



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.”

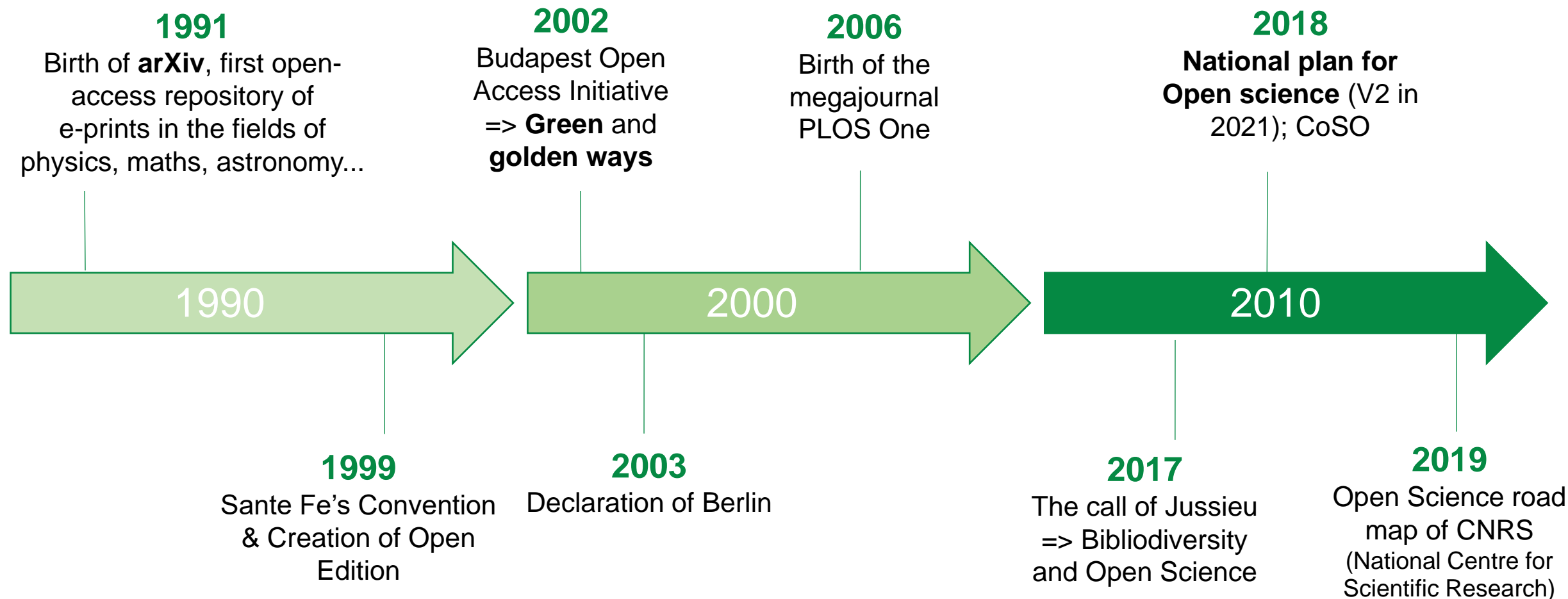
DIST-CNRS

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

Ouvrir la science, <https://www.ouvriirlascience.fr/accueil/>
Science ouverte France, <http://openaccess.couperin.org/category/open-access/>



At the origins of the movement





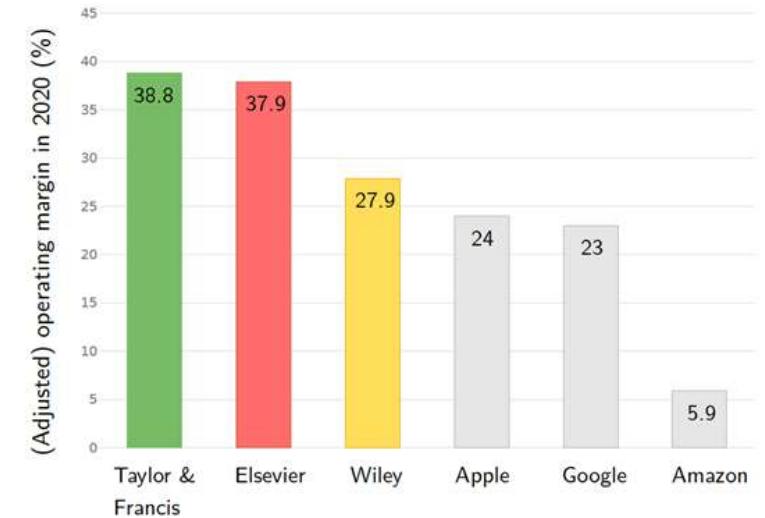
Why choose Open access?

• 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].

