Deposit to ARRO via Symplectic
Step-By-Step PDF Guide

Log into Symplectic and, from your profile home screen, select the appropriate link, as shown below:

1. Getting started: View, claim and deposit existing publications (page 2)

If you can see a link to '*pending*' publications on your profile, you need to claim or reject them. Any publications you claim are added to your profile and can be quickly and easily deposited to ARRO.

2. REF papers - Quick deposit on acceptance (pages 3-5)

The '*Accepted for Publication?*' button at the top right is for depositing new REF papers that are in scope of the open access policy (ie. journal articles and conference proceedings carrying an ISSN).

3. Regular deposit of all other output types (pages 6-8)

The text link '*+add*' at the bottom can be used to deposit any output type (including 'non-standard' outputs such as an exhibition, video, etc). Use this to deposit anything that you haven't been able to claim automatically.

1. Getting started: View, claim and deposit existing publications

One of the benefits of Symplectic is its ability to automatically find and bring in existing publications that are indexed in external databases such as Web of Science and Scopus. When Symplectic finds something that it thinks might be yours (meaning something with both your name and the ARU affiliation listed on it), it will be added to a list of publications which you can then review.
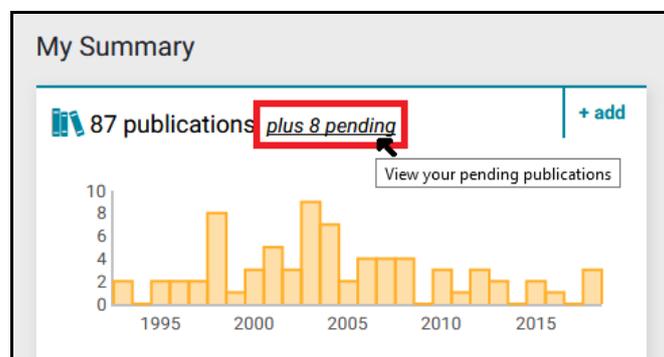
Click the link highlighted above to view the list of publications that Symplectic has found. Scroll through the list and select any that are correct, and click 'Claim' as shown below. The process is the same to reject any publications that aren't yours.


As the screenshot below indicates, you can easily see which claimed publications in your list still need to be deposited to ARRO. Any publications that have a file already in ARRO will have an icon like this: and a link to the repository. Publications that haven't yet been deposited to ARRO will instead show this blue deposit icon: . Clicking this icon will bring up the final part of the deposit form (detailed further down in this guide), allowing you to simply attach the file and press Deposit.

2. REF papers - Quick deposit on acceptance

Step 1

Clicking the '***Accepted for Publication?***' link will open the pop-up box below. Choose the type of paper you're depositing - either a journal article or a conference paper, with an ISSN. If your output is neither of these types or does not carry an ISSN, it's not in scope of REF policy. If this is the case, go back and use the regular deposit link instead, and refer to part 3 of this guide on pages 6-8.
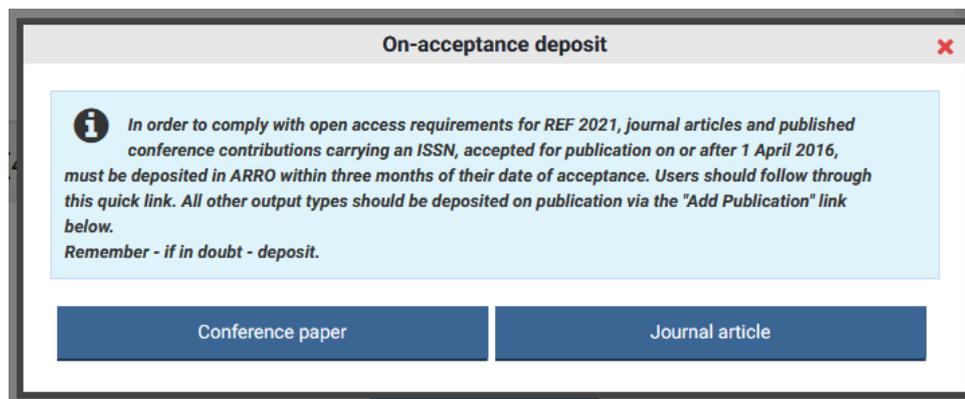
Step 2

Next, you'll see the screen below, asking you to input a title or DOI. Doing so allows Symplectic to search its existing records to see if a co-author has already added that paper. It will also search external databases such as Web of Science, Scopus and so on. If Symplectic can find the paper, you'll be able to claim it as yours and automatically add the information to your profile, which saves time.

