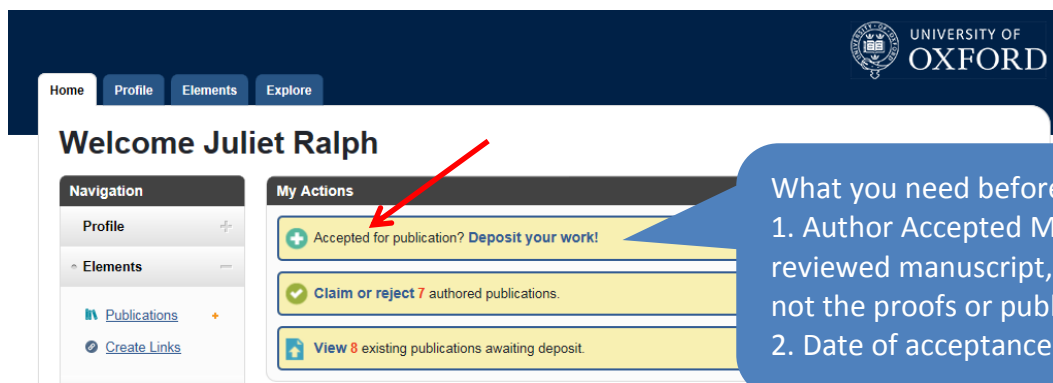# How to deposit your accepted paper in ORA through Symplectic

Act on Acceptance: when you've had a journal article or conference paper accepted for publication, deposit the accepted manuscript[1] into ORA within 3 months of acceptance. This will enable you to meet HEFCE's open access requirements for the next REF, and boost the visibility of your research.
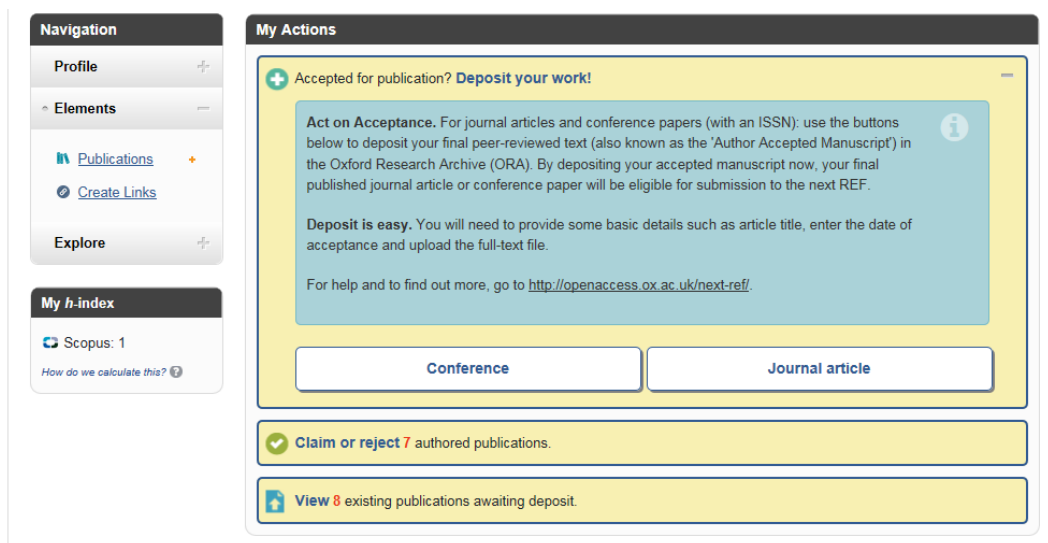
1. Go to http://www.admin.ox.ac.uk/researchsupport/awards/symplectic/ and Log in to Symplectic (on right hand side) with your Single Sign-On.

2. This takes you to the Welcome page: click ➕ to open **Deposit your work**.

> What you need before starting:
> 1. Author Accepted Manuscript (final peer-reviewed manuscript, with all revisions - not the proofs or publisher pdf).
> 2. Date of acceptance.

