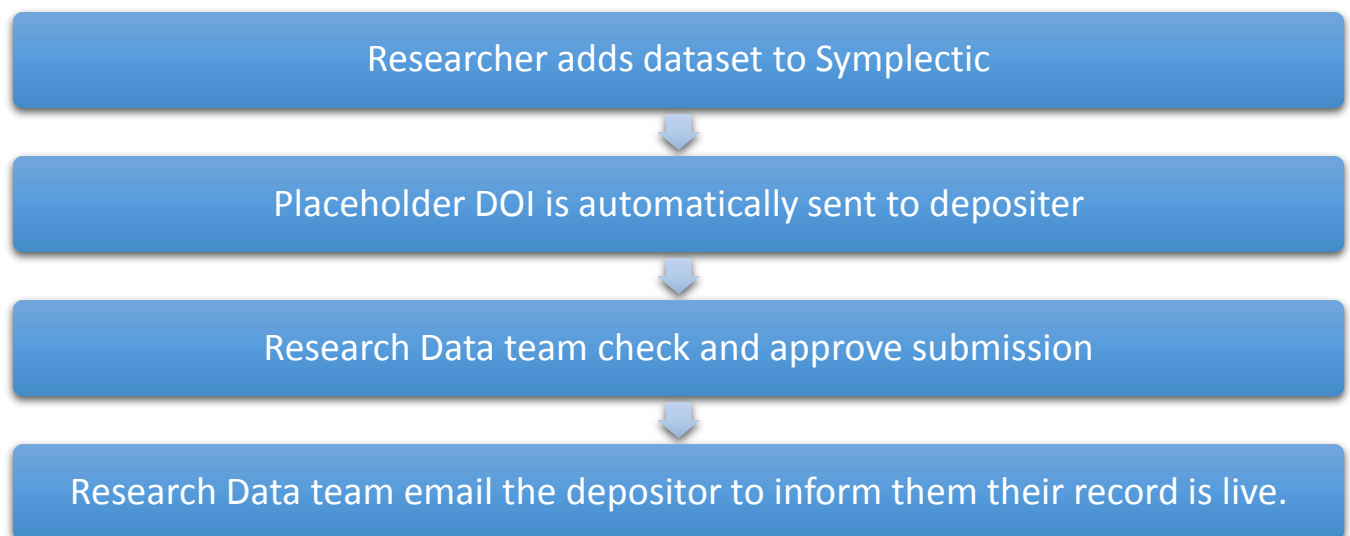


Data deposits via Symplectic Elements

Contents

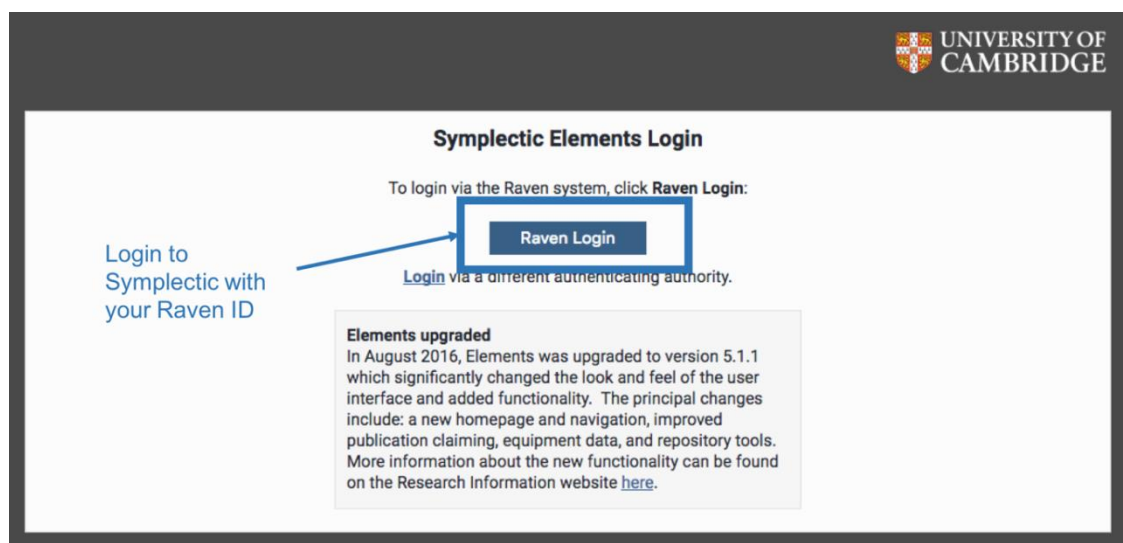
Process	1
Accessing Symplectic	2
Depositing data	3
1. Let's get started.....	3
2. Tell us more	3
3. Link dataset to grants information.....	5
4. Deposit the data files	6
What's next	7
Questions?	7

