

Self-archiving to TUHAT Guide

1. Fill in publication information form in TUHAT research portal

The screenshot shows a web browser window with the URL <https://tuhat.helsinki.fi/admin/editor/dk/atira/pure/api/shared/model/researchoutput/editor/contributiontojournaleditor>. The page title is "Publication: Contribution to journal > Article". The interface is divided into a left sidebar and a main content area.

Left Sidebar:

- EDIT
 - Metadata (selected)
 - Metrics
 - Translation
- OVERVIEW
 - Relations
 - Display
- HISTORY AND COMMENTS
 - History and comments
- NOTIFICATIONS
 - Editors responsible for handling this submission: tuhat-info@helsinki.fi
 - Comment on workflow step change: [text input]

Main Content Area:

- Publication type:** Publication category * (Scientific, Professional, General public), Ministry of Education publication type (Not Eligible).
- Publication status:** Publication statuses and dates * (Published, Year, Month, Day, Current), Add publication status and date...
- Publication information:** Original language * (English), Title of the contribution in original language *, Subtitle of the contribution in original language, Pages (from-to), Number of pages, Article number in E-publication (not DOI), Abstract.
- Contributors and affiliations:** Contributors *, No persons or organisational units associated, Add person..., Add organisational unit..., Add author collaboration...

2. Start the article upload

Start the article upload from "Open Access and other versions; files, DOI and links" > add file (self-archive). You can find more instructions behind the "i"-button. Note that UH requires that articles published in Open Access journals are archived as well. See our [blog](#) on why this is important.

Open Access and other versions; files, DOI and links

Electronic version(s) of this work (deposit yourself or send Author Accepted Manuscript (PDF) to library: openaccess-info@helsinki.fi)

Add file (self-archive), DOI, other link...

Other links (not used in annual reporting)

Add other link...

Other files (not used in annual reporting)

Add other file...

3. The Self-archiving rights of articles

Publisher's conditions for self-archiving can be found in Open Policy Finder database or from the web page of a journal or a publisher (in case of book articles) (often under "open access"). If you have not signed off your publishing rights to the publisher, you can self-archive without restrictions, following the publisher's conditions. Make sure you have the permission of all the writers to self-archive the article.

The post-print-version of the article often involves an embargo, set by the publisher (for example 12 months below). In that case the article transforms automatically from TUHAT to Helda once the embargo is over. There may be other restrictions in the Open Policy Finder database, for example a requirement to use a certain license for the archived article.

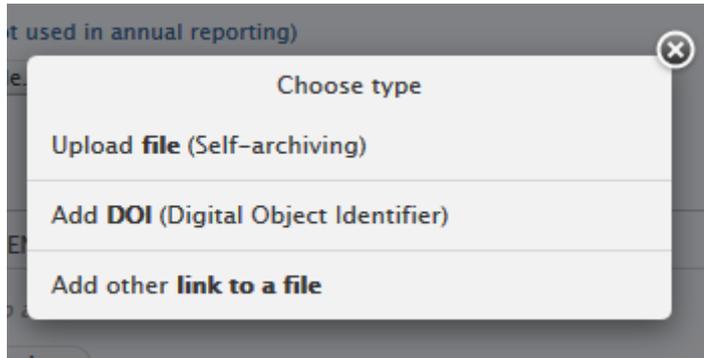
Published Version	   None  CC BY  PMC 	+ Any Website, Journal Website, +2
Accepted Version [pathway a]	 18m  CC BY-NC  PMC 	+ Institutional Repository, Subject Repository, PMC, +4
Accepted Version [pathway b]	 None 	+ Author's Homepage

In the example above the open access version of the article (Article processing charge paid) must be archived without an embargo with CC BY-license. The post-print/Authors accepted version/Final draft version (draft version after peer review, Accepted version) has to be archived with CC BY-license and with 18 months embargo. The same version can be

