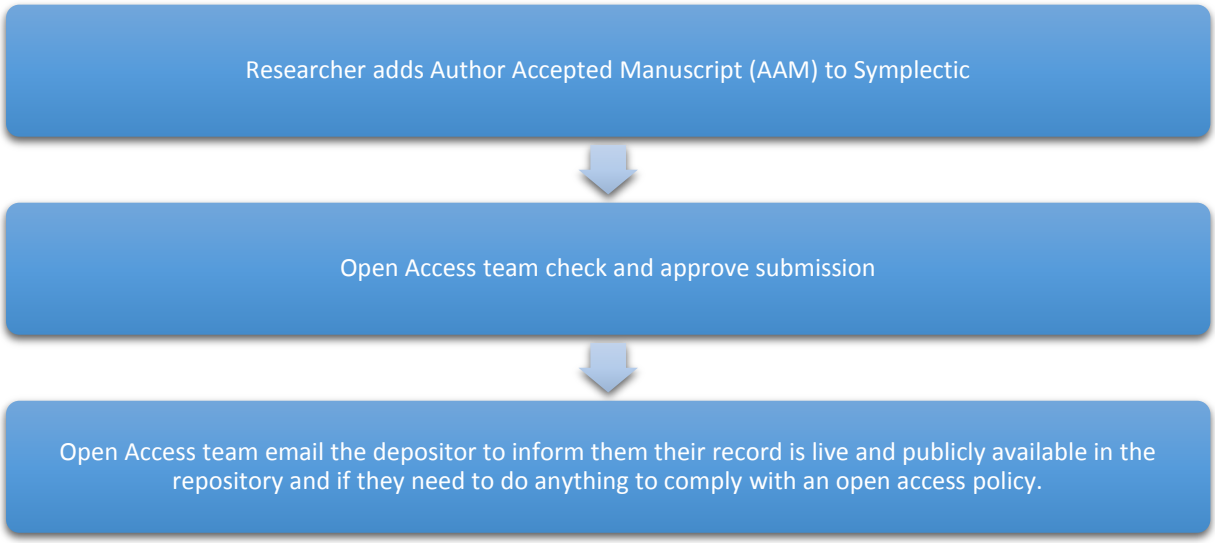
Accepted manuscript deposits via Symplectic Elements

Contents

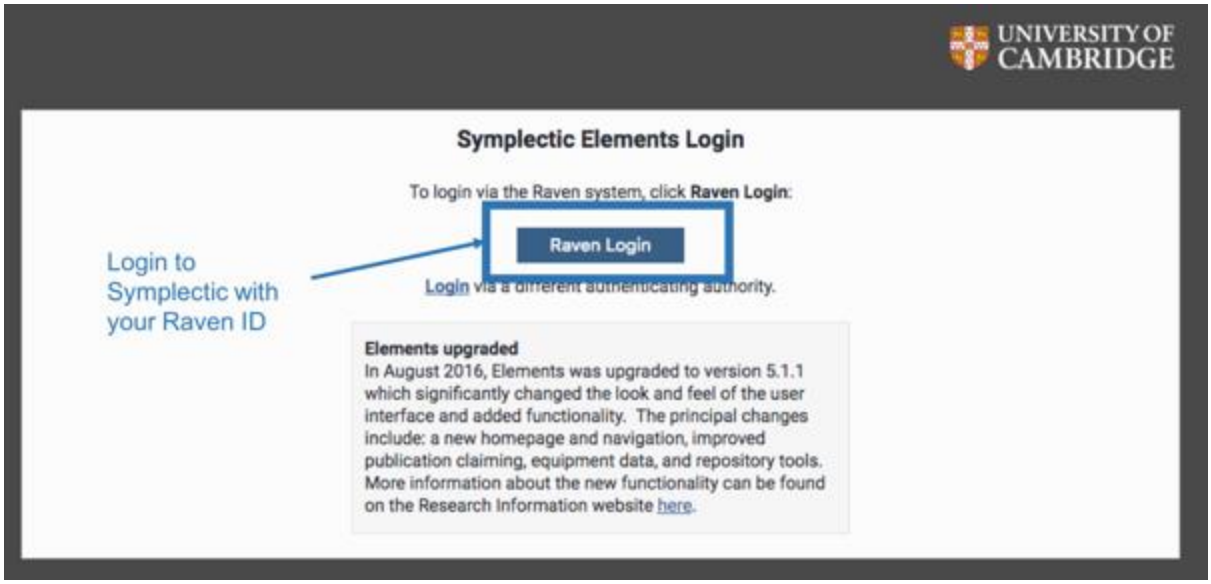
Process 1
Accessing Symplectic 2
Depositing an Accepted Author Manuscript or OA published article 3
1. Let's get started 3
2. Tell us more 4
3. Link article to grants information 5
4. Deposit the accepted manuscript 6
What happens next? 7

