How to deposit your paper to Spiral via Symplectic: Depositing on acceptance

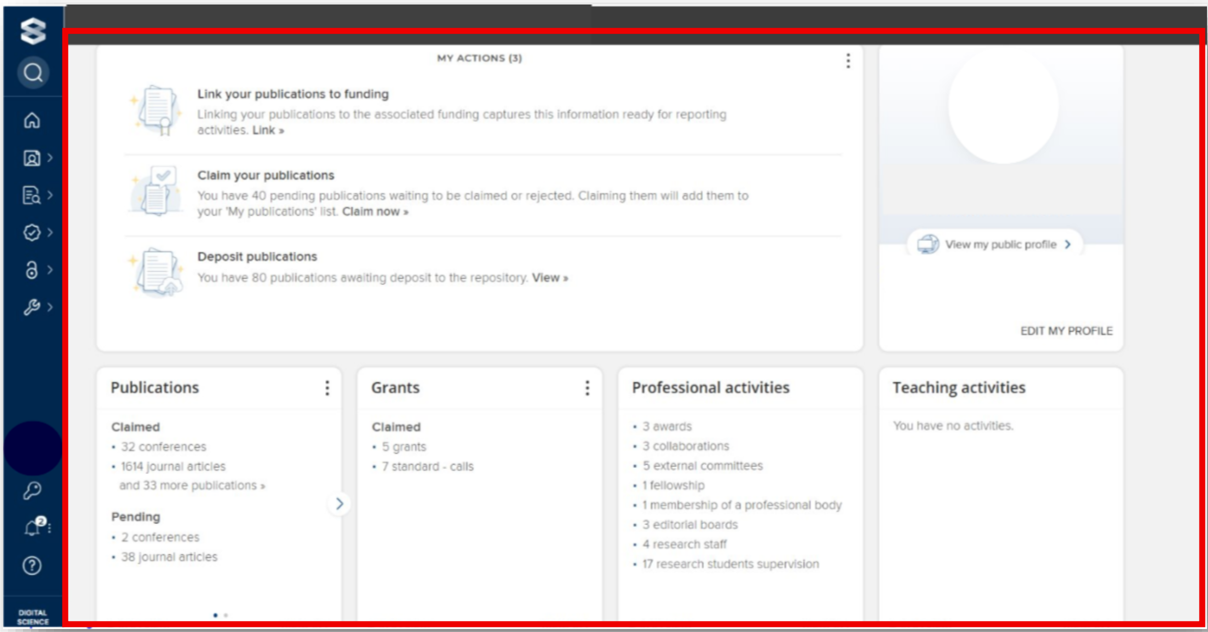
Before you start, you will need:

- A copy of the **accepted paper**
- The **date of acceptance** notification

Step-by-step: Deposit in Symplectic

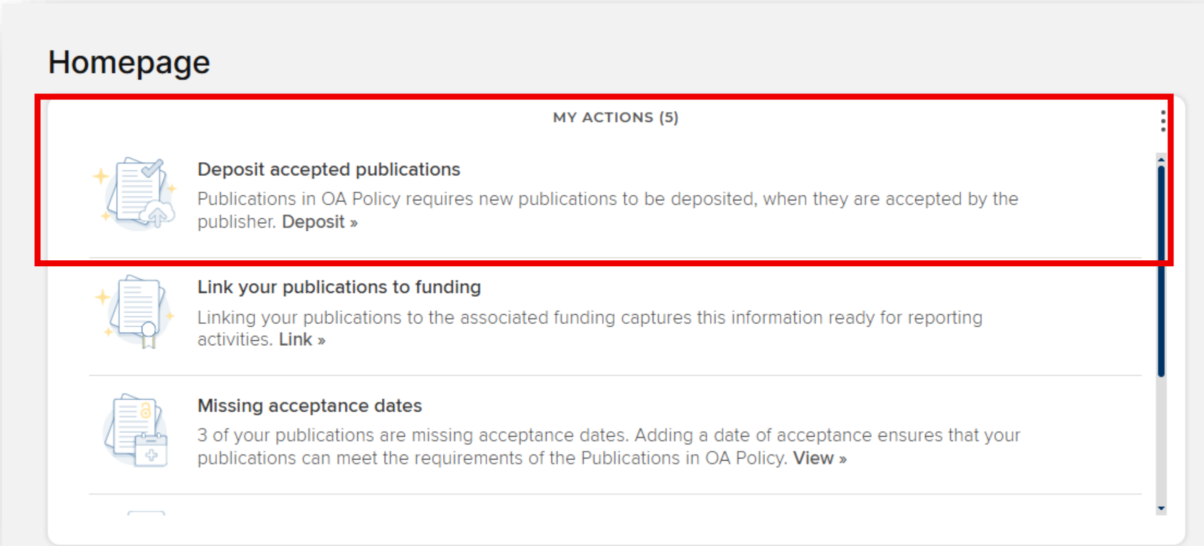
1. Log in

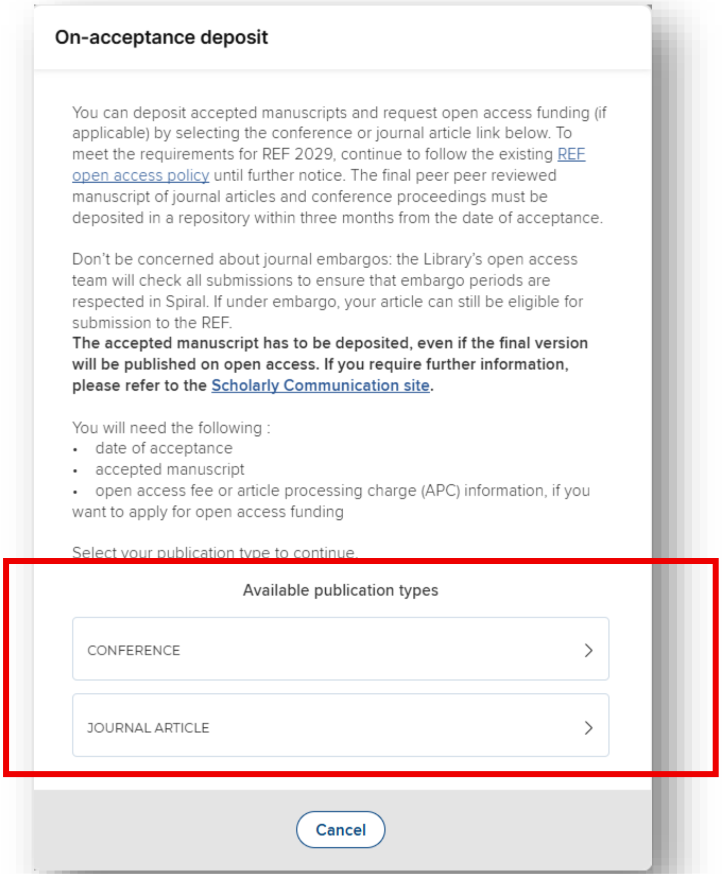
- Log in to Symplectic with your **Imperial username** and **password**. This will take you to the homepage.



2. Select deposit on acceptance

- To deposit a journal article or a conference paper, under **Deposit accepted publications**, click on **Deposit accepted publications**.