Process

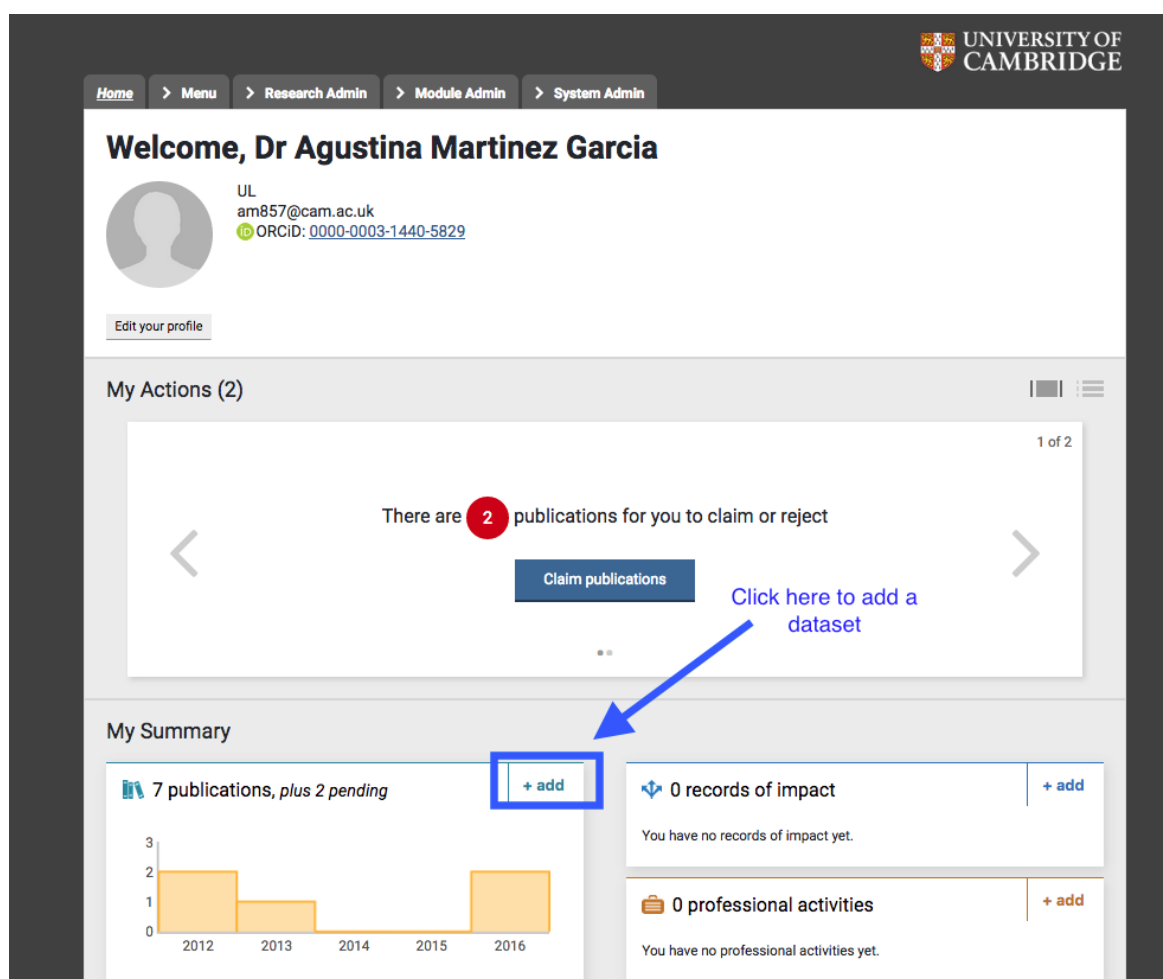


Accessing Symplectic

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 data

On your homepage click the '+add' button under 'My Summary' and then select 'dataset' to begin depositing a dataset.

1. Let's get started

The first step in the submission process asks you to check that the dataset to be deposited is not already available in Symplectic by searching for the title. This is extremely unlikely when depositing datasets so **select 'Skip'** to go straight to entering details of the dataset.

The screenshot shows the 'Let's get started' step of the submission process. At the top, there are three tabs: 'Let's get started' (active), 'Tell us more', and 'Link to funding'. Below the tabs is a light blue box with the text 'Enter your dataset title' and an information icon. Below this, a message states: 'Your dataset may already exist in **Symplectic Elements**, so to save time you can search for it here and claim it. Titles returned may contain **any** of your search words.' Below the message is a form with a 'Title' label and a text input field. To the right of the input field is a blue arrow pointing to the 'Skip' button, with the text 'Select 'Skip'' above it. The 'Skip' button is highlighted with a blue border. To the right of the 'Skip' button is a 'Search' button. At the bottom right of the form is a 'Cancel' link.

