

How to deposit a preprint

This guide explains how to deposit a new preprint output in Symplectic Elements.

Please note: the preprint template should only be used for outputs that are not under review with a journal. For outputs that have been submitted to or accepted by a journal, please instead use the journal article template.

Depositing a preprint

1. Go to the Symplectic Elements webpage <https://symplectic.leeds.ac.uk>.

This system uses the University's single sign on (SSO); depending on whether you have already signed in to University systems, you may be asked to do so using your **username@leeds.ac.uk** and **password**.

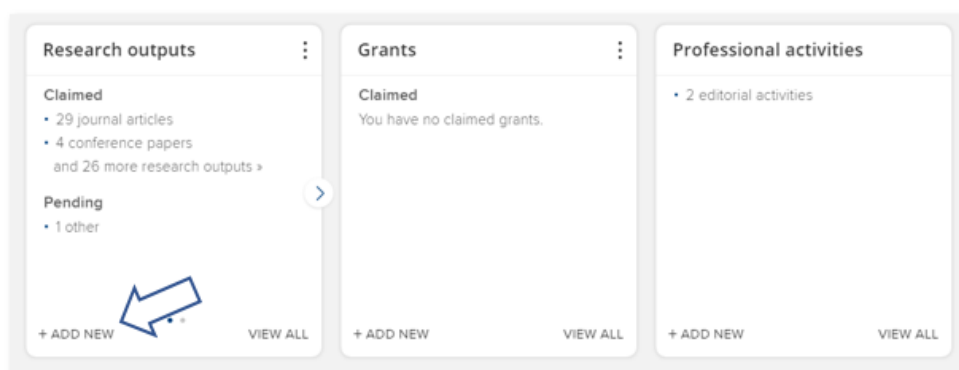
Please note that you may be prompted to allow the connection to Symplectic the first time you use the new URL.

2. You will be taken to your Homepage.

You may see a pop-up window containing log-in announcements; if so, please press 'OK' to continue.

(Note: If you would prefer not to see the announcement pop-up each time you log-in, you can check the 'Don't show me this message again' box, and press 'OK'. You won't be shown the pop-up again on log-in until the message changes; however, you can always view the current log-in announcement by going to Menu > My Profile > Guidance > Login Announcement.)

3. On your Homepage, scroll down to your 'Research outputs' tile and click the plus sign (+) 'Add New'.



4. A new 'Add a new research output' window will open. Choose 'Preprint' from the options listed.

age

Add a new research output

Select research output type

Journal article Conference paper Presentation (conference/workshop etc) Book

Chapter Conference abstract Preprint Report

Internet publication Performance Composition Exhibition

Poster Artefact Design Patent

Scholarly edition Software / Code Thesis / Dissertation Other

Dataset Media Working paper

CANCEL

5. You will be directed to a new 'Let's get started' screen. Enter the Title or DOI for your preprint and click 'Search'.

Add preprint

Let's get started Tell us more Link to funding

i Enter your preprint title or DOI

Your preprint may already exist in Symplectic Elements, so to save time you can search for it here and claim it. Titles returned may contain any of your search words.

Title or DOI

Depositing a preprint

Skip Search

Cancel

6. Review any potential matches identified by the system:
- If the correct preprint is listed, click the 'Claim' button and skip ahead to step 9 below.
 - or**
 - If the correct preprint is not listed – or if you already know that the preprint does not exist in the system – then you can click on the 'Skip' button.

Add preprint

Let's get started | Tell us more | Link to funding

i Enter your preprint title or DOI

Your preprint may already exist in **Symplectic Elements**, so to save time you can search for it here and claim it. Titles returned may contain **any** of your search words.

Title or DOI

Depositing a preprint

[Skip](#) [Search](#)

In Symplectic Elements - Showing 2 results [Explain these results](#)

Depositing a preprint

Other AN

[Claim](#)

7. You will be directed to a new 'Tell us more' screen where you can begin to populate the preprint form. Mandatory fields are marked in the form with a red asterisk *.
- You will be prompted to select your preferred 'Relationship privacy' level (Private, Internal, or Public). Additional guidance on privacy level settings and options in Symplectic Elements can be found via the Information about privacy settings link in the main 'Help' menu.
 - Add as much additional information as you can, including the preprint server the output is posted on (eg. Arxiv, BioRxiv, SSRN, etc.) and the DOI or Publisher URL that leads to the output on the preprint server (please do not add a link to any other version).

- The 'Publication date' is the date the preprint appeared on a preprint server – this field can also be left blank.

Add preprint

Let's get started **Tell us more** Link to funding

What do I need to do?
This template should only be used for items that are not under review with a journal. For items that have been submitted to, or accepted by a journal, please use the journal article template.

Research output privacy

PRIVATE INTERNAL **PUBLIC**

This research output may be displayed publicly by Leeds.