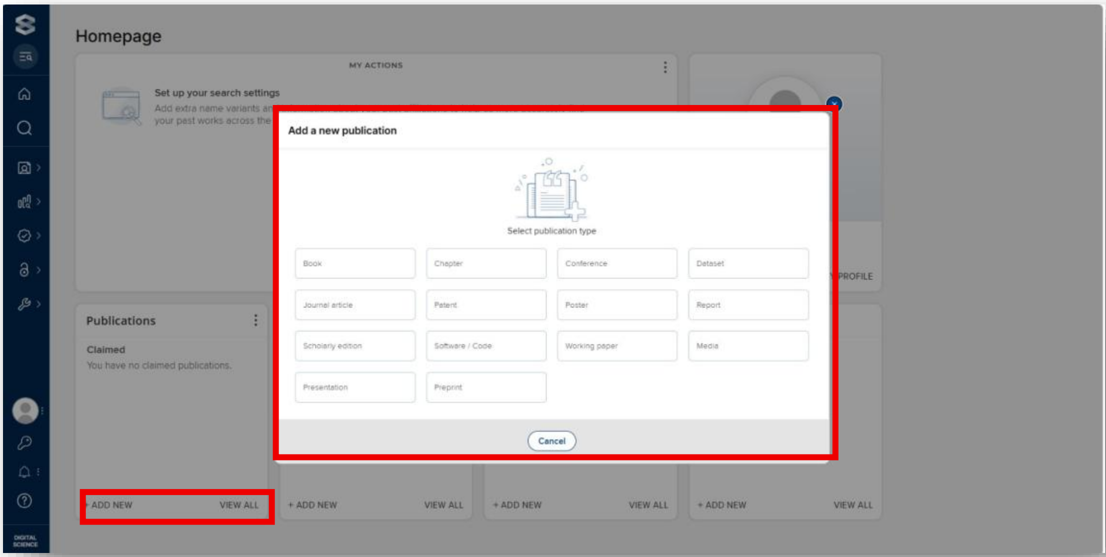




3. Select the appropriate publication type

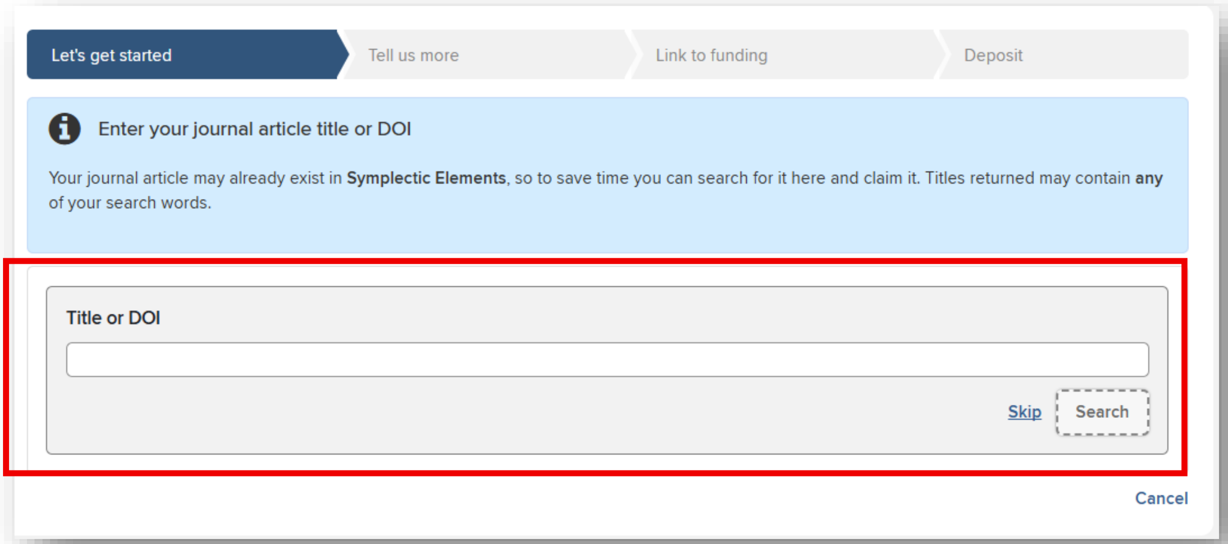
- To deposit an output other than a journal article or conference paper, in the Publication section, click on **+ADD NEW**, select the type of publication you wish to deposit and add the necessary metadata required.

This example will show you how to deposit a journal article. The process for depositing other outputs is very similar.



