
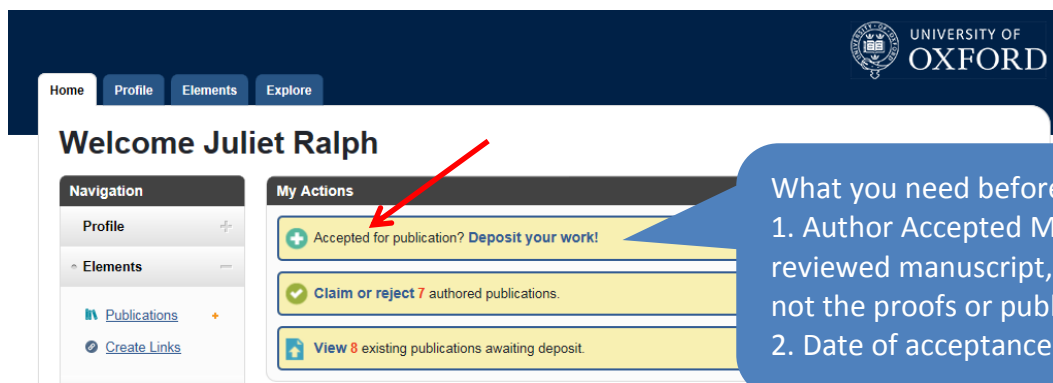


How to deposit your accepted paper in ORA through Symplectic

Act on Acceptance: when you've had a journal article or conference paper accepted for publication, deposit the accepted manuscript¹ 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.

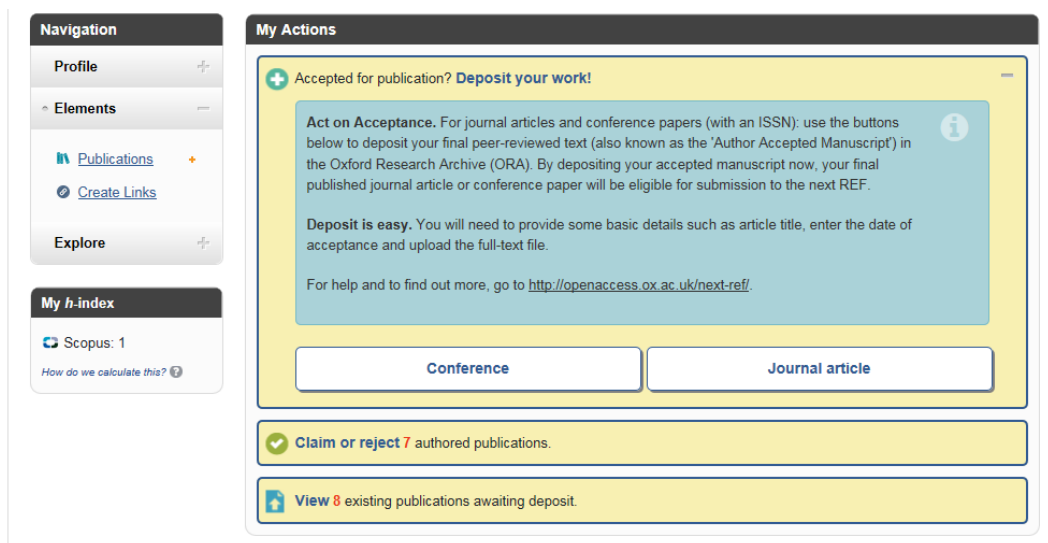
1. Go to <http://www.admin.ox.ac.uk/researchsupport/awards/symplectic/> and Log in to Symplectic (on right hand side) with your Single Sign-On.
2. This takes you to the Welcome page: click  to open **Deposit your work**.



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**.

