

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 a dark header bar. On the left, there are tabs for 'Mine (5)', 'Pending', and 'Not mine'. The header bar contains 'Sort by Reporting date (newest to oldest)', 'Results per page 10', and '1-5 of 5'. Below the header, there are buttons for 'Select all', 'Reject', 'Export', and 'Compact view'. An orange arrow points to the 'Compact view' button. The main content area shows two items. The first item is a 'Journal article' titled 'The role of an entity registry in scholarly communication: Exploring creative uses of research activity data'. An orange arrow points to the title. Below the title, there is a 'Journal article' label and a row of icons. Below that, there are tabs for 'Summary', 'Oxford users (1)', 'History (2)', 'Data sources (3)', 'Full text (2)', and 'Relationships (1)'. The article details include the author 'Rumsey S, Loureiro-Koechlin C', the journal 'New Review of Academic Librarianship 16(SUPPL. 1):17-27 2010 DOI', and the reporting date '01 Jan 2010 Edit'. Below the details, there are three sections: 'Journal Rankings' with a table, 'Citations' with three circular gauges, and 'Altmetrics' with a circular gauge. The second item is a 'Book' titled 'How to find information: a guide for researchers'. It has similar tabs and details, including the author 'Rumsey S', the edition '2nd edition: 248 pages. Open University Press 01 Apr 2008', and the reporting date '01 Apr 2008 Edit'.

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

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 user interface for managing a journal article record. 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 author 'Rumsey S' and publication details; 'Journal Rankings' table; 'Citations' and 'Altmetrics' sections; 'ORA' section with a message about no files and a 'SHERPA/RoMEO' information box; and 'Data sources' section with a 'Manual' record, ID, sub types, title, and abstract. The abstract text is: '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'.

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

Scopus	WoS	WoS Lite	Altmetrics
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

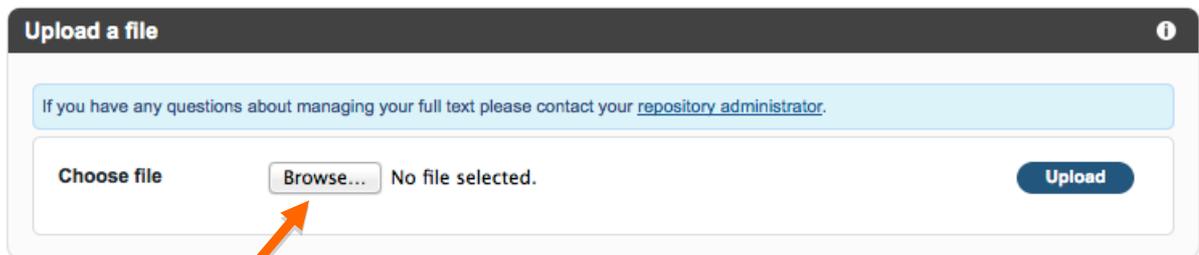
NOTE: SHERPA/RoMEO provides a good summary. However, we recommend you check the specific journal policy for permissions (see link on SHERPA/RoMEO record). Contact ora@bodleian.ox.ac.uk if you need help.