However, if you're depositing on acceptance, as REF requires, you may not have a DOI yet. Even inputting the title may not bring anything back, as the paper is not yet indexed in any external databases. In this case, you'll need to skip this step and fill in the record manually.

Step 3

Next, you'll see a form with a number of fields, much the same as the one in ARRO.

Only 8 of the fields are mandatory. If you wish, you can fill in further information about the paper.

The mandatory fields are:

- **Your relationship with the paper**
  Please select 'Author of' even if you've only made a small contribution (selecting 'Contributor to' may lead to inaccurate reporting within the system)
- **Article sub type (only mandatory for journal articles)**
- **Title**
- **Authors**
  Please try to add all the ARU co-authors you know about – but there's no need to add all external co-authors if you don't have time, as Library staff can add these later
- **Name of the journal / conference**
- **Keywords**
  We need at least one, but you can add as many as you wish
- **Publication status**
  Indicate either 'Published' or 'Accepted' (please do not deposit something to ARRO at the 'Submitted' stage if it's to be formally published at a later date – wait for formal acceptance)
- **Date of acceptance**
  This is necessary for our REF record keeping
- **Date of publication (only mandatory for conference papers)**
  If your conference paper is not going to be formally published, it is not in scope of REF policy, so go back and use the regular deposit link instead, and refer to part 3 of this guide on pages 6-8.
- **Peer review status**

Step 4

Locate the full text of the paper on your computer, indicate the version, and then click **Use this file**. For REF papers, we require the accepted version incorporating peer review changes. Unless the paper was published open access, please do not upload the final, published PDF version, as the majority of publishers' copyright policies don't allow us to make it available. If you are unsure, then deposit the file anyway, and we will be in touch if there's a problem - we don't make anything live on ARRO without carefully checking copyright and permissions first.

After clicking **Use this file**, some more options will appear, as below. You can now add additional files (for example, supplementary information). If you already know the embargo or license requirements of the journal or conference publisher, you can indicate it here if you wish. However, most of the time these tick boxes can be left blank as Library staff normally undertake these checks, so simply click the **Deposit** button to complete the process.


Symplectic will send the file(s) and accompanying information over to ARRO for review. Library staff will either send you an email with a link to the record once it is live on the repository, or will ask for further information if needed. This process could take up to a few days. The Symplectic record will update itself with the deposit status (ie. 'In review' or 'Live') and will include details of the file that's been deposited and a link to the ARRO record.

3. Regular deposit of all other output types

Step 1

Clicking the '*+add*' link will open the pop-up box below, where you can choose from a wide range of output types.
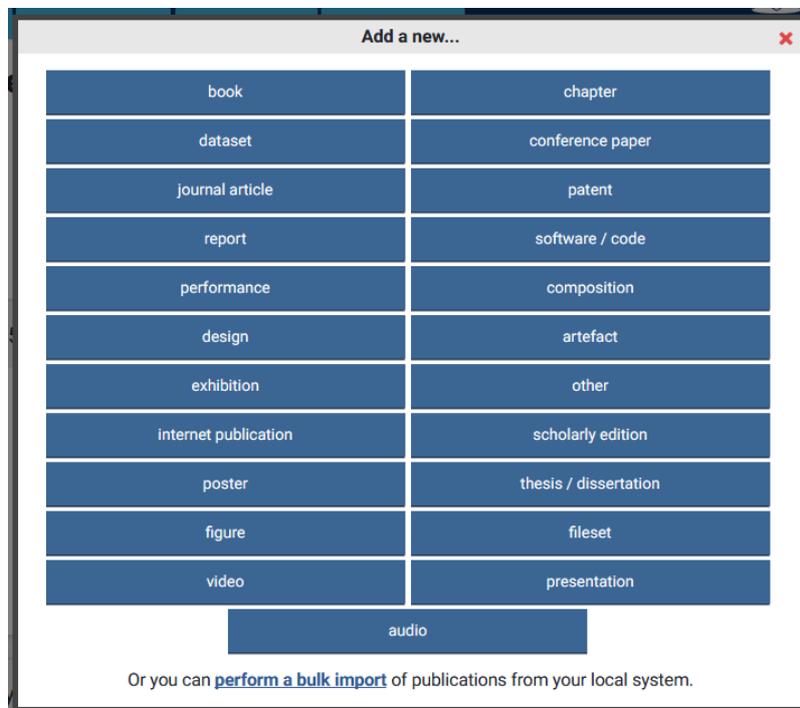
Step 2

