HAL open science

# User guide : how to file a document in HAL

Céline Smith

## To cite this version:

Céline Smith. User guide : how to file a document in HAL. Doctoral. Toulouse, France. 2016, 38 diapos. cel-01482461

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**https://laas.hal.science/cel-01482461**

Submitted on 3 Mar 2017

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# User guide : how to file a document in HAL

Céline Smith
IST-EDI, doc@laas.fr
March 2016

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Thanks to Bénédicte Kuntziger, Françoise Gouzi, Laurent Jonchère and Catherine Bertignac

# PLAN

- What is Open Access
- Copyrights
- How to file a document at LAAS
- HAL and the LAAS collections
- How to file a document in HAL
- How to create your IdHAL

# 1-Open Access

- 1.1. Introduction

# 1-Open Access

## 1.2. Gold OA / Green OA

**Source** : A qui appartient le savoir ? / Sandrine Cabut et David Larousserie paru dans LE MONDE SCIENCE ET TECHNO le 28/02/2013

### Hijacked Gold OA

**The "payment on behalf of the author" model is a perverted version of the original gold OA model** : the researchers are required to pay APC when submitting papers to a journal so that their articles are proposed for immediate access and are free for the reader when posted on the publisher's site.

Black list of « predatory » publishers : http://scholarlyoa.com/about/

### Original Gold OA :

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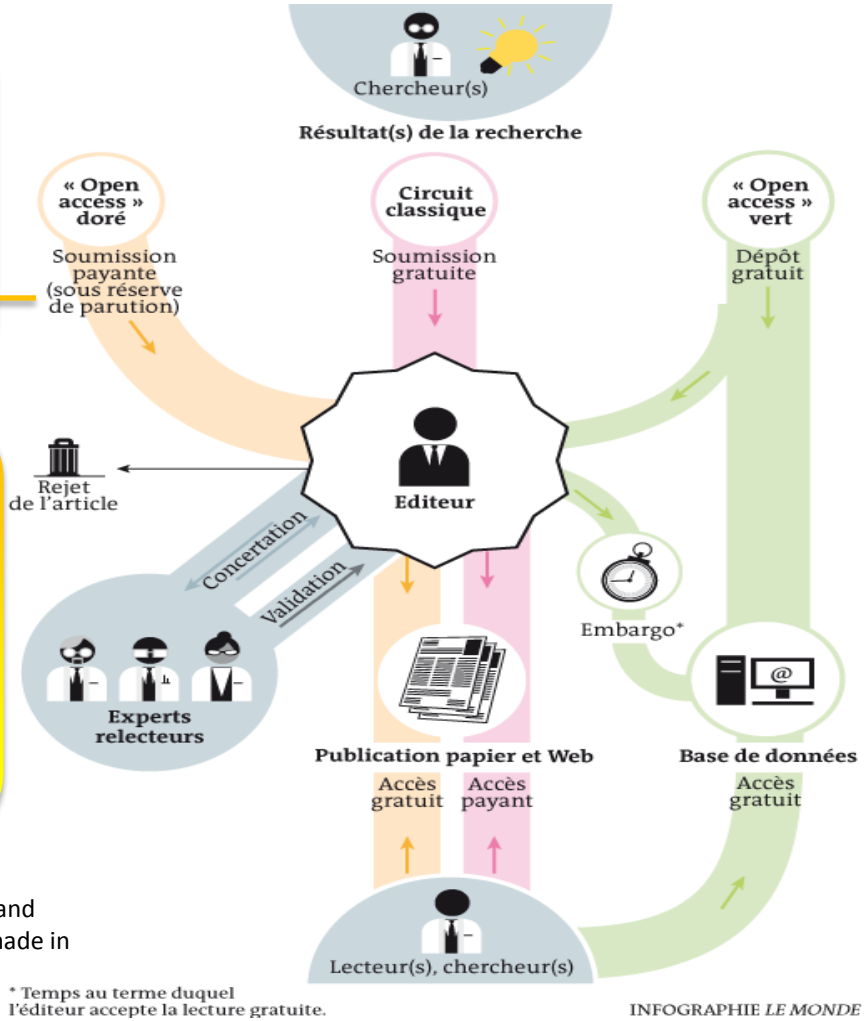
Directory of Open Access Journals

Revues.org




### Green OA : documents filed in open archives such as HAL or arXiv

### Episciences.org :

Digital publishing platform where articles come from papers filed in open archives such as HAL or arXiv, and not published elsewhere.

These "epijournals" **add value to open archives by providing the scientific caution of an editorial board to the validated papers**.

**Watch** : Papiers Dorés / Gabriel Benet and François Maginiot, documentary film made in April 2015

**Read also** : La France préfère payer deux fois pour les articles de ses chercheurs / Pierre-Carl Langlais and Rayna Stamboliyska published in Rue89 on 10/11/2014

# 2-Copyrights

## 2.1. What types of document can you file ?

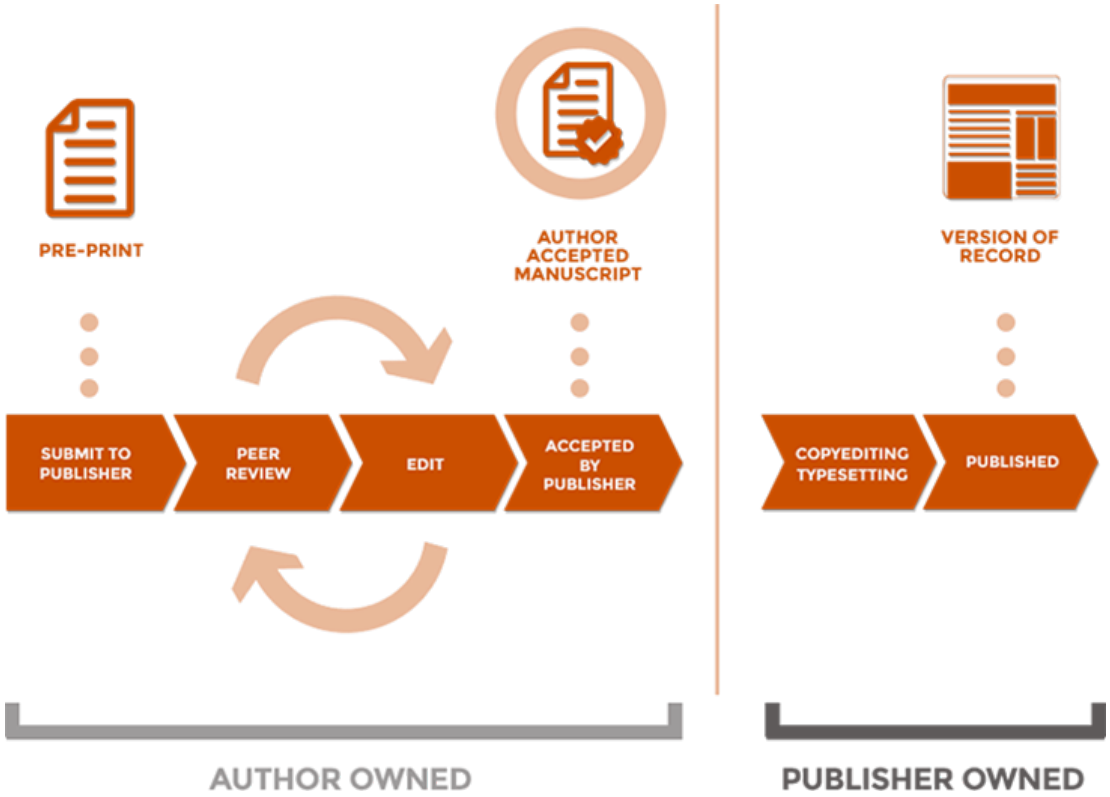
- Documents
  - Preprints
  - Working papers
  - Reports
- Publications
  - Journal articles
  - Conference papers
  - Poster communications
  - Books
  - Book sections
  - Direction of work or proceedings
  - Patents
  - Other publications
- Academic Works
  - Theses
  - HDR
  - Lectures
- Research data
  - Photos
  - Videos
  - Audio
  - Maps

BEFORE you file your document :

- Make sure the document is not confidential
- Make sure your co-authors agree with it

# 2-Copyrights

- 2.2. Publications : what versions are you allowed to file ?

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**After publication**

Versions authorized for filing vary depending on publishers. They state their position in dedicated repositories :

- SHERPA/RoMEO : English publishers copyright policies
- Héloïse : French publishers copyright policies

# 2-Copyrights

## 2.3. Post-print / Publisher's version / PDF

Post-print = author accepted manuscript

VOR = Publisher's version / PDF

Response of a two-dimensional liquid foam to air injection: influence of surfactants, critical velocities and branched fracture

Imen Ben Salem, Isabelle Cantat, Benjamin Dollet

*Institut de Physique de Rennes, UMR 6251 CNRS/Université de Rennes 1, Campus Beaulieu, Bâtiment 11A, 35042 Rennes Cedex, France*

**Abstract**

Experiments where air is injected into a foam confined in a Hele-Shaw cell are convenient to study the rheology of foams far from the quasistatic regime, and their limit of stability. At low overpressure, the injected air forms a ductile crack, whereas at high overpressure, it breaks the foam like a brittle material. We present new results in this configuration, complementary with previous studies. We show that air injection is slowed down for surfactants giving incompressible interfaces instead of mobile ones. The injection rate is quantitatively captured by a simple model balancing the air overpressure with known foam/wall friction laws for incompressible interfaces. We also revisit the critical velocity criteria for the injected air proposed by Arif et al. [1]. The upper bound of velocity in the ductile regime, based on the resistance of soap films against wall friction, is shown to hold much better for mobile than for incompressible interfaces. The propagation speed of shear waves is confirmed to be a good lower bound for the velocity in the brittle regime, provided the motion of all liquid within the foam is accounted for. Finally, a short description of branching in the fragile regime is given.

