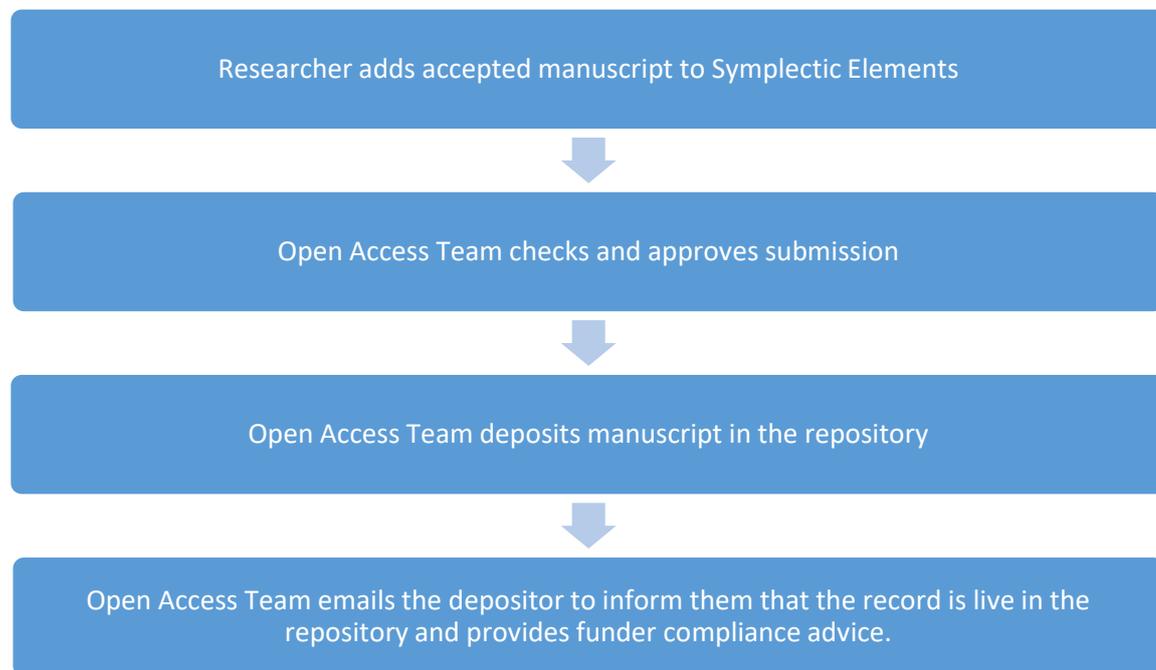


Accepted manuscript deposit via Symplectic Elements

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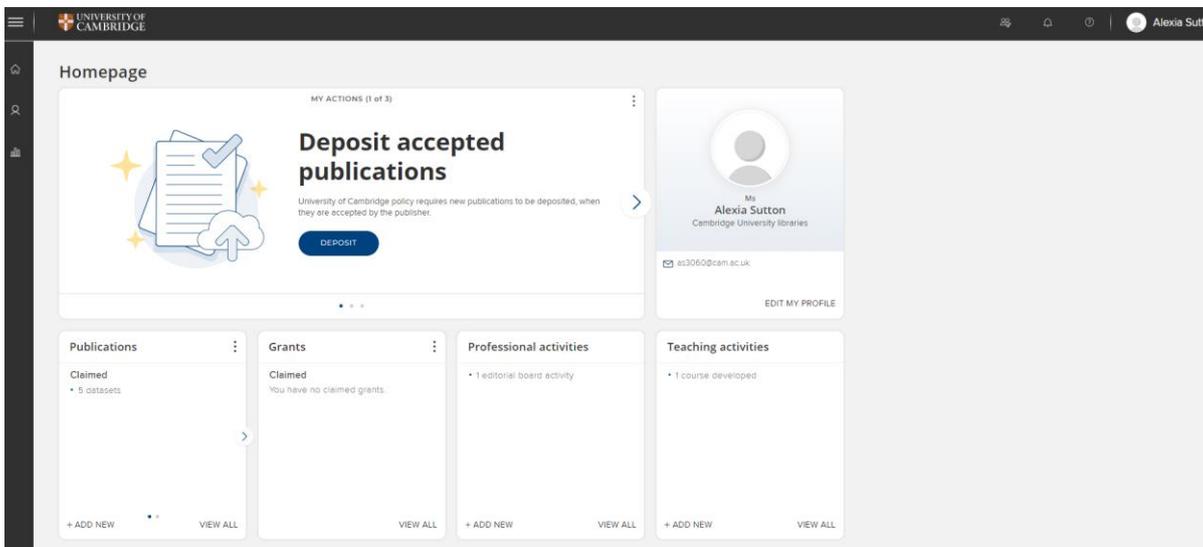
Process



Accessing Symplectic Elements

[Login to Symplectic Elements](#) with your Raven credentials.