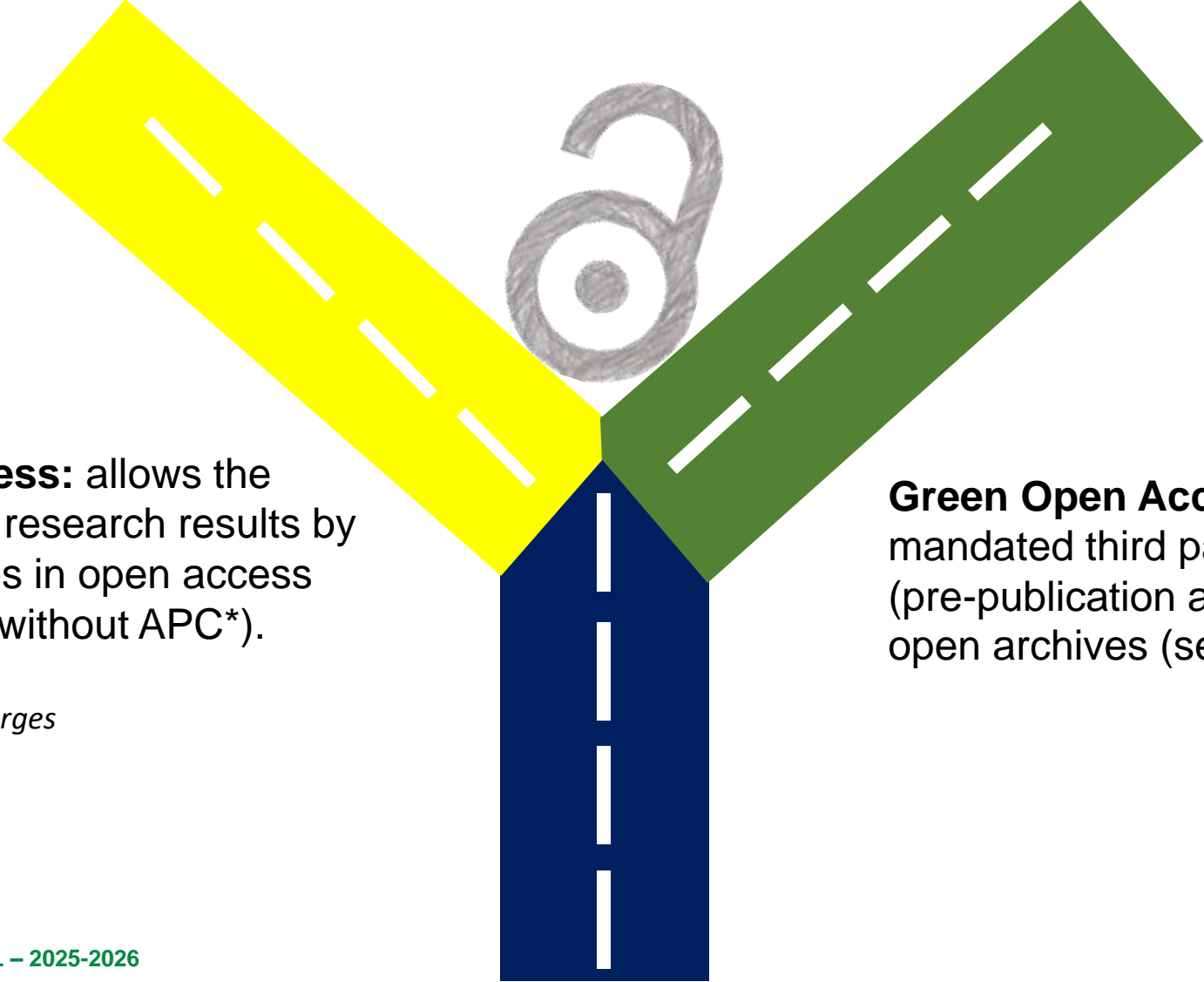


Why choose Open access?

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*



Gold Open Access: allows the dissemination of research results by publishing articles in open access journals (with or without APC*).

** Article processing charges*

Green Open Access: researchers (or a mandated third party) deposit their articles (pre-publication and post-publication) in open archives (self-archiving).



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**.





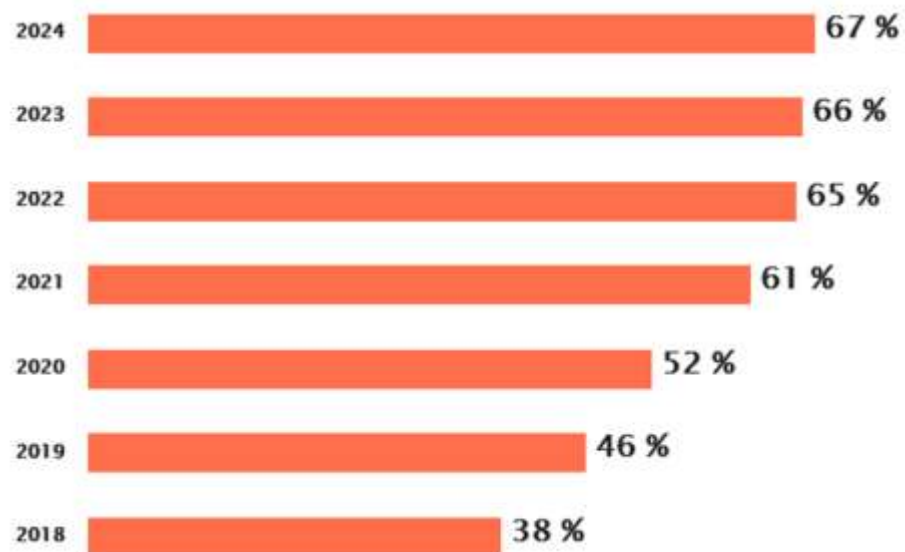
The French Open Science Monitor

(Le baromètre pour la Science Ouverte [BSO])

Measure the evolution of open science in France using reliable, open and controlled data.

