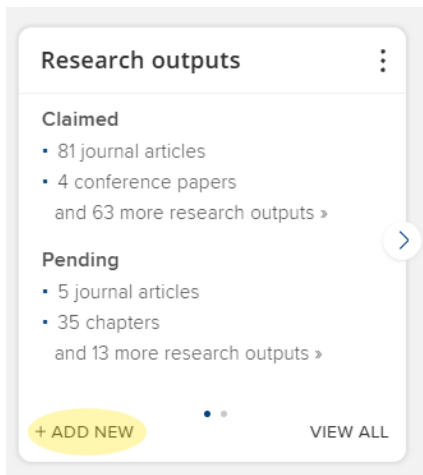


# HOW TO CLAIM OR MANUALLY ENTER A PUBLICATION IN SYMPLECTIC ELEMENTS

This guide shows how to enter the bibliographic details of your publications into your [Symplectic Elements account](#).

Adding your new publications to Symplectic is important in order to update both the publications list on your [Faculty web profile](#) and the list of publications the Faculty is reviewing for potential REF submission.

## Step 1. Log in and “Add New” publication



Log in to [Symplectic Elements](#) with your Single Sign-On and password. This will take you to your Homepage.

In the **Research Outputs** box, on the left side of your Homepage, click **+ ADD NEW**.

Alternatively, you can click the outputs listed under Pending to see publications which Symplectic has identified as *potentially* being yours in its automated trawls of online databases. Items which you claim will be automatically added to your Symplectic account with all their attached bibliographic details.

If you click **+ ADD NEW** you will be offered a list of output types as below. Select the appropriate category.

### Add a new research output



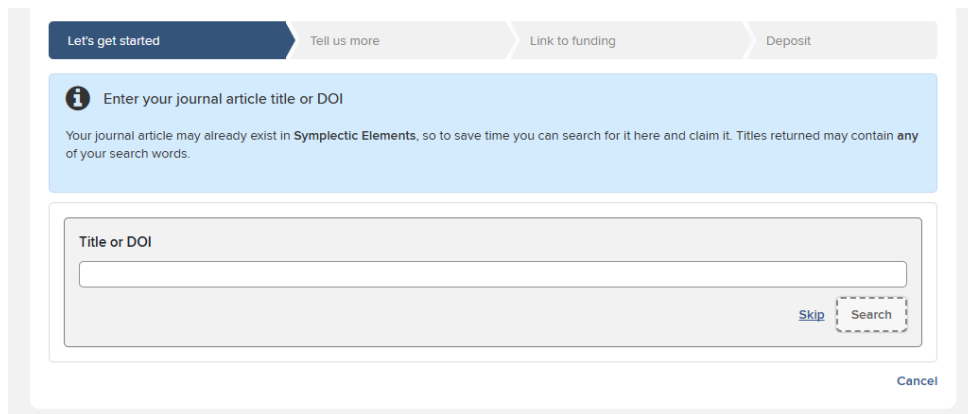
Select research output type

Journal article	Conference paper	Book	Chapter
Edited Book	Preprint	Artefact	Audio/visual media
Composition	Dataset	Design	Device/Product

## Step 2. Search for your publication

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On the next screen, you can search for the DOI or title of your publication see if a) it has already been added to your profile, or b) Symplectic has already found its bibliographic details in an external database. (The more specific your title search, the more accurate the search results will be.)



The screenshot shows a search interface with a progress bar at the top containing four steps: 'Let's get started' (active), 'Tell us more', 'Link to funding', and 'Deposit'. Below the progress bar is a light blue box with an information icon and the text: 'Enter your journal article title or DOI. Your journal article 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.' Below this is a search form with a text input field labeled 'Title or DOI', a 'Skip' button, a 'Search' button, and a 'Cancel' button at the bottom right.

Any publications already linked to your profile will appear marked as “Already claimed”. Click on the title to view the full record.

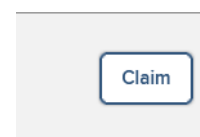
All other results will have a “Claim” button. You can either claim a publication on this list (option 1) or enter a new publication manually (option 2).

## Step 3. Add your publication by claiming or enter manually

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### Option 1: Claim your publication

If you see the publication you wish to add in the search results, click **Claim** beside the title. (In the case of a chapter, you will also have the choice of “Add chapter” beside the appropriate book title).



### Option 2: Add your publication manually

If the publication you are looking for does not appear in the search results, click **Go to next step** at the very bottom of the page. This will take you to a form to fill out all the necessary information—click on *Additional Information* at the bottom to open up more fields (e.g. page numbers). Then click **Save**.

None of these? [Go to next step](#)

## Step 4. Add funding information and deposit article (if applicable)

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Once you have either claimed or manually entered your publication details, you will then be asked to link any relevant funding and (for journal articles) to deposit the author accepted manuscript into the Oxford Research Archive (ORA) for open access.

*An article does not need to be deposited immediately in order to register this output on Symplectic, but it must be deposited **no later than 3 months after publication**. Please see the guide [How to deposit an article via Symplectic Elements](#), or contact us at [lawsymp@law.ox.ac.uk](mailto:lawsymp@law.ox.ac.uk) for help.*