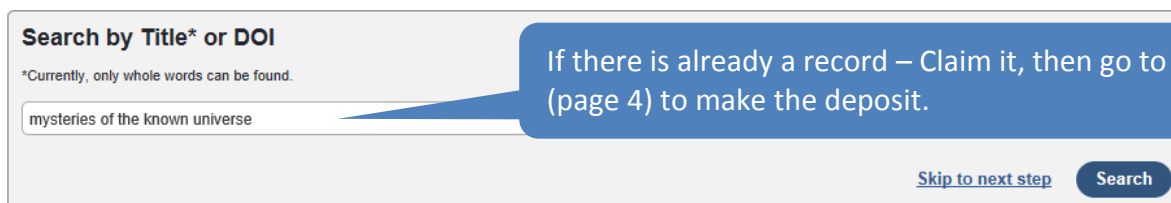


Act on Acceptance. For journal articles and conference papers (with an ISSN): use the buttons below to deposit your final peer-reviewed text (also known as the 'Author Accepted Manuscript') in the Oxford Research Archive (ORA). By depositing your accepted manuscript now, your final published journal article or conference paper will be eligible for submission to the next REF.

Deposit is easy. You will need to provide some basic details such as article title, enter the date of acceptance and upload the full-text file.

For help and to find out more, go to <http://openaccess.ox.ac.uk/next-ref/>.

4. On the next screen, enter the title of the article and click **Search**.



Search by Title* or DOI

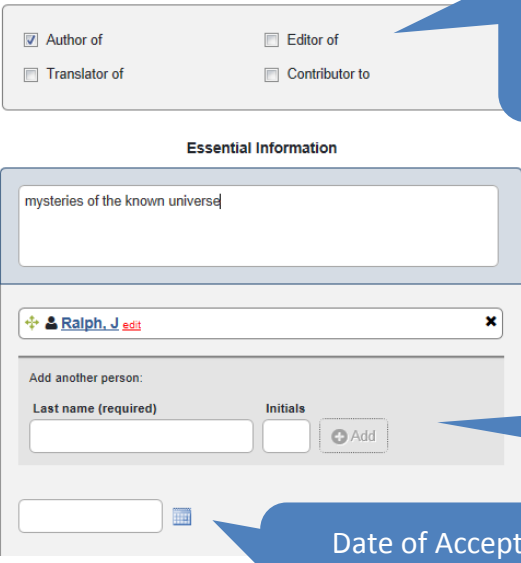
*Currently, only whole words can be found.

[Skip to next step](#)

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.)

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).



*** What is your relationship with this journal article?**

Author of Editor of
 Translator of Contributor to

Essential Information

*** Title:** mysteries of the known universe

*** Authors:** ?

Add another person:

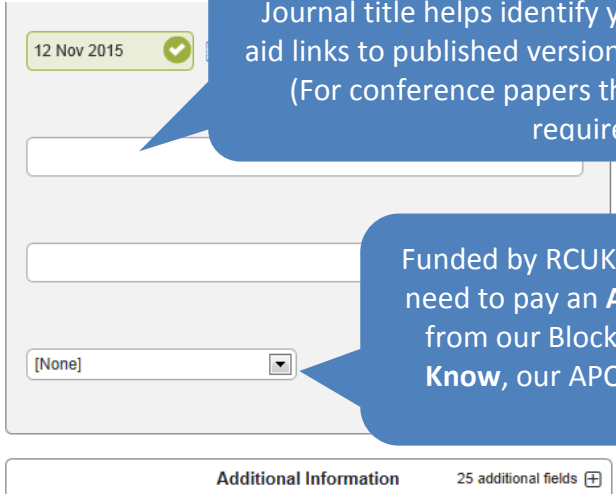
Last name (required) Initials

*** Date of Acceptance:**

Callouts:

- If you tick the **Author** box, your name automatically appears in the Authors field below.
- Article title is remembered from the previous step.
- Please add **Oxford** co-authors, to avoid duplication of effort.
- 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**.



