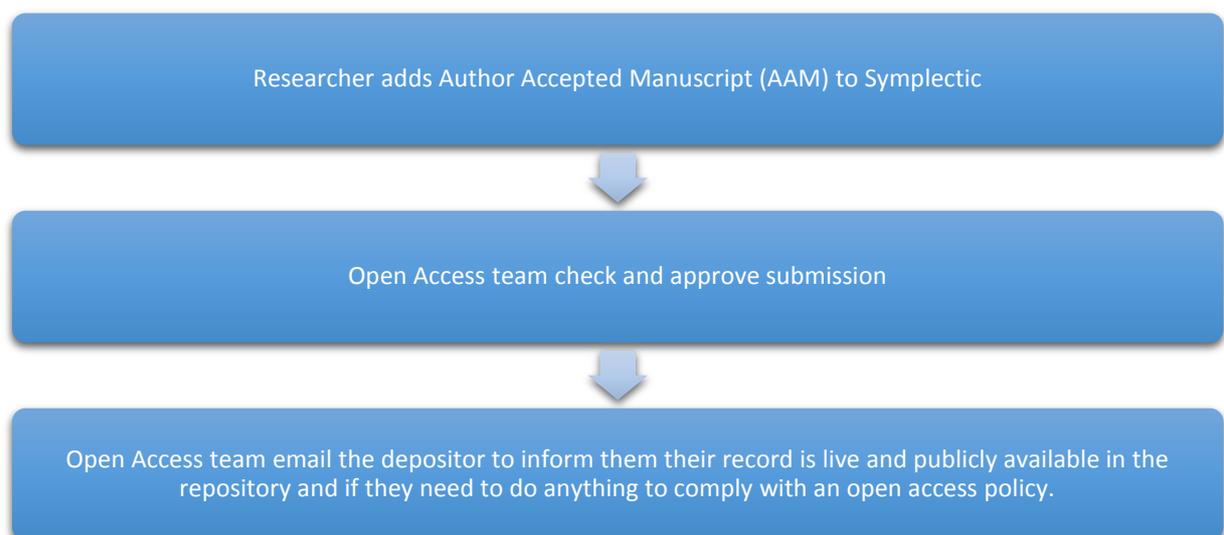


Accepted manuscript deposits via Symplectic Elements

Contents

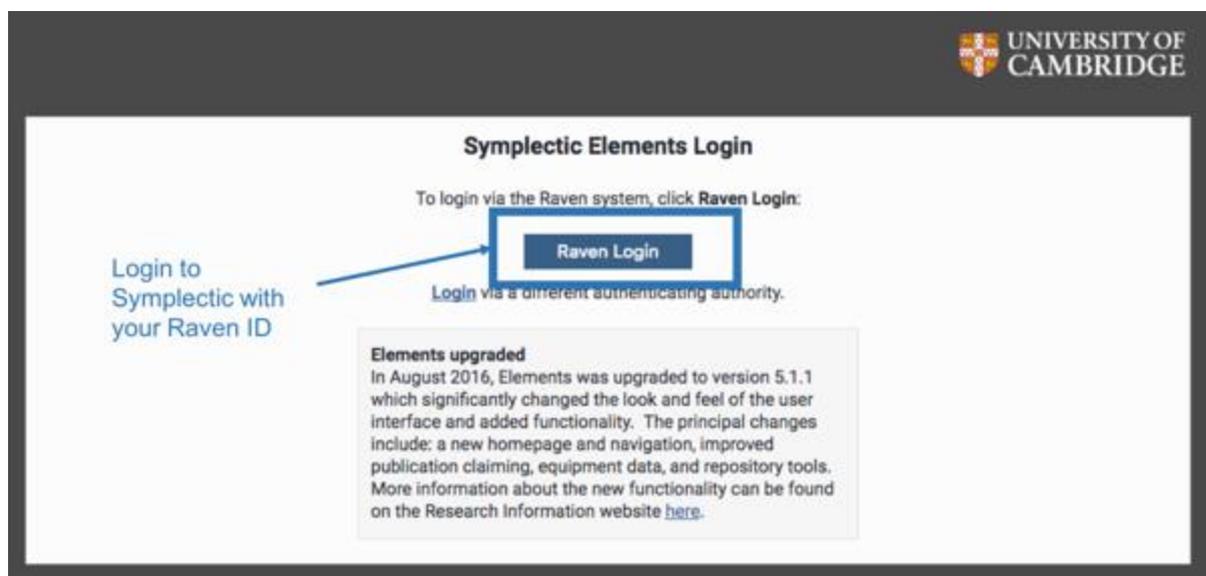
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Process



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:

Logged in as Agustina Martinez Garcia | LOG OUT | IMPERSONATE ANOTHER USER | HELP

UNIVERSITY OF CAMBRIDGE

Home > Menu > Research Admin > Module Admin > System Admin

Welcome, Dr Agustina Martinez Garcia

UL
am857@cam.ac.uk
ORCID: 0000-0003-1440-5829

Accepted for Publication?

Edit your profile | Deposit your work

My Actions (6)

1 of 6

There are **5** publications for you to claim or reject

Claim publications

My Summary

116 publications, plus 5 pending + add

0 professional activities + add
You have no professional activities yet.

0 teaching activities + add
You have no teaching activities yet.

Year	Count
2010	0
2011	0
2012	0
2013	0
2014	0
2015	0
2016	60

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 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".

