

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

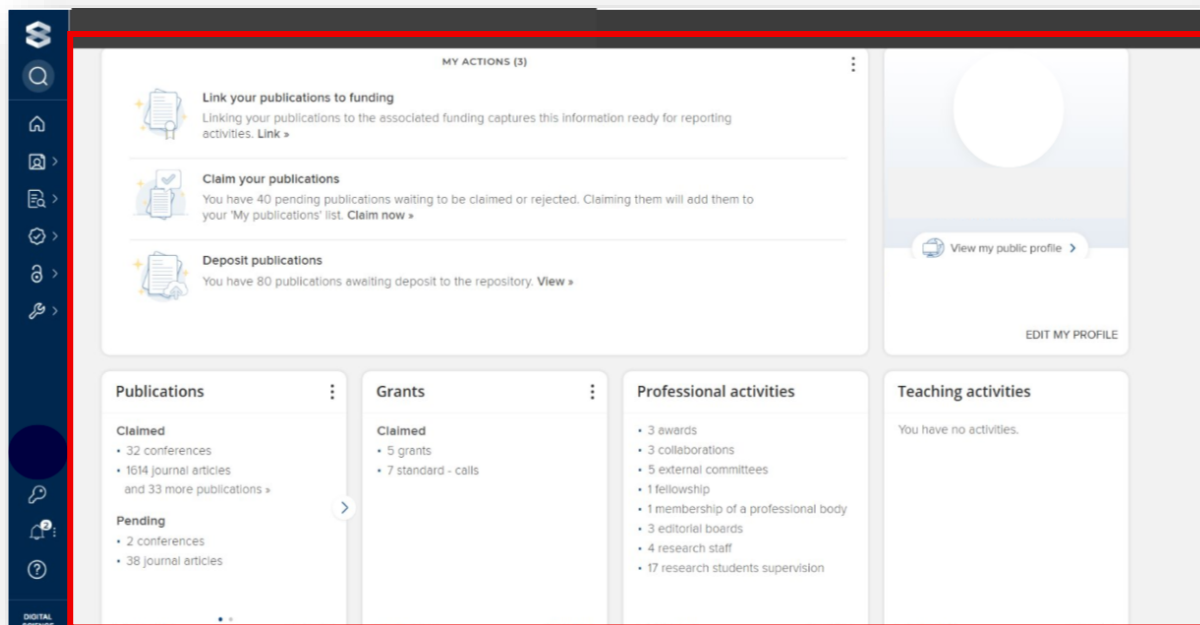
Before you start, you will need:

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

Step-by-step: Deposit in Symplectic

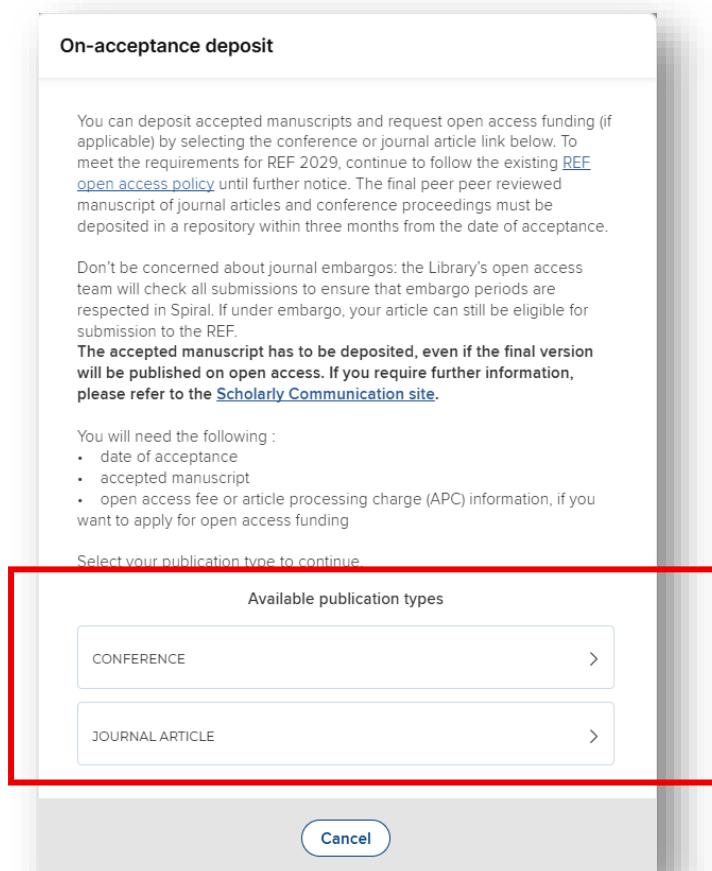
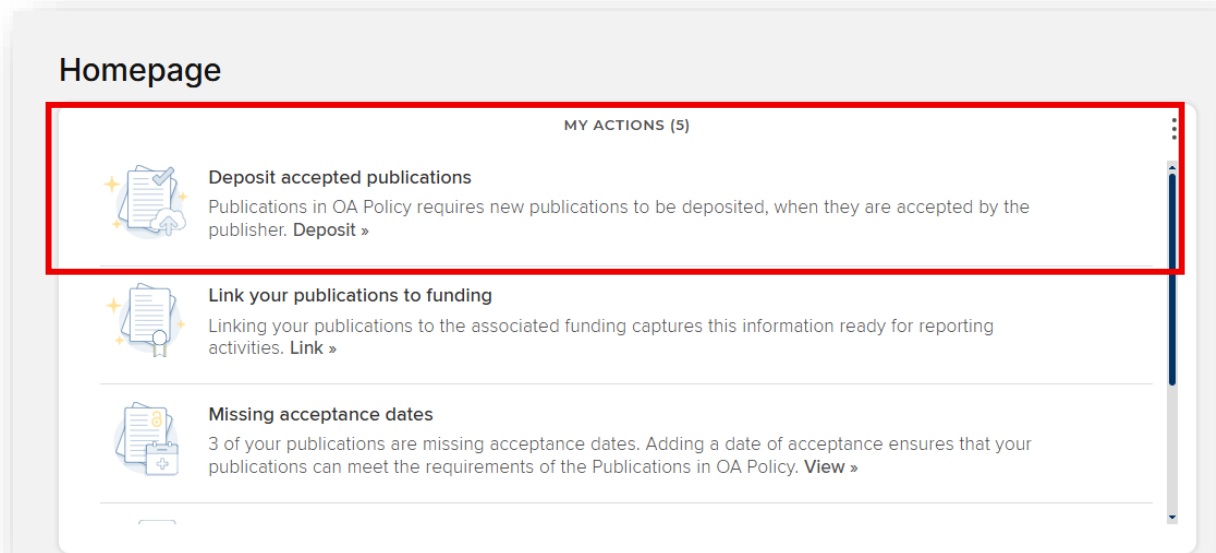
1. Log in

