

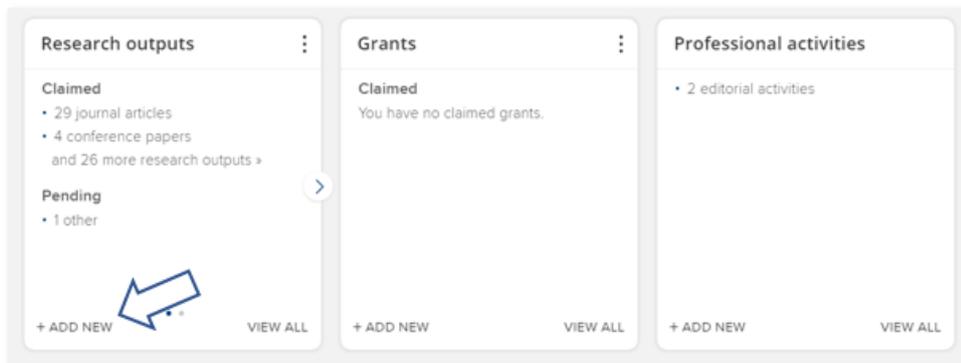
How to deposit a preprint

This guide explains how to deposit a new preprint output in Symplectic Elements.

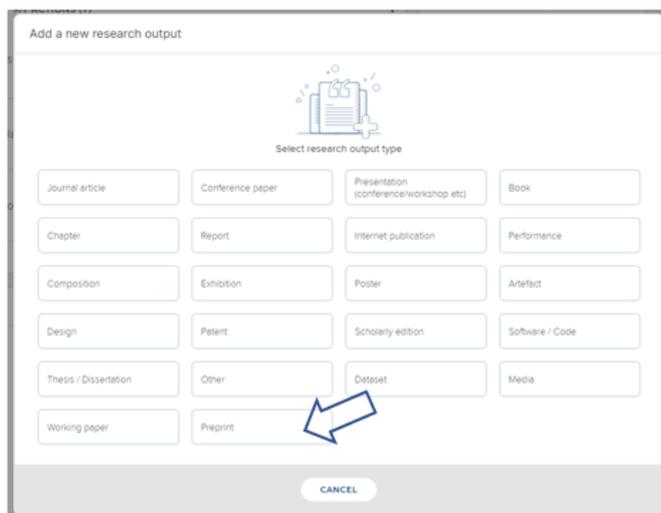
Please note: the preprint template should only be used for outputs that are not under review with a journal. For outputs that have been submitted to or accepted by a journal, please instead use the journal article template.

Depositing a preprint

1. Log in to Symplectic Elements <https://publications.leeds.ac.uk> using your IT username and password.
2. On your Homepage, scroll down to your 'Research outputs' tile and click the plus sign (+) 'Add New'.



3. A new 'Add a new research output' window will open. Choose 'Preprint' from the options listed.



4. You will be directed to a new 'Let's get started' screen. Enter the Title or DOI for your preprint and click 'Search'.

Add preprint

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

i Enter your preprint title or DOI
Your preprint 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
Depositing a preprint

[Skip](#) **Search**

[Cancel](#)

5. Review any potential matches identified by the system:

- If the correct preprint is listed, click the 'Claim' button and skip ahead to step 8 below.
or
- If the correct preprint is not listed – or if you already know that the preprint does not exist in the system – then you can click on the 'Skip' button.

Add preprint

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

i Enter your preprint title or DOI
Your preprint 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
Depositing a preprint

[Skip](#) **Search**

In Symplectic Elements - Showing 2 results [Explain these results](#)

Depositing a preprint	Claim
Other AN	

6. You will be directed to a new 'Tell us more' screen where you can begin to populate the preprint form. Mandatory fields are marked in the form with a red asterisk *.



- You will be prompted to select your preferred 'Relationship privacy' level (Private, Internal, or Public). Additional guidance on privacy level settings and options in Symplectic Elements can be found via the Information about privacy settings link in the main 'Help' menu.
- Add as much additional information as you can, including the preprint server the output is posted on (eg. Arxiv, BioRxiv, SSRN, etc.) and the DOI or Publisher URL that leads to the output on the preprint server (please do not add a link to any other version).
- The 'Publication date' is the date the preprint appeared on a preprint server – this field can also be left blank.

Add preprint

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

What do I need to do?
This template should only be used for items that are not under review with a journal. For items that have been submitted to, or accepted by a journal, please use the journal article template.

Research output privacy

PRIVATE INTERNAL PUBLIC

This research output may be displayed publicly by Leeds.

What is your relationship with this preprint?

Author of Editor of
 Translator of Contributor to

Relationship privacy

PRIVATE INTERNAL PUBLIC

This research output may be displayed publicly by Leeds. Its relationship to you will be visible to other users of Symplectic Elements but should not be displayed publicly.

Essential Information

Title Depositing a preprint

Authors Other [Add another person](#)

Publication date

Preprint server

DOI

Abstract



7. Once you have filled out the relevant fields, click the 'Save' button near the bottom of the screen.

A screenshot of a web form. It has three input fields: 'AUTHOR URL', 'Language', and 'Associated dataset [link]'. To the right of the 'Associated dataset [link]' field is a blue question mark icon. At the bottom right of the form are two buttons: 'CANCEL' and 'SAVE'. A blue arrow points to the 'SAVE' button.

