Accepted manuscript deposit via Symplectic Elements

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Process

1. Researcher adds accepted manuscript to Symplectic Elements
2. Open Access Team checks and approves submission
3. Open Access Team deposits manuscript in the repository
4. Open Access Team emails the depositor to inform them that the record is live in the repository and provides funder compliance advice.
Accessing Symplectic Elements

Login to Symplectic Elements with your Raven credentials.

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

![Home screen of Symplectic Elements with Deposit accepted publications and My Actions tiles]

Depositing an accepted manuscript or OA published article

Publications can be accessed from your homepage.

- To deposit an article or conference paper, click on the ‘Deposit’ button, located in the central ‘My Actions’ tile.
- To deposit any other type of research output (e.g., theses, data, reports etc.) click on the ‘+Add New’ button, located in the Publications tile.
A step by step guide to the deposit process

1. Select the correct publication type:

Upload your publication files to Symplectic will submit them to Apollo, Cambridge's institutional repository, where they will be publicly available if appropriate.

- You are only required by the REF open access policy to deposit files for journal articles and conference proceedings that have been accepted since the 1st of April 2016, although you are welcome to upload files for older papers.
- If you require further assistance email info@openaccess.com.ac.uk
- More information on Open Access can be found here.

Once your publication has been deposited, the Open Access team will review your submission and curate it on Apollo.

Do you need to upload data supporting a journal article?
Upload your data

Available publication types

- JOURNAL ARTICLE
- CONFERENCE
2. The ‘Let’s get started’ step

This is where you can check whether your article is already in Symplectic Elements. If it is, you do not need to add it again. You can avoid making a duplicate entry by adding the article title or DOI in the search box.

3. The ‘Tell us more’ step

This section contains the Symplectic Elements deposit form. It consists of a series of questions, some of which are required fields and others that are optional.

Useful Tips

- If you are unsure how to answer the questions, hover your cursor over the “?” icon to the right of each field.
- You can re-order the author list by dragging and dropping an author’s name into the correct place.
- If the article has a very long author list, you do not need to add all of the authors; the information will be updated on publication. It is helpful if you add all of the Cambridge authors, especially those that hold grants related to the research.
- If you have a cited dataset, you can add the DOI for the dataset to create a link to it in the article’s repository record.
4. The ‘Link to funding’ step

If you have funding that you wish to link to the article, you can do that on the Link Funding Tab. You can search by the grant’s title, as in the example here:

To link a grant, tick the box on the left hand side of the grant’s name and then click the button ‘Link Selected’.

Once you have done this, you should click on ‘Done’ to complete the link.

If you cannot locate your grant or you are not externally funded, click on the appropriate option in the ‘More Actions’ button at the top right hand of the screen, as indicated below:
5. The ‘Deposit’ step

Once you have completed the deposit form and either linked your funding or specified that there is no funding, or no external funding, you will move on to the final step, which is to deposit the file.

Now you need to:

- Upload your manuscript file,
- Select the correct version from the drop down list (e.g., accepted version, published version) and then
- Click on ‘Use this file’

If you would also like to deposit supplementary files in addition to your article, you can do this once you have added your article files by clicking on ‘+Upload another file’.
Once you have added your files, you will move onto the last step in the process, which is to finalise the deposit. You do this by clicking on the ‘Deposit’ button, as shown below:

1. Prepare deposit (step 1 of 2)

![Image of file selection]

You can check the status of the deposit by clicking on ‘View your publication details’ as shown below.

![Image of status check]

This will redirect you to a summary for your deposit, which displays key bibliometric information about the article, as shown below:
The repository summary confirms whether the item is live in Apollo or not.

What happens next?

The Open Access Team will review your deposit, set an embargo on the files if necessary and then make the deposit live in the repository. They will send you an email giving you the repository link for the paper as well as any payment and funder compliance advice.