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



2. Select deposit on acceptance

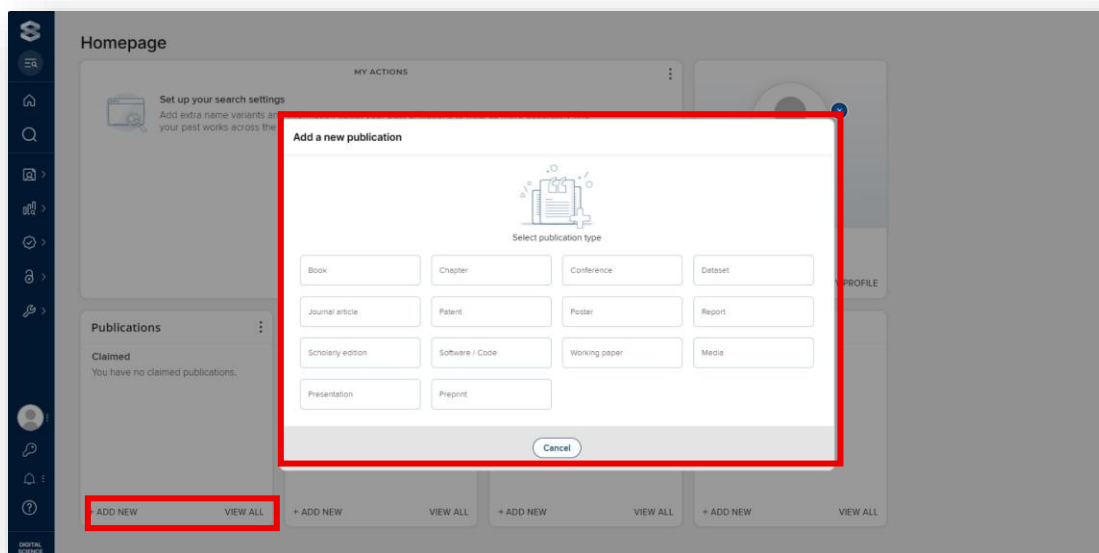
- To deposit a journal article or a conference paper, under **Deposit accepted publications**, click on **Deposit accepted publications**.



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).

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

i 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

[Skip](#)

[Cancel](#)

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.

Essential Information

* Title

* Authors

No Authors - please add...
[Add a person](#)

Corresponding Author's Institution

255 characters remaining.

* Journal

ISSN

DOI

Submission date (UKRI grant holders only)

* Date of acceptance

* Do you want to apply for APC funding?

☐ Yes
☐ No

APC Cost

GBP - £

APC Comments

Online publication date

?

?

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?

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?

?



No Authors - please add...

