

Depositing a newly accepted journal article or conference paper

1. Log in

Go to Symplectic: <https://publications.leeds.ac.uk>

Log in with your University username and password.

2. Click Deposit Your Work

Click on the “Accepted for publication? Deposit your work” icon in the top right corner of the screen.

In the pop-up window, click the correct item type.



3. Check if the publication is already in the system

On the next screen, enter the title or DOI and the system will check for matches.

If you know the publication is not yet in the system, you can press “Skip”.

4. Create a manual record

You only need to fill in the mandatory fields, marked with a red asterisk *. These are:

What is your relationship with this journal article/conference paper?

Select the appropriate relationship.

Title Enter the output title.

Authors Your name will appear here if you selected “author” in the relationship field. Enter additional author names one at a time. Adjust the order by selecting and dragging a name up or down the author list.

If the system identifies a Leeds author with the name you have entered, you will need to confirm or reject the match. Confirming a match will add the publication to that author’s “pending” list for them to accept or reject.

Status Choose from the drop down menu. If depositing on acceptance, choose “Accepted”.

Dates Enter the date on which the output was accepted (or select it from the calendar). If the item is already published, add that date as well.

Journal articles only:

Sub types Select the most appropriate sub type.

Journal Once you start to type you may be able to select the title from a drop down menu. If the publication isn’t listed, enter the full title of the journal (without abbreviations).



Conference papers only:

Name of conference

Conference start date

Published Proceedings Once you start to type you may be able to select the title from a drop down menu. If the publication isn't listed, enter the full title of the published proceedings. If you do not yet know where it will be published, enter "To Be Confirmed".

Optional fields:

The following fields can also be completed on this page, if you have the relevant information. Otherwise they can be left blank.

- Conference papers only: Conference finish date and Conference place.
- DOI
- Associated Dataset

Additional Information:

If you would like the abstract or keywords to be publicly visible in the University's Repository (White Rose Research Online) prior to publication, expand this section and complete these fields. Otherwise, they will be completed by the Library once the item is published.

- Click on Save.

5. Link to funding

If the research was externally funded and the grant(s) can be seen in the list, tick the appropriate grant(s) and click on "Link selected".

If the research was externally funded but the grant(s) cannot be seen in the list, click on "Grant not listed".

You can also click this option if you do not have the funding information to hand and intend to come back and add this information later.

If the research was not externally funded, click on "Not externally funded".

6. Deposit the author accepted manuscript

This is the version of your paper that has been peer reviewed and accepted for publication, but has not yet been copyedited or formatted by the publisher (see diagram).

1. Click the "Choose file" button and navigate to your file
2. Select "Author accepted manuscript" from the drop down menu and click "Upload".
3. You can now add a comment if you need to. This will not be publicly visible.
4. Click on "Deposit my publication" to complete the process.

If you leave the record without completing the deposit process, it will appear on your home page under "My Actions" as an item requiring attention.

Once deposited, the Library will check the item and will contact you if there are any problems. We will also check that the publisher allows us to make the file publically available and will apply any embargo periods or statements that they require.

If you have any questions please email research@library.leeds.ac.uk.

