

# Submitting publications in Archive ouverte UNIGE

Create a new submission, with an identifier or manually. Also possible **in batch** (list of identifiers)

**Notifications**  
Can also be received by email

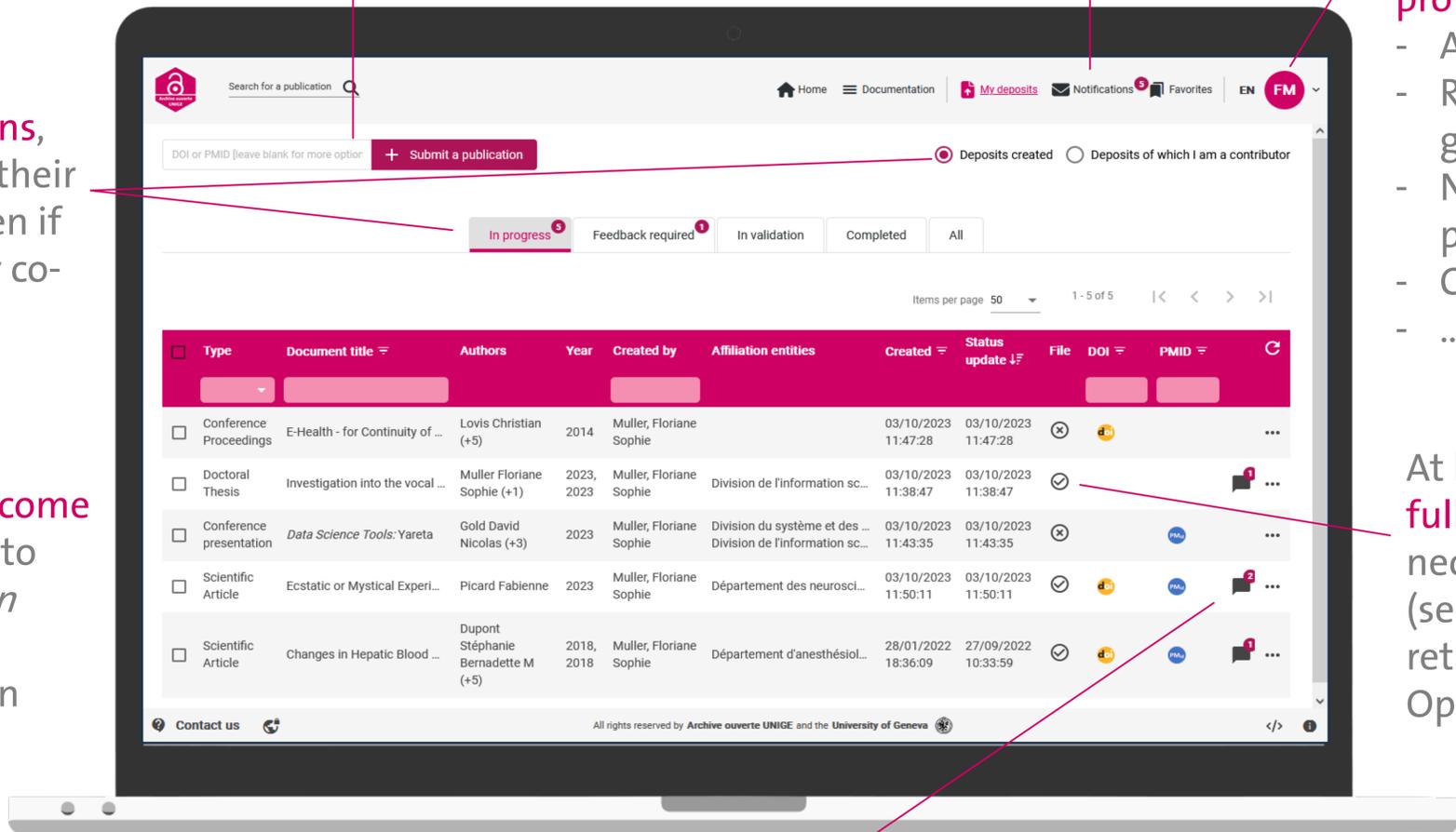
**Personalised profile**

- Affiliation
- Research group
- Notifications preferences
- ORCID
- ...

View all submissions, whatever their status, even if created by co-authors



Option to come back later to finish an *in progress* submission



At least one **fulltext file** necessary (semi-automatic retrieval if in Open Access)

**Comment** features for discussions with co-authors or validation staff

## 5 steps to submit a new publication

1. Identifier or Title and document type

2. File(s) and distribution conditions

3. Contributors and affiliations

4. Document description

5. Final verification finale and submission

An example in video

<https://archive-ouverte.unige.ch/>



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