*Keywords:* liquid foam, air injection, foam/wall friction, ductile, fragile, branching

Colloids and Surfaces A: Physicochem. Eng. Aspects 438 (2013) 41–46

Contents lists available at ScienceDirect

Colloids and Surfaces A: Physicochemical and Engineering Aspects

journal homepage: www.elsevier.com/locate/colsurfa

Response of a two-dimensional liquid foam to air injection: Influence of surfactants, critical velocities and branched fracture

Imen Ben Salem, Isabelle Cantat, Benjamin Dollet*

Institut de Physique de Rennes, UMR 6251 CNRS/Université de Rennes 1, Campus Beaulieu, Bâtiment 11A, 35042 Rennes Cedex, France

HIGHLIGHTS

- We present new results in the configuration where foam in a Hele-Shaw cell is subjected to air injection.
- We show that air injection is slowed down with surfactants giving incompressible interfaces instead of mobile ones.
- The injection rate is captured by a model balancing the air overpressure with known foam/wall friction laws.
- We revisit critical velocity criteria of the injected air.
- A short description of branching in the fragile regime is given.

ARTICLE INFO

Article history:
Received 2 November 2012
Received in revised form 8 January 2013
Accepted 6 January 2013
Available online 30 January 2013

Keywords:
Liquid foam
Air injection
Foam/wall friction
Ductile
Fragile
Branching

ABSTRACT

Experiments where air is injected into a foam confined in a Hele-Shaw cell are convenient to study the rheology of foams far from the quasistatic regime, and their limit of stability. At low overpressure, the injected air forms a ductile crack, whereas at high overpressure, it breaks the foam like a brittle material. We present new results in this configuration, complementary with previous studies. We show that air injection is slowed down for surfactants giving incompressible interfaces instead of mobile ones. The injection rate is quantitatively captured by a simple model balancing the air overpressure with known foam/wall friction laws for incompressible interfaces. We also revisit the critical velocity criteria for the injected air proposed by Arif et al. [1]. The upper bound of velocity in the ductile regime, based on the resistance of soap films against wall friction, is shown to hold much better for mobile than for incompressible interfaces. The propagation speed of shear waves is confirmed to be a good lower bound for the velocity in the brittle regime, provided the motion of all liquid within the foam is accounted for. Finally, a short description of branching in the fragile regime is given.

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**1. Introduction**

Liquid foams are a typical example of complex fluids: they can exhibit elastic, plastic or viscous response, depending on the external forcing [2]. Understanding this intricate macroscopic behaviour in relation with considerations at the scale of single bubbles and films motivates active research [3–5], with open questions on e.g. shear localisation [6] or nonlocal effects [7]. Still, even if viscous effects are significant at the macroscopic scale, most of these studies remain in a quasistatic regime for the local structure; that is, deviations from the equilibrium rules for the film network (the so-called Plateau rules) remain negligible. However, it is a question of

absorption associated to blast wave mitigation by aqueous foams [8–10], and to study flows of soap films at high velocity [11,12].

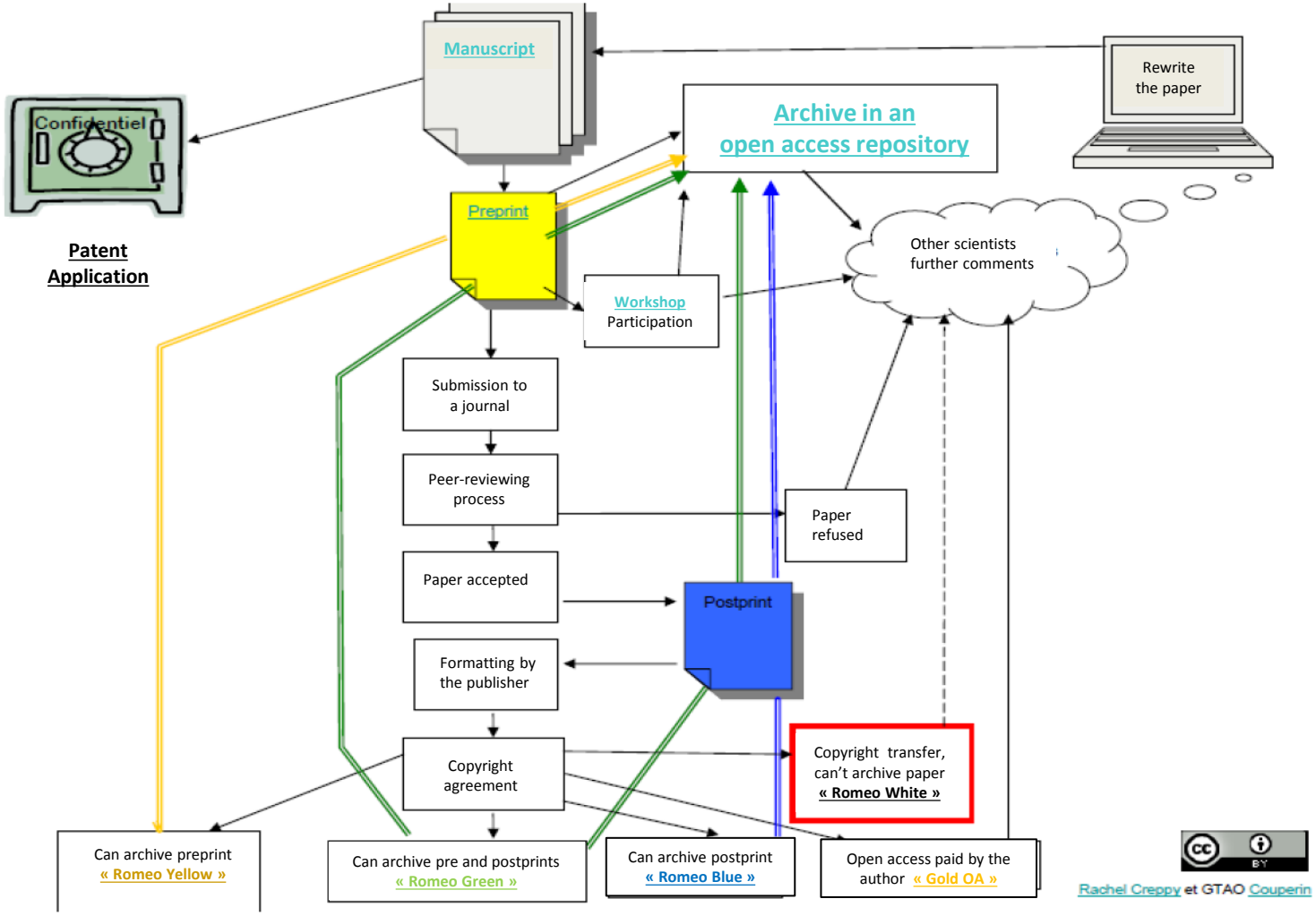
A good setup to study rheology of foam far from quasistatics consists of injecting air into a foam confined in a Hele-Shaw cell. Initially motivated by pattern formation [13,14], this configuration was shown by Hilgenfeldt and coworkers to be ideal to study the limit of stability of a flowing foam [1,15]. They showed that the injected air can propagate either in a ductile regime, pushing bubbles apart by plastic rearrangements without bursting; or in a fragile regime, breaking series of soap films to form narrow cracks, like fracture in brittle materials [16]. Most interestingly, they showed that the propagation velocity of the advancing front of

# 2-Copyrights

- 2.4. SHERPA RoMEOcolours
  - **Pre-print** version : first draft of the article, before peer-review
  - **Post-print** : version of the paper after peer-review, with revisions having been made.
  - **Publisher's version / PDF** : published article with publisher's type-setting and formatting (subject to a possible embargo)

| RoMEO Colour | Archiving policy |
|---|---|
| Green | Can archive pre-print and post-print or publisher's version/PDF |
| Blue | Can archive post-print or publisher's version/PDF |
| Yellow | Can archive pre-print |
| White | Archiving not formally supported / Unknown policy |

## 2.5. To summarize




Rachel Creppy et GTAO Couperin

# 2-Copyrights

- 2.6. CNRS recommandations

  - Many international publishers now allow authors to file their publications on open archives : choose one of them!
  - Contracts that you have received from publishers are very important : read them carefully before signing the copyright agreements.
  - If necessary, do not hesitate to negotiate the possibility to file your publication on open archives