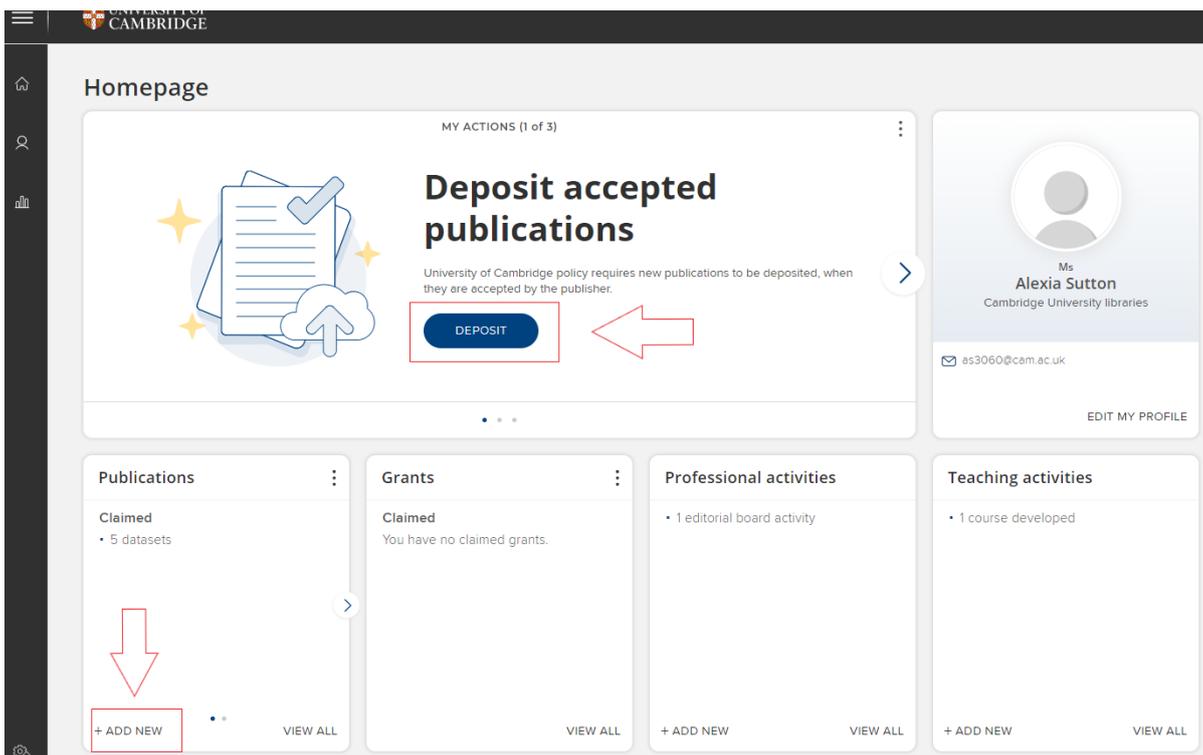
Once you are logged in, you will be redirected to your Home screen, which looks as follows:



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:

On-acceptance deposit

What do I need to do?

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

When a journal accepts your paper for publication, upload it here, before you sign any copyright or Open Access agreements. We'll check out the requirements and options and guide you through how to make it compliant.

- 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.cam.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

