

Archive ouverte UNIGE

Submit a document

Go to the website : <https://archive-ouverte.unige.ch/>

Change the language to "English", by clicking on the button at the right top of the page, if necessary.

- 1** In the left-hand menu, click on the link « Submit a document » (A), then choose the type of document that corresponds to your publication (B), for this example, we will submit an article.

The screenshot shows the 'Archive ouverte UNIGE' website. The left sidebar has a red header with the university's logo and name. It includes a search bar, advanced search links, browse by personal names, academic structures, and latest additions. The 'Deposit' section is highlighted with a blue oval and arrow 'A'. Under 'Deposit', there are links for 'Submit a document' (which is also highlighted with a blue oval and arrow 'A') and 'Update a submission'. Below that are 'Highlights' and 'Generate a bibliography'. The main content area is titled 'Submit a Document'. It asks 'What type of document is my publication?' and lists several options. The 'Article in a journal / serial' option is circled in blue and has a blue arrow 'B' pointing to it. Other listed options include 'Book and Book's part', 'Contribution in a conference', and 'Journal issues'.

TIP : Conference proceedings, congress proceedings, etc. are considered book chapters and are deposited directly under "Book, book's part".

- 2** Choose the publication type : for exemple *Scientific Article*, or *Professional Article*

Dépôt d'un document

Choix du type de document

Article scientifique (paru dans une revue académique avec un comité de lecture) = published in peer reviewed academic journal
 Article professionnel (paru dans une revue pour les professionnels d'une branche)
 Article non publié (pré-tirage ou preprint)
 Autre article (par ex. Open Peer Review, article de magazine, de presse...)
 Numéro de revue (dont l'éditeur scientifique est un collaborateur de l'UNIGE)

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- 3** For articles and books, enter the PMID (PubMed ID) or DOI (or one of the other identifiers) in order to automatically retrieve the metadata. If this is not possible, use the default option: "Manual input of reference data".

Dépôt d'un article scientifique

Provenance des références du document

Saisie manuelle des références = adding references manually

Récupération depuis

<input type="radio"/> arXiv :	<input type="text"/>	<input type="button" value="vérifier (ex.: 0902.2365)"/>
<input checked="" type="radio"/> Pubmed :	<input type="text" value="30701068"/>	<input type="button" value="vérifier (PMID - ex.: 18951202)"/>
<input type="radio"/> réro :	<input type="text"/>	<input type="button" value="vérifier (RERO ID - ex.: R003401126)"/>
<input type="radio"/> DOI :	<input type="text" value="10.7189/jogh.09.010404"/>	<input type="button" value="vérifier (ex.: 10.1016/j.cis.2010.02.006)"/>
<input type="radio"/> ISBN :	<input type="text"/>	<input type="button" value="vérifier (ex.: 2-84177-148-2)"/>
<input type="radio"/> DBLP :	<input type="text"/>	<input type="button" value="vérifier (ex.: journals/tcs/HucJLR12)"/>

OR

- 4** Identify authors belonging to the UNIGE and tick them as such, even if they are no longer, or not yet, affiliated with the University at the time of writing the publication.

Authors must be entered in the same order in which they appear in the publication.

TIP : Display the PDF of the publication in another window to facilitate your task.

Auteurs Description bibliographique Dépôt de fichier Prévisualisation Soumission

Liste des auteurs

Cocher tous les auteurs non UNIGE = tick all authors as non-UNIGEmembers

Membre UNIGE	Nom	Prénom	Fonction
<input type="radio"/> oui <input checked="" type="radio"/> non	Topolov	Vitali Yu	<input checked="" type="radio"/> Auteur <input type="radio"/> Traducteur
<input checked="" type="radio"/> oui <input type="radio"/> non	Rivera	Jean-Pierre	<input checked="" type="radio"/> Auteur <input type="radio"/> Traducteur
<input checked="" type="radio"/> oui <input type="radio"/> non	Crottaz	Olivier	<input checked="" type="radio"/> Auteur <input type="radio"/> Traducteur

+ Ajouter une personne (auteur, éditeur...) = add an author Ajouter/Supprimer une collaboration Add/delete a collaboration

Affiliation UNIGE

oui
 non : Cette publication comportait au moins un auteur membre de l'UNIGE lors de sa rédaction.
= This publication included at least one member UNIGE at the time of writing

Structure d'affiliation

Structure(s) : Vous pouvez signaler ici la/les structure/s d'affiliation UNIGE, ou écrire un message pour le validateur.

You may input the UNIGE structure, or any relevant remarks useful for the person who will validate your submission

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Complete the other metadata as completely and accurately as possible. Mandatory fields are marked with an asterisk* .

TIP : When a field is highlighted in yellow, it means that its content can be selected from a drop down list of available choices. Begin typing in to see the available choices.

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Add the PDF document ("Parcourir" button), select the type of document using the "Description du fichier" drop-down menu (published document as published by editor or in its author version, extract, supplement, etc.) and indicate the desired distribution level for this file, possibly by entering an embargo period.

Several files can be uploaded, each with its own distribution level.

TIP : For articles, the system links the journal title to the RoMEO database and displays key information about the publisher's policy. The database can also be consulted directly at <http://www.sherpa.ac.uk/romeo/index.php>

Information sur la politique de l'éditeur (extrait de RoMEO)	
Journal:	Journal of the American Medical Informatics Association
Publisher:	Oxford University Press (OUP): Policy B - Oxford Open Option B
ISSN:	1067-5027
Pre-print:	author can archive pre-print (i.e. pre-refereeing)
Post-print:	author can archive post-print (i.e. final draft post-refereeing) <ul style="list-style-type: none">• Pre-print can only be posted prior to acceptance• Pre-print must be accompanied by set statement (see link)• Pre-print must not be replaced with post-print, instead a link to published version with amended set statement should be made• Pre-print on author's personal website, employer website, free public server or pre-prints in subject area• Post-print on author's personal website immediately• Post-print in Institutional repositories or Central repositories after <num>12</num><period units="month">months</period> embargo• Publisher's version/PDF cannot be used• Published source must be acknowledged• Must link to publisher version• Set phrase to accompany archived copy (see policy)• Eligible authors may deposit in OpenDepot• The publisher will deposit in PubMed Central on behalf of NIH authors• Publisher last contacted on 19/02/2015
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A final summary phase is used to complete or correct the entry. The document is sent to the Validator of Archive ouverte of your academic structure who will send you a confirmation with the permanent URL of the document in the Archive ouverte UNIGE.