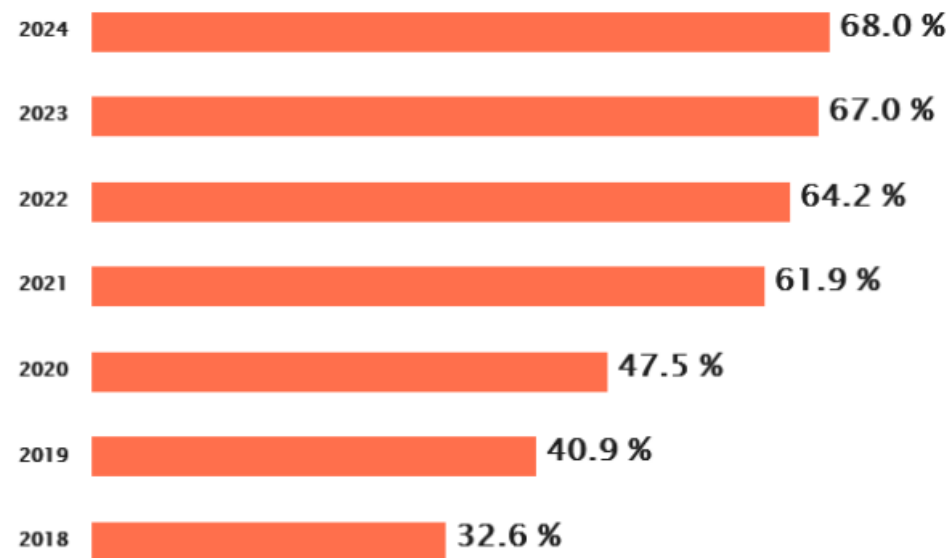
Data updated on Dec 1st, 2024 with publications released between 2018 and 2024

Open Access rate of scientific publications in France, with a Crossref DOI, published during the previous year by observation year



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

Open Access rate of scientific publications of Normandy University (NU), with a Crossref DOI, published during the previous year by observation year



<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 financiers (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.





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.

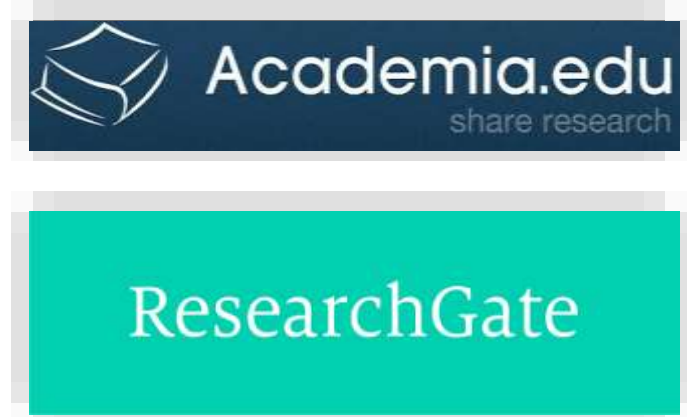
The RSS allows you to fall in line with the **open science policy of financing institutions**, such as the **ANR** (the French National Research Agency) which requires it for awarded projects from the Action Plan 2022 onwards, as well as the **European Commission for research projects financed by Horizon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

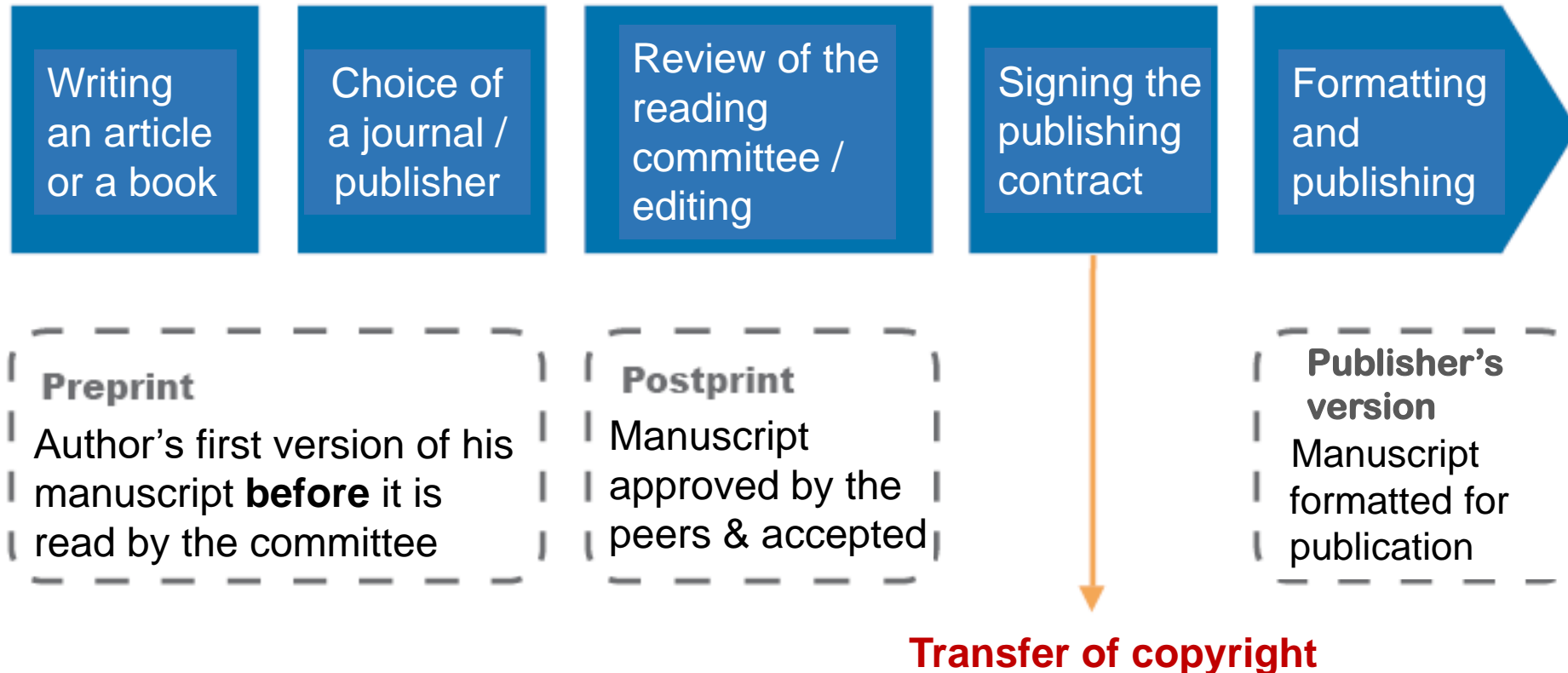
What documents deposit?

