

Depositing full text publications in Oxford University Research Archive using Symplectic Elements

Symplectic Elements holds bibliographic details of publications. Once you have verified details of a publication in Symplectic Elements as yours, you can easily deposit a copy of the full text in the Oxford University Research Archive (ORA) through your Elements user account. The bibliographic information transfers across to ORA together with the full text file, removing the need for manual data entry in ORA.

Symplectic Elements is managed by Research Services.
ORA is maintained and managed by the Bodleian Libraries.

Why deposit a copy in ORA?

- You will benefit from the high visibility offered by ORA. Unlike Symplectic Elements, ORA is open to external web search engines such as Google, meaning that material held in ORA will appear in Google searches.
- As many ORA items as possible are made open access, meaning that readers are easily able to read your work, even (in the case of articles) if they or their university library does not have a subscription to the journal.
- Items deposited in ORA will be preserved for long-term access and discovery as part of the Bodleian Libraries' digital collections.

General instructions about Symplectic Elements and how to create an account are available on the Research Support website at <http://www.admin.ox.ac.uk/researchsupport/awards/symplectic/>.

1. How to deposit copies of your publications in ORA via Symplectic Elements

1. Go to <http://www.admin.ox.ac.uk/researchsupport/awards/symplectic/>
2. Click on *Log-in to Symplectic* on right hand side.
3. You will need your Oxford SSO/WebAuth username and password.
4. Log in to Symplectic Elements and see the list of your claimed publications (*My Elements / Publications*). This is the **summary** page.
5. You can only deposit the full text of publications you have claimed (under the *Mine* tab). Research Services provides instructions on how to claim your publications. See <http://www.admin.ox.ac.uk/researchsupport/awards/symplectic/>. Click *Symplectic Elements Quick Start Guide* on the right hand side. Instructions are on page 2.

Summary page screenshot

This screenshot shows the *Detailed view*. For brief display click *Compact view*.

The screenshot displays the ORA interface with the following elements:

- Filters: Mine (5), Pending, Not mine
- Sort by: Reporting date (newest to oldest)
- Results per page: 10
- Page: 1-5 of 5
- Actions: Select all, Reject, Export, Compact view
- Item 1: **The role of an entity registry in scholarly communication: Exploring creative uses of research activity data** (Journal article)
- Item 2: **How to find information: a guide for researchers** (Book)

Journal Rankings

ISSN	SNIP	SJR	ERA2010	Impact Factor
1361-4533	-	-	C	-
1740-7834	-	-	C	-

Citations

Scopus	WoS	WoS Lite
0	?	?

Altmetrics

?

Click on the **title** of the work of which you'd like to add full text to ORA. This will take you to the page for this work.

NOTE: Clicking on this arrow symbol takes you directly to step 3.

Upload a new file to your institutional repository

As a member of the University of Oxford, your institutional repository is ORA.



Main work record page

The screenshot shows a web interface for managing a journal article. The top navigation bar includes 'MY PROFILE', 'MY ELEMENTS', 'REF2014', 'REPORTING', and 'EXPLORE'. The main title is 'The management and development of e-resources at LSE'. The left sidebar contains navigation options like 'My Profile', 'My Elements', 'Publications', 'REF2014', 'Reporting', 'Explore', 'System Admin', 'Actions', 'Reporting Dates', and 'History'. The main content area is divided into several sections: 'Journal article' with metadata (author: Rumsey S, serials: 18(3):192-195 Nov 2005), 'Journal Rankings' table, 'Citations' (Scopus: 2, WoS: ?, WoS Lite: ?), 'ORA' (Open Access Repository) information, and 'Data sources' (Manual record). The 'ORA' section includes a message about no files in the repository and a 'SHERPA/RoMEO' logo. The 'Data sources' section shows a 'Manual' record with ID: 78543FD0-58FB-4C4C-94C2-A529506EE40A, sub-type 'Article', title 'The management and development of e-resources at LSE', and an abstract.

ISSN	SNIP	SJR	ERA2010	Impact Factor
0268-4012	1.768	0.701	C	-
0953-0460	0.963	0.625	-	-



Scopus	WoS	WoS Lite
2	?	?

Sub types	Article
Title	The management and development of e-resources at LSE
Abstract	The Library at LSE provides access to a wide range of electronic resources: e-journals, databases, e-books and datasets. Managing these resources is challenging, and procedures and practices are being set up and improved. Working groups comprising

A brief version of the **SHERPA/RoMEO** information is displayed. SHERPA/RoMEO provides a summary of journal publishers' policies about deposit of full text in electronic archives/repositories such as ORA.

2. Helping us to help you


In order to help us compile reports to funding agencies, and allow ORA staff to offer support with both publisher and funder policies, please enter the following on the main research page:

1. Click on *Edit record* [blue button on RHS of record]. 
2. Scroll down to the *Notes* box.
3. Add the following (if relevant):
 - a. Funding body: [INSERT FUNDING BODY NAME];
 - b. Grant/Award number: [INSERT GRANT/AWARD NUMBER]; and
 - c. Full text in ORA embargoed until [DD/MM/YYYY].
4. Click *Save* [blue button bottom RHS]. 

3. Depositing full text in ORA

ORA

There are no files for this item in the repository. [Upload new file](#)


This is a RoMEO **green** journal. You may place any submitted version or accepted version of the publication in ORA, depending on your [publisher's policy](#). 

Click on the *Upload new file* button.


[Upload new file](#)

This takes you to the *Manage Full Text* page.
Note the fuller SHERPA/RoMEO information.

