'Etudes Logistiques (ISEL) avec l'appui du Service Commun de la Documentation (BU-SCD) de l'Université Le Havre Normandie (ULHN).

Ces publications sont des contributions pour la **science ouverte** et s'intéressent à une thématique interdisciplinaire : **la logistique**. Elles sont accessibles à tout public intéressé : des chercheurs, des acteurs du milieu socio-économique, des élèves, des doctorants. Écrites dans un langage accessible, elles ont pour objectif majeur de mettre en lumière des avancées et des innovations autour de la logistique.

La revue

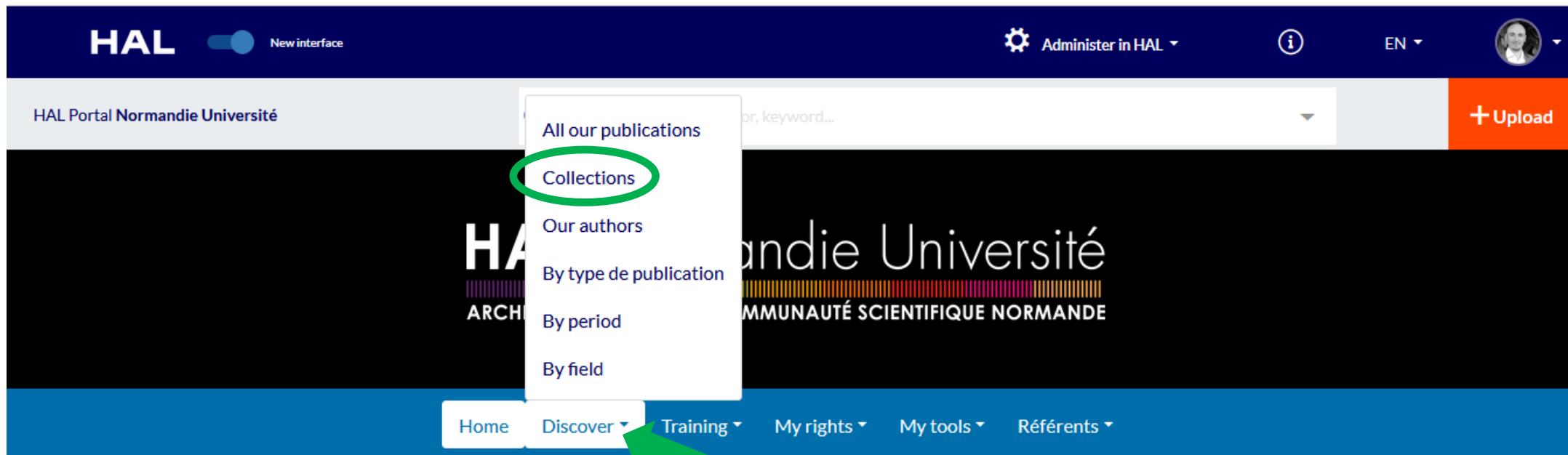
ISSN : 2778-0317
Collection : 2020-
Éditeur : ISEL
Rédactrice en chef : Andria Duhamel (andria-cynthia.duhamel@univ-lehavre.fr)
Assistante de rédaction : Imene Khames (imene.khames@univ-lehavre.fr)
Secrétariat de rédaction : Christel Vatin (christel.vatin@univ-lehavre.fr)
Licence : CC BY-NC-ND

Derniers articles publiés

David Brezet, Christophe Ouhamed. Le problème de transport de personnes avec flotte publique, flotte privée et possibilité de covoyage. *Cahiers de la logistique*, 2023, 4, pp.27-36. (hal-04362977)



Access to the collections of Normandy University



HAL New interface

HAL Portal Normandie Université

HAL ARCHIVE COMMUNAUTÉ SCIENTIFIQUE NORMANDE

All our publications

Collections

Our authors

By type de publication

By period

By field

Home Discover ▾ Training ▾ My rights ▾ My tools ▾ Référents ▾

or, keyword...

Upload

Welcome to the HAL Normandie Université portal, institutional open repository of the Norman scientific community.