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)



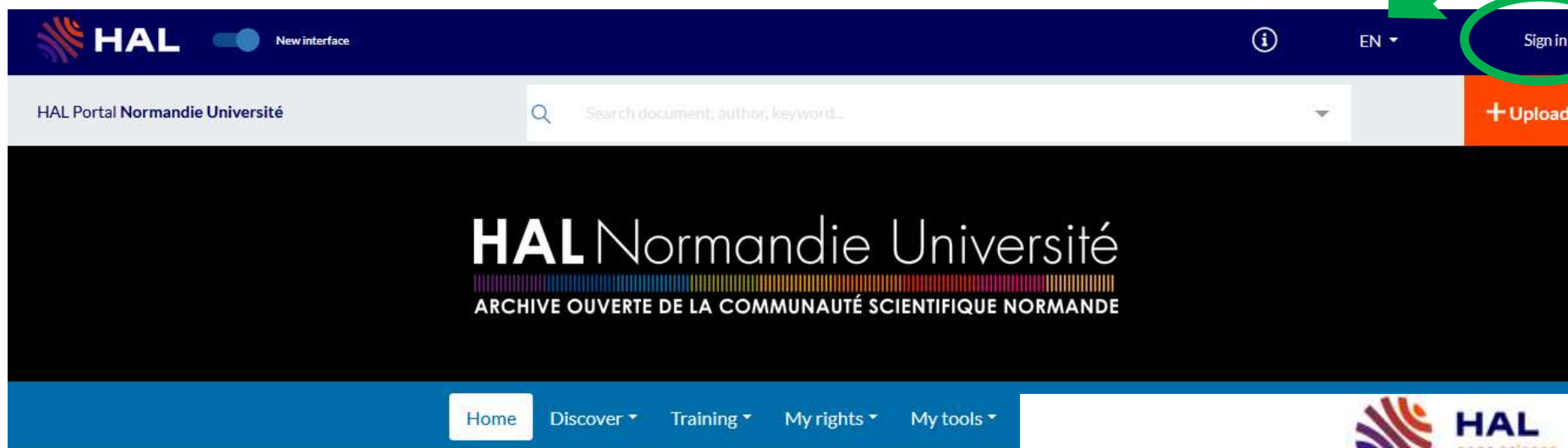


Creating an account

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



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

The login form is white with a light blue border. It has two input fields: 'Login' and 'Password'. Above the 'Login' field is a link 'Forgotten Login', and above the 'Password' field is a link 'Forgotten Password'. Below the fields is a checkbox labeled 'Warn me before logging me into other sites.' and a dark blue 'LOGIN' button.

The registration form is light grey. It has the title 'You don't have an account' at the top. Below the title is a dark blue button with a white plus icon and the text 'Create an account'. The button is circled in green.