*** Date of Acceptance:** 12 Nov 2015 ✓

*** Journal:**

DOI:

APC: [None] ▾

Additional Information 25 additional fields

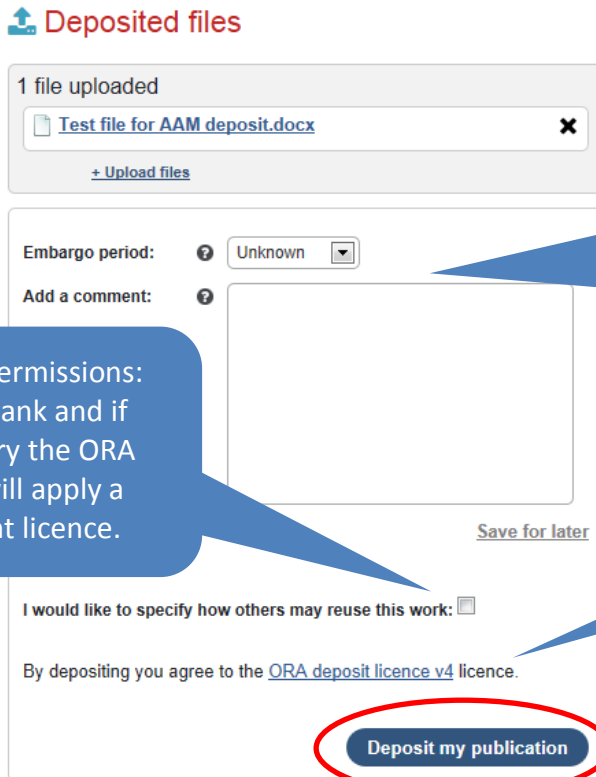
Callouts:

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

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



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).

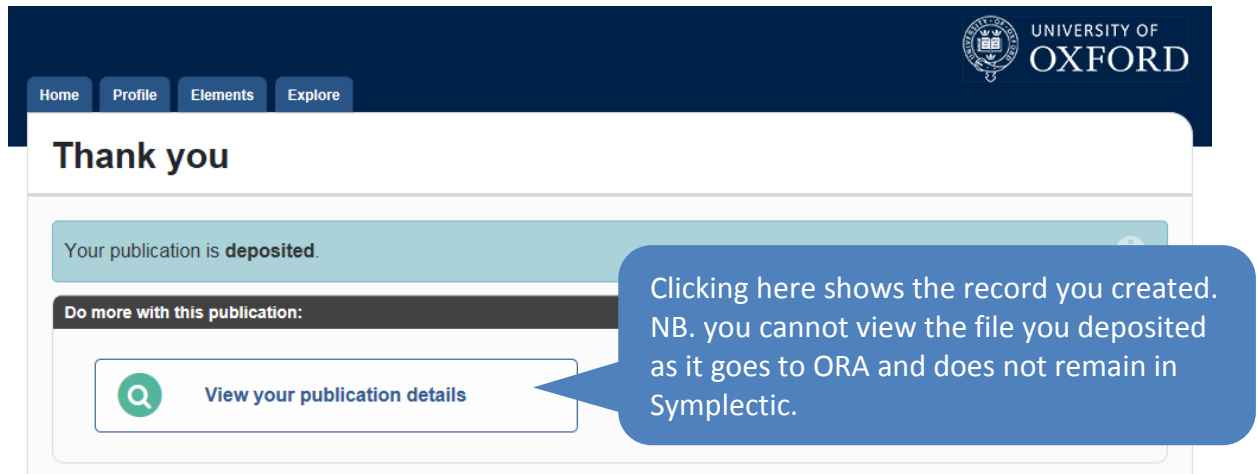
Press embargo: If you know there is a press release or metadata embargo on your article, add a note in the Comments box.

