



## **Publish your research on PortailCoop and get a 20% discount on your registration fees!**

Researchers who have never published or who do not have all their publications on cooperatives on [PortailCoop](#), the world's largest digital library on cooperatives, can contribute to this knowledge commons by and for the cooperative movement, other researchers and practitioners. In recognition of this contribution, they are eligible to receive a 20% discount on either the early bird or the regular registration fees for the ICA CCR 2025 Conference.

Researchers must either:

- Submit at least 5 of their publications on cooperatives that are not on PortailCoop, or
- Submit all their publications on cooperatives (if they have less than 5) \*.

### **Instructions for submissions to PortailCoop**

**Before submitting your content:**

- You must [create an account](#) on PortailCoop.
- Then go to the [content submission page](#).
- At the beginning of the submission process, you will be redirected to a form that will assist you in providing the necessary metadata and uploading the files.

If your content is open access and under CC BY 4.0 license or you sign/grant PortailCoop of HEC Montréal a dissemination license by checking the "License of use" box authorizing PortailCoop to archive, publish, produce, and reproduce your content, it will be available in full text in PortailCoop.

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Some publishers allow self-archiving but require that the published source be cited and/or that a link is made to the published version of the document on the publisher's site. This information, as well as any other information required to meet your publisher's copyright disclosure requirements or relevant to your submission can be added in the "Description" field of the form (see screen capture below).

The screenshot shows the 'Submit content' page of the HEC Montréal PortailCoop. The page header includes the HEC Montréal logo and the text 'PortailCoop'. Navigation links for 'About us', 'Collections', and 'Submit content' are visible. A user profile for 'Sandrine Julien' is shown in the top right corner. A search bar is located below the navigation. The main heading is 'Submit information resources'. A note states: 'In order to speed up file processing and improve the quality of records, please provide us with some information about each file submitted.' The form contains several input fields: 'Title', 'Responsible institution (if applicable)', 'Author(s)', 'Subject(s)', 'Language(s)' (a dropdown menu), and 'Publication date'. A 'Description' field is also present. Below these fields is a 'Related content' section with an upload icon. The 'Data of embargoes end' field is also present. The 'License of use' section has a checkbox for 'I grant the **licence of use** conditional to the submission of content, to PortailCoop.' The 'Terms of Use and Privacy Policy' section has a checkbox for 'I acknowledge having read, understood and accepted the **General Terms and Conditions of Use** and the **Privacy and Data Protection Policy** of PortailCoop.' At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer of the page includes 'Privacy Policy', 'Terms of Use', 'Contact us' with a LinkedIn icon, and '© IEC Montréal, 2025 All rights reserved.'

## Accepted content

A wide variety of content types, without limitation on the nature of the documents (text, audio, video) or file formats, can be submitted:

- Article
- Thesis
- Interview
- Conference proceedings (published document, not just a presentation)
- Book
- Book chapter
- Podcast
- Case study
- Research report

The discount **does not apply** if the publications are already in PortailCoop, since the aim is to enrich the digital library.

## Which version to submit?

Although you may not own the copyright to your scientific articles, various versions can be submitted:

Version of the article	Availability on PortailCoop	Example
<b>Preprint:</b> Non-peer-reviewed version of your scientific article	The document will be available on PortailCoop with the mention that it is the preprint version of the article	<a href="#">Data cooperatives as catalysts for collaboration, data sharing, and the (trans)formation of the digital commons</a>
<b>Postprint:</b> Peer-reviewed version of your scientific article accepted by a journal, but not formatted by the journal	The document will be available on PortailCoop with the mention that it is the postprint version of the article	<a href="#">Embedding circularity: Theorizing the social economy, its potential, and its challenges</a>
<b>Final version:</b> Version of your scientific article published in a journal <ul style="list-style-type: none"> <li>• Open access under CC BY 4.0 license: Final version of your article freely accessible online for everyone</li> <li>• Restricted access: Final version of your article accessible online on the publisher's website. A license, university/institution affiliation or payment is required to access the content on the publisher's website</li> </ul>	<ul style="list-style-type: none"> <li>• The document will be available on PortailCoop</li> <li>• The document will NOT be available to ALL PortailCoop users, but only to those who have access to the publisher's website</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Circular economy and cooperatives: An exploratory survey</a></li> <li>• <a href="#">Management in worker cooperatives: Democracy vs. dissonance and possible overcoming approaches</a></li> </ul>

### **After submitting your content**

- Once the PortailCoop librarian has reviewed and accepted your content, you will receive a discount code by email to use for your registration. Please note that the review process may take up to two weeks depending on the volume of requests received.
- If you have any technical or content-related questions, please contact the PortailCoop librarian at [sandrinejulien@hec.ca](mailto:sandrinejulien@hec.ca).

**Thank you for publishing your documents on PortailCoop!**