



## How to deposit your paper in Spiral via Symplectic

To deposit an item to Spiral via Symplectic, you will need:

- A copy of the accepted paper
- The date of acceptance notification
- If you are UKRI funded, you will also need the paper's submission date

1. First, log in to [Symplectic](#) using your college credentials.

**Welcome, M**  
Organisation

Go to your profile

Accepted for Publication?  
Deposit your work

### My Actions (4)

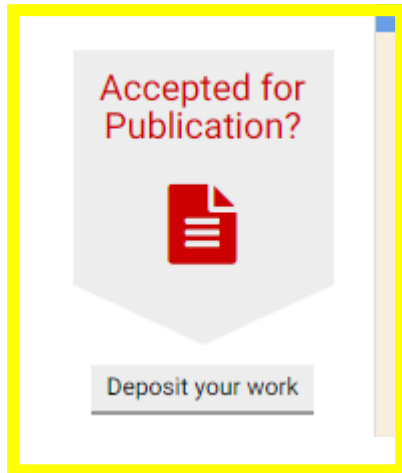
- Accepted for publication? Please [deposit your work](#)
- You have **1** publication: do some of them need to be linked to funding?
- You have **1** publication awaiting a file upload or deposit
- You need to set up your name-based search settings so Symplectic Elements can find your scholarly outputs on the web

### My Summary

<b>1 publication</b> + add <b>Claimed publications:</b> <a href="#">1 journal article</a> <b>Pending publications:</b> You have no pending publications.	<b>0 grants</b> + add <b>Claimed grants:</b> You have no grants yet. <b>Pending grants:</b> You have no pending grants.
--	---



2. To deposit a journal article, click on the 'Accepted for publication' link



3. Select 'journal article'

### On-acceptance deposit ✕

**i** You can deposit accepted manuscripts and request open access funding (if applicable) by selecting the conference or journal article link below. To meet the requirements of **REF2021**, the **final peer reviewed manuscript** of journal articles and conference proceedings has to be deposited in a repository within three months of acceptance for publication.

Don't be concerned about journal embargos: the Library's open access team will check all submissions to ensure that embargo periods are respected in Spiral. If under embargo, your article can still be eligible for submission to the REF.

**The accepted manuscript has to be deposited, even if the final version will be published on open access. If you require further information, please refer to the [Scholarly Communication site](#).**

You will need the following :

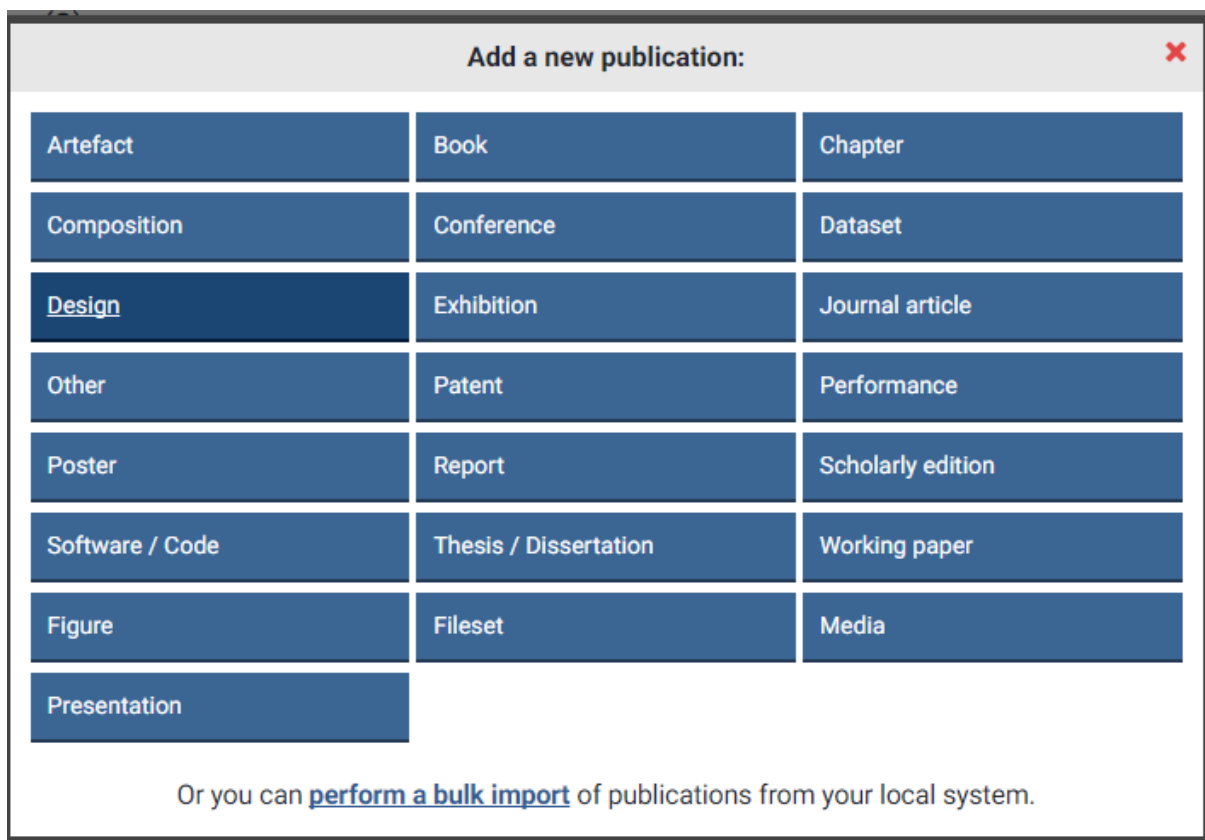
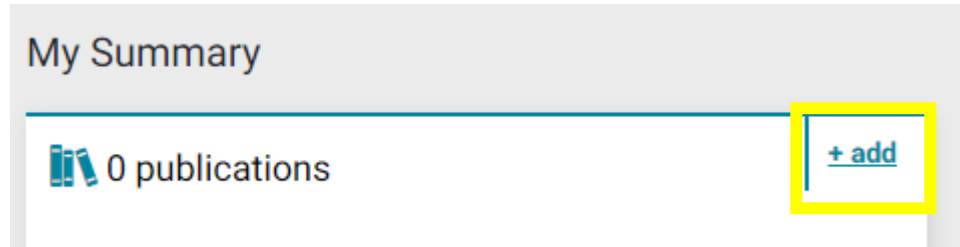
- date of acceptance
- accepted manuscript
- open access fee or article processing charge (APC) information, if you want to apply for open access funding

Select your publication type to continue.