4. Title or DOI

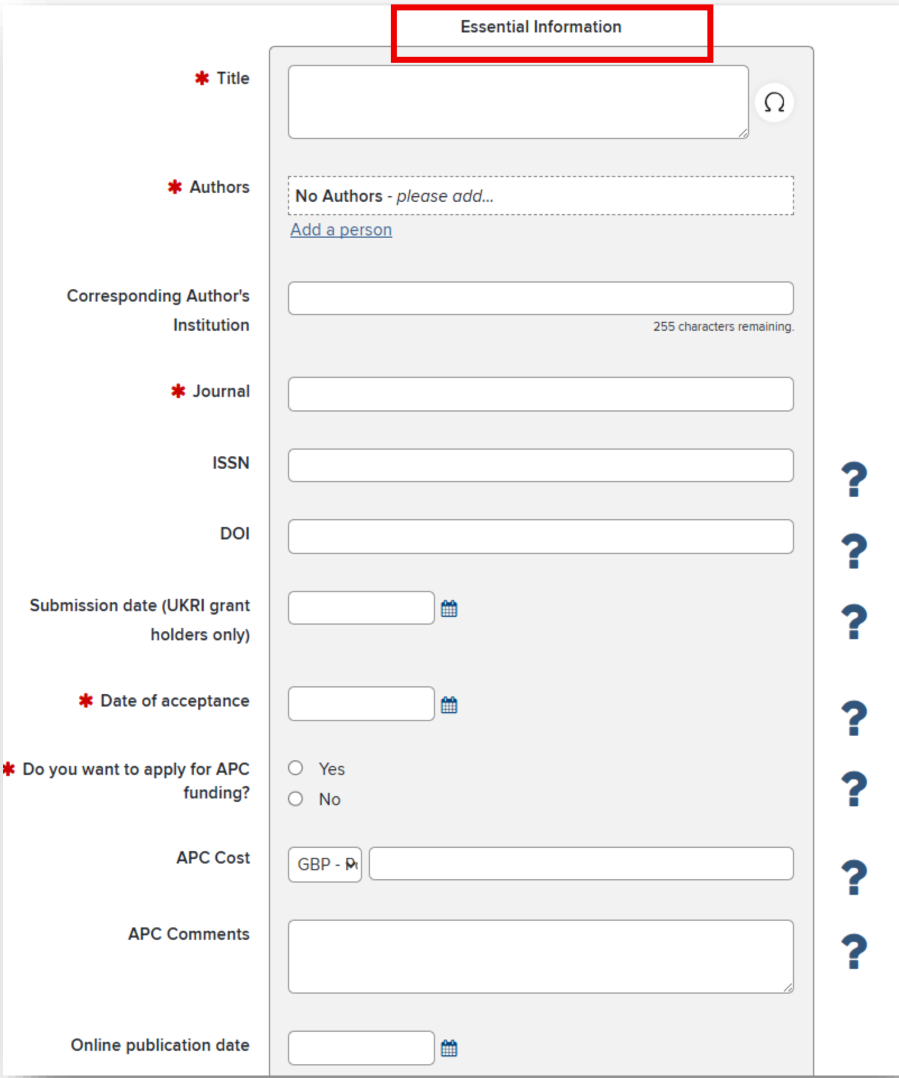
- You will be taken to the 'Title or DOI' page, as your paper in the acceptance stage, click on **Skip**.
    - If **no results** are returned continue.
    - If a result **is returned**, double-check that the record is the correct one for your output.
    - If it has a **file attached** already and is live in Spiral, then you do not need to do anything.
    - If the record only shows **metadata**, then double-check again that it matches your output, but please upload your own file, following from **Step 9** (below).

