

# Symplectic Elements

## Guide to Depositing Research Outputs



**This guide outlines the process of using Symplectic Elements to deposit your research outputs to Hope's Institutional Research Archive (HIRA)**

# Contents

Symplectic Elements .....	1
Guide to Depositing Research Outputs.....	1
What is HIRA?.....	3
Open Access Policy.....	3
Benefits of Open Access.....	3
How to deposit a claimed output .....	4
Login .....	4
Repository Status .....	5
Deposit: Step 1 .....	6
Deposit: Step 2 .....	8
Deposit: Step 3 .....	9
Depositing other types of output.....	9
After Depositing .....	10
In OA Policy .....	10
Support.....	11

## What is HIRA?

Hope's Institutional Research Archive (HIRA) is the showcase for scholarly outputs produced by academic staff and researchers at Liverpool Hope University. It contains bibliographic information and, where permitted, the full text of research outputs.

HIRA provides and preserves online access to the digital research assets of the institution. Hosting research outputs on HIRA enables the University to comply with the Research Excellence Framework (REF) Green Open Access mandate.

## Open Access Policy

Liverpool Hope University's open access policy requires staff to add the full text of journal articles and conference proceedings (if published with an ISSN) to HIRA.

In order to be eligible for the REF (Research Excellence Framework), these outputs should be added to HIRA within 90 days of being accepted for publication. Even where an output is published open access by the publisher, the university requests that staff still add a version to HIRA.

For other outputs that fall outside the REF policy, such as monographs, book chapters and creative outputs, Liverpool Hope University encourages researchers to make a version of their research outputs available open access, wherever possible.

## Benefits of Open Access

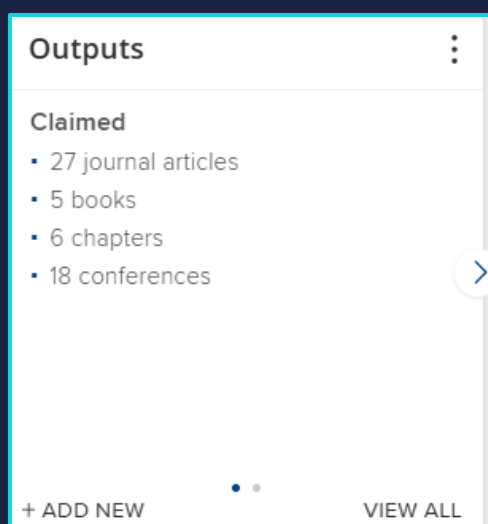
Making research outputs open access allows researchers to disseminate their scholarly work to a wider audience. Open Access gives those outside of academia, including practitioners, policymakers, charities, small businesses and independent researchers, greater access to research. Smaller institutions and researchers in developing countries can also discover research that would otherwise be inaccessible to them.

# How to deposit a claimed output

If you have claimed publications which have not yet been deposited to HIRA, you will receive a notification from Symplectic asking you to do so. Please note that this notification only applies to outputs that fall within the scope of the open access policy (journal articles and conference proceedings published with an ISSN). You are encouraged to deposit all output types to HIRA.

## Login

Login to Symplectic from <https://research.hope.ac.uk> using your university username and password. Alternatively, you can follow the link from the My Research section of MyHope.

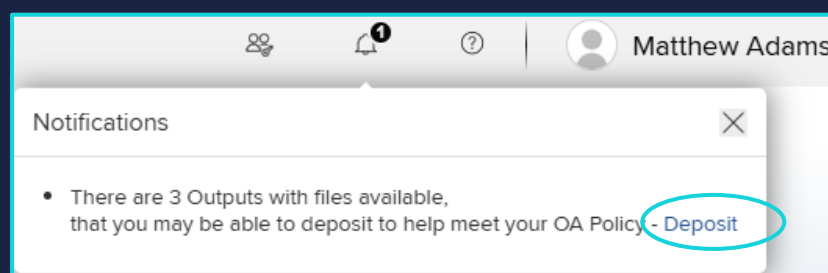


From the homepage, under Outputs, click on View All to see your claimed publications and any that may still be pending.

