

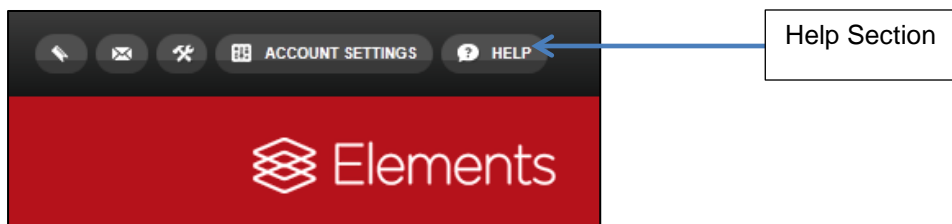
## Depositing your open access publications in LJMU Research Online

### Open Access Publishing at LJMU

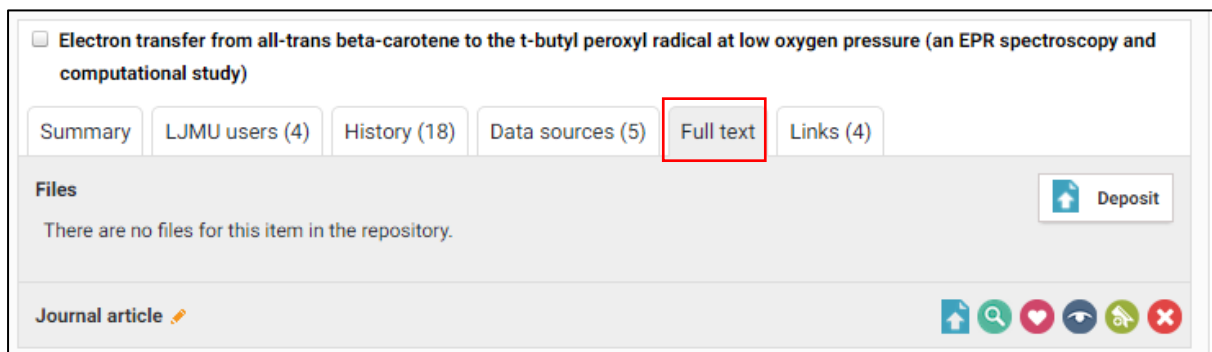
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- Log in to Symplectic (<https://symplectic.ljmu.ac.uk>) (problems logging in? See our help section below) and check that the publications you wish to upload are 'approved'. For help with approving documents use the Symplectic quick start guide. Once you are logged in this can be accessed from the HELP section on the top right hand side of the screen (see below)



- If the publication does not appear in your list, create a new manual entry (see Manual Entry section of this guide).
- Each publication entry has several tabs, select the **Full text** tab, to upload your document to the repository (see below):



- To upload your document select **Deposit**
- You will now be presented with a screen showing the publication summary, and in some cases **Deposit advice**. The deposit advice tells you which version of your article you are able to upload.

In most cases you will be uploading the final accepted version of the journal article submitted to the publisher (final author version which is not the same as the published version of the article). Ensure that you are aware of the publisher's open access policies and any embargo periods before depositing the paper in LJMU Research Online. If the deposit advice does not appear you can check your journal publisher's permissions using the SHERPA/RoMEO site: <http://www.sherpa.ac.uk/romeo/>

- To upload the file select **Choose File** to locate the file you wish to upload (this should be a PDF), ensure you select the correct **File version** from the drop down box (this is to indicate whether you are submitting the accepted version or the published version) and then select **Upload**.

The screenshot displays the LJMUR Online deposit interface. At the top, the article title is "Electron transfer from all-trans beta-carotene to the t-butyl peroxy radical at low oxygen pressure (an EPR spectroscopy and computational study)" by Jomova K, Kysel O, Madden JC, Morris H, Enoch SJ, et al., published in CHEMICAL PHYSICS LETTERS, 2009. The interface is divided into two main sections: "Deposit advice" and "Upload files".

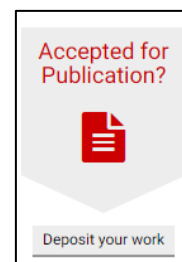
**Deposit advice:** This section is titled "SHERPA / RoMEO advice" and provides specific instructions for CHEMICAL PHYSICS LETTERS. It states that authors can archive the submitted version (pre-refereeing) and the accepted version (final draft post-refereeing), but cannot archive the publisher's version or PDF. A list of conditions follows, including pre-printing on websites like arXiv and RePEC, embargo periods of 12-48 months, and the requirement for a Creative Commons Attribution Non-Commercial No Derivatives License.

**Upload files:** This section is titled "Upload files" and contains a sub-section "Upload file". It prompts the user to "Upload files from your local machine:" and includes a "Choose file:" button (labeled "Choose File") and a "File version:" dropdown menu (currently set to "[None]"). An "Upload" button is located at the bottom right of this section. A red box highlights the "Choose file:" and "File version:" fields.

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## Creating a Manual Entry in Symplectic

- Log in to Symplectic (<https://symplectic.ljmu.ac.uk>) (problems logging in? See our help section below).
- To deposit a journal article click on the **Accepted for Publication** icon on the Home screen.
- For all other publication types select **Home, Menu, Publications** click on **Add a new publication** and select the appropriate publication type from the drop down list.



- If your item 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 – for journal articles remember to include Journal title, Issue, Volume and Publication Date (if you know this).
- 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.

A light orange dialog box with a thin black border. At the top, it says "1 Symplectic Elements user found for 'Follett M'. Is this the right person?". Below this is a white text input field containing "FOLLETT, Maria L (LJMU)". At the bottom right, there are two buttons: "Yes" and "No".

This means that the article will then appear on their record also and avoid duplicates being added to Symplectic.

- You will need to add a status, this will most likely be **Published** or **Accepted**. This refers to the status of the article in the publication process.
- You will need to add a **Date of Acceptance** – if your item has already been published and you do not know the date of acceptance just add the date of publication to this field as well as to the Date of Publication Field. You need to enter either an Author or Editor as appropriate (not both). Then click on **Save**.
- On the next screen click on **Deposit your publication** (if you used the **Accepted for Publication** option, see above, you will be taken straight to the upload screen)
- To upload the file select **Choose File** to locate the file you wish to upload (this should be a PDF), ensure you select the correct **File version** from the drop down box (this is to indicate whether you are submitting the accepted version or the published version) and then select **Upload**.
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- The uploaded file will now be passed through to LJMU Research Online. It will not be made available straight away – it will be checked by one of the repository administrators to ensure that the correct version has been deposited and any copyright conditions have been met. If the person checking the file has any questions, they will contact you by e-mail. When approved, the paper will appear in LJMU Research Online and you will be notified by email.

## Help and Support

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REF Manager and Symplectic Co-ordinator Diana Leighton	<a href="mailto:d.j.leighton@ljmu.ac.uk">d.j.leighton@ljmu.ac.uk</a> 0151 904 4672
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