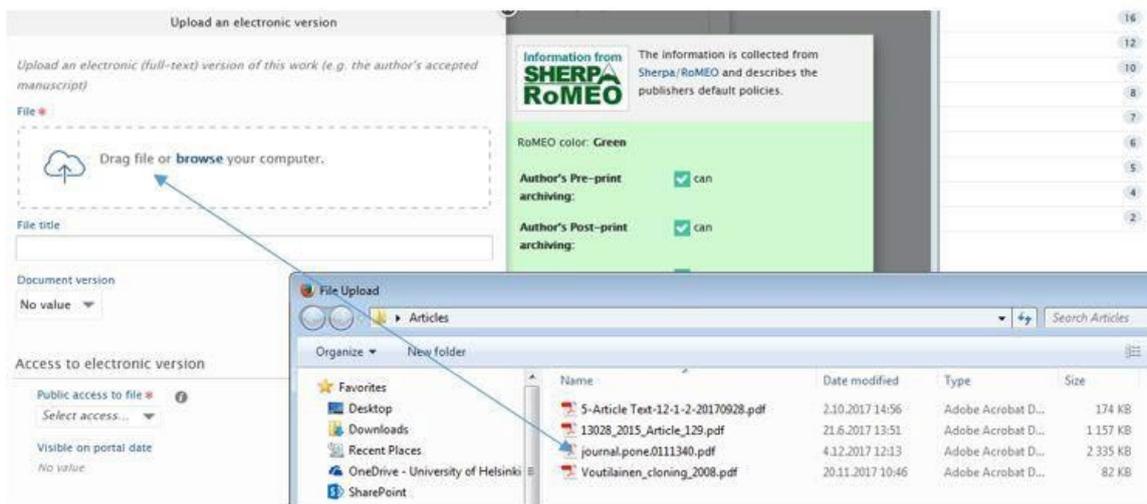
published in author's own homepage without restrictions.

4. Upload the article to TUHAT

Choose "Upload file (Self-archiving)".



Upload the article to TUHAT in pdf-format.



5. Choose the document version and public access to file

Define public access to the file. The information concerning article version and public access is compulsory to add. First choose the article version (submitted/accepted/final (pre-print/post-print/publisher's version)). If the article is immediately readable, choose "open" in "access to electronic version".

Edit uploaded electronic version

Upload an electronic (full-text) version of this work (e.g. the author's accepted manuscript)

File *

 **1_s2.0_S138993412100157X_main.pdf**
 1.48 MB, application/pdf Remove

File title

1-s2.0-S138993412100157X-main

Document version

Final published version
Publisher's PDF, also known as Version of record

Access to electronic version

Public access to file * ⓘ

Open

However, if the publisher requires an embargo (for example, 12 months from the publication date (see point 3 above), choose in “Access to electronic version” “Embargoed” and set the publication date and the embargo time as announced in the Open Policy Finder database (see point 3 above).

The publication is transferred automatically to the [Helda repository](#) once the librarian has accepted it or the embargo is over. You can see the publication date in “Visible on portal date”.

Edit uploaded electronic version

Upload an electronic (full-text) version of this work (e.g. the author's accepted manuscript)

