

## 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<sup>1</sup> into ORA within 3 months of acceptance. This will enable you to meet the REF2021 open access requirements and boost the visibility of your research.

1. Go to <https://researchsupport.admin.ox.ac.uk/reporting/symplectic> and log in to Symplectic (on right hand side) with your Single Sign-On.
2. In the 'My Actions' section of the Welcome page, click on 'Accepted for publication? Please deposit your work'.

**Welcome, Ms Juliet Ralph**

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.

Accepted for Publication?

Edit your profile

Deposit your work

My Actions (4)

Accepted for publication? Please deposit your work

Add your ORCID to help us find your publications across the web

Record evidence of the impact of your work

There are 7 publications for you to claim or reject

3. You will see a dialogue box - click on the publication type you wish to deposit (Conference paper or Journal article).

**On-acceptance deposit**

**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 University 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.

**Please note.** This workflow is for Journal Articles and Conference papers only, to create or deposit other types of work please select the "+add" button on your publication summary box in your home screen. Thank you.

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

Conference paper

Journal article

Tip: to deposit other publication types e.g. reports, book chapters, please select the "+add" button in the My Summary box underneath My Actions (scroll down).

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.

mysteries of the known universe

[Skip to next step](#)

If there is already a record – Claim it, then go to Step 12 to deposit the full-text & add Date of Acceptance.

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 12 – don't create a duplicate record.)

- 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:

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).

- Please enter the full Journal title. The other boxes are optional, but it's helpful to complete them. Then click **Save**.

\* Date of acceptance: 01 Nov 2017

Publication date:

\* Journal:

DOI:

**Additional Information** 24 additional fields

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.

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.

- You will then be taken to the 'Link Funding' screen to link the publication to a grant. You will see your grants listed (you also have the option to see all grants held by any co-authors, using the 'Related to' filter on the right.) To link your publication to one or more of the listed grants, click on the checkbox by the grant(s) and then on the 'Link selected' button above. Otherwise you can click 'Not Externally Funded' or 'Grant Not Listed'.

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

- 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**.

 **Deposited files**

1 file uploaded

 Test file for AAM deposit.docx ✕

[+ Upload files](#)

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Embargo period: ? Unknown ▼

Add a comment: ?

[Save for later](#)

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I would like to specify how others may reuse this work:

By depositing you agree to the [ORA deposit licence v4](#) licence.

**Deposit my publication**

**Journal 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.

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

 UNIVERSITY OF OXFORD
 

[Home](#) [Profile](#) [Elements](#) [Explore](#)

## Thank you

Your publication is **deposited**.

**Do more with this publication:**

 [View your publication details](#)

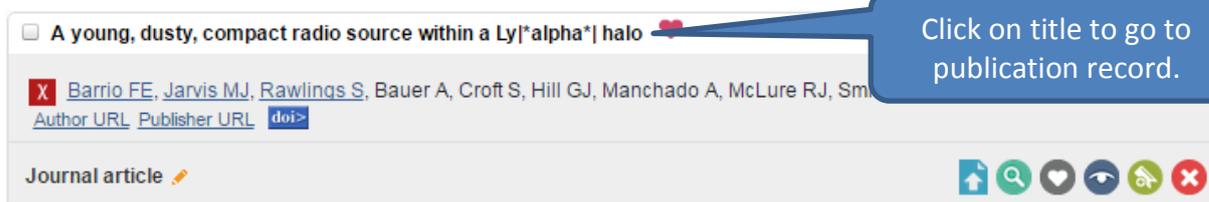
Clicking here shows the record you created. NB. you cannot view the file you deposited as it goes to ORA and does not remain in Symplectic.

11. That's it. Deposit complete. You can log out of Symplectic. Please wait for ORA to contact you. See step 15. 'Next Stop ORA' (page 5).

**Depositing a previously claimed publication**

12. If you have previously claimed a publication but it is not deposited, you will need to create a manual record to add the Date of Acceptance (important!) and deposit your article.

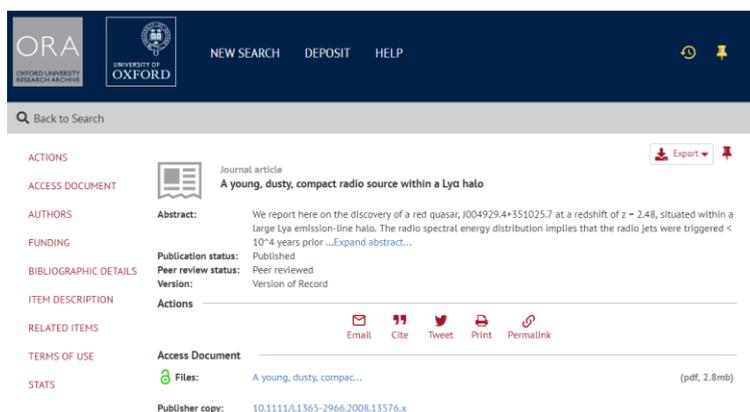
13. Find your publication clicking Menu tab > Manage > Publications. You can filter by title using the filters on the right hand side. Click on the publication title.



14. In the 'Data Sources' section click on 'Add Manual Record'. Then go back to Step 5 to complete the record and upload the file.



15. 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](mailto:symplectic@admin.ox.ac.uk).

For any queries about ORA, please email [ora@bodleian.ox.ac.uk](mailto:ora@bodleian.ox.ac.uk).

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

<sup>1</sup> 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.