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

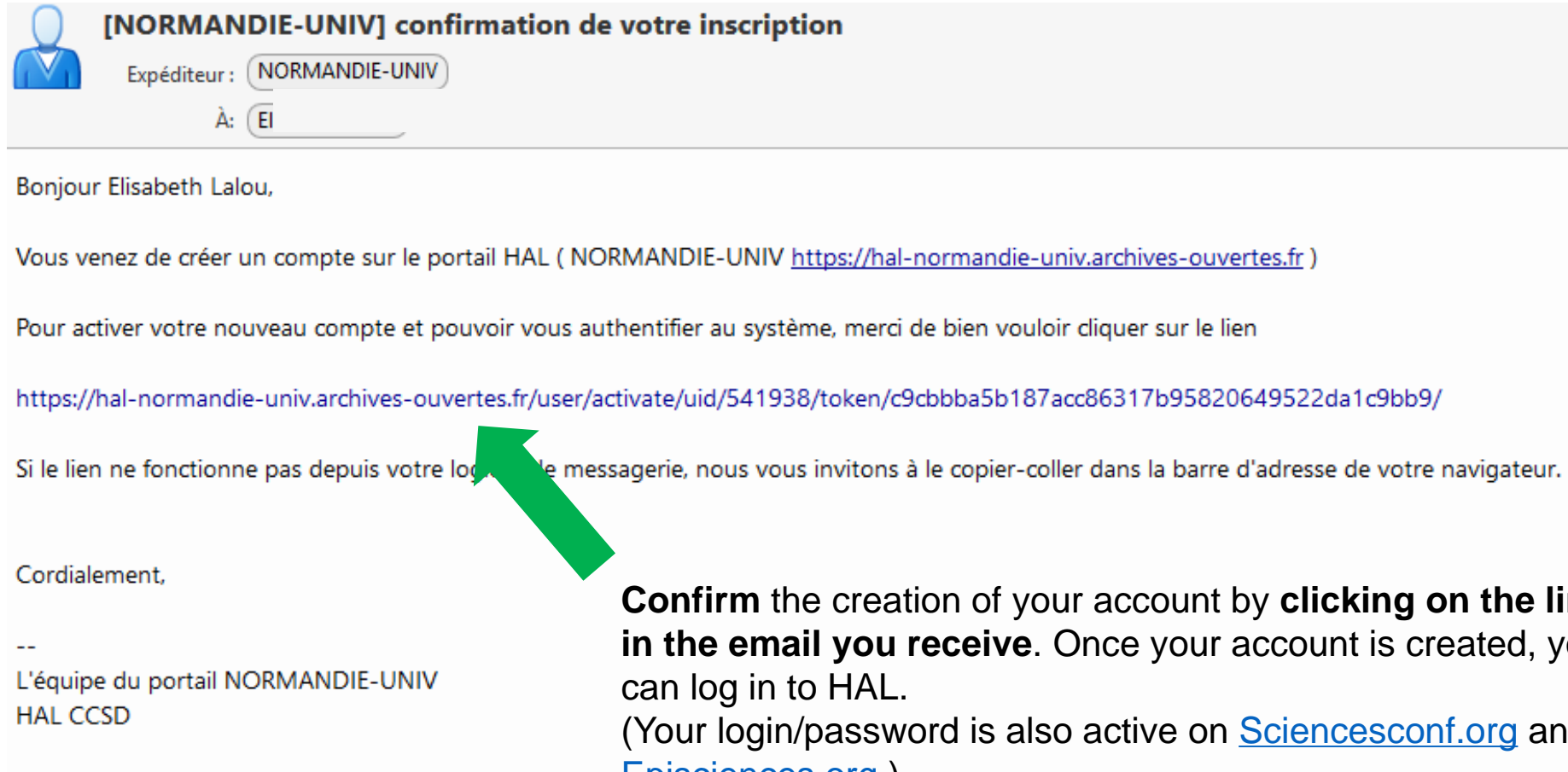


Votre compte a été créé

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.



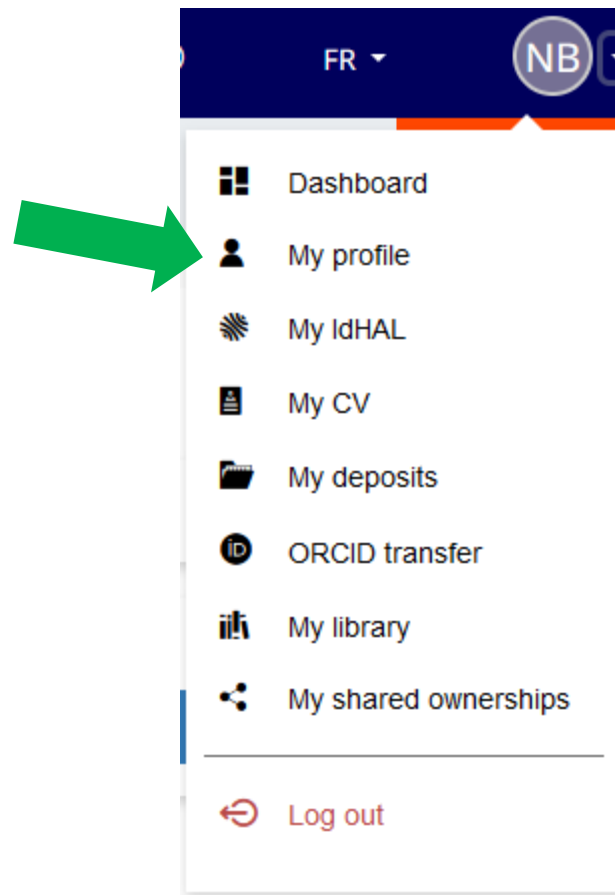
Creating your account



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://www.sciencesconf.org/) and [Episciences.org](https://www.episciences.org/).)