2. Tell us more

This section is where you enter the details of the dataset.

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.

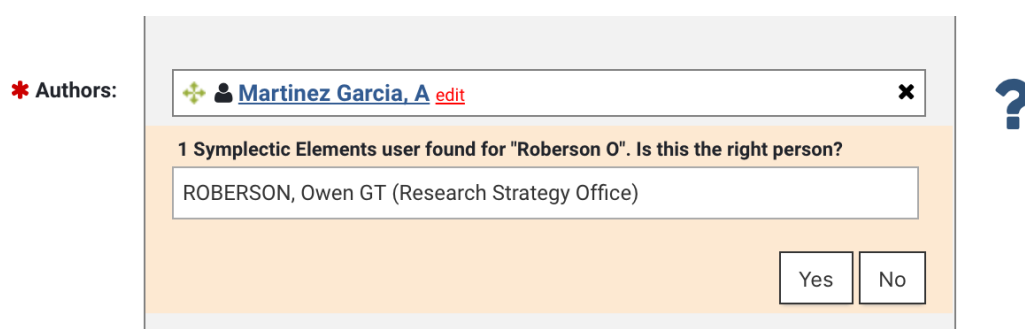
The first question asks what your relationship is to the dataset, select "Author of", this will also auto fill the author's field as shown below.

The screenshot shows the 'Tell us more' step of the submission process. It features two main sections. The first section is titled '*What is your relationship with this dataset?' and contains four radio button options: 'Author of' (selected), 'Editor of', 'Translator of', and 'Contributor to'. The second section is titled '* Authors:' and contains a text input field with the value 'Higman, R' and an 'edit' link. To the right of the input field is a blue question mark icon.

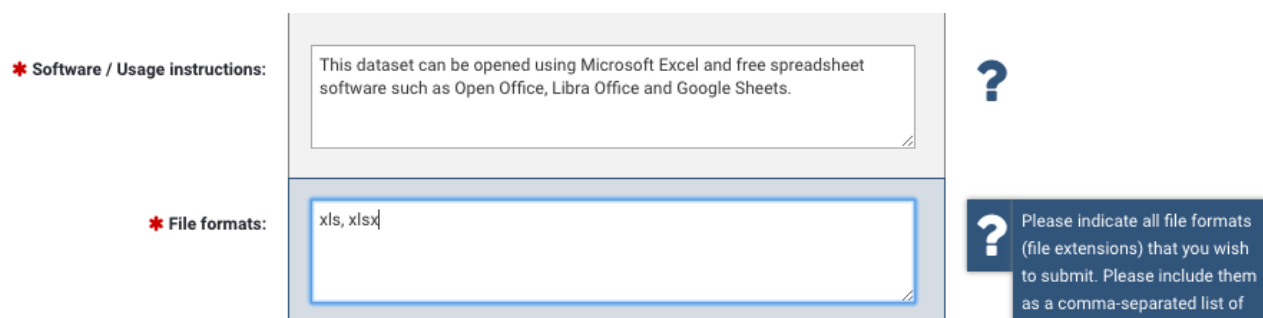
Fill in the Title field followed by the "DOI of associated publication". If the article associated with the dataset being submitted has already been published, please enter the publisher's

DOI for the article, or the DOI of the article record in Apollo, if any of them are available. If none of them is available, simply leave blank.

Additional authors can be added by entering the author's surname (please ensure that you enter complete surnames as these fields are not auto-completed) and first initial in the "Authors" box. If the author is a Symplectic user a list of possible users will appear. If the correct author appears on the list, select the appropriate user from the list. Add all Cambridge contributors to the dataset in Symplectic in the same way. You can also add non-Cambridge authors in the same way, but they will need to be entered manually – Symplectic will not find their details.



Next fill in the description, keyword, software/usage instructions, and file formats fields. Enter the names of any software, tools needed to open/process the submitted datasets in the "Software / Usage instructions" field; and in the "File format" field, enter a comma-separated list of the types of files included within the dataset.



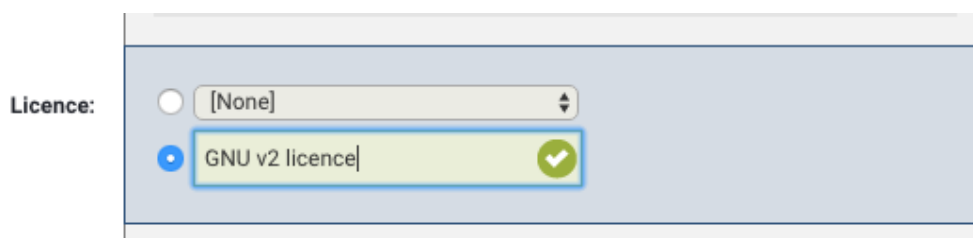
Enter a non-institutional email address in the "External email address". It is very important that the e-mail address is entered without any errors, as it provides a means for contacting the dataset creator(s) once they have left the University.