Note that if an output is pending, you will need to claim it first before you can deposit it to HIRA. When you first claim an output, you should be presented with an option to 'claim and deposit'.

If you want to deposit an output that does not yet appear in your list of publications, you will need to create a manual entry first by clicking +ADD NEW

You may also see a notification in Symplectic advising you that there are outputs with files available, which you may be able to deposit. This means that Symplectic will have identified an online source (e.g. from a publisher website or a database such as PubMed) which can then be attached. Clicking on this Deposit link will present you with a list of any such outputs.

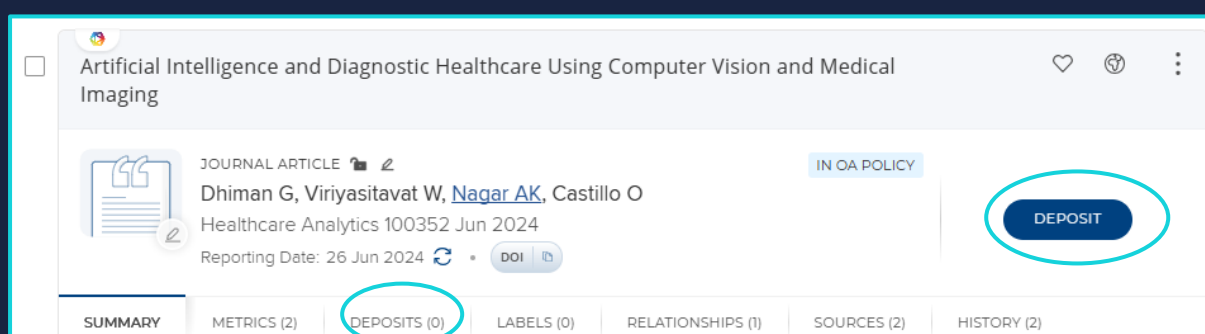


# Repository Status

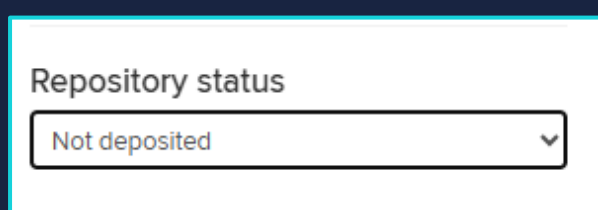
From your list of publications, select the research output that you wish to deposit. At the bottom of the record, you will see a number of tabs. The default display is Summary. Two tabs along is Deposit. If the output has already been deposited to HIRA, it should say (1) next to Deposits. You can click on this to confirm the output is in HIRA.



If the output has not been deposited, this tab should show (0) and there will be a blue, 'Deposit' button displayed on the right-hand side of the record, as shown in the example below. Click Deposit.



If you are unsure which outputs need to be deposited, you can also use the filters, which can be found on the right-hand side of the page. One such filter is 'Repository Status.'



Under 'Repository Status,' the default display will be 'any' but this can be changed to display only outputs that have been either 'deposited' or 'not deposited.'

# Deposit: Step 1

When you click on Deposit, you will be presented with information explaining the university's Open Access Policy and why you need to deposit your research output to HIRA. If the output is a journal article or conference proceeding (published with an ISSN) then the advice will explain that depositing a version to HIRA is essential in order to meet open access compliance requirements for the REF.

Deposit advice

Institutional advice

Open Access Policy

Liverpool Hope University's open access policy requires staff to add the full text of journal articles and conference proceedings (if published with an ISSN) to Hope's Institutional Research Archive (HIRA).

In order to be eligible for the REF (Research Excellence Framework), these outputs should be added to HIRA within 3 months of being accepted for publication.

