Workflow for self-archiving of scientific products

1. Self-archiving
   - **WHO CAN ARCHIVE**: lecturers, researchers, grant holders, scholarship holders, linguistic collaborators, administrative staff members, librarians
   - **WHAT CAN BE ARCHIVED**: articles in reviews, chapters of books, monographs, translations, critical editions, conference interventions, editorships, doctoral theses, data sets, etc.

2. Choice of the research product typology
   - The initial choice of typology determines the set of metadata that accompanies the product to be archived

3. Acceptance of user licence
   - I ACCEPT: compilation and/or control, if imported from Scopus, WOS, Pubmed, etc. of the bibliographical metadata
   - I DECLINE: the self-archiving is interrupted. The product stays as a "draft" on the personal page

4. Adherence to the University Regulations for the deposit of research products in the Institutional Archive and for open access to the scientific literature
   - I ADHERE to the OA policy: the file will be made available to open access in line with the editorial agreements signed by the author
   - I DO NOT ADHERE to the OA policy: the file will only be accessible

5. Uploading the product full text and terms of editorial agreement
   - Compilation of the "Contract with the editor" box or uploading of the PDF of the editorial agreement / licence to transfer rights
   - Uploading of the attachment for the product (pdf)

6. Validation of the metadata and full text
   - By the Department Director and, for the technical part, the reference librarian
   - Transfer of the product to the LoginMUR lecturer site

7. End of self-archiving
   - The product undergoes validation by the Department Director and the librarian