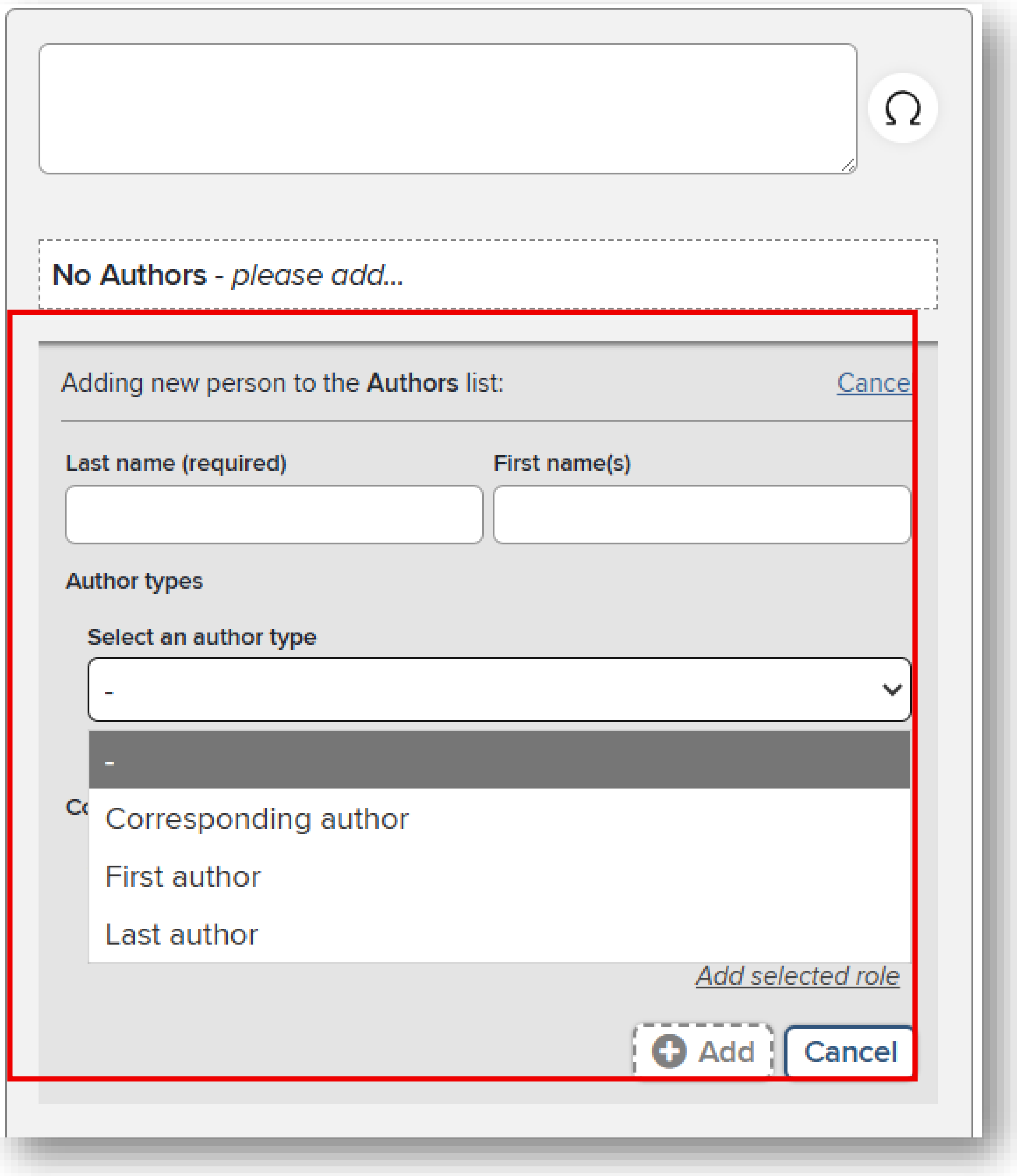


5. Input metadata

- Complete all **mandatory fields**, marked *.
- In the 'Authors' field, click on **Add another person** to add other authors, their type and contributor role.

  Ensure you add all Imperial authors as this will link them to the paper and ensure that no duplication no records occurs.




No Authors - please add...
Adding new person to the Authors list:
Cance
Last name (required)
First name(s)
Author types
Select an author type
-
-
Corresponding author
First author
Last author
Add selected role
Add
Cancel

6. UKRI funded?

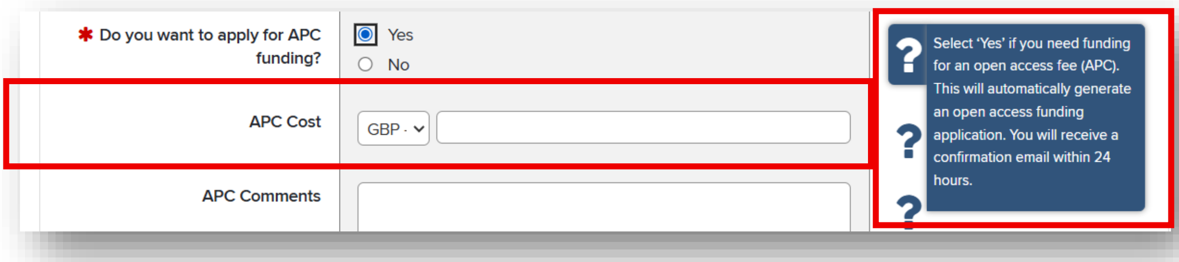
- If you are **UKRI funded** then you will need to fill in the **Submission date** field.
- If you cannot locate your submission date or the date of acceptance, please check for it on any **correspondence** you have from the publisher.

