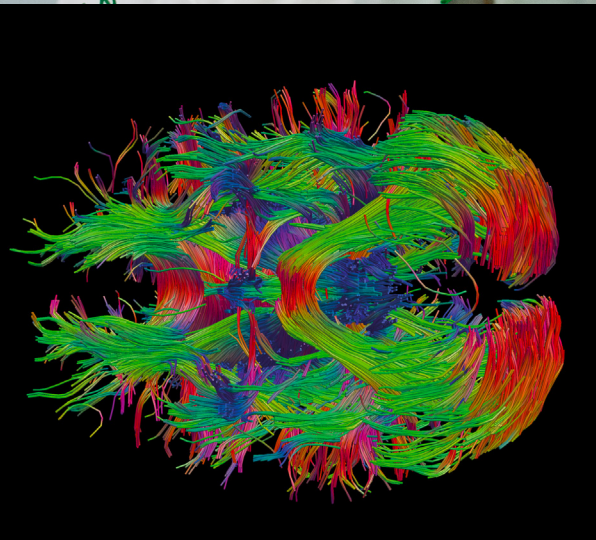


Institut Pasteur Charter for Open Access to Publications

May 2021



Context and aims

The Institut Pasteur is fully aware of the vital importance of open science:

- to advance knowledge as a common good for humanity,
- to democratize access to the results of honest, quality research,
- to improve the efficacy of research and speed up innovation by facilitating the reuse of results.

In its 2019-2023 Strategic Plan, the Institut Pasteur management team therefore set out to promote open science by reaching the target of **100% of publications each year published as open access**^{*1} from 2021 onwards (in the HAL-Pasteur open archive and open access journals, and in the long term 100% in HAL-Pasteur).

This aim corresponds with the French National Plan for Open Science and the policies of the funding bodies in [cOAlition S](#) (the European Commission, the ANR, etc.), with which the Institut Pasteur wants to align its own open access policy. A failure to comply with the open access regulations adopted by scientific publications may lead to the imposition of financial penalties by funding bodies.

Scope

This Charter applies to all scientific staff (scientists, engineers, project managers, PhD students, post-doctoral fellows, etc.) working at the Institut Pasteur (employees and OREX).

The role of scientists in the transition to open access

Scientists play a key role in the transition to open access when they choose how they want to publish their research.

AS A CORRESPONDING AUTHOR

Corresponding authors must choose one of the following options:

- Publication in a fully open access journal and application of a CC BY Creative Commons* license.
- Publication in a subscription journal and application of the cOAlition S [Rights Retention Strategy](#).² This involves submitting the manuscript to the publisher and requesting the right to publish the **author accepted manuscript*** (AAM) with a **CC BY license and no embargo**.*
- Publication on the open access platform of the relevant funding body ([Open Research Europe](#) for the European Commission, [Wellcome Open Research](#) for the Wellcome Trust, etc.).

In each of the above cases, the article must be visible in HAL-Pasteur as soon as it is published.

AS A CO-AUTHOR

Publications should be submitted to HAL-Pasteur within six months.

The Institut Pasteur's responsibility in the transition to open access

CONSIDERATION OF OPEN ACCESS BY THE COMESP WHEN ASSESSING SCIENTISTS

Since 2016, **promotion requests**, which are examined at the spring session of the COMESP (Committee for the Assessment of Staff Scientific Activities), have only been considered if the staff members have submitted their publications for the previous five years (or since joining the Institut Pasteur if within that period) to HAL-Pasteur.

¹ The asterisks refer to the [Charter User Guide](#)

² See the guide: "What can I do in practice to retain the rights to my article?"

Since 2020, when conducting **individual appraisals** of scientific staff during the autumn session, the COMESP has only considered publications that have been submitted to HAL-Pasteur, with the full text, for the period under appraisal (two years plus the current year).

A list of submitted publications must be provided from HAL.³

SUPPORT AND RESOURCES

The Institut Pasteur, via the CeRIS (Scientific Information Resources Center), supports scientific staff in the implementation of the Open Access Charter by offering training, quality control for submissions to the open archive and publication advice.⁴

The Institut Pasteur also funds the HAL-Pasteur portal (underpinned by the national HAL portal).

A detailed guide containing information about open access policy and how to submit publications to HAL-Pasteur is available.

How to submit publications to HAL-Pasteur

WHAT TO SUBMIT?

All publications in peer-reviewed journals (research articles, reviews, letters, comments and editorials) **must be submitted** to HAL-Pasteur.

Other types of document can also be submitted – books, book chapters, conference proceedings, theses and software code – without detriment to the rights and interests of the Institut Pasteur and third parties.

The file that should be submitted is the author accepted manuscript* (AAM) or the publisher's version if the article has been published with a Creative Commons license.

WHERE?

Publications should be submitted to the [HAL-Pasteur](#) open archive, the institutional portal for the Institut Pasteur that is part of the HAL national archive.

WHEN?

Documents should be submitted as soon as they have been accepted for publication. If required by the publisher, the file will be placed under embargo for six months after the publication date.

WHAT INFORMATION NEEDS TO BE PROVIDED?

The full text should be accompanied by metadata*, including the following information:

- title, authors, journal, publication date and DOI*;
- funding sources obtained, to ensure compliance with the policies of funding bodies*;
- the link to the platform hosting the data, if there are data sets associated with the publication.

With regard to authors, the Institut Pasteur recommends that all scientists create an **ORCID** identifier and an **IdHAL*** (a researcher identifier in HAL) so that they have an unambiguous **digital identity**.⁵

WHAT ARE THE BENEFITS OF SUBMITTING TO AN OPEN ARCHIVE?

Submission to open archives guarantees the **accessibility** and **long-term preservation** of the Institut Pasteur's publications and helps build a **corpus of knowledge** on a single platform which is independent from commercial solutions and policies in force in other countries. It is also a way of **reducing publication costs** by avoiding paying APCs* to hybrid journals.*

³ See the guide: "How can I generate a list of my publications as requested by the COMESP?"

⁴ If you have any questions, please write to hal-pasteur@pasteur.fr

⁵ See the guide: "Why create an IdHAL?"