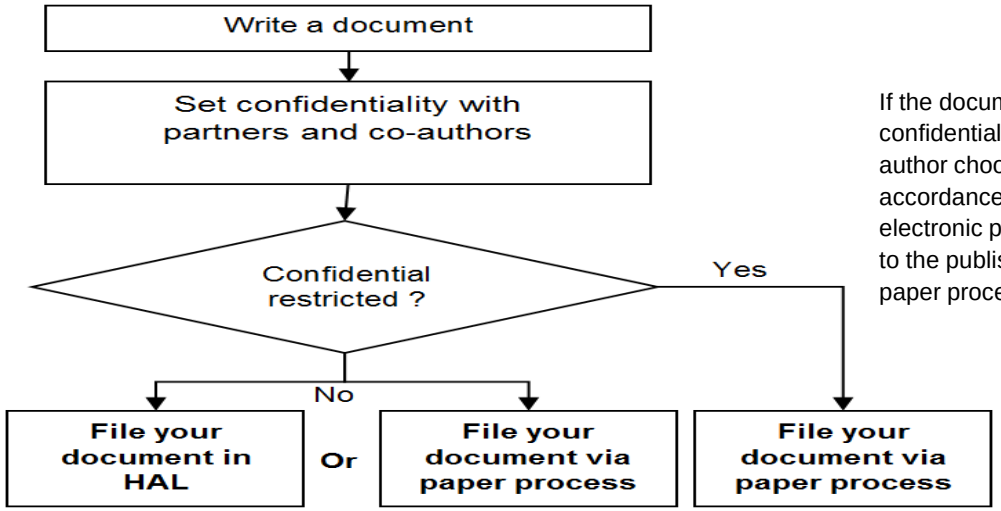
Read : Je publie, quels sont mes droits

# 3-How to file a document at LAAS

## 3.1. Electronic process / paper process

Source : Procédure Accueil et Valorisation (05/06/2015) : https://www.laas.fr/qualite/content/proc%C3%A9dures-0

- Any scientific or technical document must be transmitted to the IST service once finalized
- Two approaches are possible :
  - electronic process : filing directly via HAL: http://hal.archives-ouvertes.fr/
  - paper process : deposit slip




If the document is not confidential or restricted, the author chooses the process in accordance with the co-authors : electronic process (HAL) subject to the publisher's agreement or paper process (deposit slip)

# 3-How to file a document at LAAS

## 3.2 . How to file your LAAS thesis on HAL

- Bring the final manuscript of your thesis on a USB key with a single PDF file to the IST service or drag the file to an accessible space or send the file by email to doc@laas.fr, paged version for front / back printing .
- The IST service assigns a LAAS report number to your thesis and then gives you copies of the manuscript as well as the “dossier de soutenance” which is mandatory for your diploma to be issued. The manuscript is then printed and you will receive 15 copies.
- A librarian files the thesis on HAL.

Read : Formalités à accomplir auprès du service IST

# 3-How to file a document at LAAS

## 3.3. How to sign your papers

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Examples :

- If in the list of authors of a LAAS publication we have one (or more) INSA research professor(s), one (or more ) CNRS researcher (s) and one (or more) UPS research professor(s), we will have this kind of signature:

***LAAS-CNRS, Université de Toulouse, CNRS, INSA, UPS, Toulouse, France***

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Read : Note de direction du 2 mars 2016 sur les modalités de signature des publications

# 4-What is HAL

- 4.1. HAL Features
  - Created by the CCSD in 2001 (CNRS, INRIA, Lyon University)
  - French multidisciplinary open archive
  - International visibility (links with arXiv)
  - Other services / platforms by CCSD with links to HAL :
    - Episciences.org
    - Sciencesconf.org
- 4.2 . some figures
  - Full text : around **360 000**
  - Deposits / month : around 2800
  - Referenced authors : around 600 000
  - HAL portals : 110
  - HAL Collections : + 2500

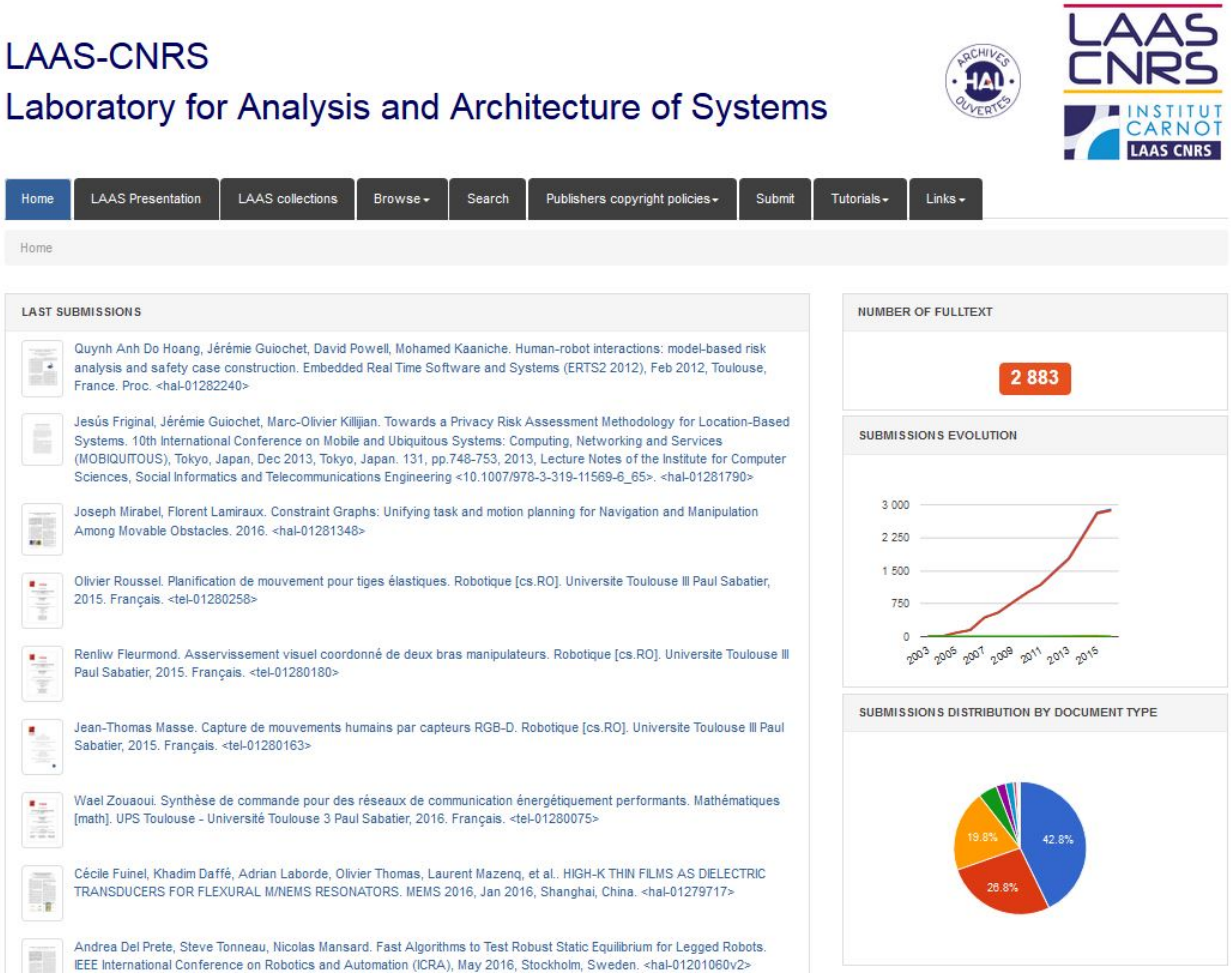
# 4-What is HAL

- 4.3. Why you should file your papers in HAL
  - To **expand the visibility** of your scientific work
  - To increase the **scientific impact** of your work
  - A **single entry** for your activity reports , CVs, ...
  - To provide **legal protection** to your work
  - To ensure the **sustainability of the files and access***
  - To ensure **free and open access to research results funded by public funds**** and ***

* Archiving provided by the National Computing Centre for Higher Education (CINES)
**Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020
*** CPU-CNRS press release from January 21st 2016 and French Digital Republic law project

# 4-The LAAS collections

- ## 4.4. HAL-LAAS






https://hal.archives-ouvertes.fr/LAAS

# 4-The LAAS collections

- 4.5. Thesis and HDR collection

https://hal.archives-ouvertes.fr/LAAS-TEL

- 4.6. Departments and team collections

https://hal.archives-ouvertes.fr/LAAS-INFORMATIQUE-CRITIQUE
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https://hal.archives-ouvertes.fr/LAAS-TEAM

- 4.8. Conferences collections

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https://hal.archives-ouvertes.fr/SAFECOMP2013
https://hal.archives-ouvertes.fr/CARS2015/