What is your relationship with this preprint?

☒ Author of ☐ Editor of
☐ Translator of ☐ Contributor to

Relationship privacy

PRIVATE **INTERNAL** PUBLIC

This research output may be displayed publicly by Leeds. Its relationship to you will be visible to other users of Symplectic Elements but should not be displayed publicly.

Essential Information

Title Depositing a preprint

Authors [Add another person](#)

Publication date

Preprint server

DOI

Abstract

- Once you have filled out the relevant fields, click the 'Save' button near the bottom of the screen.

AUTHOR URL

Language

Associated dataset [link]

?

CANCEL SAVE

- You will be directed to a new 'Link to funding' screen. Grants you are associated with should be filtered for by default and listed on this screen:

- a. If the research was externally funded and the grant(s) can be seen in the list, tick the appropriate grant(s), click on 'Link selected', then 'Done'.
- or**
- b. If the research was externally funded but the grant(s) cannot be found in the list, click on 'Grant not listed'. (You can also click this option if you do not currently have the funding information to hand and intend to add this information later.)
- or**
- c. If the research was not externally funded, click on 'Not externally funded'.

10. You will be taken to a new 'Thank you' screen, where you can now deposit the preprint by clicking on the 'Deposit to White Rose Research Online' button.

11. You will be taken to a new 'Deposit' screen:

- a. If you would like to add a preprint file, you can upload it here. Click 'Choose file' and navigate to your file. Select 'Preprint (pre-submission)' from the 'File version' drop-down menu, then click the 'Use this file' button. (Note: a PDF version of the file is preferred, where possible.)
- or**
- b. If you do not wish to add a preprint file, you can click the 'Deposit without files' link.
- or**
- c. You can instead choose to enter a link to a publicly available preprint version. Select the 'Add OA location' tab, enter the URL, select 'Preprint (pre-submission)' as the version from the drop-down menu, then click the 'Save location' button.

< RETURN TO THE PREVIOUS PAGE

Deposit research output: Depositing a preprint

You are about to deposit this preprint to White Rose Research Online

Deposit advice

Institutional advice

If your research output will be made available with gold open access you can upload the published PDF, or enter the link to the published version in the "Enter an OA location" tab.

Otherwise, please upload the author accepted manuscript of your output. This is the version that has been peer reviewed and accepted for publication, but has not yet been copyedited or formatted by the publisher.

The Library will apply the rights retention element of the [Publications Policy](#) and make all journal articles published with [these publishers](#) immediately open access by applying a CC-BY licence to the AAM. Otherwise, the normal publisher policy and specified embargo period will be applied.

Please use the deposit comments box to tell us:

- if you want to opt out of the University Publications Policy rights retention requirement to make your journal article immediately open access (see [Library rights retention webpages](#) for more details)
- if your research output has been published with gold open access
- the date your research output was accepted if you haven't already done so
- more about your data access statement
- anything else about your research output

Click "Deposit my publication" to complete the process. We aim to contact authors within 5 working days if there are any problems with a deposit. We will only contact authors if an issue is identified.

If you have any questions or would like to request an update to a record, please email research@library.leeds.ac.uk.

1. Prepare deposit (step 1 of 2)

Upload a file

Add OA location

Choose a file from your local machine:

Choose file:
 No file chosen

* File version:

[Deposit Without Files](#)

[Leave without depositing](#)

1. Prepare deposit (step 1 of 2)

Upload a file

Add OA location

If your publication is already available elsewhere in Open Access form, please enter the location here:

* OA location:


* File version:

[Leave without depositing](#)

12. The screen will update with confirmation of any file or link that you have provided. If you would now like to add a comment or message for the Library team, you may do so in the 'Deposit comment' box.

1. Prepare deposit (step 1 of 2)

1 local file has been selected:

 Test file.pdf
Preprint (pre-submission) 

[+ Upload another file](#) [+ Enter an OA location](#)

Deposit comment:

13. Complete the process by clicking the 'Deposit' button

2. Complete deposit (step 2 of 2)

By depositing, you confirm that you agree to the [White Rose Research Online \(revised Apr 2022\)](#) licence.

Deposit [Skip this step](#)

What happens next

Once the item is deposited, the Library will check the item and will contact you if there are any queries.

Any preprints that are made publicly available via the institutional repository, [White Rose Research Online](#) (WRRO), will have a clear banner confirming the item is a preprint and as such it may not have undergone formal peer review.

If you have any questions about your deposit, please contact research@library.leeds.ac.uk

Further information

Help and user guides for Symplectic Elements can be found via the 'Help' menu at the top right of the Home page:



Further information can also be found via the [IT Service Desk](#) or the Library's [Open Access](#) pages.

For general Symplectic Elements queries, please contact the [IT Service Desk](#) or telephone: +44 (0)113 343 3333.