

HOW TO DEPOSIT AN ARTICLE VIA SYMPLECTIC ELEMENTS

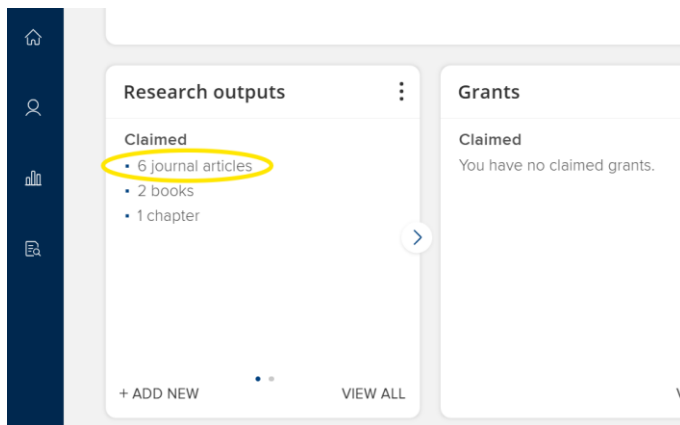
This guide is for depositing articles which are already visible ('claimed') in your Symplectic account (please see below for details on how to check if your article has been claimed and is ready to deposit). If your article doesn't appear in Symplectic, please see our 'How to input an article in Symplectic' guide.

You will need to have a digital copy of the Author Accepted Manuscript (AAM) in order to complete the deposit. The AAM is the final version of the article which was sent to the journal (before the journal's in-house formatting and publication).

Step 1. Find the output record in Symplectic Elements

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 Homescreen, click on '**journal articles**' (or 'conference papers' if appropriate) under the *Claimed* heading:



Step 3. Start the deposit process

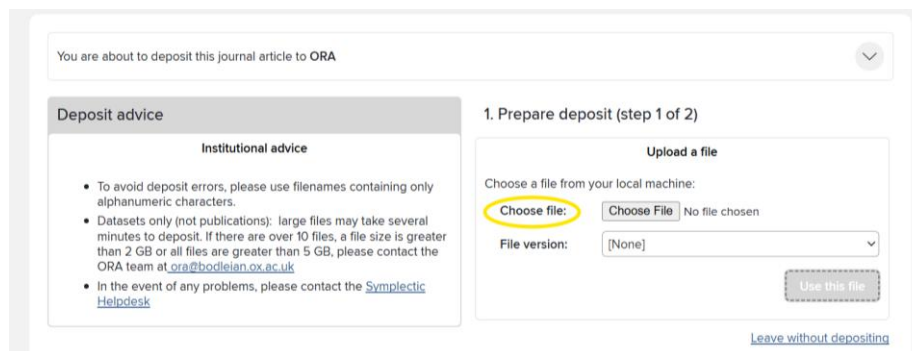
Find the record of the relevant output in your list and click the Deposit button.

If your article doesn't appear in the list, please follow the [How to Claim or Manually Enter a Publication](#) guide to add the output to your account.



Step 4. Upload your Author-Accepted Manuscript (AAM)

Click **Choose File** and select the relevant file from your computer. Click **Use this file** and wait for the page to refresh automatically. You can upload multiple files if needed (e.g. separate figures or supporting material) by clicking 'upload another file'.



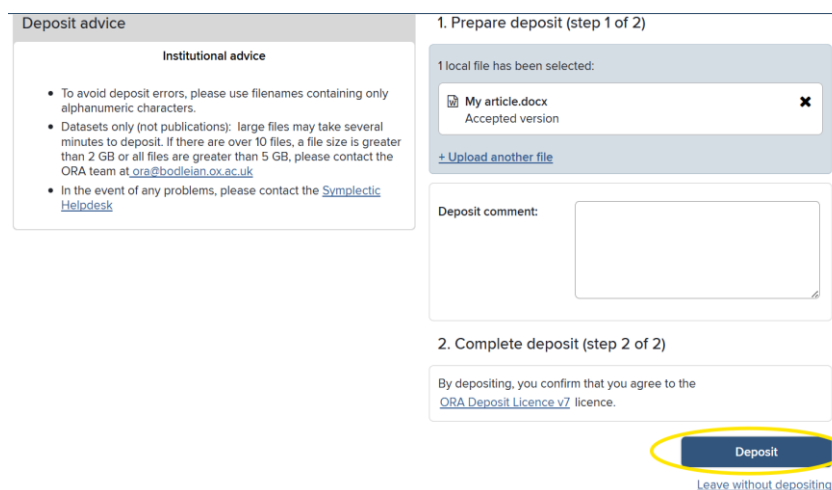
The screenshot shows the '1. Prepare deposit (step 1 of 2)' section. On the left, there is a 'Deposit advice' box with 'Institutional advice' containing three bullet points. On the right, the 'Upload a file' section prompts the user to 'Choose a file from your local machine:'. A yellow circle highlights the 'Choose file:' text. Next to it is a 'Choose File' button and the text 'No file chosen'. Below this is a 'File version:' dropdown menu currently set to '[None]'. A 'Use this file' button is visible to the right. At the bottom right of the section is a link for 'Leave without depositing'.

In the File version box, use the dropdown menu to show which version of the output is being uploaded – this should usually be the Author-Accepted Manuscript—that is, your final version which was accepted for publication, before any type-setting, etc. from the publisher.

Step 5: Complete the deposit

If needed, use the 'Deposit comment' box to add any further information you would like to highlight to the ORA team, e.g. about embargo (though the ORA review team will automatically check this), press release, or if you know data is missing or you are unable to deposit the author accepted manuscript.

Finally, click **Deposit**.



The screenshot shows the '2. Complete deposit (step 2 of 2)' section. On the left, the 'Deposit advice' box is visible. On the right, the '1. Prepare deposit (step 1 of 2)' section shows '1 local file has been selected:' with a file named 'My article.docx' (Accepted version) and a '+ Upload another file' link. Below this is a 'Deposit comment:' text area. At the bottom, a confirmation message states: 'By depositing, you confirm that you agree to the ORA Deposit Licence v7 licence.' A yellow circle highlights the 'Deposit' button. A 'Leave without depositing' link is at the bottom right.

Contact

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Symplectic Help Desk:
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Helpful Links

[OxIntranet: Symplectic Help Pages](#)

[Bodleian: Oxford Research Archive \(ORA\)](#)

[Open Access Oxford](#)