

Depositing your open access publications in LIMU Research Online

Open Access Publishing at LJMU

LJMU Research Online is the university's institutional repository where researchers can deposit open access publications. LJMU Research Online is linked to Symplectic, the LJMU research publications system. You need to upload papers to LJMU Research Online via Symplectic.

Depositing your Publication using Symplectic

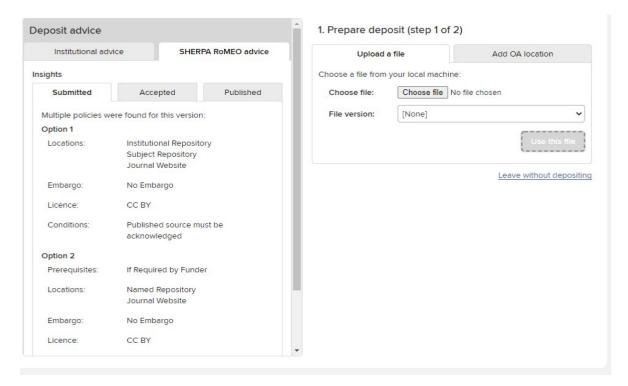
- Log in to Symplectic on campus you should be connected without needing to logon but from off campus you need to input your LJMU username followed by @ljmu.ac.uk and your LJMU password (problems logging in? See our help section below) and check that the publications you wish to upload are claimed and not in your pending list. For help with claiming documents use the Symplectic quick start guide which can be accessed from the HELP section on the top right hand side of the screen, once logged in.
- If the publication does not appear in your list, create a new manual entry (see Manual Entry section of this guide).
- In the Summary page for your paper you will see a Deposit button. If this is not visible select the **Summary** tab



- To upload your document select **Deposit** then the **Deposit** button next to **LJMU Publications** Repository
- You will now be presented with a screen showing the publication summary, and **Deposit advice**.
 The Institutional advice is the default and there may be further advice under the Sherpa RoMEO advice tab. This 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) so select the **Accepted** tab to check if you are able to deposit. If the deposit advice does not appear you can check your journal publisher's permissions using the SHERPA/RoMEO site:

- Please be assured that all deposits are checked before being made live so if you have mistakenly
 deposited the incorrect version we will get in touch with you.
- 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 Use this File

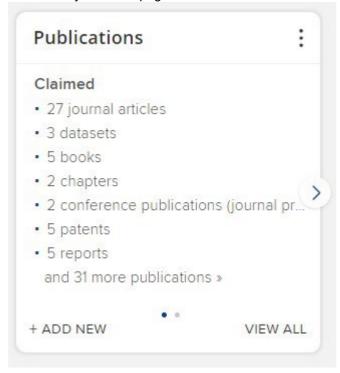


Select **Deposit** (see note below)

- Note: To deposit a file in LJMU Research Online, 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 paper available in LJMU Research Online, to archive it, and to migrate it to any new platform that might be used in the future. Selecting **Deposit** grants those rights.
- 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 email. When approved, the paper will appear in LJMU Research Online and you will be notified by email.

Creating a Manual Entry in Symplectic

- Log in to Symplectic (problems logging in? See our help section below).
- From your Homepage select **+Add New** in the Publications panel



- Select the publication type you want to deposit.
- 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 select **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 selecting +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.

 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, then select **Save**.
- On the next screen, 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 Use this file
- Select **Deposit** (see note below)
 - Note: To deposit a file in LJMU Research Online, 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 paper available in LJMU Research Online, to archive it, and to migrate it to any new platform that might be used in the future. Selecting **Deposit** grants those rights.
- 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 email. When approved, the paper will appear in LJMU Research Online and you will be notified by email.

Help and Support

Support for Symplectic and LJMU Research Online

For help accessing Symplectic - <u>SymplecticHelp@ljmu.ac.uk</u>

REF Manager and Symplectic Co-Ordinato, Diana Leighton - d.j.leighton@ljmu.ac.uk

LJMU Research Online Enquiries - researchonline@ljmu.ac.uk