Space of deposit and consultation of scientific publications, this website also aims at

FULL TEXTS
29 249

REFERENCES
69 060



Collections

The **request** will have to **specify** :

- **Identifier of the collection:** Unique identifier of the collection in HAL, used to build the URL address of the collection (TAMPID in v2). In **capital letters** and not modifiable thereafter.
- **Name of the collection:** Developed title
- **Category:** Laboratory, Institution, University, PRES, School, Colloquium, Journal, Theme, Other
- **Mode:** Manual or automatic stamping
- **Collection criteria:** different types of criteria can be combined: for example, one can select the deposits of an author in a defined laboratory, by limiting oneself to publications in a single field, or to certain publication **dates**.
- **Login of the collection manager(s)**



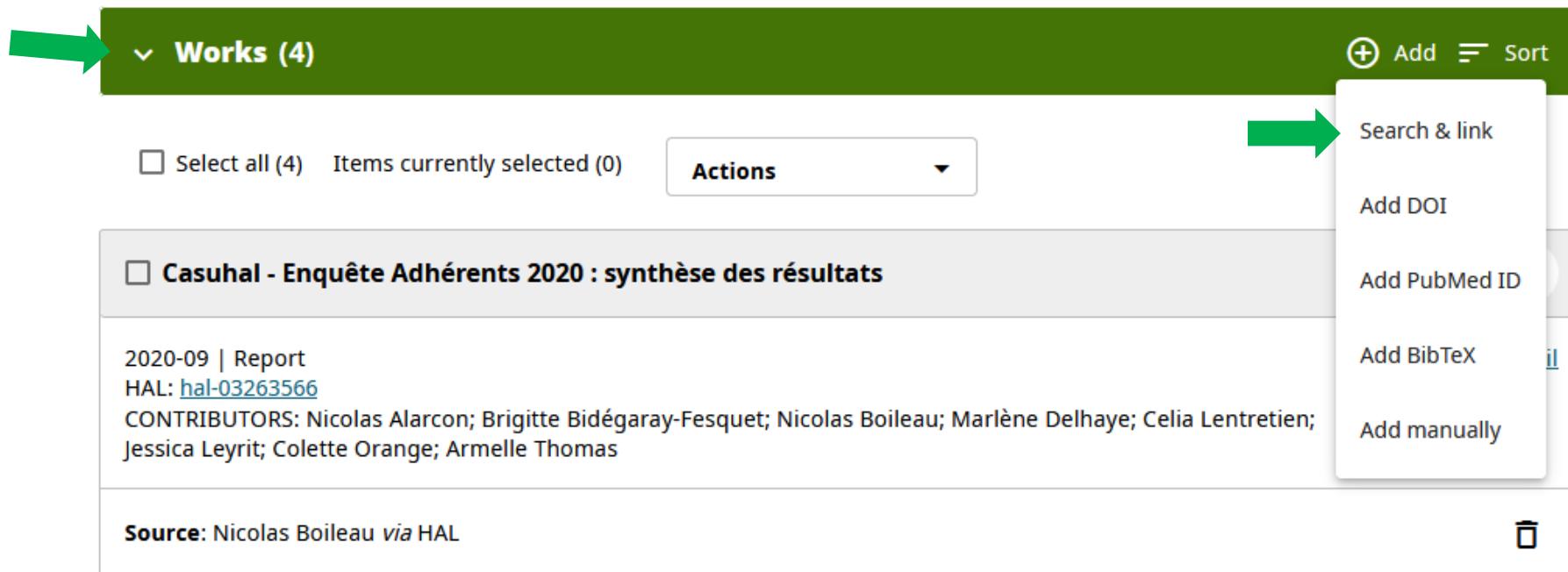
Adding value to your deposits : collections

Do not hesitate to consult the **support unit of HAL Normandie Université** for the creation of a collection:

hal@normandie-univ.fr



Creating your IdHAL and enriching your ORCID



Works (4)

Select all (4) Items currently selected (0)

Actions

Casuhal - Enquête Adhérents 2020 : synthèse des résultats

2020-09 | Report
HAL: hal-03263566
CONTRIBUTORS: Nicolas Alarcon; Brigitte Bidégaray-Fesquet; Nicolas Boileau; Marlène Delhaye; Celia Lentretien; Jessica Leyrit; Colette Orange; Armelle Thomas

Source: Nicolas Boileau via HAL

Search & link
Add DOI
Add PubMed ID
Add BibTeX
Add manually

Log in to ORCID.

In the heading “Works”, click on: “Add works” > “Search & link” (search and create the link) > **Choose HAL**.

Finally **select the publications to add to ORCID** + “Send to ORCID”:  **Send to ORCID**



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