Symplectic Elements

## Guide to Manually Adding a Publication

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Background to Manual Records

Symplectic discovers published research outputs from a wide variety of online sources and databases. However, if you want to add a publication to your profile that has not already been discovered by Symplectic, you can create a record manually.

You may wish to do this if you want to add a research output as soon it has been accepted for publication. Also, some outputs such as book chapters, presentations and creative outputs may be less likely to be discovered from online sources by Symplectic, so may need to be added manually. The following instructions take you through this process, step by step.
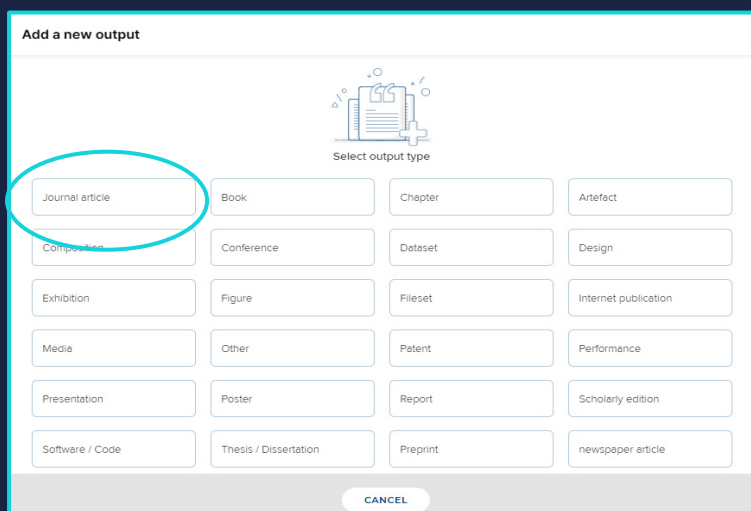
Login

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.
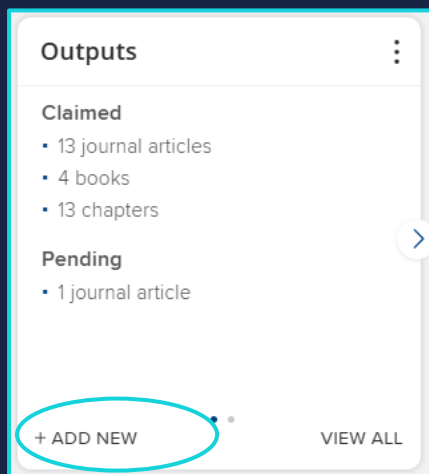
From the Outputs section on the home page, select + ADD NEW.

You will then be presented with a list of output types.

Select Output Type

Select the relevant output type. For this guide, we will focus on a journal article but the process is the same for all output types.

The main difference for other output types is the fields of information that you are required to fill out.

You can add the title of the output at this stage and click on Search. The system will check and confirm that you are not creating a duplicate, for example if the output has already been discovered by Symplectic or if a co-author has already created a manual record.

If this isn't necessary, you can just click on Skip. Next, select 'Public', as shown below, to indicate that the record of your output will be displayed publicly in Symplectic.

Next, confirm that you are the author of the research output. The 'Relationship Privacy' is automatically set to Internal for all outputs so should not be changed.
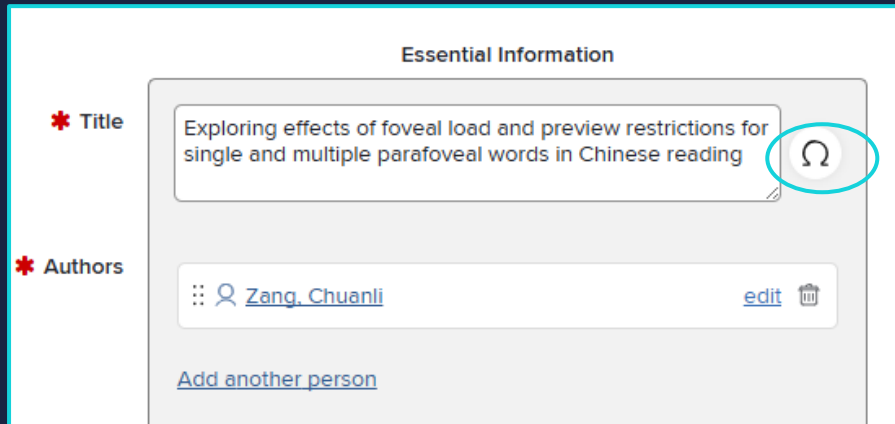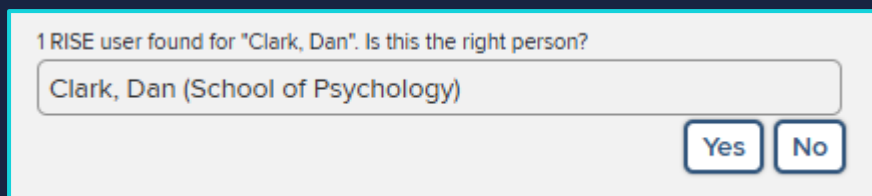
Title and Authors