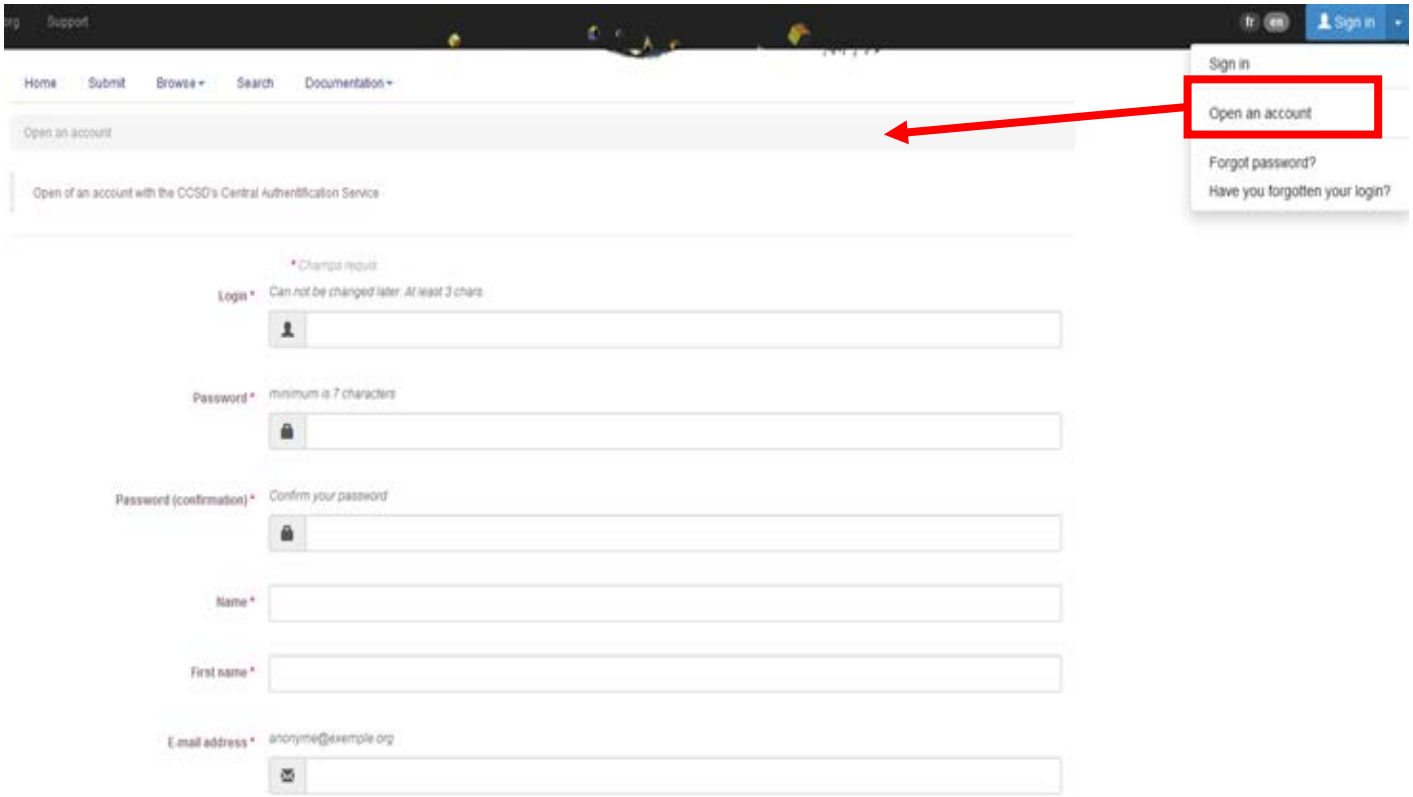
# 5-How to file a document in HAL

You have to follow several steps to file a document :

- Identification
- 5.1. Select the type of document
- 5.2. Upload the file(s)
- 5.3. Complete common metadata
- 5.4. Complete author(s) metadata
- 5.5. Summary
- 5.6. HAL record and CCSD validation

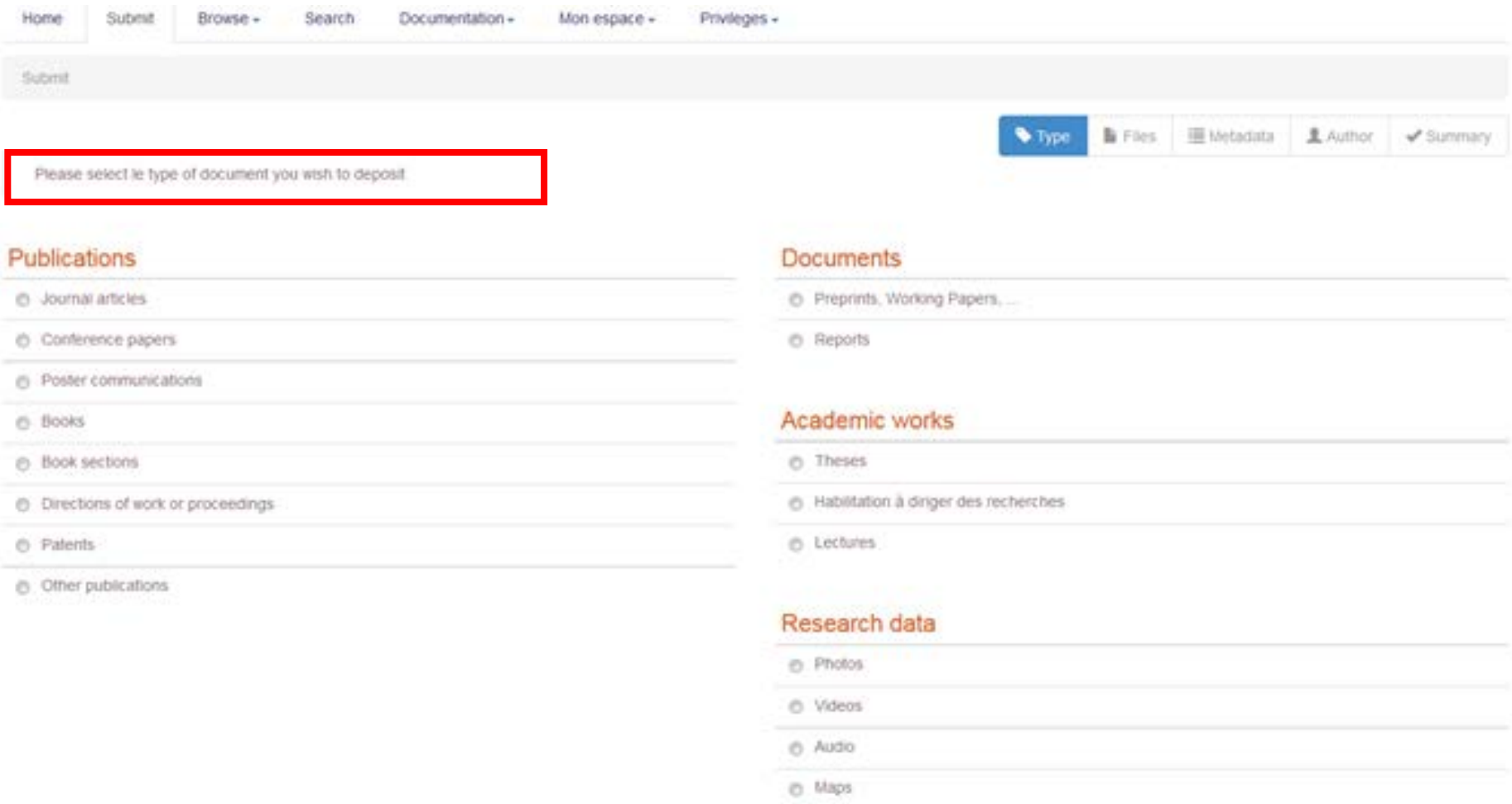
# 5-How to file a document in HAL

- Identification
  - Go to HAL : https://hal.archives-ouvertes.fr
  - Sign in or open an account :