The management and development of e-resources at LSE [doi>](#)


Journal article 

Summary | Oxford users (1) | History (6) | Data sources (3) | Full text | Relationships (1)

 [Rumsey S](#)
Serials 18(3):192-195 Nov 2005 [Publisher URL](#) [DOI](#)
Reporting date: 01 Nov 2005

Files In ORA

There are no files for this item in the repository.

Upload a file 

If you have any questions about managing your full text please contact your [repository administrator](#).

Choose file No file selected. [Upload](#)


Copyright policies and archiving advice


Journal: International Journal of Information Management


Deposit advice from SHERPA/RoMEO: This is a RoMEO **green** journal. You may place any submitted version or accepted version of the publication in ORA, depending on the policies below.

Elsevier

Website: <http://www.elsevier.com/>

Submitted version:  author can archive submitted version (i.e. pre-refereeing)

Accepted version:  author can archive accepted version (i.e. final draft post-refereeing)

Publisher's version/PDF:  author cannot archive publisher's version/PDF

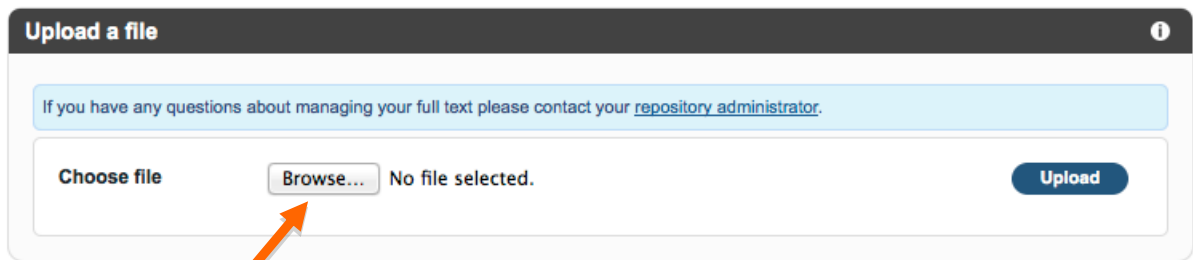
NOTE: SHERPA/RoMEO provides a good summary. However, we recommend you check the specific journal policy for permissions (see link on SHERPA/RoMEO record). Contact ora@bodleian.ox.ac.uk if you need help.

If your publisher requires an embargo period, write a note in the notes box (see step 2) or contact ORA to embargo the full text.

If you are unsure about what you are permitted to deposit in ORA either:

1. Deposit your **submitted final peer-reviewed version** (eg MS Word format).
ORA staff will check on your behalf; if you are permitted to use the publisher's PDF we can replace your supplied version.
OR;
2. Contact ora@bodleian.ox.ac.uk to ask for help

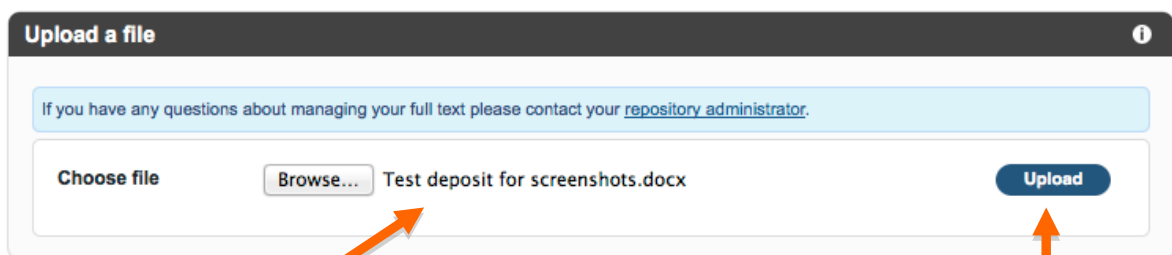
4. Select your file to deposit in ORA



The screenshot shows a web interface titled "Upload a file". At the top, there is a light blue banner with the text: "If you have any questions about managing your full text please contact your [repository administrator](#)." Below this, there is a section labeled "Choose file" which contains a "Browse..." button, the text "No file selected.", and an "Upload" button. An orange arrow points to the "Browse..." button.

Click on the *Browse...* button and select the file you want to deposit in ORA.

Then click the *Upload* button.



The screenshot shows the same "Upload a file" interface. The "Choose file" section now displays "Test deposit for screenshots.docx" next to the "Browse..." button. An orange arrow points to the "Browse..." button, and another orange arrow points to the "Upload" button.

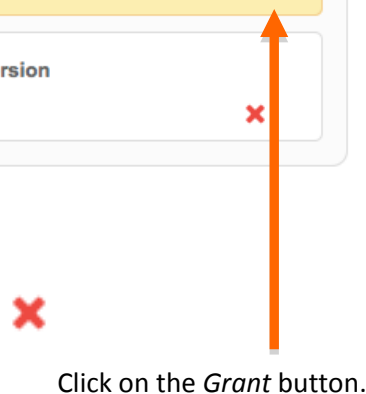
The file is now identified.

Upload the file.

5. Grant archiving rights



The file has been uploaded and appears at the bottom of the box. Click on *Distribution / archiving rights* to read the grant of licence. The red cross allows you to delete the file before you go any further. ✘ You are prompted to grant the archiving rights to ORA.



This message shows that you have granted the licence.

Your submission will be reviewed by ORA staff

Providing **the file has been uploaded** and **the distribution/archiving rights have been granted to the digital repository**, the bibliographic details and the full text file will have been sent to ORA. The submission will be checked before it appears on the open access ORA website.

Help

For help contact ora@bodleian.ox.ac.uk.

ORA helpdesk (01865) (2) 83809



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