If you entered the title in the previous step, it should appear here automatically. Otherwise, enter the full title of the research output.
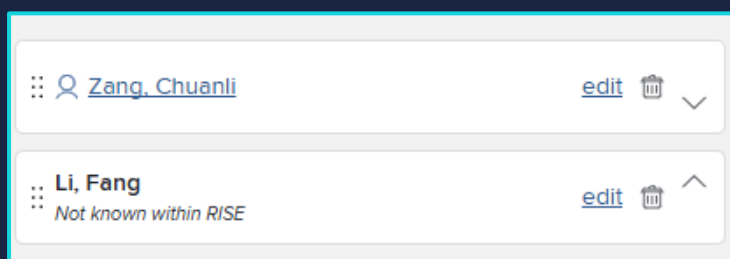

You can click on the icon to the right to insert a symbol or special character, for examples letters with accents.

You should be automatically identified as the author. If you wish to add a co-author, click on 'add another person.' If it is another Liverpool Hope author, then when you type their name, Symplectic should identify them and ask you to confirm.

Or, if it not a Liverpool Hope author, it will be displayed like this.

Journal Details

The next step is to enter the title of the journal. When you start typing, it should bring up a list of journals which you can select from.

Select the status of your research output (for example, accepted or published).

Enter the dates associated with your output. Please make sure you enter the date of acceptance, as this is required when the record is exported to HIRA.

There is a field asking for Author URL but this is not needed. Similarly, you do not need to add anything in the Addresses field. For journal articles, you do not need to enter details of Editors.

The next step is to enter further details about the publication. If you have the details at this stage, please enter the journal's volume, issue number, page number, DOI and publisher. If the article has only been accepted and not yet published, then you don't need to fill out this information. The record will be updated following publication.

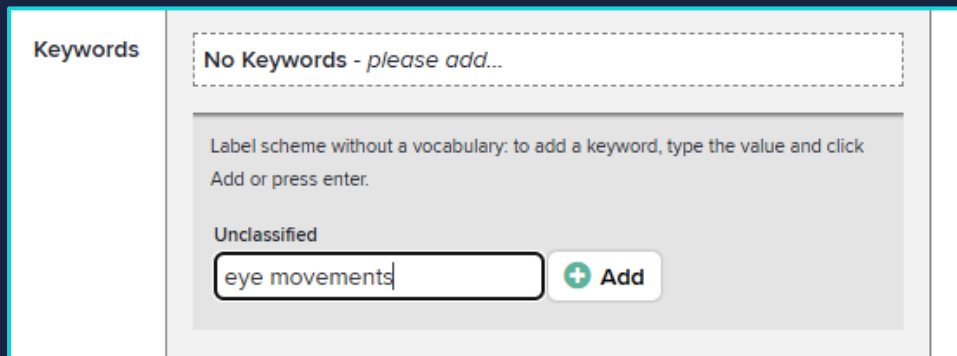| Volume	8
Issue	5
DOI	10.1016/j.jml.2025.104716 ✓
Edition	
Article number	
Pagination	Begin page: 34 End page: 46 Page count:
Publisher	Elsevier

If you have the publisher URL at this stage, then please add it here, along with the journal's ISSN.