Configuring your profile



Setting my profile

The screenshot shows the HAL user interface. At the top is a dark blue header with the HAL logo, a search bar, and user controls. Below the header, the main content area is titled 'Mes informations'. On the left is a sidebar with a user profile card for 'Sophie Ensel' and a list of navigation links: 'Tableau de bord', 'Mon profil', 'Mon IdHAL', 'Mon CV', 'Mes dépôts', 'Transfert ORCID', 'Ma bibliothèque', and 'Mes partages de propriétés'. The 'Mon profil' link is selected. The 'Mes informations' section contains a form with fields for 'Nom de famille' (Ensel), 'Prénom' (Sophie), 'Titre' (Mme), 'Séjour' (Ensel sop), 'Email' (sophie.ensel@univ-rouen.fr), and 'Photo' (a circular profile picture with 'SE'). Below this is a 'Mon espace FTP' section indicating no files are present. To the right of the personal information is a 'Configurer mon IdHAL' button. Below that is the 'Mes affiliations' section, which includes a search input field containing 'laboratoire de mathématiques' and an 'Ajouter' button. A list of affiliations is displayed below the input field, each with a green background indicating a valid structure. The affiliations listed are: 'Laboratoire de Mathématiques Nicolas Oresme - LMNO (1982 - ...)', 'UNICAM - (Université de Caen Normandie) - CNRS - Centre National de la Recherche Scientifique - UMR 6119', 'Laboratoire de Mathématiques Raphaël Salem - LMR5', 'UNIROUEN - Université de Rouen Normandie - CNRS - Centre National de la Recherche Scientifique - UMR 6628', 'Laboratoire de Mathématiques d'Orsay - LMO (2020 - ...)', 'Université Paris-Saclay - CNRS - Centre National de la Recherche Scientifique - UMR 8628', and 'Laboratoire de Mathématiques et Applications - LMA-Poitiers - Université de Poitiers - CNRS - Centre National de la Recherche Scientifique - UMR 7348'. A green arrow points to the 'Laboratoire de Mathématiques Raphaël Salem - LMR5' entry. At the bottom of the page is a 'Mes préférences' section with a link to 'Préférences générales'.

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



× Automatic Control Engineering

Preferred language

French



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

Automatically affiliate the authors at each new submission

No ☐ Yes

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

Receive a mail when identified as co-author

No ☒ Yes

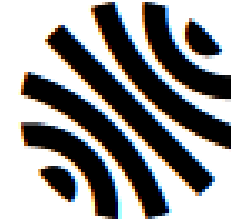
Indicate here if you are the **author of the publications** you are submitting. If you submit your own publications, select to “yes” so that the author’s metadata is already completed

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

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



Creating your IdHAL



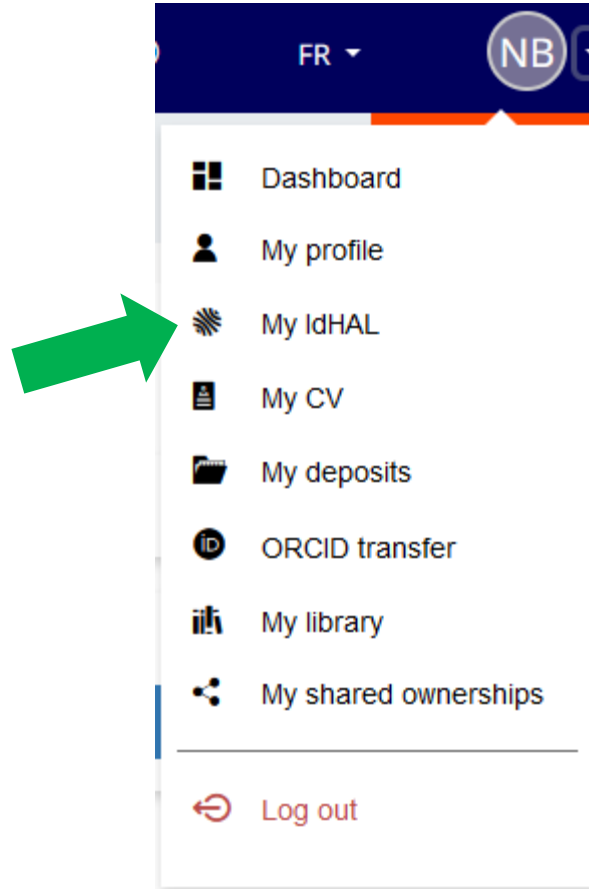
Why?

- 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/a>

+ 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

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

Autres identifiants chercheur Alignez votre IdHAL avec vos autres identifiants chercheurs

<input type="text" value="139032762"/>	IdRef ▼	
<small>ex: azeaze_q_2, check : https://arxiv.org/help/author_identifiers</small>		
<input type="text" value="Arxiv"/>	Arxiv ▼	

Sites internet et liens sociaux Ajoutez vos liens vers les réseaux sociaux

<input type="text" value="cfaur"/>	 Twitter ▼	
<small>ex: johndoe ou https://www.facebook.com/johndoe</small>		
<input type="text" value="Facebook"/>	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).

Then, click on **Save**.

[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 ?	Actions
<input checked="" type="radio"/> Nicolas Boileau	
<input type="radio"/> N. Boileau	

Add a name :

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.

Configure my IdHal

My names

My publications

Associate your publications to your idHAL

Show publications based on your authors' names ? Search

All Search publications..

Nicolas Boileau

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

Then, click on **Save**. 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**

The screenshot shows the HAL open science website. The header is dark blue with the HAL logo on the left and a 'Sign in' button on the right. A green arrow points to the 'Sign in' button, labeled '1. Connect / Sign in'. Below the header, the main banner features the HAL logo and the text 'Open and share the knowledge'. A green arrow points to a red '+ Upload' button, labeled '2. Click on Upload'. Below the banner, there are four columns of text, each with an icon and a title:

- 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 ✕ Quitter

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

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.