Process

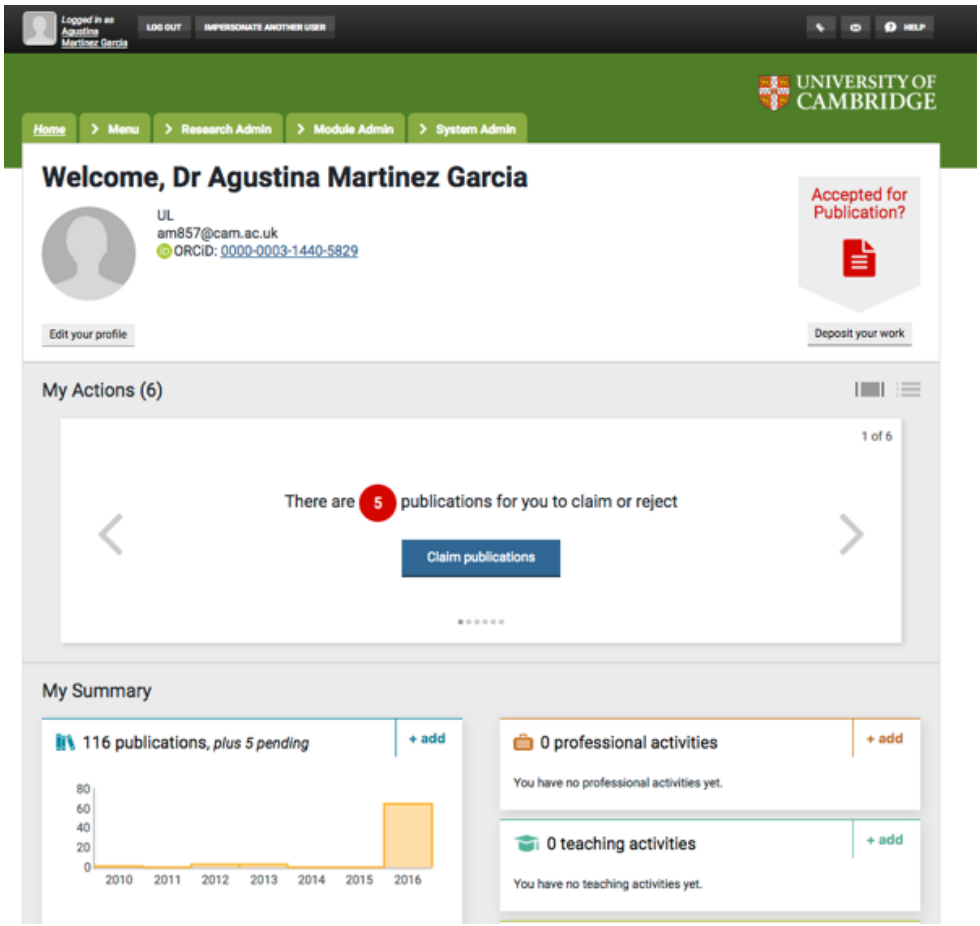


Accessing Symplectic

Login to Symplectic (https://elements.admin.cam.ac.uk) with your Raven credentials:

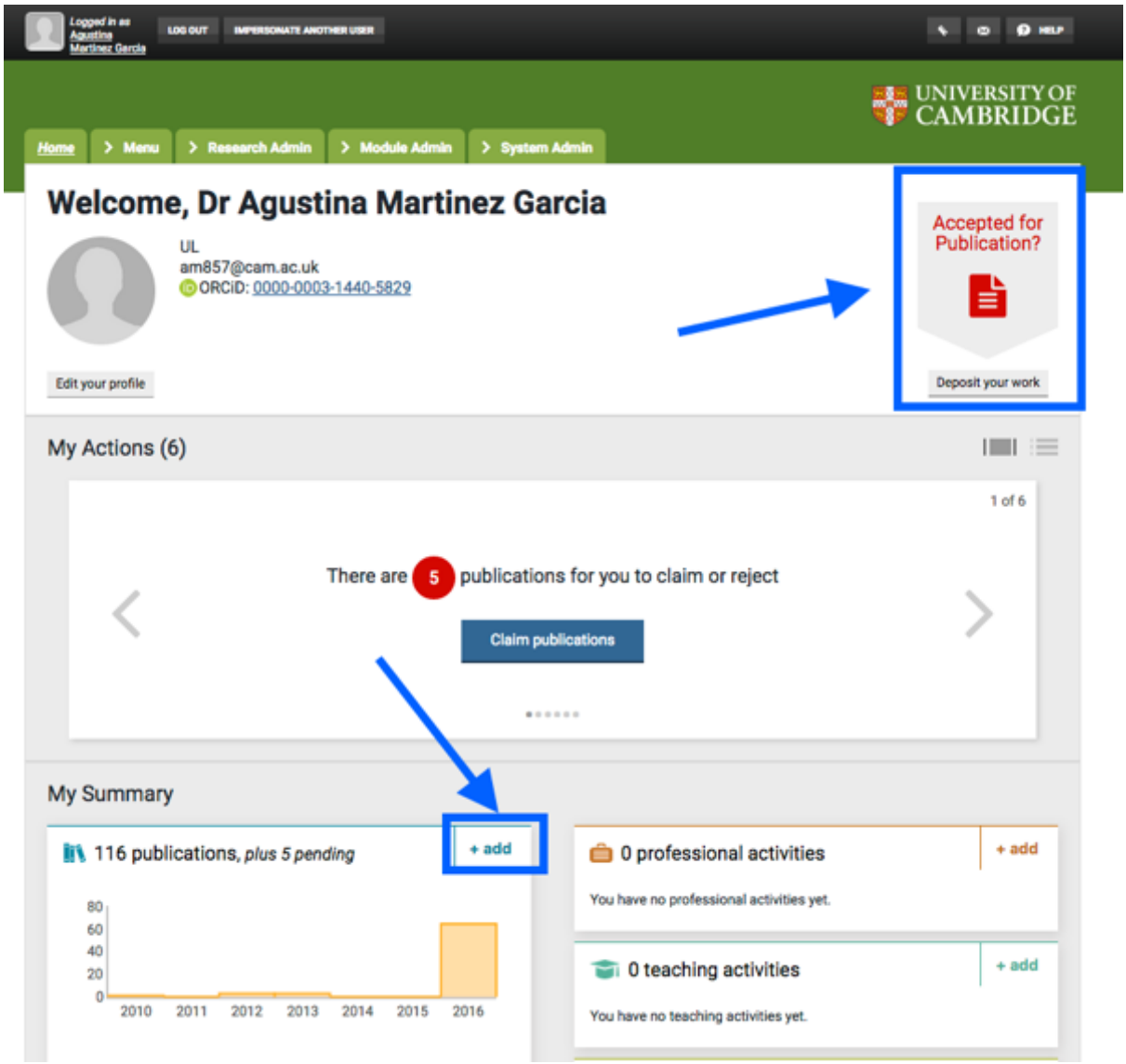


Once you are logged in, you will be redirected to your "Home" screen, which looks as follows:



Depositing an Accepted Author Manuscript or OA published article

Publications deposit can be easily accessed from your homepage. To deposit an article, you can click click on the 'Accepted for Publication? – deposit your work' button on the top-right corner of the homepage, or click on the '+add' button under the "My Summary section".

