

## How to deposit a newly accepted journal article

This guide explains how to use the University publications system (Symplectic) to create a manual record for a newly accepted journal article, link it to any associated funding and deposit the full text.

### A. Log in to the University publications system

1. Go to <https://publications.leeds.ac.uk> and log in with your IT username and password
2. Under My Actions, click on 'Accepted for publication? Deposit your work'
3. Click on the 'Journal article' button below the guidance text
4. Check if your output already exists by using the duplicate check, or click Skip to continue

### B. Create a manual record

At the point of acceptance it is likely you will only have basic information about the article. It is not necessary to fill in all fields – those that are mandatory are marked with an asterisk \* and advice on completing them is given below. Refer to the appendix for advice on filling in the optional fields.

What is your relationship with this journal article?

- Select your (or the person you are impersonating's) relationship with the article. Selecting either author or editor will populate the corresponding field further down the form.

Sub types

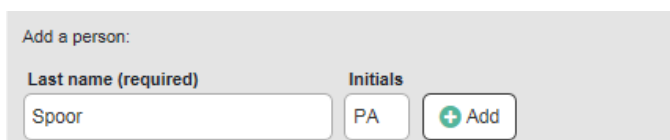
- Select the appropriate subtype.

Title

- Using appropriate capitalisation, enter the title of the article.

Authors

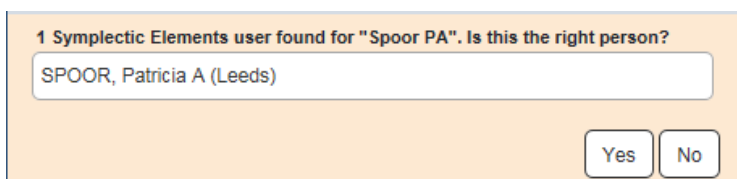
- If you have already stated you are the author then your name will already appear here. To add additional authors, enter their names one at a time - last name and initial(s) with no spaces or full stops. Enter them in the order they appear on the article.



Add a person:

Last name (required)	Initials	
<input type="text" value="Spoor"/>	<input type="text" value="PA"/>	<input type="button" value="+ Add"/>

If Symplectic finds a match in the system you will need to confirm or reject it. If you confirm an author, the publication will be added to their pending list and they will not need to create a separate record for that article, reducing the chances of duplicates being added.



1 Symplectic Elements user found for "Spoor PA". Is this the right person?

Status

- Choose from the drop down menu. If depositing on acceptance, choose "Accepted"

#### Date of acceptance

- Having set the status to 'Accepted, you are required to supply the date your article was accepted for publication, following any revisions resulting from peer review. Click on the calendar icon and choose the acceptance date.

#### Journal

- Once you start to type you will be able to select the title from a drop down menu. If the publication isn't listed, enter the full title of the journal, with no abbreviations. If entering manually use capitalisation for all major words e.g. American Journal of Diseases of Children.

#### Click on Save

#### C. Link to funding

- If the research was externally funded and the grant(s) can be seen in the list, click on the appropriate 'Link' button(s) and click on 'Done'
- If the research was externally funded but the grant(s) cannot be seen in the list, click on 'Grant not listed'. You could also click 'Grant not listed' if you do not have the funding information to hand and return to add it retrospectively by going into the publication record

If the research was not externally funded, click on 'Not externally funded'

#### D. Deposit the full text

1. Read the institutional advice tab information to confirm the file version you should deposit. In most cases this will be the author accepted manuscript
2. Click on Browse... next to Choose file and navigate to your file
3. Confirm the file version (e.g. Author accepted version) from the drop down menu and click Upload
4. On the next screen, select the embargo period if applicable/known. The Library checks and applies embargoes required by publishers on your behalf
5. You can add a comment (note) if you want to. This will not be publicly visible. Also let us know if you think any of HEFCE's open access policy exceptions apply to your output – see link to exceptions information on the advice tab
6. Click on Deposit my publication – a confirmation screen tells you the process has been successful and suggests any other actions you might want to undertake e.g. claim publications
7. Library staff will shortly carry out checks on your item. We will only contact you if there are any problems with your deposit.

#### Appendix - Filling in the optional fields

##### Abstract

- Copy and paste the abstract from your manuscript. Some articles may not have an abstract, in which case leave the field blank. Note that formatting such as italics, bold text, underlining and line breaks do not show in Symplectic.

##### Keywords

- Add keywords from the manuscript to the record if there are any (often found after the abstract). Each keyword should be entered separately and the  button clicked after each one has been typed in. The first letter of the first keyword phrase (i.e. Magnesium compounds) should be capitalised. Capitalisation then only applies to names and titles for subsequent keywords e.g.
  - Magnesium compounds
  - North Africa

- iron

#### Editor(s)

- Where applicable. Follow the same process as for Authors.

#### Publication date

- Where applicable. Click on the calendar icon and choose the appropriate date.

#### Online publication date

- Where applicable. Click on the calendar icon and choose the appropriate date.

#### DOI

- Where applicable. Enter the DOI e.g. 10.1000/xyz123.

#### ISSN/eISSN

- In some cases these will be autocompleted when you have selected the journal title from the drop down list. If not, please enter manually e.g. 0045-7825.

#### Volume/Issue/Pagination

- Where applicable. The page count should be left blank.

#### Article number

- Where applicable.

#### Publisher

- In some cases this field will be autocompleted when you select the journal title from the drop down list. If not, the information in full e.g. Wiley-Blackwell or Social Policy and Society.

#### Publisher URL

- If there is a DOI add the prefix <http://dx.doi.org/> and then paste in the DOI. It should look like this <http://dx.doi.org/10.1016/j.buildenv.2013.03.006>

#### Language

- This field can be left blank.

#### Notes

- This field can be left blank.

#### Publishers licence (available in the Additional information section)

- If the article is being published with gold open access and you know which creative commons licence is being used, choose it from the drop down menu.

Click **Save**