Conference Journal article



3a. If you'd like to deposit something other than a journal article or conference paper, then click the '+' icon in the 'My Summary' section and select the type of publication you wish to deposit



This example will show you how to deposit a journal article, but please note that the process for depositing other items is very similar. If you require guidance on depositing a different type of item, then please contact the Open Access Team at [openaccess@imperial.ac.uk](mailto:openaccess@imperial.ac.uk)



- Once you have selected your output, enter the article title or DOI into the search field

**Title or DOI**

[Skip](#)

- If no results are returned, then 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 don't 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 the steps below.
- Then, complete all mandatory fields, marked \*. Please note, if you are [UKRI funded](#), then you will need to fill in the 'submission date' field as well.

**Submission date (UKRI grant holders only):**

NB: If you cannot find your submission date or the date of acceptance, they will usually be on correspondence from the publisher.

For the Author field, please select other Imperial authors from the drop-down menu. This will link them to the paper and ensure that no duplication of records occurs.

**Corrall, Kathryn** [edit](#)

5 Symplectic Elements users found for "Blake, Kim". Is one of these the right person?



7. If you want to make your publication Gold Open Access, then please click 'Yes' when asked if you want to apply for APC funding. More information about applying for APCs can be found [here](#).

\* Do you want to apply for APC funding?:

Yes

No

8. Then, if you wish, you can add any additional comments about the APC.

APC Comments:

9. Then, please expand the 'additional information' section to add further information such as an abstract, volume number (if known), and the publisher's web address (if known). If you don't have this information, don't worry, as a member of the OA team will fill it in for you when they process your submission.

**Additional Information** 21 additional fields

10. Then, click 'Save'.
11. Please then link funders and grants to your paper.



Which grants are associated with this publication? Not externally funded Grant not listed

Sort by:

25 results per page 1-25 of 25015 Page: 1 2 ... 1001

Select all on page  Link Selected  Unlink Selected

- [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](#)  
Westminster Medical School Research Trust Grant to Dr PETER Kelleher, 01 Jul 2009 - 30 Jun 2010
- [Artificial Intelligence for Space Surveillance and Tracking \(AI4SST\)](#)  
UK Space Agency Standard - Call to Dr Davide Amato, 08 Nov 2021 - 31 Mar 2022
- [Atoms](#)  
Engineering & Physical Science Research Council (EPSRC) Grant to Dr Elizabeth Curtis, Professor Edward Hinds, 01 Oct 2002 - 28 Feb 2007
- [Development of a new generation of coal derived environmentally-friendly pitched](#)  
Commission of the European Communities Grant to Professor Denis Dugwell, Professor Rafael Kandiyoti, 01 Jul 2005 - 30 Jun 2008
- [H2020 - ERC StG - Planet Evaporation as a Window into Exoplanetary Origins](#)  
Commission of the European Communities Grant to Dr James Owen, 01 Feb 2020 - 31 Jan 2025

0 filters have been set.

### Filters

Title:

Type:

Reporting date from:

Reporting date to:

Related to:

Link status:

Grant number:

You can search for your grant using the filters on the right-hand side of the screen

If you do not have a grant, just click 'not externally funded'. Alternatively, if you can't find your grant, you can click 'grant not listed'.

12. Now, you can deposit your paper. Please upload the Author Accepted Manuscript, (AAM), which is the final draft without the publisher's layout. If you are depositing your paper after it has been published, then you can upload the Version of Record (VoR). But please do not upload the published version or VoR unless your paper is published through Gold OA, under a CC-BY licence.
13. Alternatively, you can add an OA location, but please only do this if your paper is available fully OA on an external repository. Please do not attach links to commercial academic social network sites (such as ResearchGate).

## 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:



14. If you already have an invoice from your publisher for an APC application, you can upload it here as a 'supporting information' file. Please note that this will not be deposited in Spiral as it will be removed when processed by library staff.
15. If you have applied for APC funding, you will be notified of an outcome within three working days. Please don't request an invoice from your publisher before hearing back from us.
16. You can upload in PDF or Word Document format. If uploading a PDF, please ensure that it is PDF A compliant, and has embedded fonts.

**Upload file** | Enter an OA location

Upload files from your local machine:

\* **Choose file:**  Test article.pdf

\* **File version:**

17. Finally, accept the licence agreement and click on 'deposit my publication'

\* I agree to the [Licence](#) licence terms

18. You've now successfully deposited your publication.



19. Your submission will be processed by a member of the Open Access team, who will review the publisher's open access policy, check that the correct version has been deposited, and apply any necessary embargoes. You will be notified of your paper's successful deposit in Spiral, and you will also be contacted if we need any further information about your paper to process it. Your paper will then be made public and available for download from Spiral.
  
20. If you have any questions, or need further support and guidance, please refer to our [webpages](#), or contact the Open Access Team via email, at [openaccess@imperial.ac.uk](mailto:openaccess@imperial.ac.uk)