8. You will be directed to a new 'Link to funding' screen. Grants you are associated with should be filtered for by default and listed on this screen:

- If the research was externally funded and the grant(s) can be seen in the list, tick the appropriate grant(s), click on 'Link selected', then 'Done'.
- or**
- If the research was externally funded but the grant(s) cannot be found in the list, click on 'Grant not listed'. (You can also click this option if you do not currently have the funding information to hand and intend to add this information later.)
- or**
- If the research was not externally funded, click on 'Not externally funded'.

A screenshot of the 'Link to funding' screen. At the top, there are three tabs: 'Let's get started', 'Tell us more', and 'Link to funding'. Below the tabs is a blue information box with an 'i' icon and text: 'Make sure your work is linked to the relevant grants to stay eligible for future funding. Please link your output to any relevant funding using the options below, as required by the University publications policy. If the research was externally funded but you do not have the details to hand, click on Grant not listed and add the details retrospectively.' To the right of the information box are two buttons: 'Not externally funded' and 'Grant not listed'. Below the information box is a section titled 'Depositing a preprint' with 'Other AN' and a 'Sort by: Title (A to Z)' dropdown. Below that is a table with one row: 'Test grant' with a search icon and 'Research Councils UK Grant to AN Other'. Above the table are buttons for 'Link Selected', 'Unlink Selected', and 'Done'. To the right of the table is a 'Filters' section with fields for 'Title', 'Reporting date from', 'Reporting date to', 'Related to' (set to 'Me'), 'Link status' (set to 'Any'), and 'Grant number'. There are 'Reset filters' links below the filters section.

9. You will be taken to a new 'Thank you' screen, where you can now deposit the preprint by clicking on the 'Deposit to White Rose Research Online' button.

10. You will be taken to a new 'Deposit' screen:

- If you would like to add a preprint file, you can upload it here. Click 'Choose file' and navigate to your file. Select 'Preprint (pre-submission)' from the 'File version' drop-down



menu, then click the 'Use this file' button. (Note: a PDF version of the file is preferred, where possible.)

or

- If you do not wish to add a preprint file, you can click the 'Deposit without files' link.

or

- You can instead choose to enter a link to a publicly available preprint version. Select the 'Add OA location' tab, enter the URL, select 'Preprint (pre-submission)' as the version from the drop-down menu, then click the 'Save location' button.

< RETURN TO THE PREVIOUS PAGE

Deposit research output: Depositing a preprint

You are about to deposit this preprint to WRRO Test

Deposit advice

Institutional advice

If your paper will be made available with [gold open access](#) you can upload the published PDF, or enter the link to the published version in the "Enter an OA location" tab.

Otherwise, please upload the author accepted manuscript of your output. This is the version that has been peer reviewed and accepted for publication, but has not yet been copyedited or formatted by the publisher.

In all cases the Library will check to see if an author's rights have been retained and a CC-BY licence applied to the AAM, in line with Institutional policy or funder requirements. Otherwise, the normal publisher policy and specified embargo period will be applied.

If you have not already provided the date on which the item was accepted, or have any further information about the output, please enter this in the comments box.

To activate the comments box please tick the box at step 2 'I want to specify an embargo' (you do not need to specify an embargo).

Click "Deposit my publication" to complete the process.
We aim to contact authors within 5 working days if there are any problems with a deposit. We will only contact authors if an issue is identified.

If you have any questions or would like to request an update to a record, please email research@library.leeds.ac.uk.

1. Prepare deposit (step 1 of 3)

Upload a file | Add OA location

Choose a file from your local machine:

Choose file:
 No file chosen

File version:
[None]

[Deposit Without Files](#)

[Leave without depositing](#)

1. Prepare deposit (step 1 of 3)

Upload a file | **Add OA location**

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

* OA location:

File version:
[None]

[Leave without depositing](#)



11. The screen will update with confirmation of any file or link that you have provided. If you would now like to add a comment or message for the Library team, click the 'I would like to specify an embargo' box to activate the 'Comment' free-text field. (Please note: you do not need to specify an embargo period.)

1. Prepare deposit (step 1 of 3)

1 local file has been selected:

test.pdf
Preprint (pre-submission)

+ Upload another file + Enter an OA location

2. Add additional information (step 2 of 3)

I would like to specify an embargo:

Embargo period: Choose an embargo period

Comment:

12. Complete the process by clicking the 'Deposit' button

3. Complete deposit (step 3 of 3)

By depositing, you confirm that you agree to the [WRRO licence](#) licence.

Deposit

[Leave without depositing](#)

What happens next

Once the item is deposited, the Library will check the item and will contact you if there are any queries.

Any preprints that are made publicly available via the institutional repository, [White Rose Research Online](#) (WRRO), will have a clear banner confirming the item is a preprint and as such it may not have undergone formal peer review.

If you have any questions about your deposit, please contact research@library.leeds.ac.uk



Further information

Help and user guides for Symplectic Elements can be found via the 'Help' menu at the top right of the Home page:



Further information can also be found via the [IT Service Desk](#) or the Library's [Open Access](#) pages.

For general Symplectic Elements queries, please contact the [IT Service Desk](#) or telephone: +44 (0)113 343 3333.

