

Guide to depositing an accepted paper in Spiral via Symplectic

Open Access Team

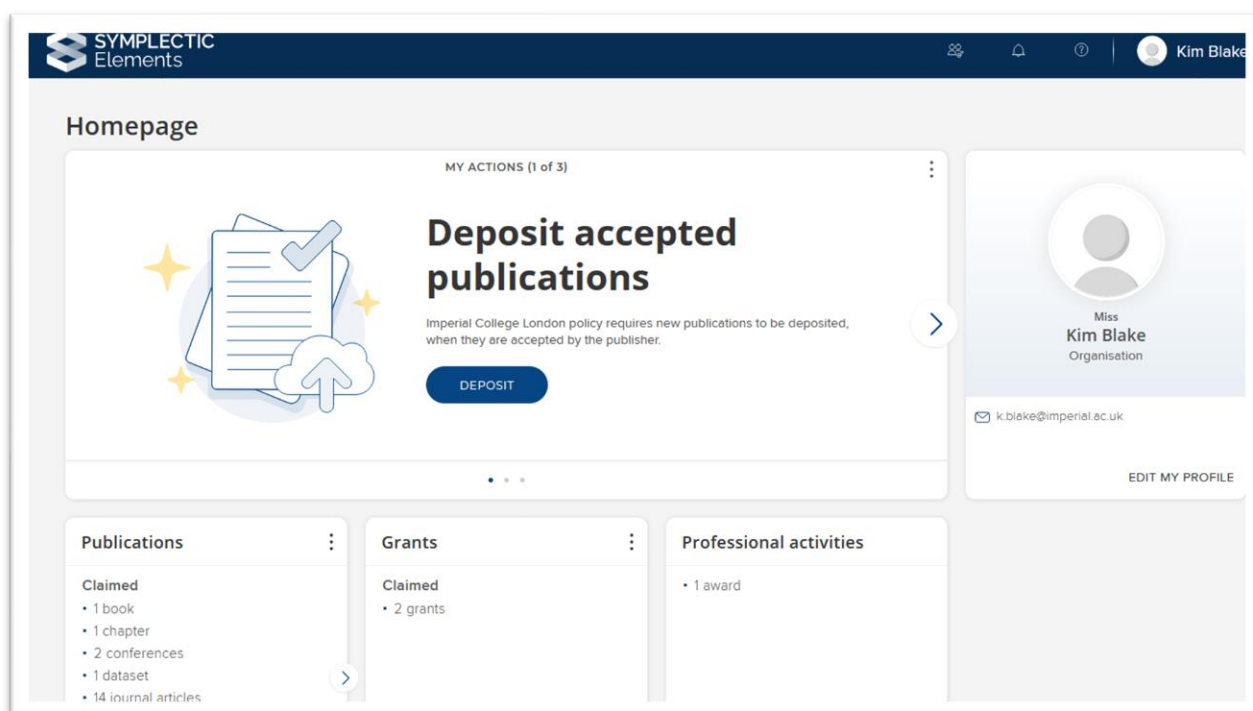
March 2023



To deposit an output to Spiral via Symplectic, you will need:

- A copy of the accepted paper
- The date of acceptance notification
- If you are UKRI funded, you will also need the paper's submission date

1. First, log in to [Symplectic](#) using your Imperial College credentials.
2. To deposit a journal article or a conference paper, click on **Deposit** under **Deposit accepted publications**.



3. Select the appropriate publication type

On-acceptance deposit

meet the requirements of REF2021, the **final peer reviewed manuscript** of journal articles and conference proceedings has to be deposited in a repository within three months of acceptance for publication.

Don't be concerned about journal embargos: the Library's open access team will check all submissions to ensure that embargo periods are respected in Spiral. If under embargo, your article can still be eligible for submission to the REF.

The accepted manuscript has to be deposited, even if the final version will be published on open access. If you require further information, please refer to the [Scholarly Communication site](#).

You will need the following :

- date of acceptance
- accepted manuscript
- open access fee or article processing charge (APC) information, if you want to apply for open access funding

Select your publication type to continue.

Available publication types

- CONFERENCE >
- JOURNAL ARTICLE >

3a. To deposit an output other than a journal article or conference paper, then click the **+ ADD NEW** in the **Publication** section and select the type of publication you wish to deposit

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Conference	Dataset	Design	Exhibition
Journal article	Other	Patent	Performance
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Thesis / Dissertation	Working paper	Figure	Fileset
Media	Presentation	Preprint	

This example will show you how to deposit a journal article. The process for depositing other outputs is very similar. For guidance on depositing a different type of output, please contact the Open Access Team at openaccess@imperial.ac.uk

- Once you have selected your output, enter the article title or DOI into the search field. **For accepted papers click on Skip**

Title or DOI

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If no results are returned, continue. If a result is returned, double-check that the record is the correct one for your output. If it has a file attached already and is live in Spiral, then you don't need to do anything. If the record only shows metadata, then double-check again that it matches your output, but please upload your own file, following from **Step 11** below.

- Complete all mandatory fields, marked *.

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Let's get started

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Enter all relevant data you have about your journal article. If you need to apply for funding for payment of an open access fee or an article processing charge (APC), include this information below. Mandatory information is marked by the red asterisk.

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6. In the Author field, click on **Add another person** to add other authors. There is also an option to add their type and contributor role. It is important to add all Imperial authors as this will link them to the paper and ensure that no duplication of records occurs.

* Authors

 [Blake, Kim](#) [edit](#) 

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Submission date (UKRI grant holders only):



If you cannot find your submission date or the date of acceptance, they will usually be on correspondence from the publisher.

8. To make your publication Gold Open Access, click on **Yes** to apply for APC funding. For more information about applying for APCs see [Applying for funding](#).

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9. Please add any additional information about your funding in the **APC Comments box**.

APC Comments:

If you have applied for APC funding, you will be notified of an outcome within three working days. Please don't request an invoice from your publisher before hearing back from us.

10. Click on **Save**.
11. Please link funders and grants to your paper.

Link funding

If your grant or funding is already listed tick the box and click on **Link Selected** and **Done**. Alternatively, you can search for your grant using the filters on the right-hand side of the screen

If you do not have a grant, click on **Not externally funded**. If you are unable to find your grant, click on **Grant not listed**. For help, see [Link research outputs to other entities](#).

- 12 Deposit your paper. Upload the **Author Accepted Manuscript, (AAM)**, which is the final draft without the publisher's layout. You can upload in PDF or Word Document format.

1. Prepare deposit (step 1 of 2)

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1. Prepare deposit (step 1 of 2)

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