File *

 **Roinila_Common_Notions_Leibniz_JEMS_2020_Postprint.pdf**
 366 KB, application/pdf Remove

File title

Roinila, Common Notions Leibniz JEMS 2020 Postprint

Document version

Accepted author manuscript
Peer reviewed version

Access to electronic version

Public access to file * ⓘ

Embargoed

Embargo start date **Embargo end date**

Example: 21/10/2002

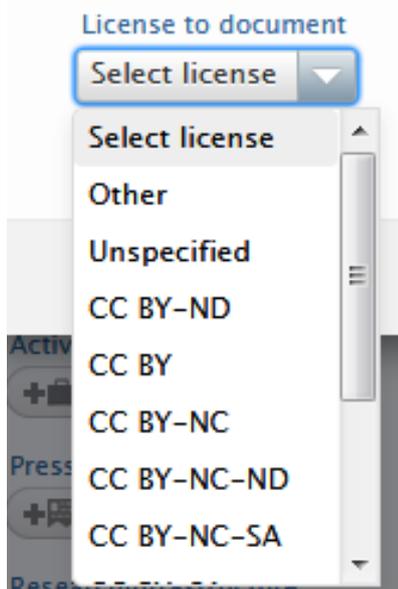
Example: 21/10/2002

Embargo ends: 24/02/2022

Available on portal date
24/02/2022

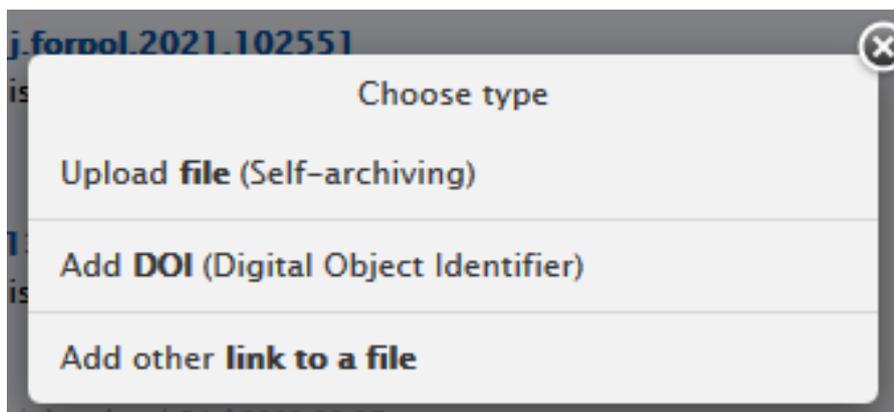
You can also select license to the publication. In general, the University of Helsinki recommends CC BY -license for sharing publications, unless there are other requirements by the publisher.

License



6. Add DOI or other link to the file

Once the article file has been added to TUHAT, there is still need to add a persistent identifier or another link to published version. This is because the embargo may prevent seeing the archived file and, paywall allowing, one can see the final, published article. Act as follows. Choose "Add file" (as in 4.) and choose either add DOI or add another link to the file (in case there is no DOI available).



When you choose "Add DOI", the following form opens.

The screenshot shows a web form titled "Add DOI (Digital Object Identifier)". At the top, there is a grey header bar with the title. Below the header, there is a paragraph of instructions: "Add a DOI for an electronic (full-text) version of this work (e.g. the published version of record). Add only the DOI number (see example below) without http or DOI prefix." Below this is a text input field labeled "DOI (Digital Object Identifier) *" with a red asterisk. Below the input field is an example: "Example: 10.1000/182". Below the example is a dropdown menu labeled "Document version" with the selected option "Final published version" and a subtext "Publisher's PDF, also known as Version of record". Below this is a section header "Access to electronic version" followed by a dropdown menu labeled "Public access to file *" with the selected option "Select access..." and an information icon. Below this is another section header "Licence" followed by a dropdown menu labeled "Licence to document" with the selected option "Select licence". At the bottom right of the form are two buttons: "Cancel" and "Create".

Add the DOI-identifier without prefix <https://doi.org/>, for example
10.1016/j.forpol.2021.102551

For article version, choose "final published version". If the question is of an open access-article, choose in public access to file "open". If not, choose "closed". If the article is published with a Creative Commons-license (most open access articles are), choose the used license. Finally, press "Create".

When you add a link to the file without the DOI-identifier, choose "Add link to the file", add the link with the https-prefix and do as above after that. You can do the same way if your article is in an open access book or if your article is already archived to Helda repository.

7. View in TUHAT after the article has been uploaded

This is how a finished self-archiving looks like. In this case an open access article has been uploaded.

Open Access and other versions; files, DOI and links



Content input in this section indicates that this work is openly accessible:
Final published version – Open

Electronic version(s) of this work (deposit yourself or send Author Accepted Manuscript (PDF) to library: openaccess-info@helsinki.fi)

FINAL PUBLISHED VERSION

 10.1016/j.scitotenv.2021.146668	Show	Edit	↓	–
Final published version				
CC BY				
 Open				
 1-s2.0-S0048969721017368-main	Show	Edit	↑	–
Final published version				
CC BY				
 Open				
5.4 MB thuuskon 4 Jun 2021 16:03				

[Add file \(self-archive\), DOI, other link...](#)

Other links (not used in annual reporting)

[Add other link...](#)

Other files (not used in annual reporting)

[Add other file...](#)