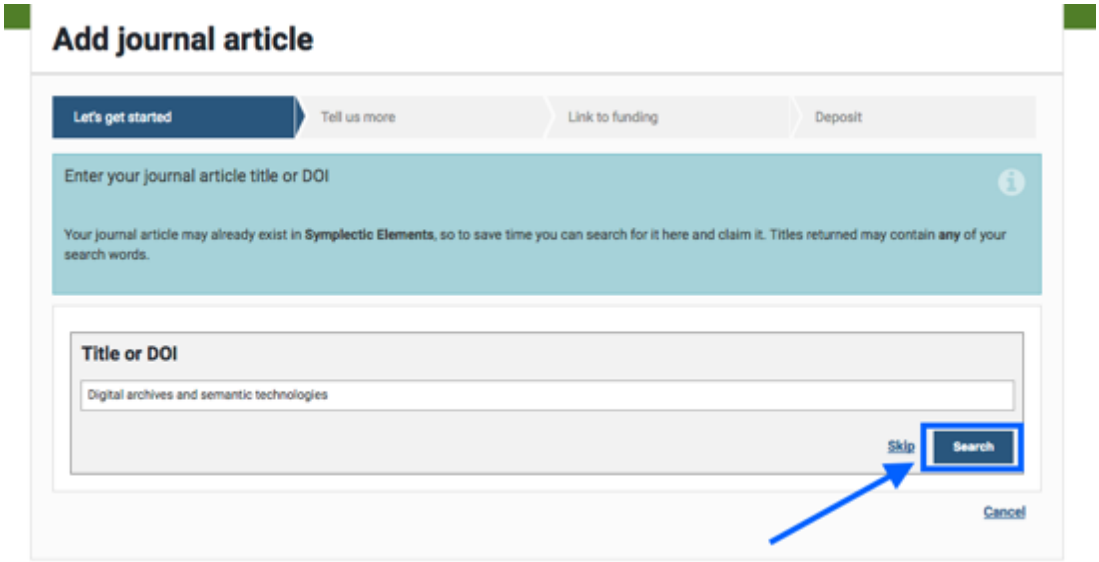


When clicking the 'Accepted for publication' button, you will only be able to deposit either conference proceedings (with an ISSN number) or accepted articles. For all other outputs use the '+add' button.

1. Let's get started

The first step in the submission process asks you to check that the article to be deposited is not already available in Symplectic by searching either by the article's title (for accepted manuscripts) or by DOI (for already published articles). This step is quite useful, as it will

avoid duplicated articles being submitted: e.g. one of your co-authors is also from Cambridge and has previously added the article you are depositing into Symplectic.

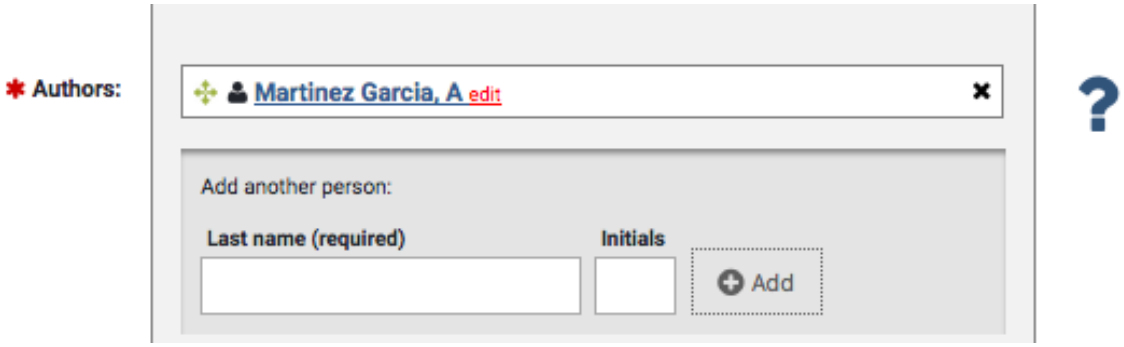


2. Tell us more

This section is where you enter the details of the article. As mentioned in the previous section, it is likely that published articles are already available in Symplectic. If this is the case, most of the details of the article will be already pre-populated for you, so you only need to enter those required missing fields.

TIP: If you are unsure how to fill in a field then hover your mouse over the '?' to the right of each field and this will display some guidance.