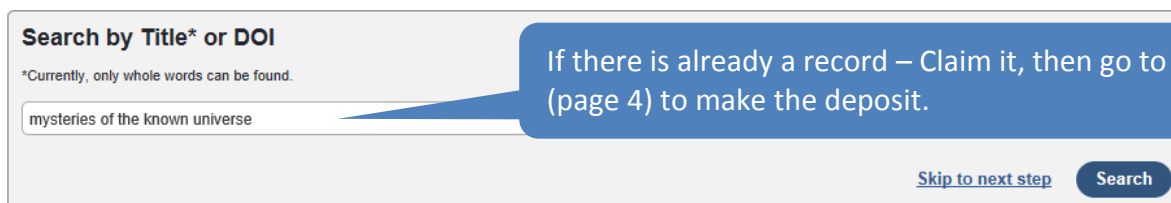3. Click on the publication type that you are depositing, **Conference** or **Journal article**.

4. On the next screen, enter the title of the article and click **Search**.
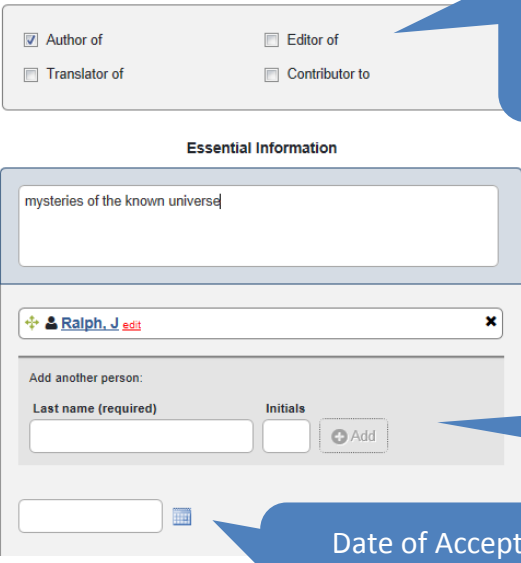
> If there is already a record – Claim it, then go to Step 11 (page 4) to make the deposit.

If it **doesn't** appear in the results, scroll down to the bottom of the screen and **Go to next step**.
(If it does appear, Claim the record and go to Step 11 – don't create a duplicate record.)

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5. If there is no existing record you need to create one. On the **Add Journal Article** screen, please fill in the information you have at hand (***** fields are the minimum required).

If you tick the **Author** box, your name automatically appears in the Authors field below.

* What is your relationship with this journal article?
☑ Author of   ☐ Editor of
☐ Translator of   ☐ Contributor to

Essential Information

Article title is remembered from the previous step.

* Title: mysteries of the known universe

* Authors:
✥ 👤 **Ralph. J** edit   ✖   ?
Add another person:
Last name (required)   Initials
[   ]   [   ]   ⊕ Add
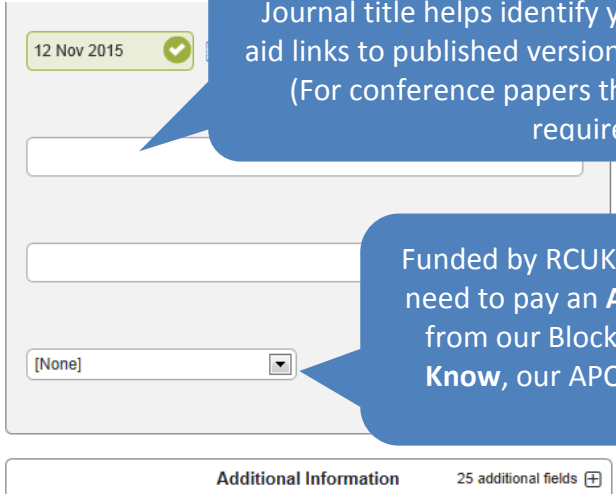
Please add **Oxford** co-authors, to avoid duplication of effort.

* Date of Acceptance: [   ] 📅

Date of Acceptance: when article was 'firmly' accepted (all peer-review changes have been made and it is ready for typesetting & publication).

