

DEPOSITING IN ARCHIVE OUVERTE UNIGE TIPS & TRICKS



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Illustration by [Freepik Storyset](#)

Bibliothèque



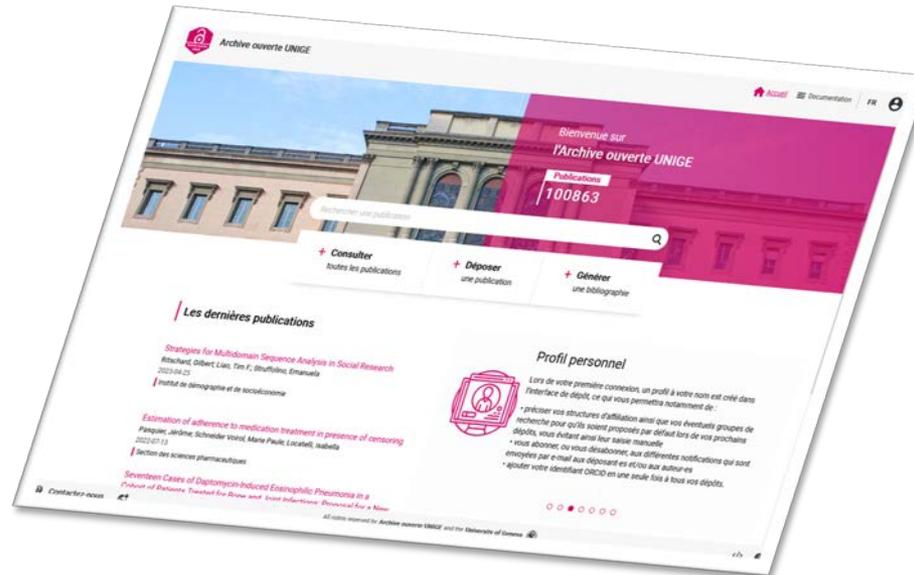
UNIVERSITÉ
DE GENÈVE

AGENDA

- ✓ Quick survey: how do *you* use the Archive ?
- ✓ Archive ouverte **UNIGE** in a few words
- ✓ **10 tips** to save time when depositing
- ✓ **3 features** to make your deposited publications stand out even more
- ✓ Questions - Answers

