

Submitting publications in Archive ouverte UNIGE

Creation of uploads,
with or without
identifiers
Batch uploads, using a list
of identifiers



View of
submissions,
according to
their status



- 1 Drafts uploads, to be completed and sent for validation (created previously or by ORCID synchronisation)
- 2 The library requires additional information
- 3 Awaiting verification and handling by the library
- 4 Completed and visible on the public interface (if configured, sent to ORCID)

Personalised profile

- Affiliation and research group
- Adding one's ORCID identifier
- **Synchronisation** with one's ORCID profile
- Notifications preferences
- ...

View of one's
publications,
even if
submitted by
others

Filters and search
fields



Fulltext file
required
(semi-automatic
retrieval if in
Open Access)

Comment features for discussions
with co-authors or validation staff



5 steps to submit a new publication

validation

1. Identifier or Title + type	2. File(s) and distribution conditions	3. Contributors and affiliations	4. Description of the publication	5. Verification and submission	Check by the library team	Visible on public interface
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An example in video

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