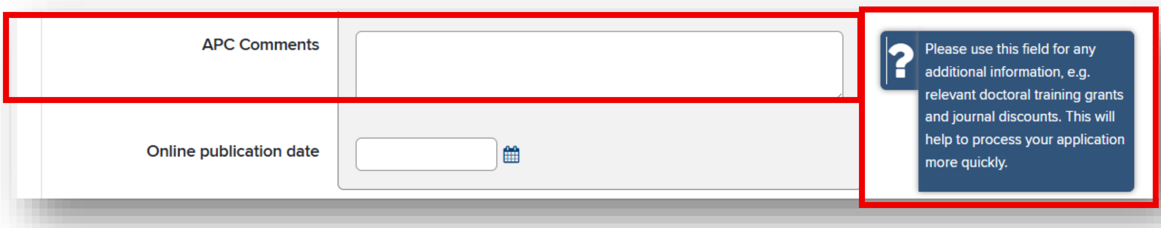
7. Applying for APC?

- To make your paper **Gold Open Access**, click on **Yes** to apply for **Article Processing Charge (APC)** funding.
- For more information, see Applying for Funding.
- Please add any addition information about your funding in the **APC Comments** box.

If you have applied for APC funding, you will be notified of an outcome within **three working days**.

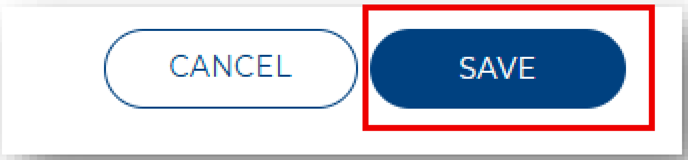
Please do not request an invoice from your publisher until you hear back from us.