The screenshot displays the user interface for Dr Agustina Martinez Garcia. At the top, there is a navigation bar with 'Home', 'Menu', 'Research Admin', 'Module Admin', and 'System Admin'. The user's profile is shown on the left, including their name, email (am857@cam.ac.uk), and ORCID (0000-0003-1440-5829). A blue arrow points from the profile area to a button labeled 'Accepted for Publication?' in the top right corner, which also includes a 'Deposit your work' link. Below this, the 'My Actions (6)' section shows a notification that there are 5 publications for the user to claim or reject, with a 'Claim publications' button. A second blue arrow points from this notification to the '+ add' button in the 'My Summary' section. The 'My Summary' section includes a bar chart showing 116 publications, plus 5 pending, and a '+ add' button. Other sections for '0 professional activities' and '0 teaching activities' also have '+ add' buttons.

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.

Add journal article

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

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.

Title or DOI

Digital archives and semantic technologies

Skip Search

Cancel

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.

* Authors:

Martinez Garcia, A edit

Add another person:

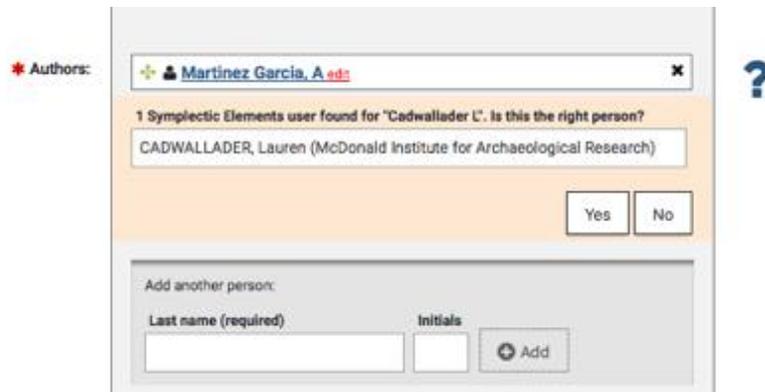
Last name (required) Initials

Add

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.



* Authors: ?

1 Symplectic Elements user found for "Cadwallader L". Is this the right person?

CADWALLADER, Lauren (McDonald Institute for Archaeological Research)

Yes No

Add another person:

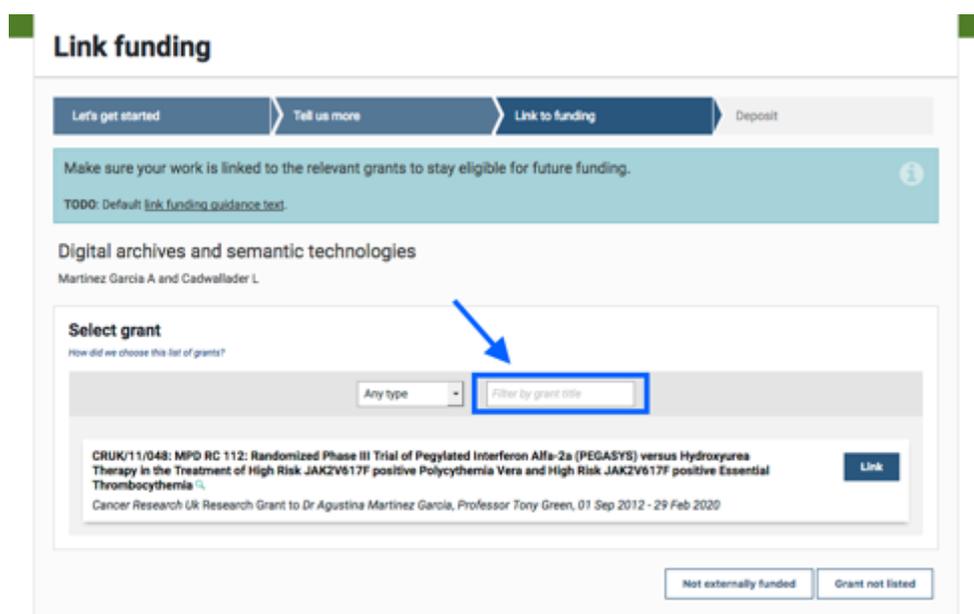
Last name (required) Initials

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.



Link funding

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

Make sure your work is linked to the relevant grants to stay eligible for future funding. ?

TODO: Default link.funding.guidance.text

Digital archives and semantic technologies

Martinez Garcia A and Cadwallader L

Select grant

How did we choose this list of grants?

Any type

CRUK/11/048: MPD RC 112: Randomized Phase III Trial of Pegylated Interferon Alfa-2a (PEGASYS) versus Hydroxyurea Therapy in the Treatment of High Risk JAK2V617F positive Polycythemia Vera and High Risk JAK2V617F positive Essential Thrombocythemia [Link](#)

Cancer Research UK Research Grant to Dr Agustina Martinez Garcia, Professor Tony Green, 07 Sep 2012 - 29 Feb 2020

Not externally funded Grant not listed

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.

The image shows a web interface for depositing a manuscript. On the left, under 'Deposit advice', there is a section for 'Institutional advice' which explains that the accepted version (AAM) must be deposited. On the right, under 'Upload files', a message states '1 file has been uploaded: test.txt Accepted version.' with a '+ Upload another file' link. Below this is a checkbox for 'I agree to the DSpace 5.4 Staging Deposit License licence terms' and a 'Deposit my publication' button. A 'Back' link is at the bottom right.

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:

The image shows a 'Thank you' confirmation page. At the top, it says 'Your publication is deposited and is not linked to funding.' Below this, there are two sections: 'Do more with this dataset:' with buttons for 'View your publication details' and 'Link funding to your publication'; and 'You could also:' with buttons for 'Go to your home page' and 'Claim publications'. The Cambridge logo is visible in the top right corner.

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.