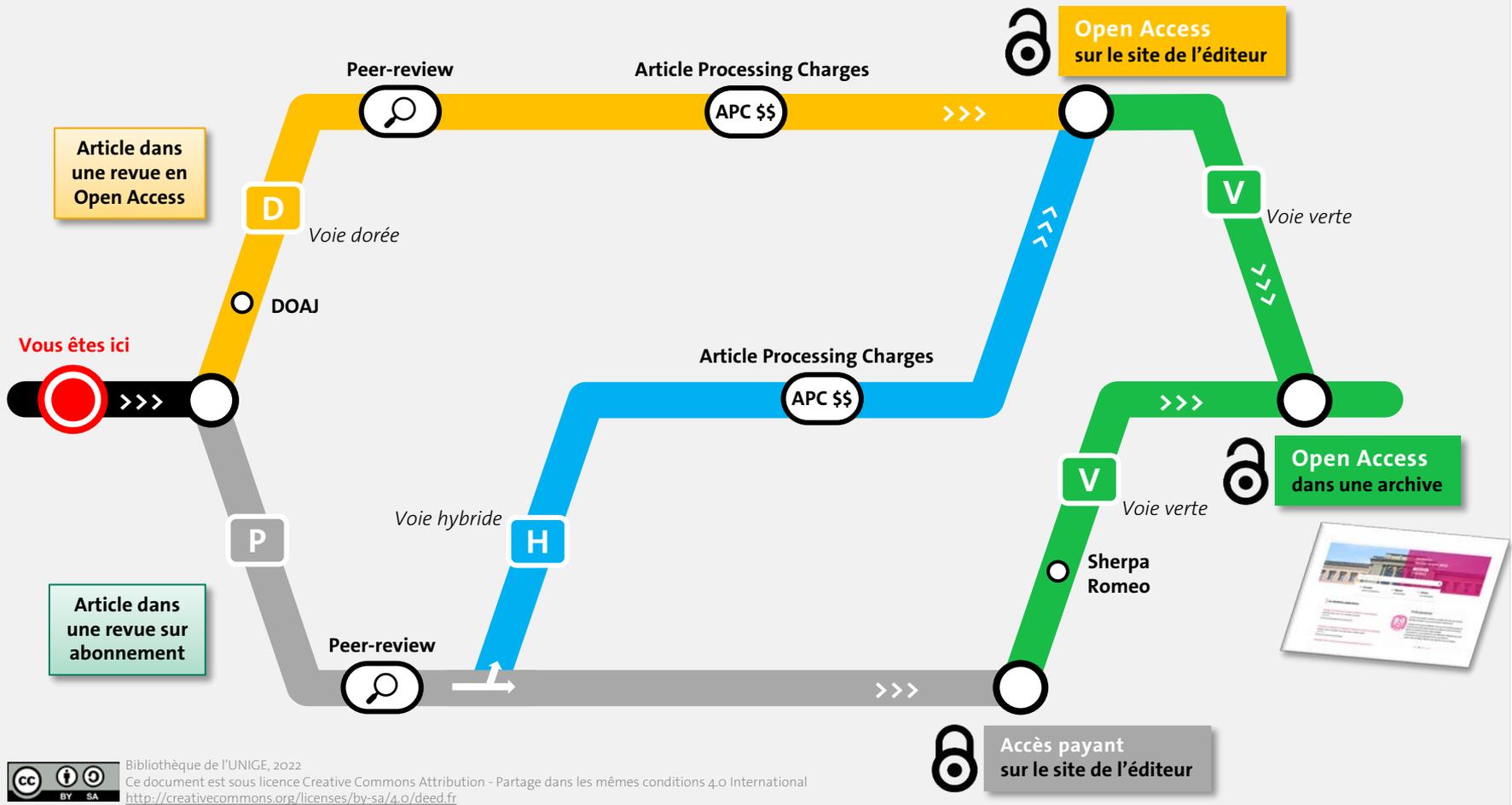
ARCHIVE OUVERTE UNIGE

- Long-term archive of the scientific heritage
- Mechanism for the dissemination of knowledge via the Open Access **Green Road**
- Repository of collaborators' publications



OPEN ACCESS PUBLICATION

Scientific Publishing: Roads towards Open Access

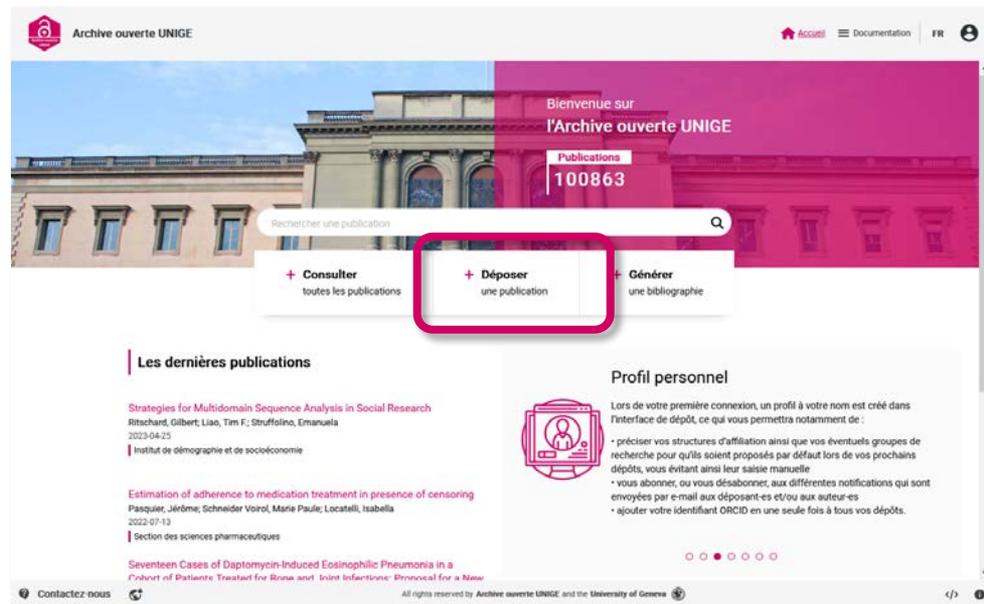


ACCESSING ARCHIVE OUVERTE

1. From UNIGE website header, section « **Services** »



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



OVERVIEW OF THE INTERFACE

Create a new deposit

Personal profile
(customisable)



Tabs

Views

List of
deposits

Click on the
line to open
and see/edit
the details of
the deposit

The screenshot displays the 'Archive ouverte UNIGE' interface. At the top, there is a search bar and navigation links including 'Accueil', 'Documentation', 'Mes dépôts', 'Notifications', and 'Favoris'. A user profile icon labeled 'FM' is visible in the top right corner. Below the search bar, there are two tabs: 'Dépôts créés' (selected) and 'Dépôts dont je suis contributeur'. A row of status tabs is located below these: 'En cours' (with a red notification badge), 'En attente de validation', 'Corrections en cours' (with a red notification badge), 'Validation des corrections', 'Validé', and 'Tous'. The main content area shows a table of deposits with columns for Type, Titre de la publication, Auteurs, Année, Créé par, Structures d'affiliation, Créé, Changement de statut, Fichier, DOI, and PMID. The table contains four rows of deposit information.