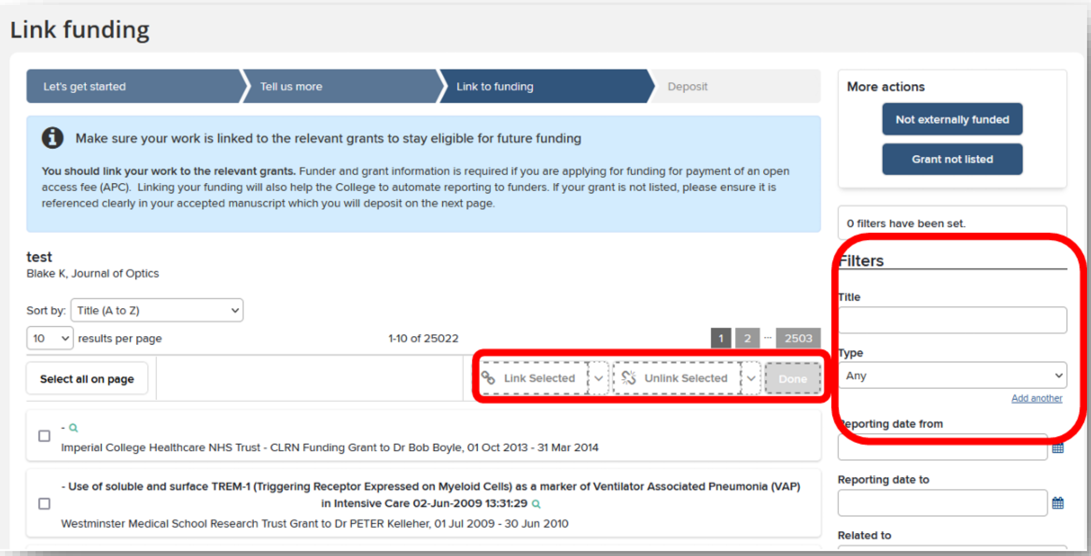
8. Save

- Click on **Save.**



9. Link funders and grants

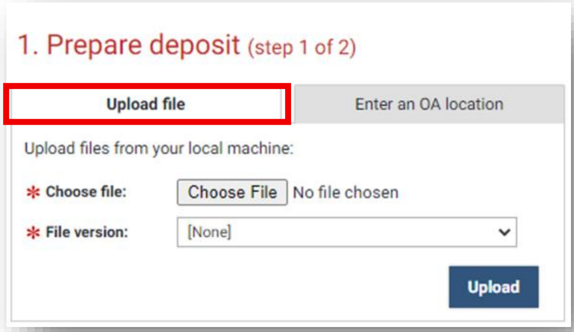
- Link **funders** and **grants** to your paper
- If your grant or funding is already listed, tick the box and click on **Link Selected** and **Done**. Alternatively, you can search for our grant using the filters on the right-hand side of the screen.
- If you do not have a grant, click on **Not externally funded**. If you are unable to find your grant, click on **Grant not listed**. For help, see [Link research outputs to other entities](#).



10. Deposit your paper

- Upload the **Author Accepted Manuscript (AAM)**. The **accepted manuscript** (AAM) is the version of your paper **after** peer review **but before** the publisher's layout).
- You can upload in **PDF** or **Word Document** format.

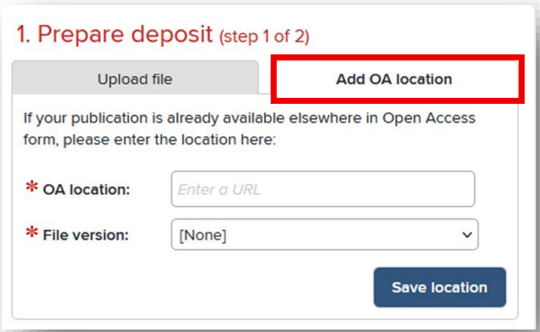
If you upload the submitted version, your submission will be rejected, and you will be asked to upload the AAM.



11. Or add OA link

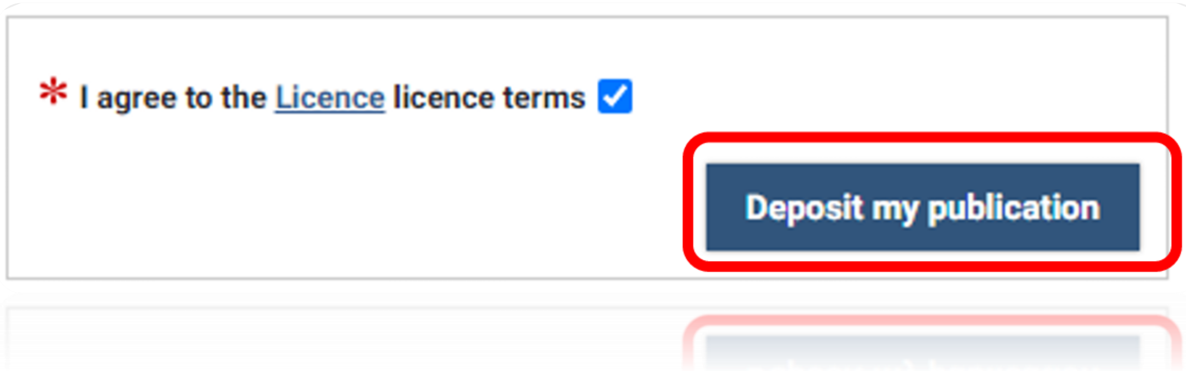
- If your AAM is in another **institutional repository** or a **subject repository** (like arXiv or PubMed Central), instead of uploading the AMM, you can add the **link** to the AAM in the OA location field.

Please do not attach links to commercial academic social network sites (such as ResearchGate).



12. Agree to licence agreement

- **Read and accept** the licence agreement and click on **Deposit** my publication



13. Submission successful

- You have **completed** your deposit to Symplectic.

What happens next:

- A member of the Open Access team will:
  - Check the publisher's policy.
  - Confirm the correct version was deposited.
  - Apply any required embargo.
- You will be notified when your paper is successfully deposited in Spiral, or if more information is needed.
- After processing, your paper will be made public and available for download from Spiral (after any embargo).

Quick checklist:

- I have a copy of the accepted paper
- I informed my co-authors about the deposit.
- I have the date of acceptance

For additional support:

- Email the Open Access Team: openaccess@imperial.ac.uk