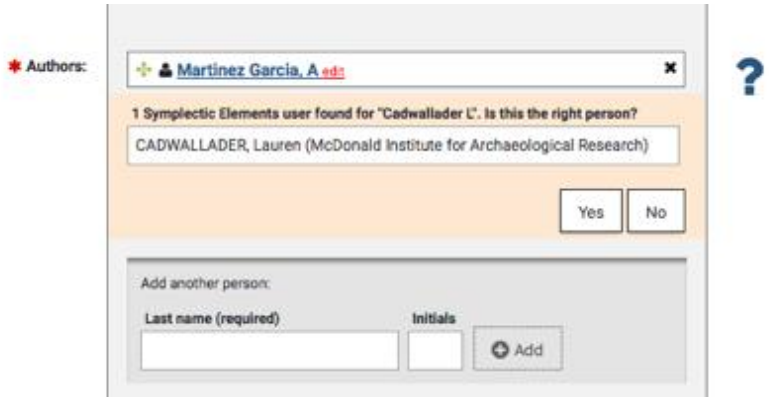
The first question asks what your relationship is to the article, select "Author of", this will also auto fill the **author's field** as shown below.



Fill in the **Title field** followed by the "DOI of associated dataset". If the article being submitted has an associated dataset that has been published in a repository, please enter the repository's DOI for the dataset. Also fill in the abstract and the **name of the journal.**

Additional authors can be added by entering the author's surname (please ensure to enter the full surname) and first initial in the "Authors" box. If the author is a Symplectic user a list

of possible users will appear. If this is the case, select the appropriate user from the list to link all Cambridge co-authors to the article in Symplectic. You are not required to add all of the authors on the paper (although it is helpful if you do). In the case of papers with many authors, please add all of the Cambridge authors if possible, especially those that hold grants related to the research.

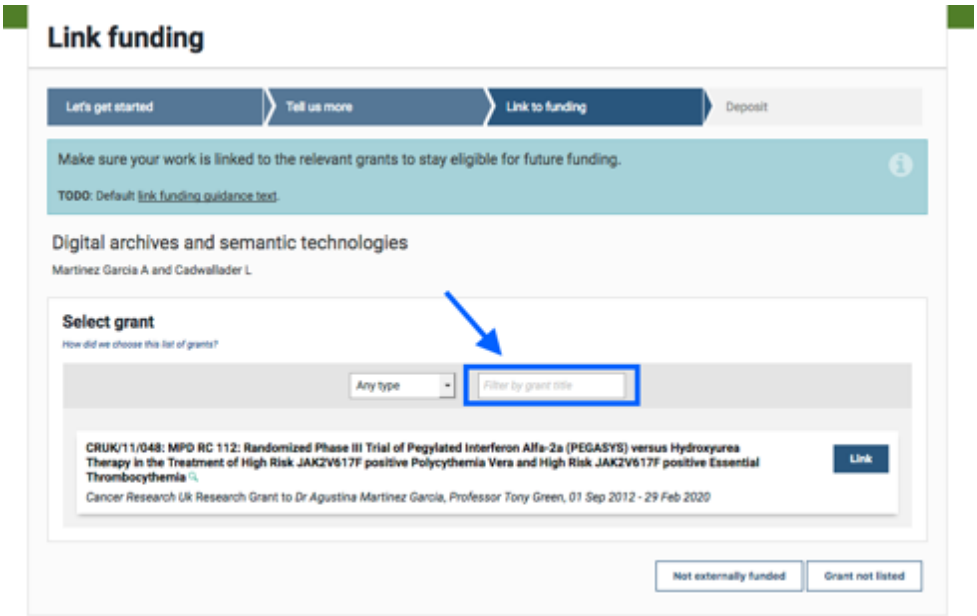


Next fill in the **Acceptance date** and the **article version** (e.g "Accepted" or "Published").

Once you are happy with the information entered select 'Save & Continue' - the form has been saved, you can then proceed with the form.

3. Link article to grants information

The next step of the submission process is to link the article to the grant information held in Symplectic. From this screen, you can search your grants by title, e.g. "Randomized Phase III Trial of Interferon…" by entering the title in 'filter by title' textbox and then hit enter.