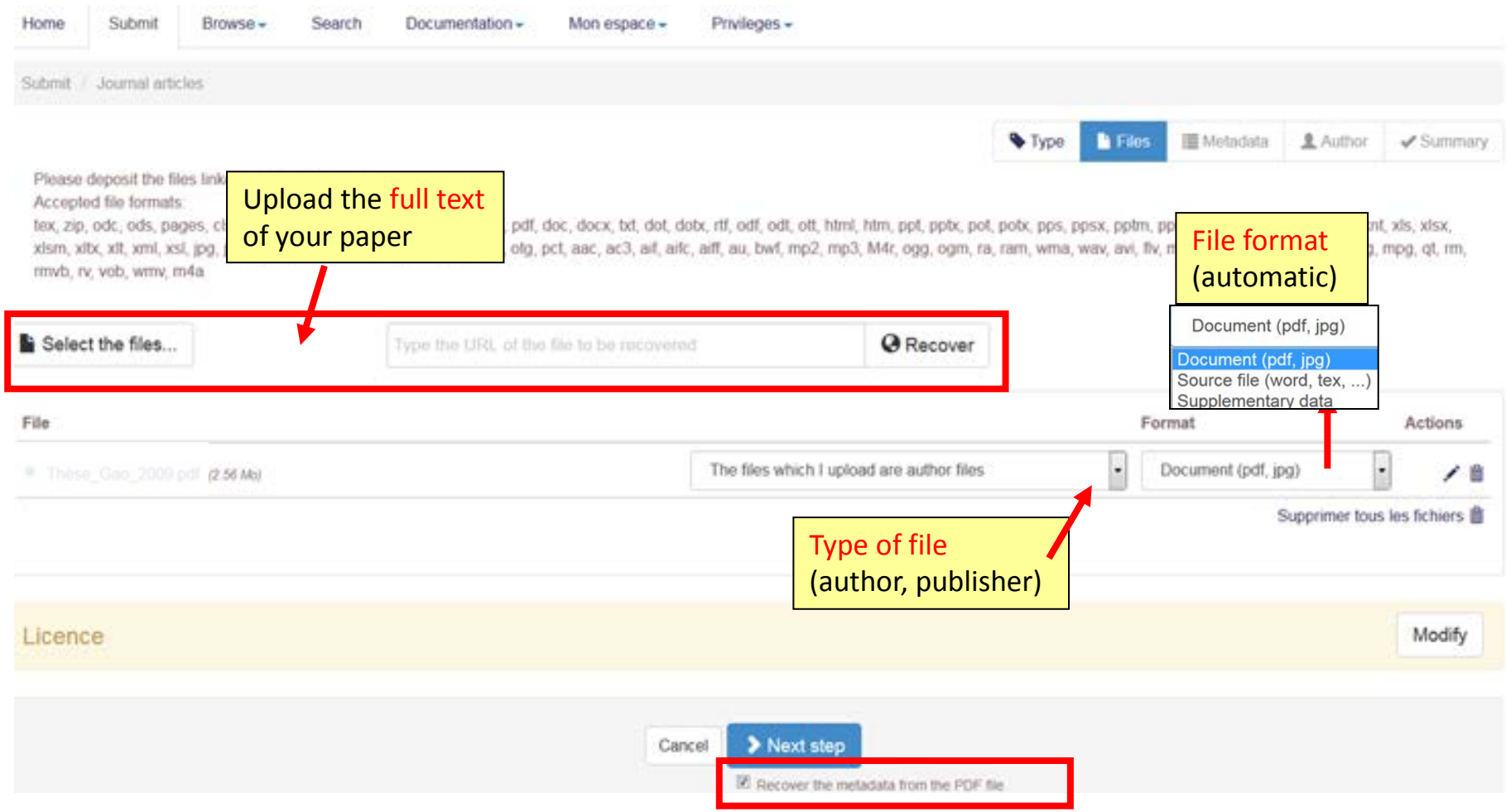


# 5-How to file a document in HAL

## 5.1. Select the type of document



## 5.2. Upload the file



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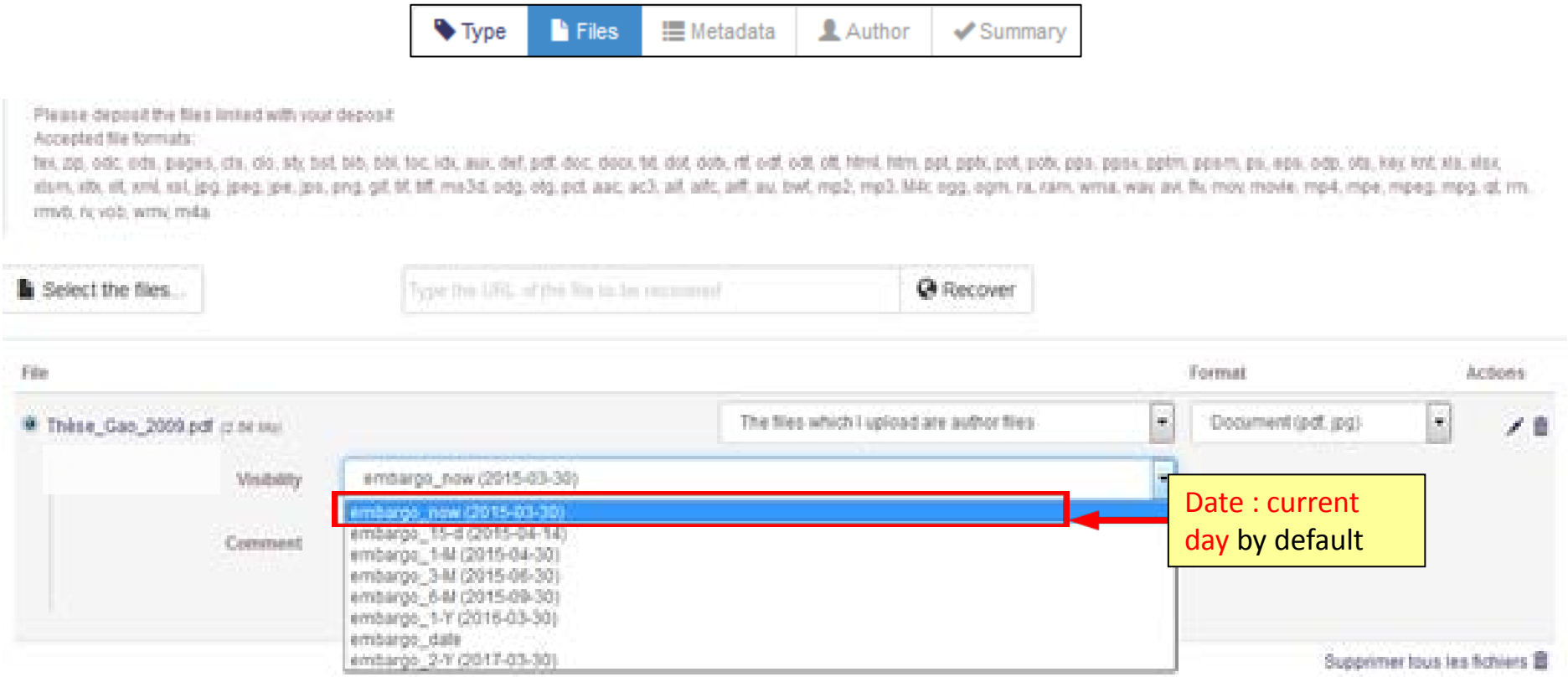

## 5.2. Upload the file : embargo

Type | Files | Metadata | Author | Summary

Please deposit the files linked with your deposit
Accepted file formats:
tex, zip, odc, ods, pages, cls, clo, sty, bst, bib, bbl, toc, idx, aux, def, pdf, doc, docx, txt, dot, dotx, rtf, odf, odt, ott, html, htm, ppt, pptx, pot, potx, pps, ppsx, pptm, ppsm, ps, eps, odp, ots, key, knt, xls, xlsx, xlsm, xltx, xlt, xml, xsl, jpg, jpeg, jpe, jps, png, gif, tif, tiff, ms3d, odg, otg, pct, aac, ac3, aif, aifc, aiff, au, bwf, mp2, mp3, M4r, ogg, ogm, ra, ram, wma, wav, avi, flv, mov, movie, mp4, mpe, mpeg, mpg, qt, rm, rmvb, rv, vob, wmv, m4a

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|---|---|---|
| HAL TEST.pdf (23.82 Ko) | The files which I upload are author files / Document (pdf, jpg) | |

Visibility: embargo_date

Date of visibility

Comment

April 2015

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| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
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Comment

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embargo_15-d (2015-04-18)
embargo_1-M (2015-05-03)
embargo_3-M (2015-07-03)
embargo_6-M (2015-10-03)
embargo_1-Y (2016-04-03)
embargo_date
embargo_2-Y (2017-04-03)

## 5.2. Upload the file : CC Licence

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**Publisher files**

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# 5-How to file a document in HAL

## 5.3. Complete common metadata

Type | Files | Metadata | Author | Summary

**Identifiers**

*Add the DOI or the identifiers of from arXiv, PubMed or ADS for this deposit*

10.1016/j.anbehav.2013.10.019 — DOI

25267469 — Pubmed Id

Click on + then on ↻

Reload metadata

Add this identifier

**Domain** *

*The first domain you put will be considered the main subject of the article. The order of the domains can be changed by drag and drop.*

Ajouter un domaine

* Indicates that the information is mandatory

**Title** *

*You can enter the title in several languages : select the language and click + to add a new language*

**Abstract** *

*You can enter the abstract in several languages : select the language and click + to add a new language*

**Keywords** *

*You can enter the keywords in several languages : select the language and click + to add a keyword in the selected language. The characters "," (comma) and ";" (semicolon) can be used to separate a list of keywords.*

**Journal** *

Animal Behaviour (ISSN : 0003-3472, ESSN : 1095-8282)
— Published by Elsevier Masson
— SHERPA/RoMEO : green Can archive pre-print and post-print or publisher's version/PDF

The list of the journals referenced in HAL appears on the input, with the publisher's archiving policy on open access repositories

## 5.3. Complete common metadata

Type | Files | Metadata | Author | Summary

Funding agency

*Sources of funding related to this research paper*

Some funding agencies require you to file in an open archive publications resulting from research they have funded. This is the case for the Horizon 2020 program.

ANR project(s)

*Indicate the ANR /European projects related to this research paper*

European project(s)

Pulm

Nouveau...