After choosing your output type you'll see a variant of the below screen, asking you to input a title or sometimes an identifier such as a DOI or ISBN. Doing so allows Symplectic to search its existing records to see if a co-author has already added that output. It will also search external databases such as Web of Science, Scopus and so on. If Symplectic can find the output, you'll be able to claim it as yours and automatically add the information to your profile, which saves time.

However, if you're adding something that's either not been formally published, or is not indexed in external databases (for example, an art piece, a conference poster, or an exhibition), you may need to skip this step and fill in the record manually.

Step 3

Next, you'll see a form with a number of fields, much the same as the one in ARRO.

Only a handful of the fields are mandatory, and these depend on the output type. If you wish, you can fill in further information about the output.

Some mandatory fields common across output types:

- **Your relationship with the output**
  Please select 'Author of' even if it's not a written output (for example, a sculpture) or if you've only made a small contribution. Selecting 'Contributor to' may lead to inaccurate reporting within the system.
- **Authors**
  Please try to add all the ARU co-authors you know about – but there's no need to add all external co-authors if you don't have time, as we can add these later
- **Output title**
- **Keywords**
  We need at least one, but you can add as many as you wish
- **Publication status**
- **Peer review status**

Step 4

Locate the accompanying full text (or other file type ie. audio) of the output on your computer, indicate the version, and then click **Use this file**. Note that for formally published outputs such as book chapters, reports, magazine articles and the like, some publishers' copyright policies don't allow us to make the final, published PDF version available. Try to deposit your final accepted manuscript if you can, and if you are unsure about the copyright status of your work, submit it to us anyway, and we will be in touch if there is a problem. We don't make anything live on ARRO without carefully checking copyright and permissions.

If your output has no accompanying full text or appropriate file to attach, you can make a record in Symplectic without one, but in order to pass a record through to ARRO, there must be something attached. If you want a record of your work to be available to the outside world this won't be possible through Symplectic as it is an internal system. In this case, if you attach a dummy file or a document containing just an abstract, you can send the record through to ARRO where we can then remove the file if necessary. This is the best 'workaround' to making a metadata-only record of your research live on ARRO.

After clicking **Use this file**, some more options will appear, as below. You can now add additional files (for example, supplementary information). If you already know that your publisher has an embargo or license requirement, you can indicate it here if you wish. However, most of the time these tick boxes can left blank as Library staff normally undertake these checks, so simply click the Deposit button to complete the process.

1. Prepare deposit (step 1 of 3)

1 local file has been selected:

Test_paper.docx ✖
Accepted version

+ Upload another file

2. Add additional information (step 2 of 3)

I would like to specify an embargo: ☐

I would like to specify a reuse licence: ☐

3. Complete deposit (step 3 of 3)

By depositing, you confirm that you agree to the ARRO licence.

Deposit

Symplectic will send the file(s) and accompanying information over to ARRO for review. Library staff will either send you an email with a link to the record once it is live on the repository, or will ask for further information if needed. This process could take up to a few days. The Symplectic record will update itself with the deposit status (ie. 'In review' or 'Live') and will include details of the file that's been deposited and a link to the ARRO record.