6. Please enter the full Journal title. The other boxes are optional, but it's helpful to complete them.
   Then click **Save.**
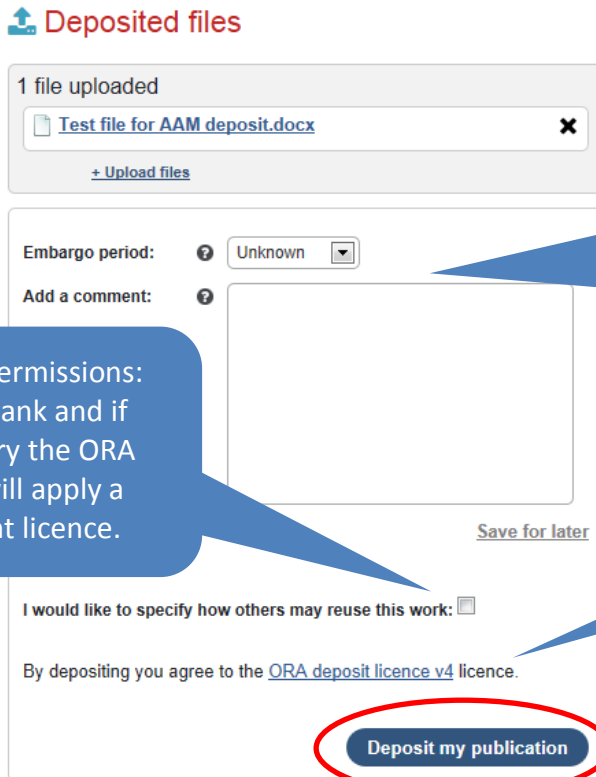
Journal title helps identify your article and can later aid links to published version and updating of records. (For conference papers the conference name is required.)

* Date of Acceptance: 12 Nov 2015 ✓

Unlikely to have DOI on acceptance, but rapid publications may get one within 3 months of acceptance.

* Journal: [   ]   ?

DOI: [   ]

APC: [None] ▾

Funded by RCUK or Wellcome / COAF and need to pay an **Article Processing Charge** from our Block Grants? If **Yes** or **Don't Know**, our APC Team will contact you.

Additional Information 25 additional fields ⊞

Optional fields. The more additional information you can provide, the more useful it will be, the better your record will look and it may save you being contacted by the ORA team at a later date.

Cancel **Save**

7. The next step is to upload your AAM file (Author Accepted Manuscript).

> Please upload the Author Accepted Manuscript (the final accepted version ready for publisher typesetting). Browse for the file and click **Upload**.

8. If you have additional files, please add them using **+Upload files**. For example, supplementary pages, diagrams or other additional supporting materials. Finally, click **Deposit my publication**.

> **Embargo period**: fill in if known (but ORA staff will check this anyway).

> **Press embargo:** If you know there is a press release or metadata embargo on your article, add a note in the Comments box.

> **Reuse** permissions: leave blank and if necessary the ORA team will apply a relevant licence.

> **ORA deposit licence**: a standard requirement, simply permitting ORA to hold & display your article.

> **FINALLY**: click **Deposit my publication** to complete the process.

9. When you've clicked on **Deposit my publication** you get a confirmation message:

Clicking here shows the record you created. NB. you cannot view the file you deposited as it goes to ORA and does not remain in Symplectic.
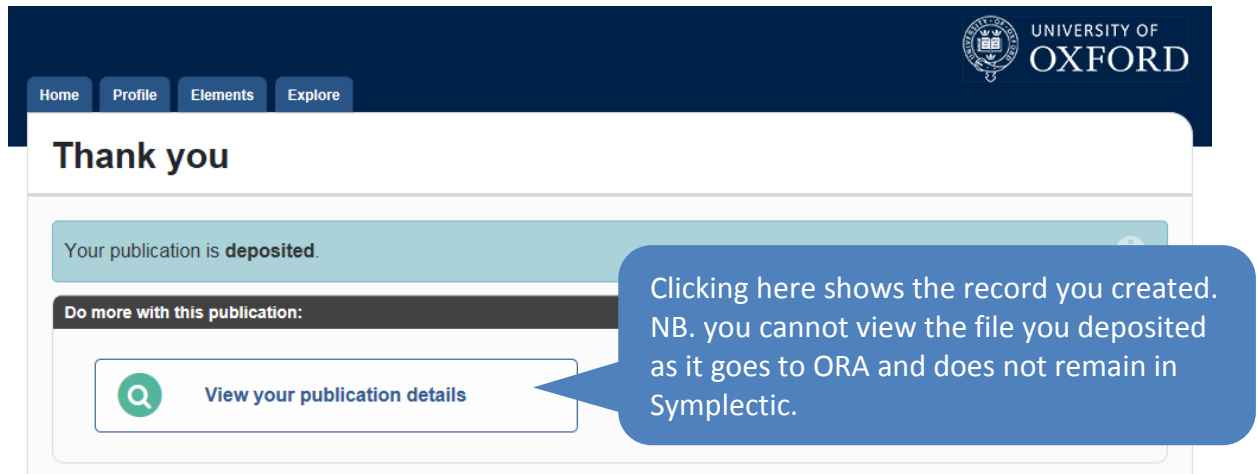
10. That's it. Deposit complete. You can log out of Symplectic. Please wait for ORA to contact you. See step **14. 'Next Stop ORA'** (page 5).