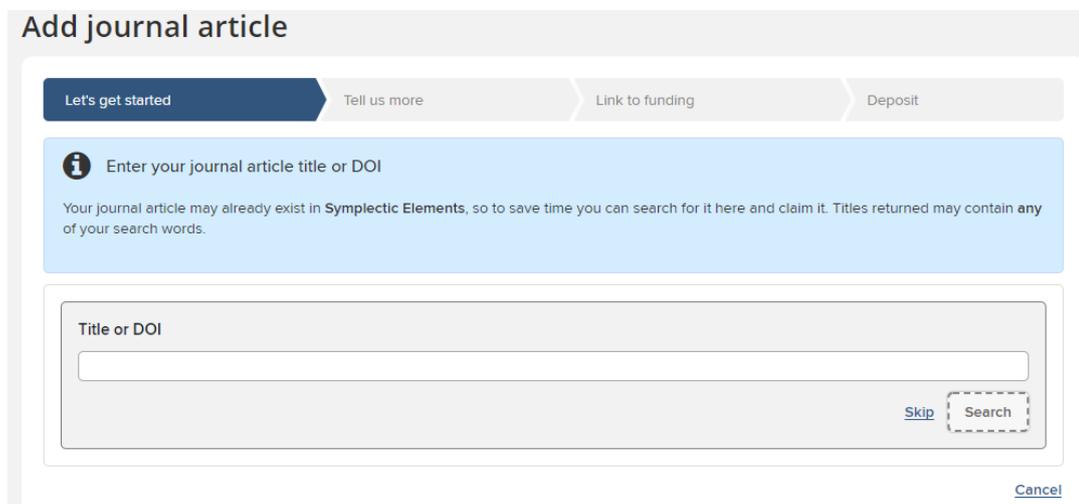
JOURNAL ARTICLE >

CONFERENCE >

CANCEL

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.



The screenshot shows a web interface titled "Add journal article". At the top, there is a progress bar with four steps: "Let's get started" (highlighted in dark blue), "Tell us more", "Link to funding", and "Deposit". Below the progress bar is a light blue box with an information icon and the text: "Enter your journal article title or DOI. Your journal article 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 this is a search form with a text input field labeled "Title or DOI". To the right of the input field are two buttons: "Skip" (a text link) and "Search" (a button with a dashed border). At the bottom right of the form area is a "Cancel" link.

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:

The screenshot shows the 'Link funding' interface. At the top, there are four tabs: 'Let's get started', 'Tell us more', 'Link to funding' (which is active), and 'Deposit'. Below the tabs is a blue information box with an 'i' icon and the text: 'Make sure your work is linked to the relevant grants to stay eligible for future funding. Linking your publication to grants will mean that your publications will automatically appear in funder reporting systems such as Researchfish, so you won't need to enter these again. If your grant is not listed here, please contact the Research Strategy Office.' To the right of this box is a 'More actions' section with two buttons: 'Not externally funded' and 'Grant not listed'. Below the information box, the user's name 'Sutton A, Sairaahoitaja, Sjukskoterskan' is displayed. There is a 'Sort by:' dropdown menu set to 'Title (A to Z)'. A '1 filter has been set.' message is visible with a 'Reset filters' link. The main content area shows a list of grants. The first grant is selected, indicated by a blue checkmark in a box on the left. The grant title is 'A Phase II Study Of Atezolimab With Rituximab, Gemcitabine And Oxaliplatin In Patients With Relapsed Or Refractory Diffuse Large B Cell Lymphoma Who Are Not Candidate For High Dose Therapy'. Below the title is the text 'University of Southampton Research Grant to Professor Ming-Qing Du, 13 Mar 2019 - 12 Mar 2022'. Above the grant list are buttons for 'Unselect all on page', 'Link Selected' (highlighted with a red box), 'Unlink Selected', and 'Done'. To the right of the grant list is a 'Filters' section with several dropdown menus: 'Title' (set to 'a phase II study of atez'), 'Type' (set to 'Any'), 'Reporting date from', 'Reporting date to', 'Related to' (set to 'Any'), 'Link status' (set to 'Any'), and 'Grant number'. A '1 of 1' indicator is shown above the grant list.

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.

This close-up screenshot shows the 'Link Selected' and 'Done' buttons. The 'Link Selected' button is highlighted with a red box. Below the buttons is a list of grants. The first grant is selected, indicated by a blue checkmark in a box on the left. The grant title is 'A Phase II Study Of Atezolimab With Rituximab, Gemcitabine And Oxaliplatin In Patients With Relapsed Or Refractory Diffuse Large B Cell Lymphoma Who Are Not Candidate For High Dose Therapy'. Below the title is the text 'University of Southampton Research Grant to Professor Ming-Qing Du, 13 Mar 2019 - 12 Mar 2022'. To the right of the grant list is a 'Funds' button with a red 'X' icon. A '1 of 1' indicator is shown above the grant list.