Interactions des nanoparticules avec d
PULMONANO - ref :ANR-12-CHEX-0011 Chaires d
Cellules mésothéliales et fibrose pulmonaire idiopathique
meso-IPF - ref :ANR-11-BSV1-0011 BLANC BLANC
Fibroblastes et Fibrogénèse pulmonaire
FIBROPNEUMO - ref :ANR-06-PHYS-0011 Physiopathologie des maladies humaines (Physio) PHYSIO
Fibroblastes et Fibrogénèse pulmonaire
FIBROPNEUMO - ref :ANR-06-PHYSIO-0011 Physiopathologie des maladies humaines (Physio) PHYSIO
Conséquences toxicologiques de l'exposition pulmonaire aux nanoparticules biodégradables
NANOBIOTOS - ref :ANR-09-CESA-0011 Contaminants, Ecosystèmes et Santé CESA

A list of ANR and European projects referenced in HAL appears on the input. Check also AURéHAL

**Read** : Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020

## 5.4. Complete author(s) metadata

All the authors are entered in the order shown in the publication.

Affiliation is indicated on the publication. By default, the last affiliation mentionned in a previous deposit is proposed. It may be supplemented if necessary : for LAAS, we recommend that you mention your research team, such as LAAS-GEPETTO for instance. Then your deposit will automatically be visible in the collection of your team.

## 5.4. Complete author(s) metadata

Type | Files | Metadata | Author | Summary

Nicolas Perrin [1, 2], Olivier Stasse [2], Florent Lamiraux [2], Eiichi Yoshida [3]

Add an author

or integrate

1 *ISIR* - Institut des Systèmes Intelligents et de Robotique

2 *LAAS-GEPETTO* - Équipe Mouvement des Systèmes Anthropomorphes

3 *JRL France* - Joint Robotics Laboratory AIST & CNRS (France)

a list of authors

the authors from a research organization

from « my authors »

Add a list of authors

* Champs requis

Liste d'auteurs *

Forme * Nom prénom

Séparateur * ,

Rechercher la dernière affiliation de chaque auteur * Non

Add

Add the authors from a search structure

Rechercher une structure cnrs

UMI CNRS-IMPA UCI

CNRS : UMI2924 ; Institut National de Mathématiques Pures

- Claudio Landim
- Jorge Zubelli
- Jorge Zubelli
- Pedro Maia
- Vladas Sidoravicius

Add the selected authors

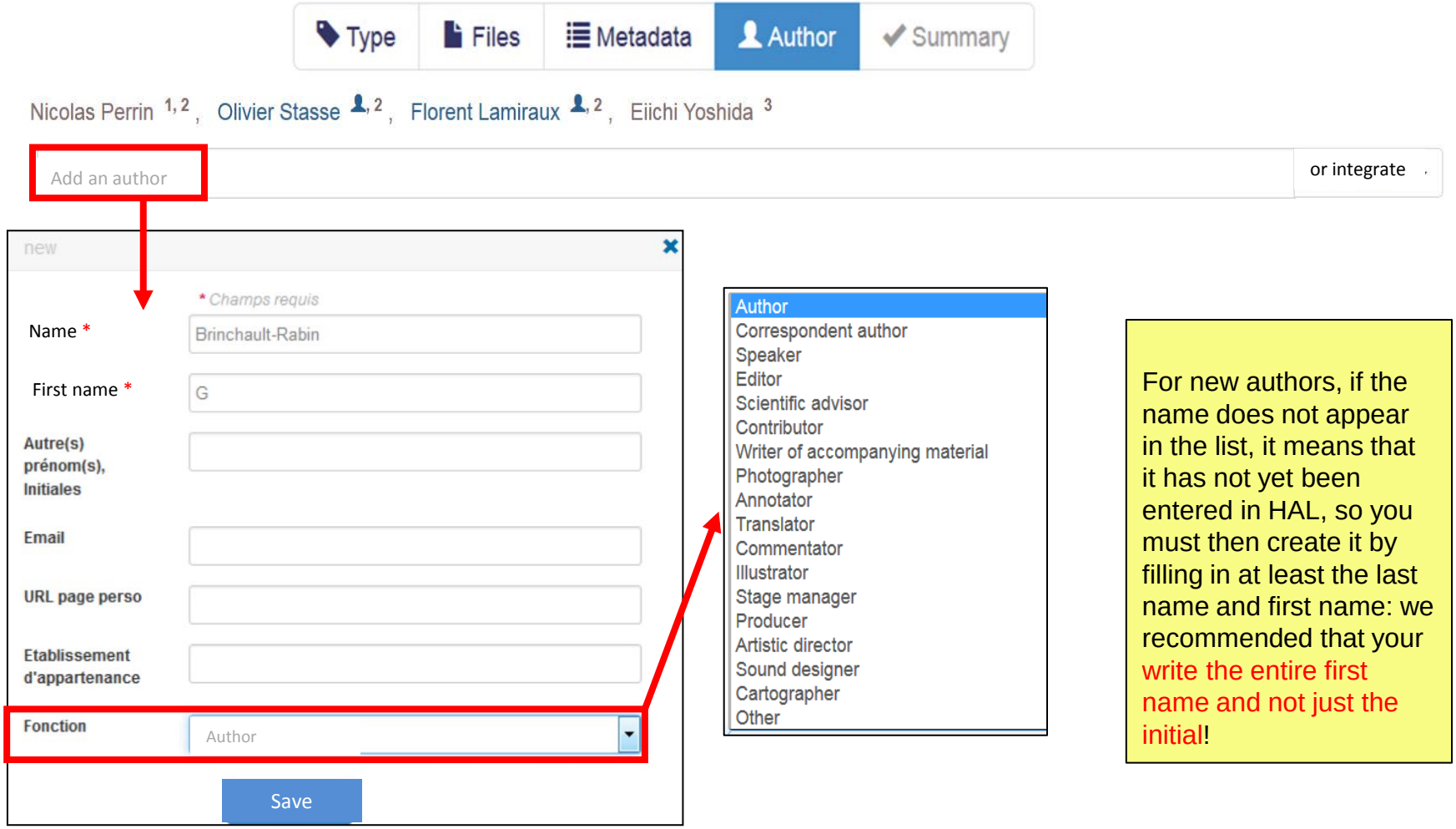
Add from my authors

- Catia Cate
- Dalila Pinto
- Daniele Merico
- De Jonge
- Dombroski
- Eftichia Duketis
- Elena Bacchelli
- Elena Maestrini

Add the selected authors

Enables you to associate all the authors mentioned in the paper to this author

## 5.4. Complete author(s) metadata




For new authors, if the name does not appear in the list, it means that it has not yet been entered in HAL, so you must then create it by filling in at least the last name and first name: we recommended that your write the entire first name and not just the initial!