Depositing a previously claimed publication

11. If you have claimed a publication in Step 4 you will need to create a manual record to add the Date of Acceptance (important!) and deposit your article.

12. Find your publication from the Welcome page by clicking 'Publications' from the left hand menu bar, then the 'Mine' tab. Find the publication and click on the publication title.

Click on title to go to publication record.
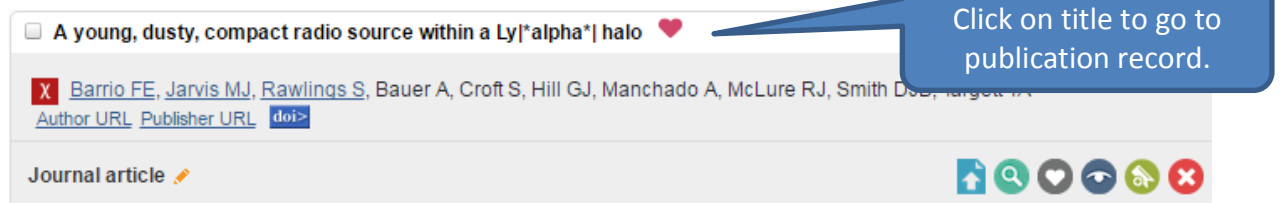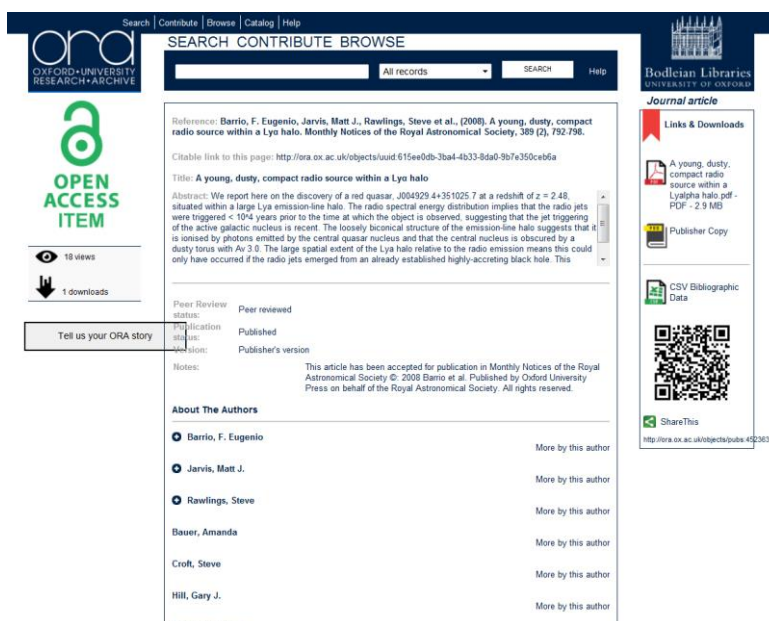
13. If the AAM has not already been deposited, then in the 'Data Sources' section click on 'Add Manual Record'. Then go back to Step 5 to complete the record and upload the file.

14. Next stop: ORA

The ORA Team receive the file and bibliographic details and:

- *Create an ORA record (with additional bibliographic information as available)*

- *Check copyright & embargo*

- *Send the depositor a confirmation email with link to ORA record*

- *Make full-text freely available in ORA at end of embargo period.*

For any problems with Symplectic Elements, please contact symplectic@admin.ox.ac.uk.

For any queries about ORA, please email ora@bodleian.ox.ac.uk.

For other Open Access queries including Article Processing Charges (APCs) please email openaccess@bodleian.ox.ac.uk or visit our website http://openaccess.ox.ac.uk.

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[1] Author Accepted Manuscript (AAM), also known as the final peer reviewed version or final author version. Includes changes arising from peer-review, but before publisher type-setting and layout.