Adding new person to the **Authors** list:

[Cancel](#)

Last name (required)

First name(s)

Author types

Select an author type

Corresponding author

First author

Last author

[Add selected role](#)



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.

Submission date (UKRI grant holders only)		
* Date of acceptance		
* Do you want to apply for APC	☒ Yes	

?

Please provide a submission date to meet UKRI Open Access requirements. If you hold research grants, please link them in the next stage of your deposit.

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.

* Do you want to apply for APC funding?	☒ Yes ☐ No
APC Cost	GBP -
APC Comments	

?

Select 'Yes' if you need funding for an open access fee (APC). This will automatically generate an open access funding application. You will receive a confirmation email within 24 hours.

APC Comments	
Online publication date	

?

Please use this field for any additional information, e.g. relevant doctoral training grants and journal discounts. This will help to process your application more quickly.

8. Save

- Click on **Save**.



9. Link funders and grants

- Link **fund**ers 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](#).

Link funding

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

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

You should link your work to the relevant grants. Funder and grant information is required if you are applying for funding for payment of an open access fee (APC). Linking your funding will also help the College to automate reporting to funders. If your grant is not listed, please ensure it is referenced clearly in your accepted manuscript which you will deposit on the next page.

test
Blake K, Journal of Optics

Sort by: Title (A to Z) v

10 v results per page 1-10 of 25022 1 2 -- 2503

Select all on page

Link Selected v Unlink Selected v Done

☐ - q Imperial College Healthcare NHS Trust - CLRN Funding Grant to Dr Bob Boyle, 01 Oct 2013 - 31 Mar 2014

☐ - Use of soluble and surface TREM-1 (Triggering Receptor Expressed on Myeloid Cells) as a marker of Ventilator Associated Pneumonia (VAP) in Intensive Care 02-Jun-2009 13:31:29 q

☐ Westminster Medical School Research Trust Grant to Dr PETER Kelleher, 01 Jul 2009 - 30 Jun 2010

More actions

Not externally funded

Grant not listed

0 filters have been set.

Filters

Title

Type

Any v [Add another](#)

Reporting date from

Reporting date to

Related to

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.

The screenshot shows the '1. Prepare deposit (step 1 of 2)' form with the 'Upload file' tab selected. The 'Enter an OA location' tab is also visible. The 'Upload file' section includes a 'Choose file' button and a 'File version' dropdown menu. The 'Upload' button is at the bottom right.

1. Prepare deposit (step 1 of 2)

Upload file | Enter an OA location

Upload files from your local machine:

* Choose file: No file chosen

* File version:

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 AAM, 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).

The screenshot shows the '1. Prepare deposit (step 1 of 2)' form with the 'Add OA location' tab selected. The 'Upload file' tab is also visible. The 'Add OA location' section includes an 'OA location' text input field and a 'File version' dropdown menu. The 'Save location' button is at the bottom right.

1. Prepare deposit (step 1 of 2)

Upload file | Add OA location

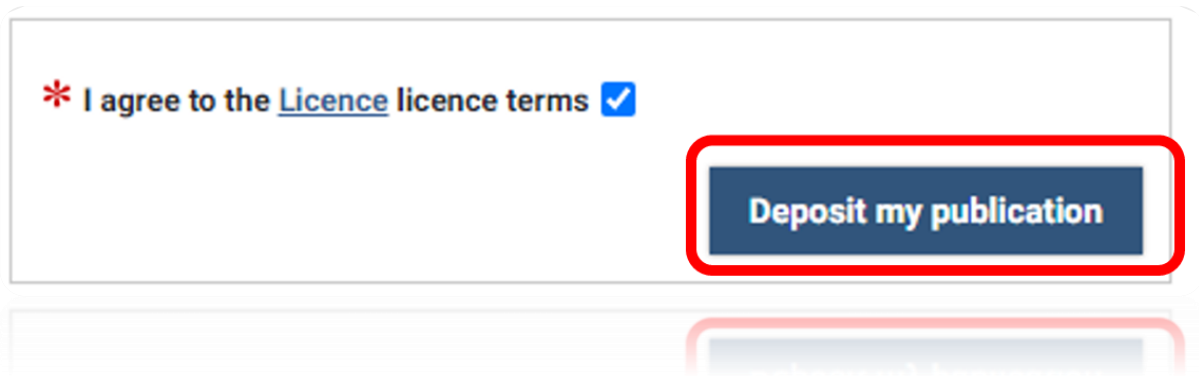
If your publication is already available elsewhere in Open Access form, please enter the location here:

* OA location:

* File version:

12. Agree to licence agreement

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



A screenshot of a web form. On the left, there is a text label: "* I agree to the [Licence](#) licence terms" followed by a blue checkmark icon. To the right of this label is a dark blue button with the text "Deposit my publication" in white. The button is highlighted with a thick red rectangular border. Below the main form, there is a faint, semi-transparent reflection of the button.

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