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:

The screenshot shows the 'Link funding' interface. At the top, there are four tabs: 'Let's get started', 'Tell us more', 'Link to funding' (which is active), and 'Deposit'. Below the tabs is a blue information box with an 'i' icon and the text: 'Make sure your work is linked to the relevant grants to stay eligible for future funding. Linking your publication to grants will mean that your publications will automatically appear in funder reporting systems such as Researchfish, so you won't need to enter these again. If your grant is not listed here, please contact the Research Strategy Office.' To the right of this box is a 'More actions' section with two buttons: 'Not externally funded' and 'Grant not listed'. Below the information box, the user's name 'Sutton A, Sairaahoitaja, Sjukskoterskan' is displayed. There is a 'Sort by:' dropdown menu set to 'Title (A to Z)'. A '0 filters have been set.' message is visible. The main content area shows a list of grants. The first grant is selected, indicated by a blue checkmark in a box on the left. The grant title is 'A Phase II Study Of Atezolimab With Rituximab, Gemcitabine And Oxaliplatin In Patients With Relapsed Or Refractory Diffuse Large B Cell Lymphoma Who Are Not Candidate For High Dose Therapy'. Below the title is the text 'University of Southampton Research Grant to Professor Ming-Qing Du, 13 Mar 2019 - 12 Mar 2022'. Above the grant list are buttons for 'Select all on page', 'Link Selected', 'Unlink Selected', and 'Done'. To the right of the grant list is a 'Filters' section with several dropdown menus: 'Title', 'Type' (set to 'Any'), 'Reporting date from', 'Reporting date to', 'Related to', 'Link status', and 'Grant number'. A '10 results per page' dropdown menu is visible. A '1 of 2479' indicator is shown above the grant list.

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'

Deposit publication: test

Let's get started > Tell us more > Link to funding > Deposit

You are about to deposit this journal article to **Apollo**

Deposit advice

Institutional advice

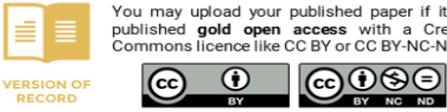
Once you have deposited your files, they will be sent to the Open Access service. They will then review your submission, contact you if there are any issues, and make your files live in [Apollo](#), the University's Open Access repository.



Please upload your accepted manuscript

The Open Access Team will review your files and archive them in Apollo, the University's open access repository. Manuscripts are typically issued in Apollo within 2-3 business days of upload.

You may upload your published paper if it was published **gold open access** with a Creative Commons licence like CC BY or CC BY-NC-ND.



VERSION OF RECORD

1. Prepare deposit (step 1 of 2)

Upload a file

Choose a file from your local machine:

Choose file: Itr_aamdepositsf...v1_20170331 (1).pdf

File version:

[Deposit Without Files](#)

[Skip this step](#)

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'.

1. Prepare deposit (step 1 of 2)

1 local file has been selected:

 **TEST.docx**
Accepted version

2. Complete deposit (step 2 of 2)

By depositing, you confirm that you agree to the [Apollo Repository Deposit Licence Agreement](#) licence.

[Skip this step](#)

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)

1 local file has been selected:

 ltr_aamdepositsforusers-foroscwebsite_v1_20170331 (1).pdf 
Accepted version

[+ Upload another file](#)

2. Complete deposit (step 2 of 2)




[Skip this step](#)

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

Thank you

 Your publication is deposited and is linked to funding.

Do more with this journal article:

 [View your publication details](#)

You could also:

 [Go to your home page](#)  [Deposit claimed publications](#)

This will redirect you to a summary for your deposit, which displays key bibliometric information about the article, as show below:


 JOURNAL ARTICLE  
test
[Sutton A](#) [see details \(1\)](#)

TTR: Traduction, Terminologie et Redaction

DATA SOURCES

Source	Item
Manual	test
ID: 495486AE-069A-4B9F-9901-543080A3D211 <small>More source info</small> Title: test Is the corresponding author affiliated to Cambridge?: Yes Does your paper acknowledge funding?: UKRI Rights Retention Strategy (RRS): This publication is not covered by RRS Abstract or first paragraph: test Authors: Sutton, Alexia see details (1) Journal: TTR: Traduction, Terminologie et Redaction Publisher: Universite du Quebec a Trois-Rivieres, Dep. des Langues Modernes ISSN: 0835-8443	
Apollo	test

REPORTING DATE

Date not set 

RELATIONSHIPS

Grants 1 >

Users 1 >

CREATE NEW

HISTORY

28 Jul 2022 10:04 File deposited to the "Apollo" repository; "TEST.docx"; [Alexia Sutton](#)

28 Jul 2022 Removed "Funded by" link

The repository summary confirms whether the item is live in Apollo or not.

REPOSITORY

APOLLO (1) 

FIRST DEPOSIT: 15 AUG 2022

 TEST.docx <small>Accepted version</small>	Last refreshed: 15 Aug 2022 15:02:19	DEPOSITED (NOT LIVE)	REDEPOSIT 
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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.