

# Symplectic Elements

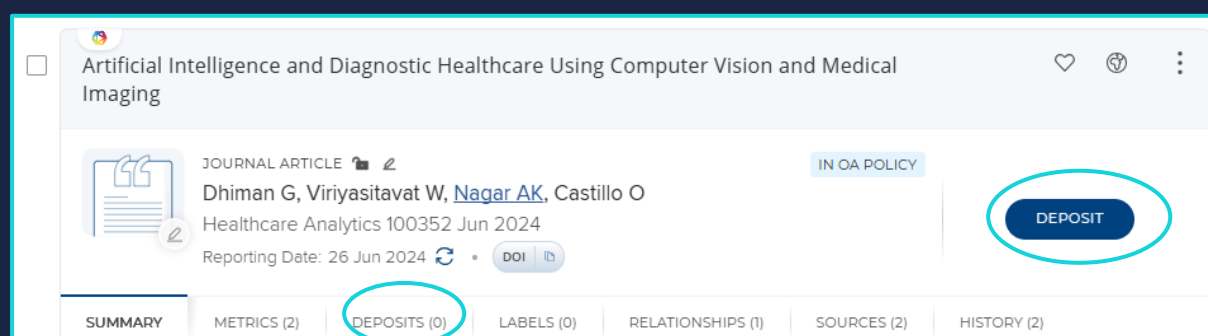
## How to Deposit Research Outputs to HIRA Quick Guide

### Login & View Outputs

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.

If an output has not been deposited to HIRA, the Deposit tab at the bottom of the record 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.



### 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 within 90 days of being accepted for publication is essential in order to meet open access compliance requirements for the REF. If it is a monograph, book chapter or other type of output where there is no REF OA requirement, the university still asks that you deposit such outputs to HIRA. The advice you see will reflect this.

### 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

The first step is to select a file to attach. You may see an option to upload a file from an external source, if Symplectic has identified one. 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: 

Choose File

 No file chosen

\* File version: 

[None]

[Deposit Without Files](#)

Use this file

[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: 

Choose File

 Symplectic Reporting.docx

\* File version: 

Accepted version

[Deposit Without Files](#)

Use this file

[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: 

Enter a URL

\* File version: 

[None]

Save location

[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: ☒

Embargo period: ? 12 months ▼

Comment: ? Required by publisher

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

## 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.

## 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).

|         |             |              |            |                   |             |             |
|---------|-------------|--------------|------------|-------------------|-------------|-------------|
| SUMMARY | METRICS (4) | DEPOSITS (1) | LABELS (8) | RELATIONSHIPS (1) | SOURCES (3) | HISTORY (0) |
|---------|-------------|--------------|------------|-------------------|-------------|-------------|

## 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)

Matthew Adams, November 2025