

## Introduction to Symplectic

### **What Symplectic is:**

Symplectic Elements is an information management system used by universities to collate and disseminate research, in particular publications. Symplectic trawls online databases of publications for matches with researcher names and with identifiers such as ORCID and SCOPUS IDs.

Symplectic accounts are automatically created for University research staff. To access your Symplectic account, go to <https://oxris.ox.ac.uk> and use your SSO details to log in.

Researchers are able to view publications matches on their profile in the 'Pending' section of Research Outputs and can claim or reject them based on whether the matches are correct. Researchers can also add any publications of theirs that haven't been picked up by Symplectic using the 'Add new' function (bottom left corner of the 'Research outputs' tile) and searching for the title or DOI. Symplectic is linked to the University's Oxford Research Archive (ORA) and is the principal means by which research publications are to be deposited in ORA.

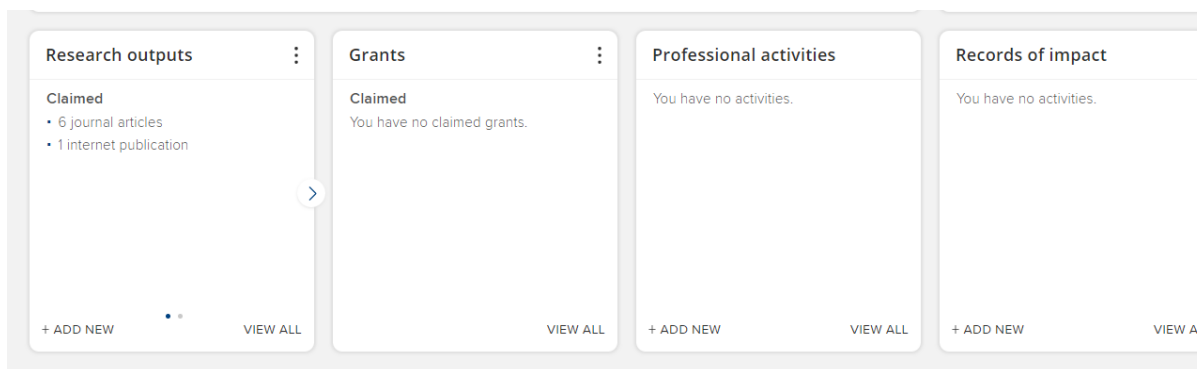


Figure 1

### **Other Research Information that can be Recorded in Symplectic:**

Alongside publications, researchers can also record information on research impact (e.g. impact case studies) and professional activities (e.g. work on an editorial board, awards and prizes, media appearances and public and policy engagement) and claim any grants awarded.

### **Symplectic, Publications, and the New Faculty Site:**

Whilst publications on the old Faculty site had to be manually added, the new website is integrated with Symplectic, so publications listed on researcher Symplectic accounts will now auto-populate on their profile pages.

### **Depositing in ORA via Symplectic: Open Access, Act on Acceptance and REF:**

Facilitating Open Access to research outputs is both a key policy commitment of the University of Oxford and an integral part of the Research Excellent Framework (REF) through which research impact in British higher education institutions is evaluated. The University promotes a publication culture of Act on Acceptance, whereby all journal articles accepted by a publisher (and also any conference papers in publications with an ISSN) MUST BE deposited in the Oxford Research Archive (ORA) within three months of acceptance (with an embargo period of no more than 24 months). For more details, [see our webpage on Open Access](#).

### ORCID and other digital identifiers:

One of the first things you should look to add to your Symplectic account is your ORCID ID. ORCIDs provide a unique and persistent digital identifier that helps accurately track and link your publication outputs and funding awards. Many funders, e.g. the Wellcome Trust, furthermore require lead applicants to have an ORCID.

If you haven't got an ORCID ID, instructions on how to create one can be found here:

<https://libguides.bodleian.ox.ac.uk/orcid>

You can add your ORCID ID by going to Automatic Claiming in Settings in the main menu (accessed via the three bar icon on the top left of the page). You'll find listed here any research IDs that Symplectic has identified as linked to you and can claim or reject them (including Scopus and SSRN).

**Automatic claiming**

Please tell us about the identifiers that are used to identify you in external data sources.  
The more you can tell us, the less often you will be asked to verify which items are yours.

Mine (5) Not Mine (0) Ignored (1)

**Add external profiles**

+ arXiv Author Identifier ResearcherID Scopus ID SSRN Author ID

**External profiles**

Items associated with the following profiles will be automatically claimed for you:

ORCID : [redacted]  
Connection status: configured  
Seen in 0 pending, 3 claimed, 0 rejected, and 0 other research outputs >

Manage

Figure 2

If your ORCID is missing, you can add it by clicking on the ORCID link in the Add external profiles section – you will be prompted to log in to ORCID and asked to confirm you want publications linked to it to be auto-claimed by Symplectic.

### Fixing Problems in Symplectic:

Information on publications gathered by Symplectic may include errors. Errors need to be fixed in Symplectic and will then feed through from there onto the relevant Faculty profile page(s). Here are some examples of how to fix several common errors. There are also online help guides available on the University website: <https://researchsupport.admin.ox.ac.uk/reporting/symplectic/help>.