The field "Principal Investigator" has to be filled in if the PI is not the submitting user.

"Related resources" can be used to link to any electronic resources related to the dataset being submitted (**other than the publication immediately associated with the dataset**). For example, researchers may want to refer to their laboratory webpages, additional reports, source code, other associated datasets and publications etc. The information entered should contain the link (the URL) to electronic resources.

The “Licence” field contains information about how others might re-use the dataset being submitted. For CC BY licenses, please choose the correct license from the dropdown box. If the license is not a CC BY license, you can specify this in the text box below.

For information on what the different CC licenses mean, please have a look here: <http://www.data.cam.ac.uk/licenses> . For general advice on data licensing please see our [FAQs](#) or email info@data.cam.ac.uk.



Select whether or not an embargo is required for this dataset, and if you are creating a placeholder record* (you are expecting to modify this record) or uploading the final dataset (final record*, which you do not expect to modify further).

*** What is the difference between a placeholder record and a final record?**

If you submit a ‘placeholder record’ you will be able to modify the record by logging in to Symplectic and editing it. We will also send you a placeholder DOI that you will be able to include in your manuscript. However, the placeholder DOI will not resolve. The placeholder DOI will start resolving only after you have marked your dataset as ‘final’ and after we have approved your dataset. If you have any questions about this, please email info@data.cam.ac.uk.

The last field, “Additional information” can be used to send additional information to the Research Data team.

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 dataset to grants information](#)

The next step of the submission process is to link the dataset 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 are 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 for the dataset being submitted.

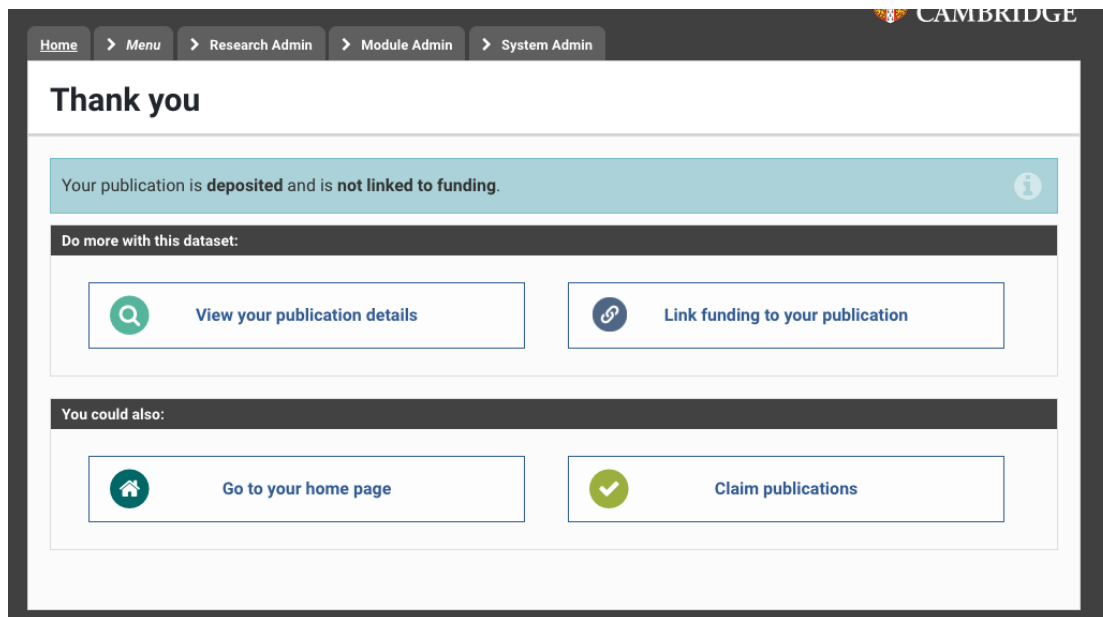
4. Deposit the data files

The final step is to upload the dataset file(s) and grant the repository licence. To do so, 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 need to be uploaded do so by clicking “Upload another file” (see below).

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's next

Once you deposit your dataset via Symplectic, you will receive an automated email with your placeholder DOI, which means that you can start using it in your publications.

The Data team will review your deposit, set an embargo on the files if necessary and then make the deposit live (for ‘final’ datasets). They will send you an email confirming that your submission is available, and you will be able to review the record.

Questions?

If you are unsure about any of these steps, simply e-mail us at info@data.cam.ac.uk and we will come back to you promptly.