# 5-How to file a document in HAL

## 5.5. Summary

Type | Files | Metadata | Author | Summary

| | |
|---|---|
| Submission Type | File |
| Type of document | Journal articles |
| Title | en Humanoid motion generation and swept volumes: theoretical bounds for safe steps |
| Authors | Nicolas Perrin [1, 2], Olivier Stasse [2], Florent Lamiraux [2], Eiichi Yoshida [3]<br>1 ISIR - Institut des Systèmes Intelligents et de Robotique - Université Pierre et Marie Curie - Paris 6 ; CNRS : UMR7222<br>2 LAAS-GEPETTO - Équipe Mouvement des Systèmes Anthropomorphes - Laboratoire d'analyse et d'architecture des systèmes [Toulouse] ; Institut National des Sciences Appliquées - Toulouse ; Institut National des Sciences Appliquées ; Institut National Polytechnique de Toulouse ; Université Paul Sabatier - Toulouse 3 ; CNRS : UPR8001<br>3 JRL France - Joint Robotics Laboratory AIST & CNRS (France) - National Institute of Advanced Industrial Science and Technology ; CNRS : UMI3218 |
| Abstract | en In the context of humanoid robot footstep planning based on a continuous action set, we conduct an analysis of the sensitivity of a walking pattern generator. Given a variat of an input vector, we calculate a bound on the variation of the volume swept by the robot lower body during the corresponding actions (steps). Since the input vector depen on real parameters, there is an infinite number of possible steps, but the calculated bound permits a sound and safe use of only a finite number of swept volumes to acco for all the possible motions. After numerical evaluations, we discuss potential applications. |
| doi | 10.1080/01691864.2013.805468 |
| Domain | Computer Science/Robotics |
| Fulltext language | English |
| Journal | Advanced Robotics (ISSN : 0169-1864, ESSN : 1568-5535)<br>— Published by Taylor & Francis: STM, Behavioural Science and Publ Health Ti<br>— SHERPA/RoMEO : yellow sherpa-yellow-desc |
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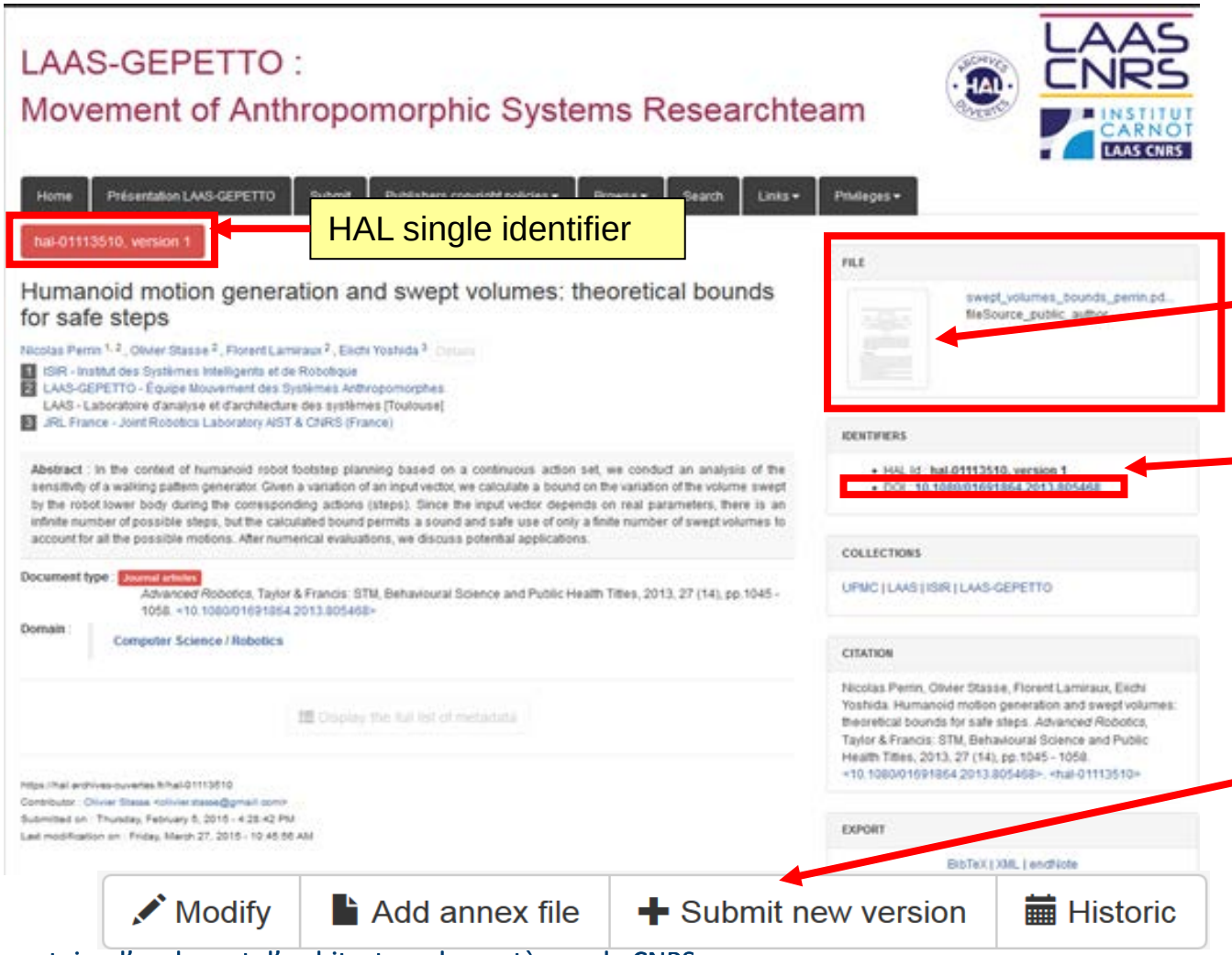


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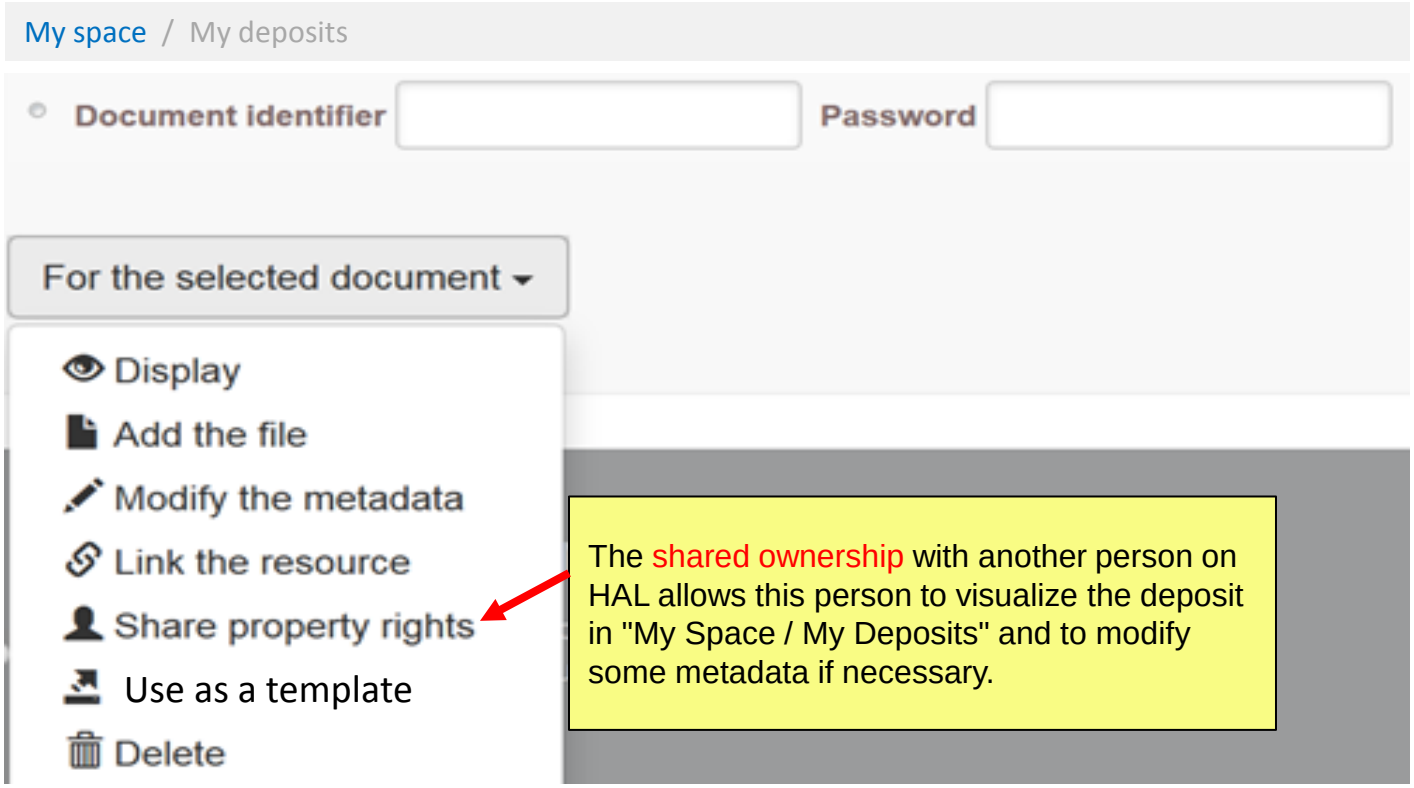



The shared ownership with another person on HAL allows this person to visualize the deposit in "My Space / My Deposits" and to modify some metadata if necessary.

# 6-How to create your IdHAL

## 6-1 What is an IdHAL

- The IdHAL is a unique identification managed by HAL. It allows any author, already referenced in HAL, to bring together the various forms in which her/his name has been entered (eg Marie Dupont, Dupont, Dupont-Marie Martin, etc.) and to choose one by default.
- The IdHAL is associated with the profile : the author form selected for the IdHAL will be proposed at the deposit if the profile box “author by default" is filled with "yes".
- The IdHAL brings together the various author forms but does not merge them.
- The list of the referenced authors is updated with the IdHAL for each author forms : check AURéHAL https://aurehal.archives-ouvertes.fr/author/index
- The IdHAL is used to create your resume.