You should normally deposit the Author's Accepted manuscript. This is your version of the manuscript, after peer review and incorporating any final changes, but before publisher type-setting or copy-editing.

All deposits will be checked for copyright compliance and to ensure that the correct version is displayed, before being made visible on HIRA. If you have any questions, please contact Matthew Adams, Research Support Librarian, on [libraryresearch@hope.ac.uk](mailto:libraryresearch@hope.ac.uk)

**You can find up to date information about the REF's open access policy at:**  
<https://2029.ref.ac.uk/guidance/ref-2029-open-access-policy/>

## 1. Prepare deposit (step 1 of 3)

Upload a file

Add OA location

Use a file from an external source:

File: [Reassessing the curvature effect in tables and chairs.pdf](#) from Europe PubMed Central

Use this file

You may see an option to upload a file from an external source, if Symplectic has identified one. This would normally be the case if the article has been published open access and/or is available from a source such as PubMed.

Please check the details and ensure that this is the correct file. If so, click on 'Use this file' to attach it. Alternatively, you can choose your own file to upload.

1. Prepare deposit (step 1 of 3)

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](#)

If you are uploading a file, select which version of the output you are attaching, for example the accepted or published version. Click 'Choose File' and select the correct file to upload.

1. Prepare deposit (step 1 of 3)

Upload a file

Add OA location

Choose a file from your local machine:

Choose file:  Symplectic Reporting.docx

\* File version:

[Deposit Without Files](#)

[Leave without depositing](#)

Once you have attached a file and specified the version, click on 'use this file.'

1. Prepare deposit (step 1 of 3)

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](#)

Or, if the publication is already available and has been published open access, you can enter the URL here, by selecting 'Add OA Location.'


## Deposit: Step 2

Once you have selected a file to deposit, you will be presented with a series of options where you can add further information.

2. Add additional information (step 2 of 3)

I would like to specify an embargo: ☐


I would like to specify a reuse licence: ☐

Deposit comment: 

If you know that an embargo period is required, and/or you know the required creative commons license, you can enter this information here. [Jisc's Open Policy Finder](#) can provide this information, however you do not need to enter anything here if you are unsure. This information will be checked by the library and added if necessary.

2. Add additional information (step 2 of 3)



I would like to specify an embargo: ☒


Embargo period:  12 months 

Comment:  Required by publisher


If you do tick either of these boxes, you will then have the option to specify the embargo period and licence. You can also provide additional information for library staff.

I would like to specify a reuse licence: ☒

Reuse licence\*:  CC BY 

Comment:  I think this is the correct license but please check

[Attribution - CC BY](#)

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## Deposit: Step 3

### 3. Complete deposit (step 3 of 3)

Deposit

[Leave without depositing](#)

Click on Deposit. The output will be sent to HIRA, where it will be checked by library staff before being approved. Don't worry if you are unsure about the embargo period or which version to use. This will all be checked and the library will contact you if any further information is needed or if anything needs changing.

If you have previously used HIRA to deposit outputs, you will notice that you do not need to enter many of the details that you did previously, for example title, abstract, journal name, publisher, date of acceptance and publication etc. All of this information has already been gathered by Symplectic and will be transferred to HIRA. The only time you will need to complete this information is if you are adding the details of an output manually – before the publication has been found by Symplectic. A separate guide on how to add an output manually can be found on the library's [Research Services web pages](#).

## Depositing other types of output

If the output is, for example, a book or book chapter, then there is no REF open access requirement to be met. However, the university would still like researchers to deposit a version to HIRA (if permitted by the publisher) and the advice that you see will reflect this.

#### Deposit advice

##### Institutional advice

##### Open Access Policy

The full text of Journal articles and conference proceedings published with an ISSN should be deposited to HIRA within 3 months of being accepted for publication, in line with REF open access requirements.

For other outputs outside the REF policy, such as books, chapters and creative outputs, Liverpool Hope University encourages researchers to make a version of their research outputs available open access, wherever possible.