<input type="checkbox"/>	Type	Titre de la publication	Auteurs	Année	Créé par	Structures d'affiliation	Créé	Changement de statut	Fichier	DOI	PMID	
<input type="checkbox"/>	Actes de conférence	test	Muller Floriane Sophie (+1)		Muller, Floriane Sophie	Département de médecine	24/01/2023 11:37:46	24/01/2023 11:37:46				...
<input type="checkbox"/>	Article scientifique	Changes in Hepatic Blood ...	Dupont Stéphanie Bernadette M (+5)	2018, 2018	Muller, Floriane Sophie	Département d'anesthésiol...	28/01/2022 18:36:09	27/09/2022 10:33:59	<input checked="" type="checkbox"/>			1 ...
<input type="checkbox"/>	Présentation / Intervention	Computational assistance i...	Lee Teresa (+3)	2022	Muller, Floriane Sophie	Division de l'information sc...	07/07/2022 17:44:53	07/07/2022 17:44:53	<input checked="" type="checkbox"/>			2 ...
<input type="checkbox"/>	Actes de conférence	Abstracts from the 5th Inte...	Pittet Didier (+2)	2019	Muller, Floriane Sophie	Département de médecine	21/01/2022 17:37:21	14/06/2022 12:14:25	<input checked="" type="checkbox"/>			...

TIP #1 - LOGIN



In order to deposit, you need a **Switch edu-ID** login and be affiliated to UNIGE or HUG.

Add an «organisational identity» on
<https://eduid.ch/>

AAI | edu-ID SWITCH

[À propos de l'AAI](#) | [FAQ](#) | [Aide](#) | [Protection des données](#)

Sélectionnez votre établissement

Pour accéder au service **E-research Switch auth server** sélectionnez ou cherchez l'établissement auquel vous appartenez.

Sélection

Se souvenir de mon choix pour cette session.

SWITCH fournit des prestations innovantes et uniques pour les hautes écoles suisses et les utilisateurs d'Internet.

Pour accéder au service **E-research Switch auth server** sélectionnez ou cherchez l'établissement auquel vous appartenez.

Sélection

Se souvenir de mon choix pour cette session.

Upon login, choose the UNIGE attachment rather than HUG: it allows you to see publications submitted by your co-authors

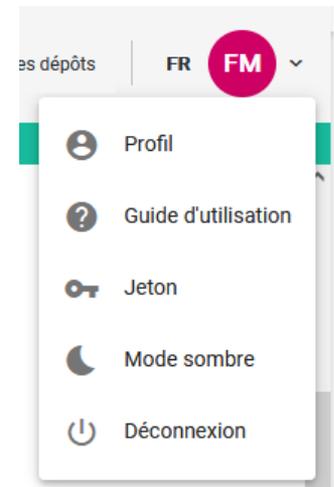
TIP #2 - PROFIL



Enter your **affiliation entity** (= structure) and **research groups** precisely in your personal **profile**.

Automatically retrieve this information on all subsequent deposits, even if filed by a third party