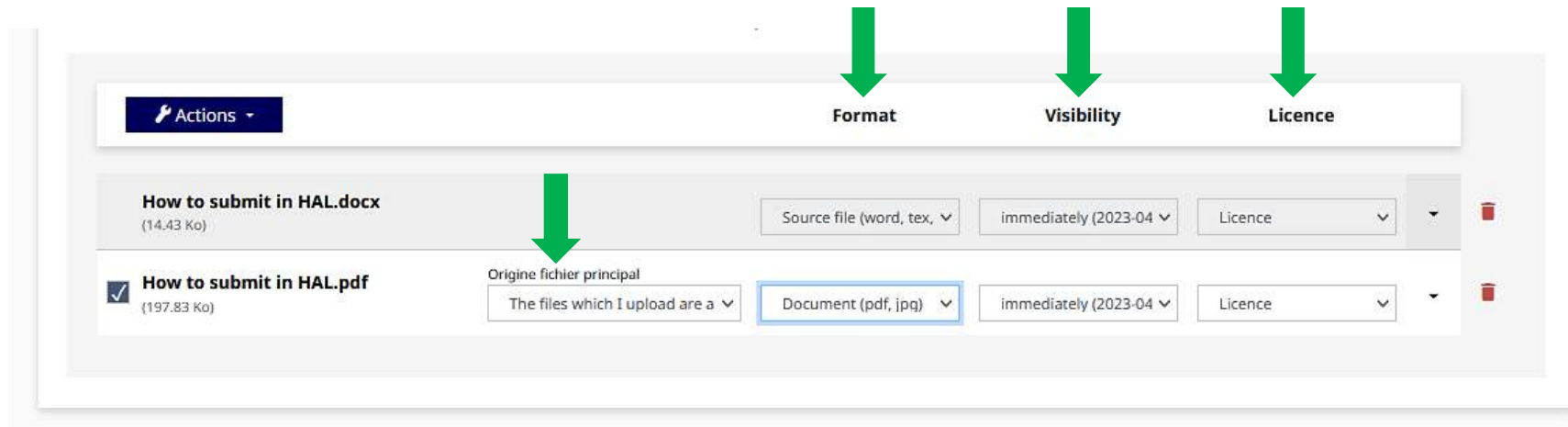
If necessary, access to the detailed view (non-downloadable status, specify the use of the editor file or use a file from your FTP space for example).

The screenshot shows the HAL submission interface. At the top, there's a dark blue header with the HAL logo, a 'Submit to HAL' button, and a 'Journal articles' link. Below the header, there's a sidebar with a 'File(s)' section and a 'Metadata' section. The 'File(s)' section has a 'Upload my files' button and a large area with a cloud icon and an upward arrow, labeled 'Drop your document (max. 200M)'. A green arrow points to this area with the text 'Drag and drop the document or upload the file'. Below this, there's a 'Browse' button and a link 'Upload from a link'. The 'Metadata' section has a 'Give informations about your submission' button and a 'Load metadata from an identifier' section. This section has a text input field for a DOI (e.g., '10.xxxx') and a 'Search for metadata' button. A green arrow points to this section with the text 'Automatic retrieval of data from the file and/or DOI or other identifier such as arXiv, PubMed, etc.'. At the bottom right, there's a 'CHECK THEN SUBMIT' button.

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 the HAL document deposit interface. At the top, there is a bar with an 'Actions' button and three labels: 'Format', 'Visibility', and 'Licence', each with a green arrow pointing down to its respective column in the table below. The table lists two documents: 'How to submit in HAL.docx' (14.43 Ko) and 'How to submit in HAL.pdf' (197.83 Ko). The second document is selected with a checkmark. For the selected document, the 'Origine fichier principal' is set to 'The files which I upload are a'. The 'Format' column shows 'Document (pdf, jpg)' selected. The 'Visibility' column shows 'immediately (2023-04)'. The 'Licence' column shows 'Licence'. There are also trash icons in the rightmost column for each document row.



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

Check the affiliation of the author(s): at least **one** author must be affiliated!
The addition of a second affiliation is possible.

Suppress the proposed affiliation.

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*

Main information / metadata.

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

Delete

English ▾

+ Add

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

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

Identifiers:

DOI, ArXiv, PubMed, ...

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



Depositing an article

Association publication – data - software

Related resources

Relationship	Repository
<div>Cites (Cites) ▾</div>	<div>HAL ▾</div> <div><div>HAL</div><div>Nakala</div><div>Recherche Data Gouv</div><div>Software Heritage</div><div>Other source (other repository, archive, etc.)</div></div>
<div>Search a deposit in HAL (identifier, title)</div> <div></div>	
<div>Comment</div> <div></div>	<div>Cancel</div> <div>Add</div>



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

[+ Add](#)



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** ...



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



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 .bbl for arXiv.

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

☐ 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

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 Journal articles hal-01650746v1	Notice	Online	2022-11-29	2017-03-24
Survival benefit of mantle cell lymphoma patients enrolled in clinical trials; a joint study from the LYSA group and French cancer registries Journal articles inserm-01624838v1	Notice	Online	2022-11-23	2018-04

Left sidebar menu:

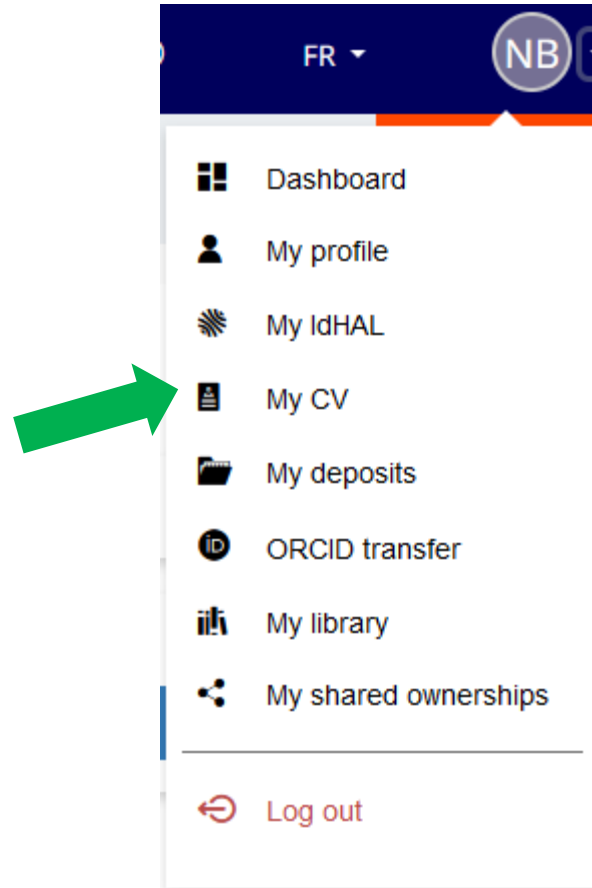
- Dashboard
- My profile
- My IdHAL
- My CV
- My deposits**
- ORCID transfer

Right sidebar menu (dropdown):

- Dashboard
- My profile
- My IdHAL
- My CV
- My deposits**
- 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 Browse Share

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.





Save

☒ 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 Delhayé, 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)



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**.



Biographical data

My publications

My facets

Personalization

Check facets you want to appear in your resume.

These facets will be displayed in a column on the left of the screen.



Save



Picture



Researcher identifiers



Social networks



Export Publications



Production year



Domains



Keywords



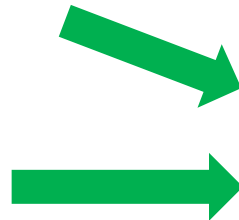
Creating your CV

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**”.

Then, click on **Save**.



Biographical data

My publications

My facets

Personalization

Custom your resume appearance.

Thème CSS

Thème HAL par défaut

Stylesheet

Save



Creating your CV

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





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 Journal articles hal-01650746v1	Notice	Online	2022-11-29
Survival benefit of mantle cell lymphoma patients enrolled in clinical trials; a joint study from the LYSA group and French cancer registries Journal articles inserm-01624838v1	Notice	Online	2022-11-23

Share / Export

Modify the metadata

Add the file

Link the ressources

Used as a template

Share property rights

Remove from my space

Add to a collection

Remove from a collection

Delete

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 Lamoureux (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.

Claim property rights ×

Please indicate the reason for your request

Cancel Send 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 Eprints.org Sciencesconf.org Support

Programme LASCAUX - Droit Aliments Terre

Accueil Consultation Recherche simple Liens

Accueil



IMAGINER UN DROIT HUMANISTE POUR AIDER 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'attelle 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 7^e 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 Colart Dubéau**, 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





Collections: examples – A journal

The screenshot displays the HAL website interface for the 'CAHIERS DE LA LOGISTIQUE' collection. The browser's address bar shows the URL 'https://normandie-univ.hal.science/LOGISTIQUE'. The HAL logo is in the top left, and a search bar is in the top center. A red banner with white circles is part of the header design. Below the banner, the title 'CAHIERS DE LA LOGISTIQUE' is prominently displayed. A navigation menu includes 'Accueil', 'Ressources', 'Instructions aux auteurs', and 'Recherche'. The main content area welcomes visitors to the collection and provides details about its interdisciplinary focus on logistics. A sidebar on the right lists the journal's ISSN, collection year, editor, and editorial board. At the bottom, a section titled 'Derniers articles publiés' features a thumbnail of a journal cover and a brief description of a recent article.

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-
- Editeur : ISEL
- Rédactrice en chef : Andria Duhamel (andrea-cynthia.duhamel@univ-lehavre.fr)
- Assistants de rédaction : Imene Khames (imene.khames@univ-lehavre.fr)
- Sécretariat de rédaction : Christel Vatin (christel.vatin@univ-lehavre.fr)
- Licence : CC BY-NC-ND

Derniers articles publiés

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



Access to the collections of Normandy University

HAL Portal Normandie Université

HAL Normandie Université
COMMUNAUTÉ SCIENTIFIQUE NORMANDE

Discover

Home Discover Training My rights My tools Référents

29 249

69 060

29 249

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)** ⊕ Add ≡ Sort

☐ Select all (4) Items currently selected (0) **Actions** ▼

☐ **Casuhall - Enquête Adhérents 2020 : synthèse des résultats**

2020-09 | Report
HAL: [hal-03263566](#)
CONTRIBUTORS: Nicolas Alarcon; Brigitte Bidégaray-Fesquet; Nicolas Boileau; Marlène Delhayé; Celia Lentreten; 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**



Creating your IdHAL and enriching your ORCID

Choose HAL



Link works ×

DataCite
Enable the DataCite Search & Link and Auto-Update services. Search the DataCite Metadata Store to find your research datasets... [Show more](#)

Deutsche Nationalbibliothek (DNB)
Search the catalogue of the German National Library (DNB) by your name and link your publications to your ORCID record. The G... [Show more](#)

Europe PubMed Central
Europe PubMed Central (Europe PMC) offers this tool to enable you to link anything in Europe PMC to your ORCID. Europe PMC co... [Show more](#)

HAL
Part of the Ministry's research infrastructure roadmap and of the National Plan for Open Science, HAL is the multi-disciplina... [Show more](#)





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