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

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

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

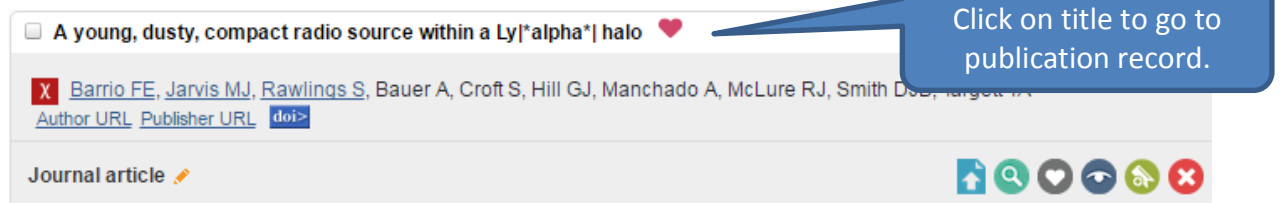
9. When you've clicked on **Deposit my publication** you get a confirmation message:



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.



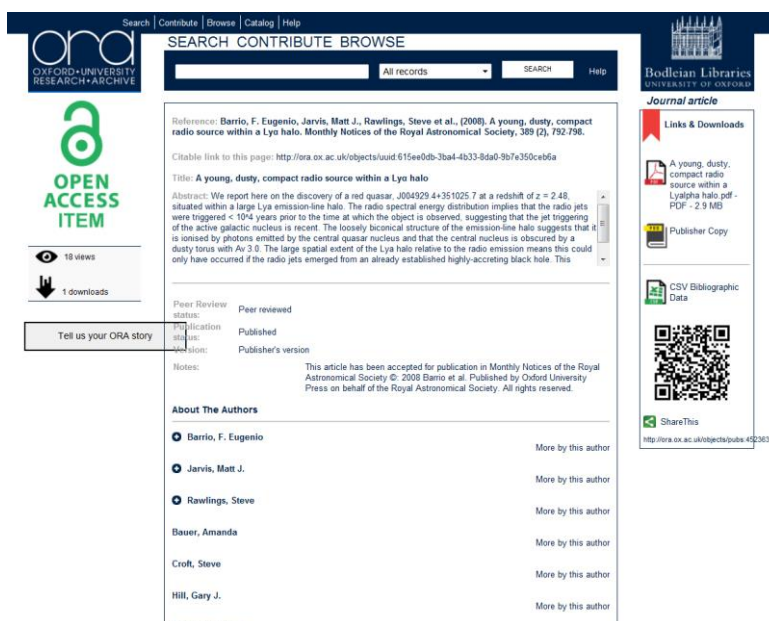
13. If the AAM has not already been deposited, then in the 'Data Sources' section click on 'Add Manual Record'. Then go back to Step 5 to complete the record and upload the file.



14. Next step: 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.



The screenshot shows the ORA interface for a journal article. Key elements include:

- Navigation:** Search, Contribute, Browse, Catalog, Help.
- Search Bar:** SEARCH CONTRIBUTOR BROWSE with filters for 'All records' and a search button.
- Article Information:**
 - Reference:** Barrio, F. Eugenio, Jarvis, Matt J., Rawlings, Steve et al., (2008). A young, dusty, compact radio source within a Ly α halo. *Monthly Notices of the Royal Astronomical Society*, 389 (2), 792-796.
 - Title:** A young, dusty, compact radio source within a Ly α halo
 - Abstract:** We report here on the discovery of a red quasar, J054920-4+351025.7 at a redshift of $z = 2.48$, situated within a large Ly α emission-line halo. The radio spectral energy distribution implies that the radio jets were triggered < 10⁴ years prior to the time at which the object is observed, suggesting that the jet triggering of the active galactic nucleus is recent. The loosely bimodal structure of the emission-line halo suggests that it is ionised by photons emitted by the central quasar nucleus and that the central nucleus is obscured by a dusty torus with $A_V \approx 3.0$. The large spatial extent of the Ly α halo relative to the radio emission means this could only have occurred if the radio jets emerged from an already established highly-accreting black hole. This
- Peer Review:** Peer reviewed, Published, Publisher's version.
- Notes:** This article has been accepted for publication in Monthly Notices of the Royal Astronomical Society © 2008 Barrio et al. Published by Oxford University Press on behalf of the Royal Astronomical Society. All rights reserved.
- About The Authors:**
 - Barrio, F. Eugenio (More by this author)
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 - Croft, Steve (More by this author)
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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.