Retrieve affiliation entities from the contributors' profiles



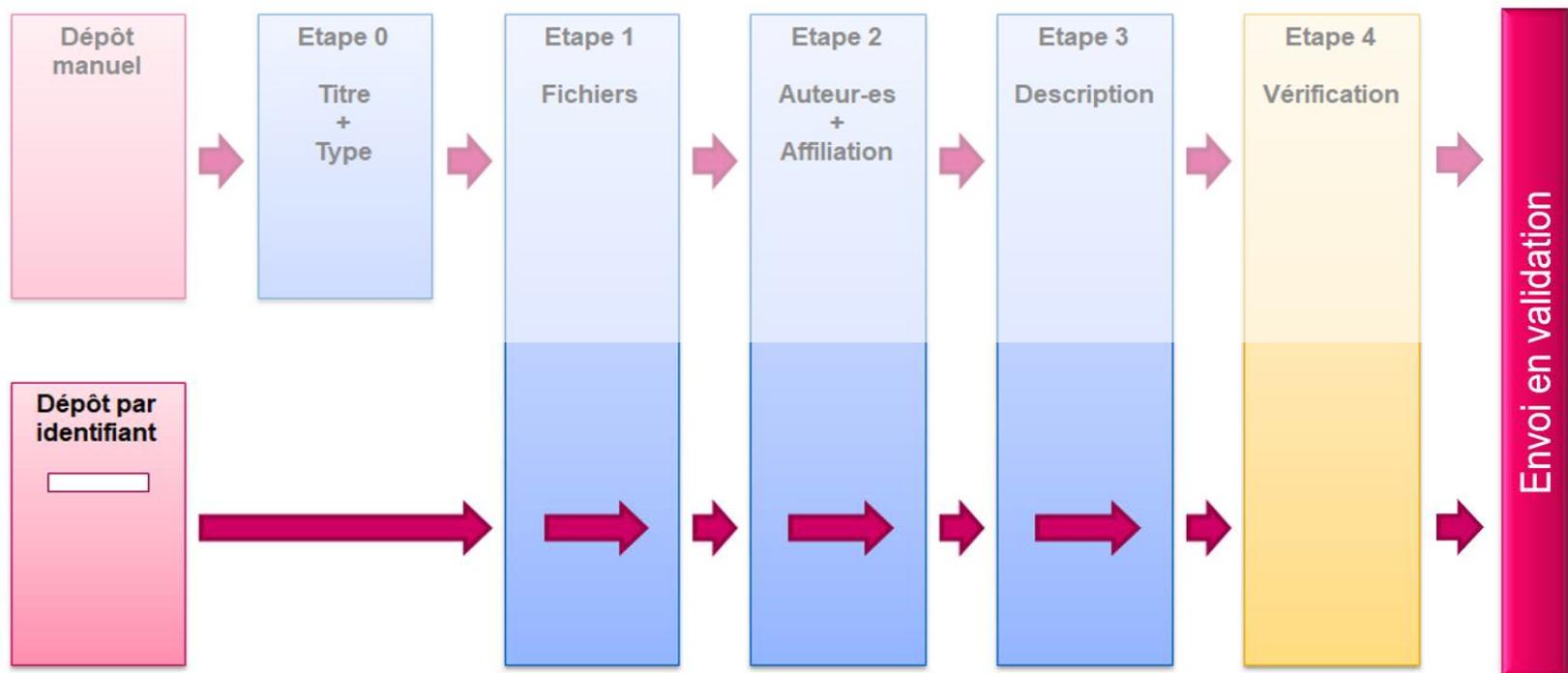
If you are depositing for a third party, ask them to log in at least once (UNIGE login) to fill in their profile

Add your ORCID identifier and (un)subscribe to various email notifications

TIP #3 - IMPORT



Submit using a **unique publication identifier**. Depending on the source, the PDF of the publication is also retrieved.



Use **PMID** rather than DOI, if you have both

TIP #4 - FILES



File with status: Impossible to download ?

1 Files and distribution conditions 2 Contributors and affiliations 3 Document description 4 Final verification and submission

Public link	Access level	License	File name	Size	Uploaded	Status	
Published version		Creative Commons: Attribution-Non Commercial-No Derivatives (CC BY-NC-ND)	Article-scientifique-from-unpaywall.pdf	440.0 B	21/02/2022 16:32:00	IMPOSSIBLE TO DOWNLOAD	⋮

- Edit
- Delete
- History

It means that the file could not be retrieved automatically from the publisher's website. Something went wrong.

Find in History the publisher download URL

The same file may be retrieved from multiple sources. Keep only one!

Lien public	Niveau d'accès	Licence	Nom du fichier	Taille	Ajouté	Statut	
Article (Published version)		Creative Commons: Attribution (CC BY) 4.0	Article-scientifique-from-crossref.pdf	177.5 KB	22/05/2023 14:10:44	FICHIER CHARGÉ	↓ 👁 ⋮ =
Article (Published version)		Creative Commons: Attribution (CC BY)	Article-scientifique-from-unpaywall.pdf	177.5 KB	22/05/2023 14:10:45	FICHIER CHARGÉ	Plus d'options ⋮ =

TIP #5 – FILE ACCESS



Hesitation on the access level you should choose for the file ?

You can upload as many files as you want for one publication

In the case of an article, see the publisher's policy which is displayed below the list of files

1 Files and distribution conditions 2 Contributors and roles

Public link	Access level	License	File name	Size
Published version			document(4).pdf	4...
Accepted version			Article-scientifique-from-unpaywall.pdf	79...
Appendix			medicina-1491602-supplementary.pdf	15...
Supplemental data			jad_2021_83-4_jad-83-4-jad210534_ja.pdf	11...

My publisher's policy according to Sherpa Romeo

Information about my journal
(the Sherpa Romeo database lists the policies of many scientific publishers)

Journal Nature [0028-0836]
Type of journal Hybrid. This journal contains both subscribers-only and open access content.

