

Resources

- **HAL-PASTEUR** is the institutional archive of the Institut Pasteur, portal of the french national archive HAL.

The Institut Pasteur International Network (33 institutions throughout the world) use the portal [HAL-RIIP](#) to submit their publications.


- **Why to archive : Institut Pasteur self-archiving policy**

The Institut Pasteur intends to pursue a **strong institutional Open Access policy**, so as to affirm its commitment to open science and ensure the visibility of its publications.

In response to this will, researchers are expressly asked to deposit their publications in the open archive [Hal-Pasteur](#)

(BIP: The Institut Pasteur newsletter - January 16, 2015)

This policy is registered in [ROARMAP](#) Registry of Open Access Repository Mandates and Policies

 [Infographics](#) about the benefits of open access

- **When ?**

When the article is **accepted for publication, or at the latest when it is being published in the journal.**

Important reminder:

If your research findings are subject to a patent application, it is necessary to delay the publication until the application has been lodged with the patent office.

- **How ?**

Log on to your Hal-Pasteur account, and click on the **Submit** tab. The deposit takes 4 steps:

1. Select publication type
2. Upload the file(s)

- Library catalog
- Electronic resources
- Open Archives
- Online books and theses
- Institut Pasteur publications
- Pubmed
- Web of Science
- Scopus
- Picture library

3. Capture metadata describing the document (the fastest is to import the data by giving the Pubmed ID)
4. Enter the authors' affiliations

The final screen summarizes the information provided.

The deposit is checked by the CeRIS library's Hal team, in particular when it comes to the rights of authors on their files and their affiliations to a lab and an institution.

Which version should be submitted?


- If you have published in Open Access with a [Creative Commons](#) license: you should submit the PDF file as published on the publisher's website
- If you have not published in Open Access: you should submit the peer-reviewed author's manuscript, accepted for publication (postprint). It is the same as the article but without the publisher's layout.

To know publishers' policies, see [Sherpa/Romeo](#) website. If you are allowed to post your post-print, you will see the following item:


Author's Post-print:  author can archive post-print (ie final draft post-refereeing)

Open Access and H2020

Publications whose research has been funded by the European Union within H2020 program, must be deposited in open archives (such as Hal-Pasteur) and provided free and open access.

 *more information about [OpenAire](#) ; on [ROARMAP](#)*

What if a publisher does not allow postprint submissions to open archives?

- Preferably before publication, you can add a clause to your contract. It may also be added afterward.
- You may use the [Scholar's Addendum Engine](#) . Just click on "(get started)": it will generate an additional clause that will allow you (amongst others) to retain rights to submit a copy of your author manuscript to Hal.
Fill in, print, and send the [form](#) to the person you address your contract to.
- For other templates, see the [Couperin for Open Access in France](#) website

[Bill "for a digital republic" - Article 17](#)

The article 17 of this bill, that should be definitely adopted next September, gives researchers the right to freely use and deposit in open archives their post-print articles, whatever the publisher's policy is and even if they have transferred their exclusive copyright to a publisher. A 6 month embargo can be applied to the file.

Resources

- [CeRIS-library learning material to deposit in Hal-Riip](#) [in English]

- [CeRIS-library learning material to deposit in Hal-Pasteur](#) [in French]
- [Déposer dans Hal : mode d'emploi \[=How to deposit in Hal\]](#) guide on the blog of the French Centre for Direct Scientific Communication (CCSD) [in French]
- [Hal Documentation](#) on the CCSD website [in English]
- For any question : hal-pasteur@pasteur.fr

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