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

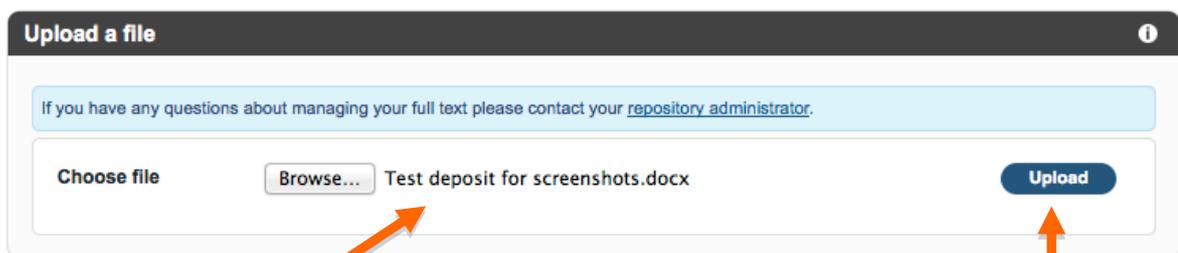
4. Select your file to deposit in ORA



The screenshot shows a dark header bar with the text "Upload a file" and an information icon. Below the header is a light blue box containing the text: "If you have any questions about managing your full text please contact your [repository administrator](#)." Underneath this is a white box with the label "Choose file" on the left, a "Browse..." button in the center, and the text "No file selected." on the right. A dark blue "Upload" button is located on the far right of this white box. An orange arrow points from the text below to the "Browse..." button.

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

Then click the *Upload* button.

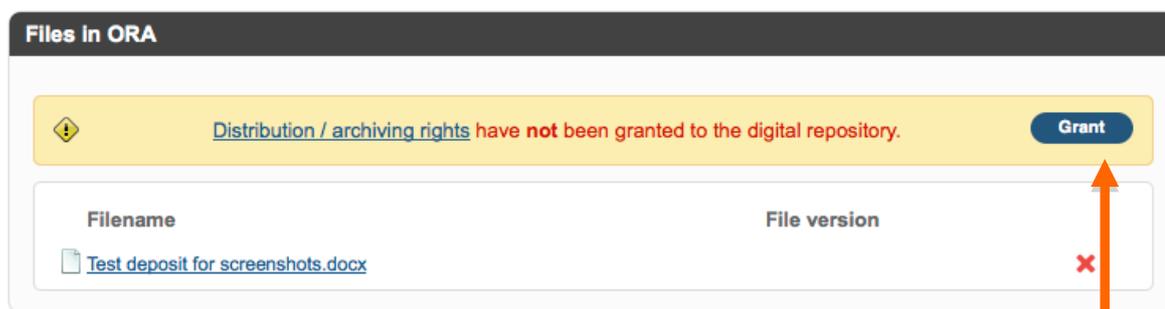


The screenshot shows the same "Upload a file" interface as above. The text "No file selected." has been replaced by "Test deposit for screenshots.docx". An orange arrow points from the text below to the "Test deposit for screenshots.docx" text. Another orange arrow points from the text below to the "Upload" button.

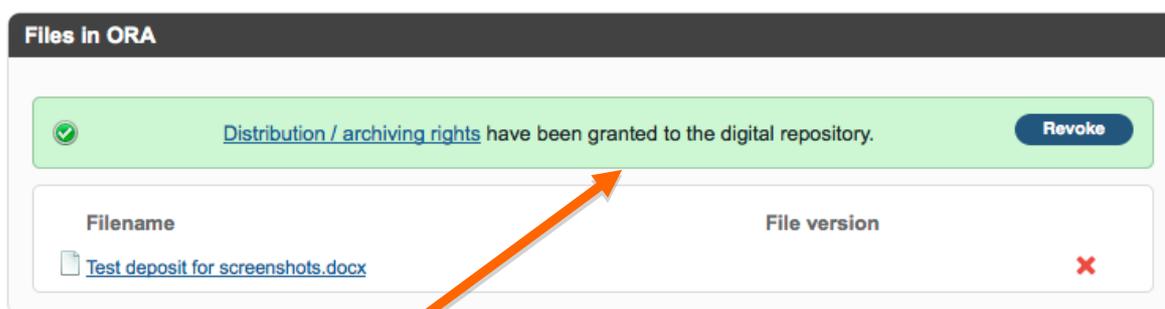
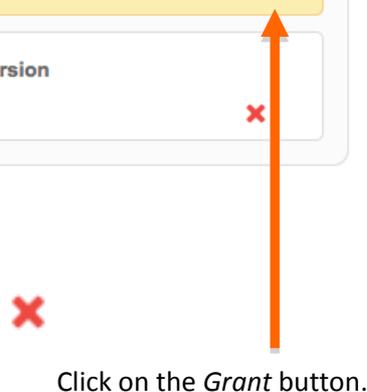
The file is now identified.

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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