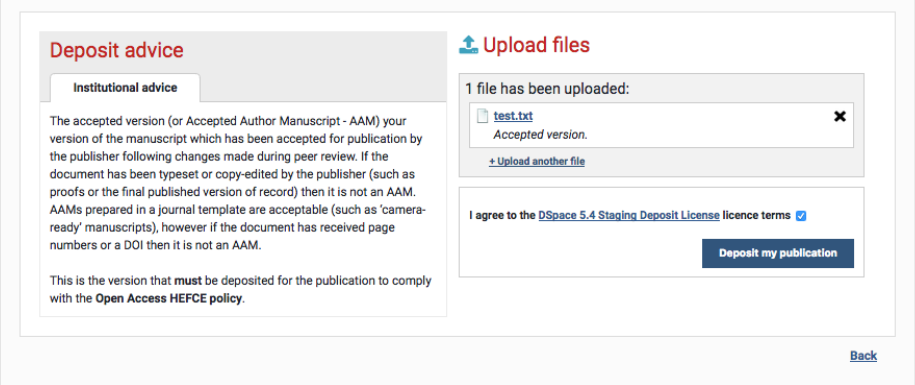


If the grant you looking for is not listed, you can skip this step for now (by clicking on the "Grant not listed" button at the bottom of the page), as you can complete these details later on from the "Publication details" page.

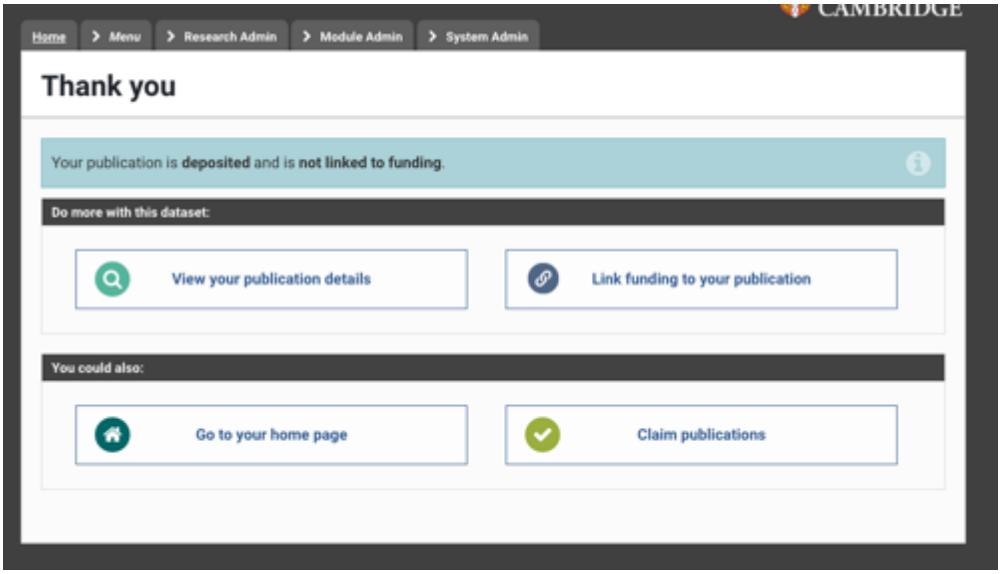
4. Deposit the accepted manuscript

The final step of the submission is to upload the article's file(s) and grant the repository deposit licence. To do so, simply click on 'Go to the deposit page' in the Apollo section of the publication page.

Click on the 'Browse' button, select the first file you wish to upload, and then press 'Upload'. If additional files, such as figures or supplementary information, need to be uploaded do so by clicking "Upload another file" (see image below). Please remember to upload the author's accepted manuscript not the published version of your paper.



To complete the deposit, the repository licence needs to be granted. To do so, simply tick the checkbox for Cambridge repository licence terms and click on the "Deposit my publication" button (as shown above). Once the deposit has been completed, you should be redirected to the following page and see a confirmation message indicating that the article has been deposited and whether it has been linked to funding, if applicable:



You can then check the status of the deposit by clicking on “View your publication details” as shown above. By clicking on the status button you will be redirected to the “Deposit page” where more in detail information is displayed: e.g. whether the item is live or it is pending review in the repository.

What happens next?

The OA team will review your deposit, set an embargo on the files if necessary and then make the deposit live. They will send you an email giving you the repository link for the paper and also any advice about compliance with open access policies in the same way as they do currently through the open access upload service.