

## Depositing your open data in LJMU Data Repository

### Open Data at LJMU

LJMU Data Repository (<http://openadata.ljmu.ac.uk>) is the university's institutional repository where researchers can safely deposit and store research data on an open access basis. LJMU Data Repository is linked to Symplectic, the LJMU research publications system. Data are uploaded to LJMU Data Repository via Symplectic.

### Depositing your data using Symplectic


- Log in to Symplectic (<https://symplectic.ljmu.ac.uk>) (See help section below, if required).
- Select **Menu**, then under **Manage** select **Publications**.
- To deposit a data set click on the down arrow next to **Add a new publication**, select **Add a new dataset** from the list.



- If your dataset has already been published and you know the DOI you can try to search for it within Symplectic – if you do not have this or it cannot be found click on **Skip**.
- Complete the appropriate fields – all field marks with a red asterisk are mandatory and must be completed.
- Check the Author field is displaying your name and remember to add any additional authors, by entering their name and clicking **+Add**. If your co-authors are from LJMU the system should prompt you that it has found them in the system. Ensure you select **Yes** if this is the correct person. This means that the article will then appear on their record also and avoid duplicates being added to Symplectic.

A screenshot of a dialog box with an orange background. The title bar reads '1 Symplectic Elements user found for "Follett M". Is this the right person?'. Below the title is a text input field containing 'FOLLETT, Maria L (LJMU)'. At the bottom right of the dialog are two buttons: 'Yes' and 'No'.

- Complete the form with as much information as you can as the more complete the record the easier it will be for people to find your dataset in the repository.

- Hover over the blue question mark  symbol to display help text to assist you in completing the different fields.
- Only enter a DOI and publisher information if the data has already been published elsewhere.
- Use the related dataset/journal paper URL field for additional published datasets or journal articles that relate to the dataset you are depositing.
- Click on **Save**.
- On the next screen, select Deposit to **LJMU Data Repository**.
- On the next screen, select **Choose File** to locate the file you wish to upload, leave the file version as (**None**) then select **Use this file**.
- To add additional files select **+Upload another file**.
- Alternatively, if your dataset is available open access elsewhere you can select **Enter an OA location** tab and input the URL where your data can be found. Please note this the data must be open access at this location.
- To deposit a file in LJMU Data Repository, it is necessary to grant a distribution/archiving licence to the repository management team. This does not affect your rights in any way – it simply grants permission to the LJMU administrators to make the dataset available in LJMU Data Repository, to archive it, and to migrate it to any new platform that might be used in the future. Clicking on **Deposit** grants those rights.
- The uploaded file will now be passed through to LJMU Data Repository. It will not be made available straight away – it will be checked by one of the repository administrators to ensure that we have all the information required to deposit the dataset. If the person checking the file has any questions, they will contact you by e-mail. When approved, the dataset will be assigned a DOI and will appear in LJMU Data Repository. You will be notified of this by email.

## Help and Support

| Support for Symplectic and LJMU Research Online           |   |
|---|---|
| For help accessing Symplectic                             | <a href="mailto:SymplecticHelp@ljmu.ac.uk">SymplecticHelp@ljmu.ac.uk</a>              |
| REF Manager and Symplectic Co-ordinator<br>Diana Leighton | <a href="mailto:d.j.leighton@ljmu.ac.uk">d.j.leighton@ljmu.ac.uk</a><br>0151 904 4672 |
| LJMU Data Repository Enquiries                            | <a href="mailto:researchdata@ljmu.ac.uk">researchdata@ljmu.ac.uk</a>                  |