Version of the article	Open access distribution
Published version	Free access authorized, as long as an APC fee was paid for the article or the document includes an <i>Open Access</i> or <i>Creative Commons</i> mention

TIP #6 - CONTRIBUTORS



I cannot find this contributor, even though I know he/she works at the UNIGE.

Contributors

UNIGE member	Name	First name	Function
<input checked="" type="checkbox"/> Yes	<input type="text" value="muller"/>	<input type="text" value="pierre-andré"/>	<input type="text" value="Author"/>

No contributor found. Please refine your search

- Specify the beginning of the first name (at least 2 letters, or 1 letter + % sign)
- If there are several first names, keep only the first one
- Try to remove special characters (hyphens, apostrophes...)
- HUG persons are not necessarily in the list. This is normal.

Recognize somebody as being a UNIGE author = allow him/her to see the current deposit

TIP #7 - COMMENTS



Use the comment feature to discuss a pending submission with your validator.

Deposit is awaiting validation

[← Back to list](#) [Add a comment](#)

Comments ^

Comment *

Hi ! I forgot to mention the research group number 954. Can you please add it ?

Characters : 79 / 4000

[Save](#) [Cancel](#)

TIP #8 - UPDATES



Modify/Correct your **previously validated** publications from the public interface, or request correction of a publication that is not yours.

 Citation (ISO format)

CHIROIU, Patrick et al. Snow avalanche synchronicity derived from a multi-path tree-ring reconstruction in the Făgăraș Mountains (Southern Carpathians, Romania). In: *Quaternary geochronology*, 2024, vol. 79, p. 101474. doi: 10.1016/j.quageo.2023.101474



Contact an author



Request a correction



Update



Share



For any publication

For your publications only
(button appear only when logged in)

When contributors are still listed in
the directory

TIP #9 – BULK DEPOSITS



Importing publications using a list of DOIs or PMIDs

DOI or PMID [leave blank for more options]

+ Submit a document



Import multiple publications simultaneously

< Back to list

Import

Identifiers

Paste the list of identifiers here

The following separators are supported: comma, space, line break

Types of pasted identifiers

- 10.1016/j.arcped.2022.03.006
- 10.1177/02692155221097322
- 10.1080/13543784.2022.2071696
- 10.3389/fchem.2022.881298
- 10.1038/s41433-022-01974-y

DOI

PMID

Close

Confirm

< Back to list

Import

Identifiers

Paste the list of identifiers here

The following separators are supported: comma, space, line break

Origin of metadata

Import from DOI

Import from PMID

Identifier *

10.1016/j.arcped.2022.03.006

Origin of metadata

Import from DOI

Import from PMID

Identifier *

10.1177/02692155221097322

Origin of metadata

Import from DOI

Import from PMID

Identifier *

10.1080/13543784.2022.2071696

Origin of metadata

Import from DOI

Import from PMID

Identifier *

10.3389/fchem.2022.881298

If you want to transform a publication list into an ID list, contact us !

TIP #10 – BULK EDITS



By selecting several deposits, one can:

<input checked="" type="checkbox"/>	Article scientifique	Explaining incompleteness...	Fjelstul Joshua (+1)	2019, 2019	Fjelstul, Joshua
<input checked="" type="checkbox"/>	Article scientifique	The Politics of Internation...	Fjelstul Joshua (+1)	2018, 2018	Fjelstul, Joshua
<input type="checkbox"/>	Article scientifique	The evolution of European ...	Fjelstul Joshua	2019, 2019	Fjelstul, Joshua
<input checked="" type="checkbox"/>	Article scientifique	Robust T-Cell Responses i...	Madelon Natacha (+13)	2021, 2021	FINCKH, Axel

Add a research group

Add an affiliation entity

Add a language

Delete deposits

Send to validation

If the submit button does not appear/work, there is a problem with a deposit (e.g.: missing date, missing file ...)

- Clic on the deposit to open it and correct the issue

3 BONUS ELEMENTS

Multilinguism

- Title, abstract & key words can be multilingual

Graphical abstract or thumbnail to represent your publication

- Book cover
- Illustration

Mention your **funding/grant**

- From the OpenAIRE database or manually

Main information of deposit

Publication title *

I x_2 x^2 I_x

Title of my example publication + Other title

Display without formatting

Publication language *

French +

[Click here to add a language](#)



Funding

Project in OpenAIRE

197878

Synergistic targeted drug co...
[197878]

Project number Project acronym

Project name

Search

QUESTIONS ?



THANK YOU FOR YOUR ATTENTION

archive-ouverte@unige.ch

or

archive-ouverte-theses@unige.ch



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