**Incorrect Classifications:** Sometimes, a publication research output type may be incorrectly recorded in Symplectic. This can be fixed by using the 'Edit type' function on your publication tile and then selecting a different research output type:



Figure 3



Figure 4

**Incorrect Publication Date:** If the date of publication for one of your outputs is incorrect or missing, (1) select the 'More' option in the top left corner of your publication's entry in Symplectic, (2) select 'View details', (3) on the publication details page, scroll down and in the section 'Data sources', select 'Add manual record' - this will allow you to edit/add the publication date and date of acceptance, (4) scroll down and select 'Save' once you have made the edits.

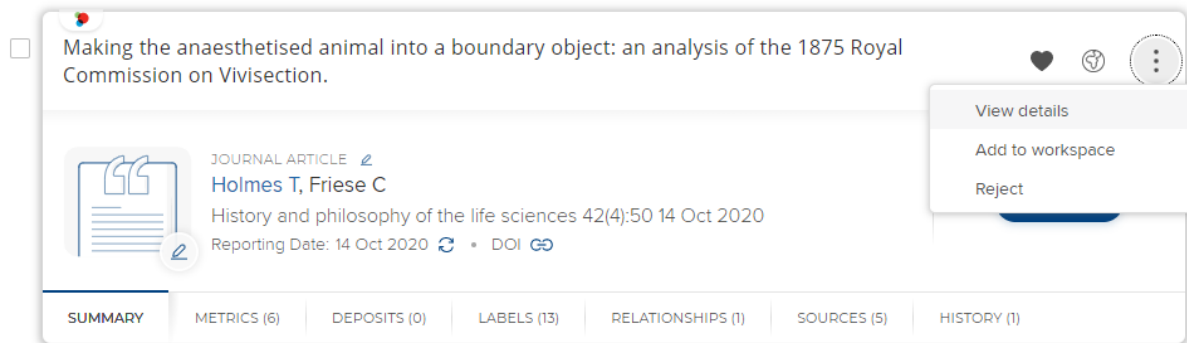


Figure 5

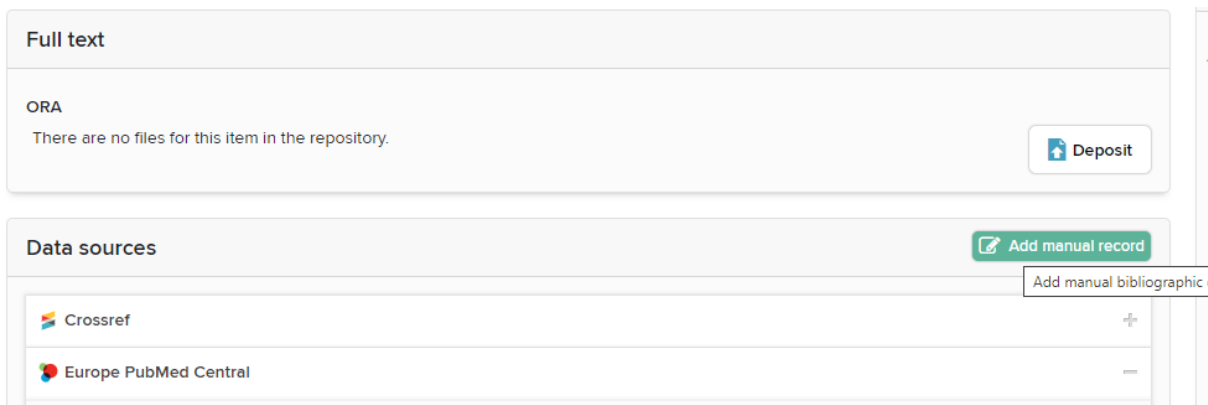


Figure 6

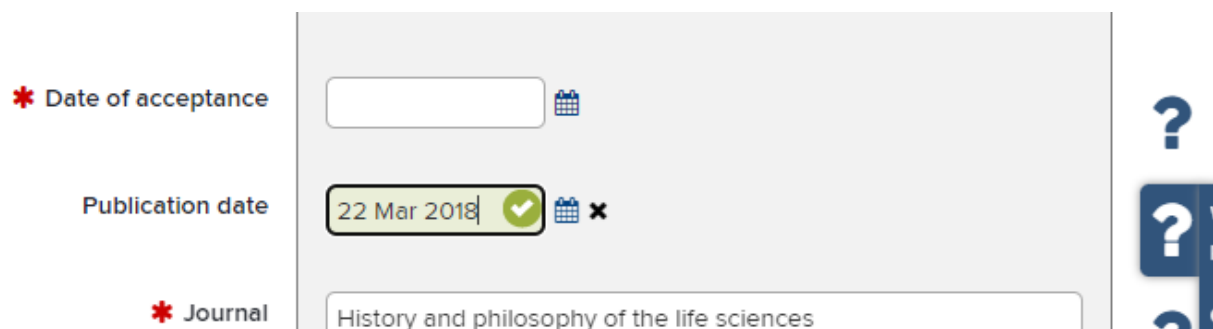


Figure 7

**Managing Duplicate Publications:** Sometimes, Symplectic will fail to recognise that two records refer to the same publication. Symplectic doesn't allow for records to be deleted. You can choose to reject one of your duplicates; however, a better option is often to merge the duplicates. To do this (1) add both duplicate publications to your workspace (see Fig. 7); (2) open your workspace (top left Symplectic menu, in Tools); (3) select both duplicates and choose the 'Join' option – this will merge the two records.