If you are permitted by the publisher to upload a full text document (for example an author accepted version of a book chapter) then please do so. (Items will always be checked before being made visible on HIRA).

If this is not permitted, please select the option to 'deposit without files' option. If you are unsure, please contact Matthew Adams on [libraryresearch@hope.ac.uk](mailto:libraryresearch@hope.ac.uk) for further advice.

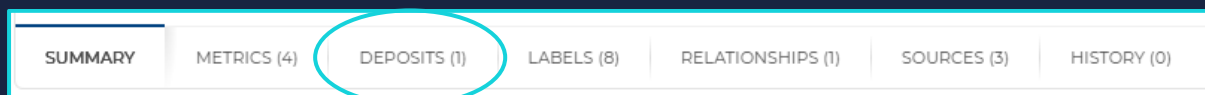
Apart from this small difference, the process is the same as that described in the stages above.

As with in scope outputs, you can attach a file and select the relevant version of the article or provide a link to the OA location.

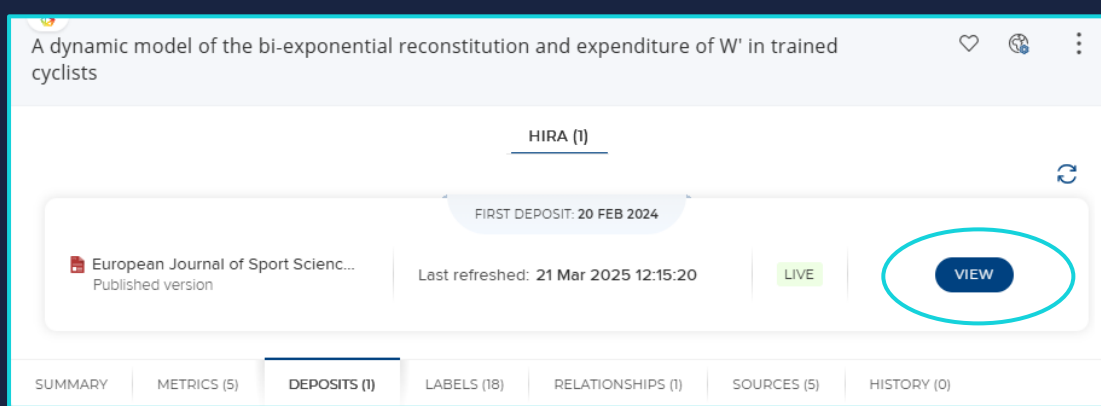
Don't worry if you are unsure whether the full text is permitted by the publisher. This will always be checked before the output is made live in HIRA.

## After Depositing

Now, in your list of publications, the summary should no longer show a 'deposit' button on the right-hand side. Instead, the Deposit Tab should display (1).



Click on this tab to see confirmation that the output has been deposited to HIRA. Clicking 'view' will take you to the record in HIRA itself.



## In OA Policy

You may notice that when viewing your list of publications, some records will have a label stating 'In OA Policy.'



This should be visible when an output falls within the scope of the university's open access policy and meets the following criteria:

- The research output should be published open access and available immediately

OR

- If not published open access, the full text should be deposited in HIRA within 90 days of being accepted for publication. The output should be live in the Repository and should have at least one file attached, that is not indefinitely embargoed. This should be either the accepted or published version, depending on publisher restrictions.

Please note that the OA Policy covers the current REF period, so applies to publications from January 2021 onwards. Therefore, outputs from before this period will not have this label applied.

Outputs that fall outside the OA policy (for example monographs, chapters, creative outputs etc.) will not have this label applied.

## Support

For help and support with any stage of this process, please contact the university's Research Services Librarian, Matthew Adams, on [adamsm2@hope.ac.uk](mailto:adamsm2@hope.ac.uk)

**November 2025**

**Matthew Adams**