# 6-How to create your IdHAL

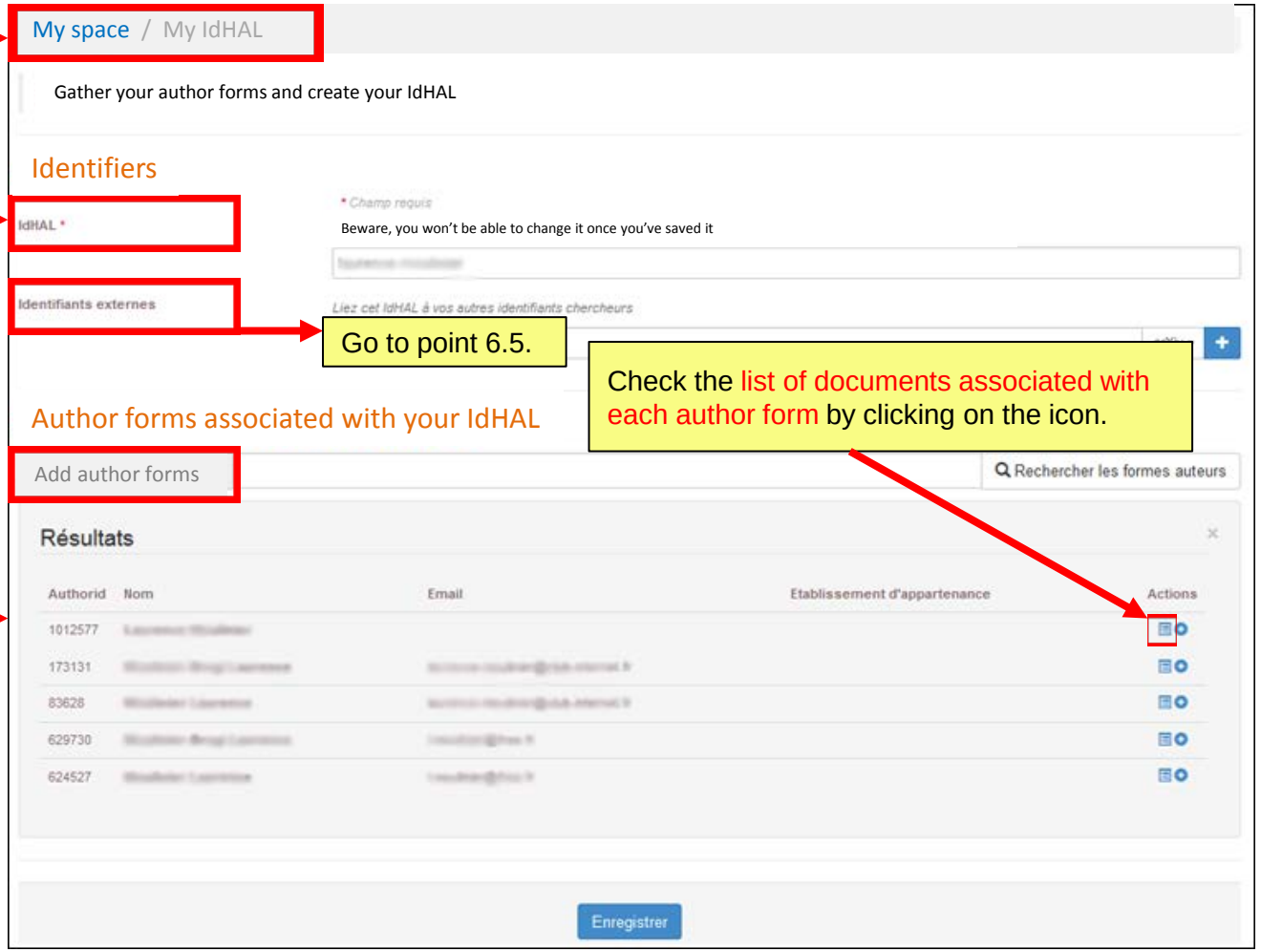
- 6.2. Example of an author reference in AURéHAL

## 6.3. Create your IdHAL

Go to My space / My IdHAL

IdHAL : this field is mandatory. By default, the names entered on your profile are implemented as follow : first name-last name. Once registered, the IdHAL can not be changed : it is indeed used to compose the URL of your resume.
NB: some characters cannot be used such as the apostrophe, accents or space for example.

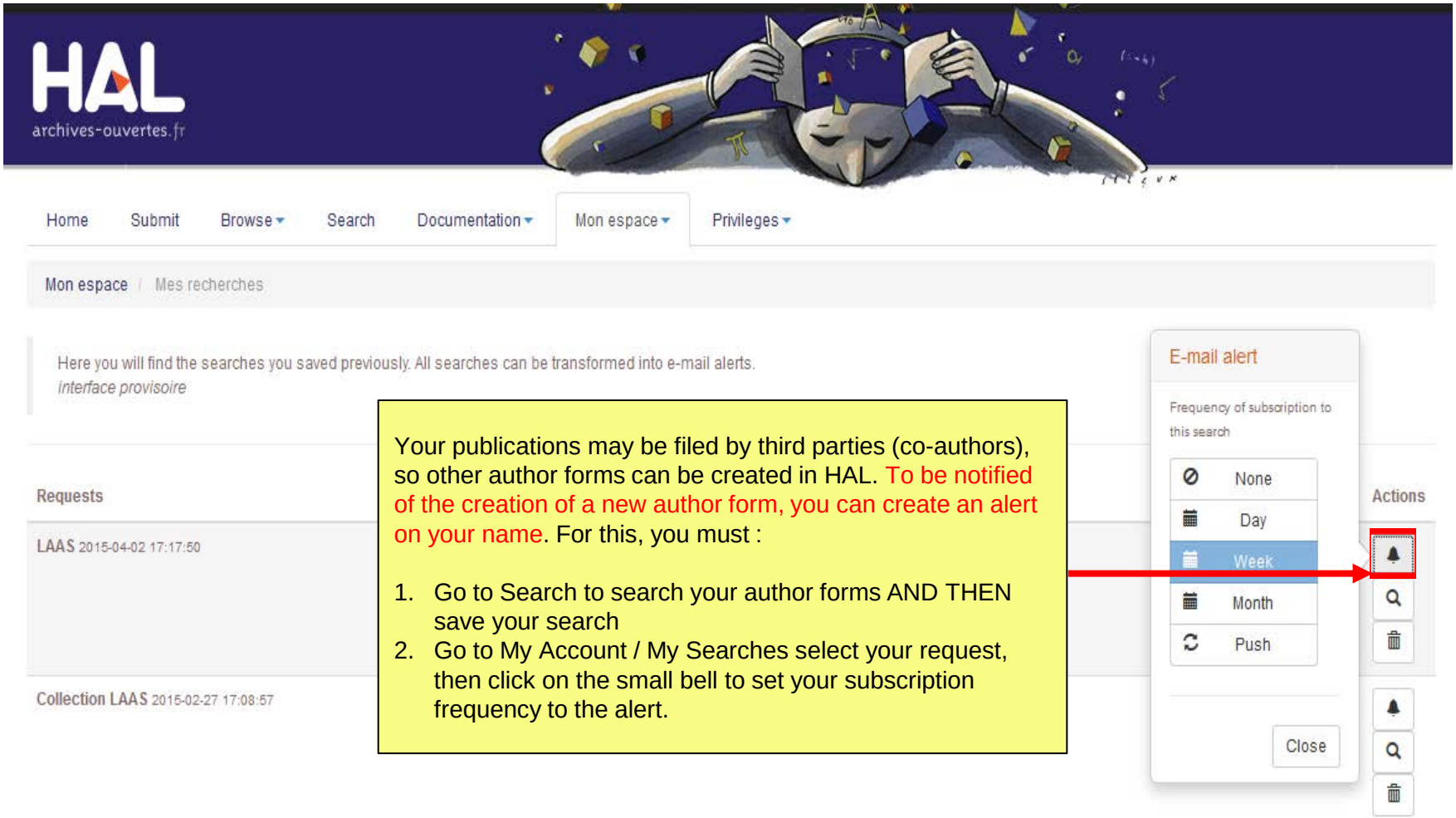
Author forms associated with your IdHAL : HAL gives you a list of author forms that may correspond to you and which are not already associated with an existing IdHAL. Click on + to add those author forms to your IdHAL.




Check the list of documents associated with each author form by clicking on the icon.

# 6-How to create your IdHAL

## 6.4. Create alerts on your author profile page




Your publications may be filed by third parties (co-authors), so other author forms can be created in HAL. To be notified of the creation of a new author form, you can create an alert on your name. For this, you must :

1. Go to Search to search your author forms AND THEN save your search
2. Go to My Account / My Searches select your request, then click on the small bell to set your subscription frequency to the alert.

# 6-How to create your IdHAL

- 6.5. External identifiers

You can store the IDs that you have on other applications or add the URL of a blog:

- arXiv : the arXiv identifier is the username or author identifier you use for arXiv : https://arxiv.org/help/author_identifier
- ResearcherID: ResearcherID is the identifier you've obtained after registering on the ResearcherID.com ThomsonReuters' platform.
- VIAF : Virtual International Authority File, a joint project from several national libraries, implemented and hosted by OCLC: http://viaf.org/
- ISNI : International Standard Name Identifier, standardized international code used to identify unequivocally in the long term and internationally, people and organizations : http://www.isni.org/. More to the FAQ available on the website of the BNF.
- ORCID: the identifier ORCID (Open Researcher and Contributor ID) is the identifier obtained after registration on the ORCID platform.
- IDREF: IDREF (Identifiers and List of references) is a web application developed and maintained by ABES (Bibliographic Agency for Higher Education). All author of a book, a thesis, a report cataloged in the Sudoc has an IDREF that can be found by querying the platform: http://www.idref.fr/autorites/autorites.html

# For further information…

- HAL online tutorials :
  - Les archives ouvertes avec HAL, présentation de la V3, Juin 2014 / Bénédicte Kuntziger
  - Formation avancée HAL, Novembre 2014 / Bénédicte Kuntziger
  - Guide du déposant HAL UBO, Janvier 2015 / Catherine Bertignac
  - Déposer un article dans l'archive ouverte HAL-Rennes 1, Mars 2015 / Laurent Jonchère
- HAL : https://hal.archives-ouvertes.fr/
  - Submit : https://hal.archives-ouvertes.fr/section/deposer
  - IdHAL : https://hal.archives-ouvertes.fr/page/mon-idhal
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