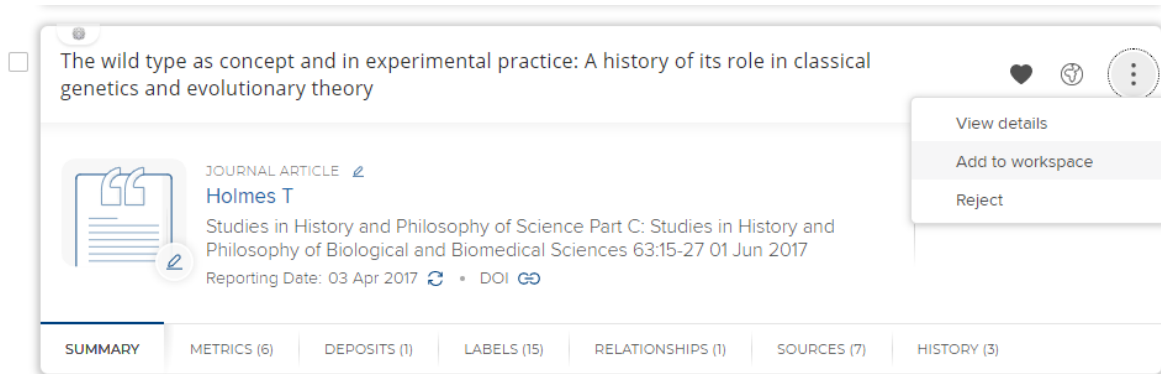


Figure 8

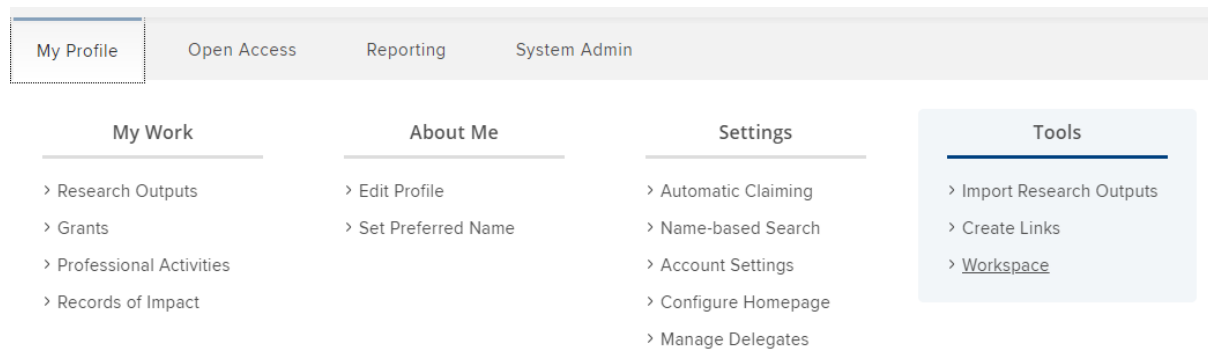


Figure 9

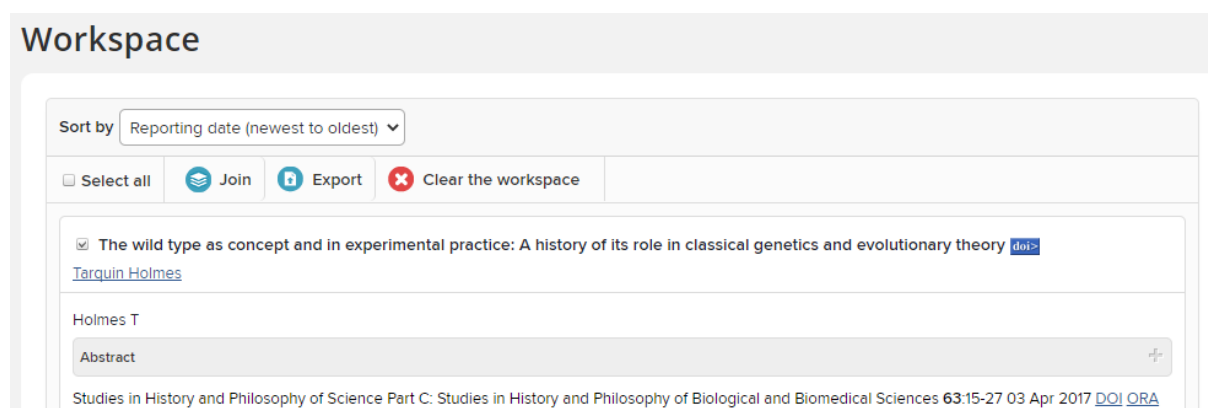


Figure 10