Publisher URL	https://www.sciencedirect.com/science/article/pii/S0749596X ✓
Medium	
ISSN	0749-596X
eISSN	1096-0821
Country	
Abstract	Two experiments are reported that used the boundary paradigm to investigate how foveal lexical processing load (high/low frequency) of a pre-target word

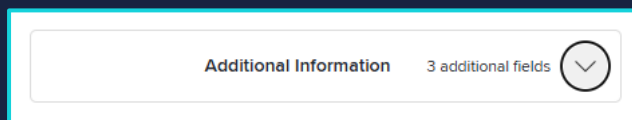Please also add the abstract.

Keywords & Other Information

Adding keywords can help aid the discoverability of your output. Type in your keyword and click on 'Add.' You will need to repeat this for each keyword.
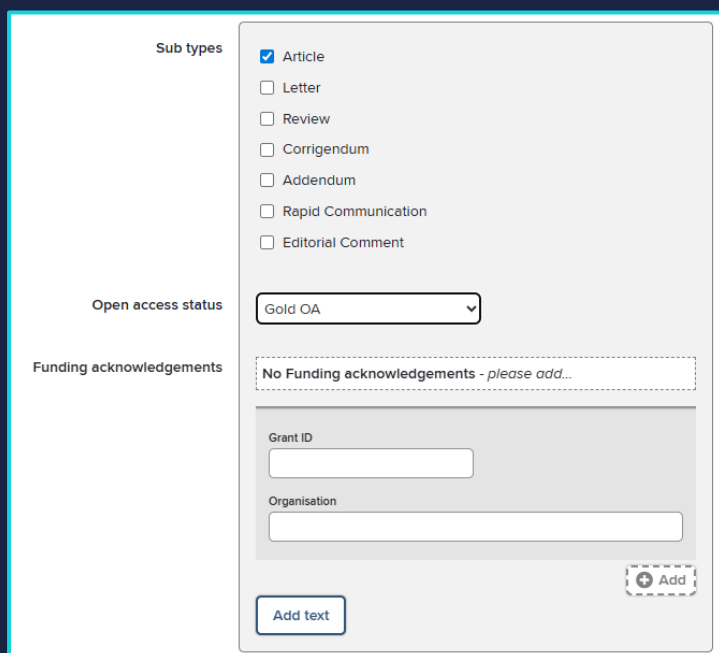

If there is any other information that you want to include or pass on to the library, you can enter that in the 'Notes' section.

If your output is being published open access and you know which creative commons licence is being used, you can enter this under 'Publisher licence'. However, if you are unsure, leave it blank. This will always be checked before the output is then deposited to HIRA.

At the bottom of the page, you will see an option to click on a dropdown menu to display a number of additional fields.


Here, you can specify the type of output. If you know the output is being published open access, you can select Gold OA here. If there is external funding and/or a grant associated with the output, this can be entered here as well.

Once you have entered all the output's details, click on Save.

After saving, you will have an option to link the output to a funding grant, if one has been recorded in Symplectic. If this is not applicable, select from these two options:
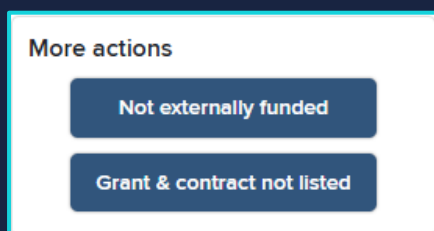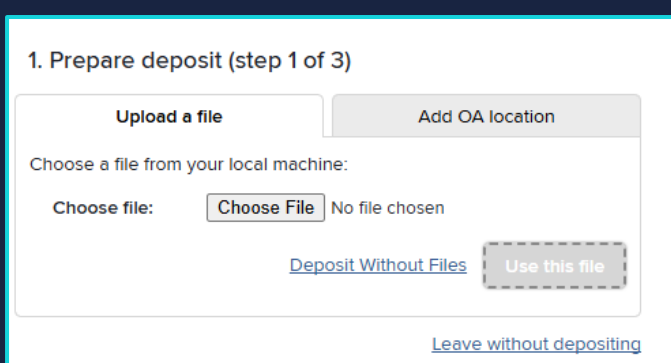

Deposit to HIRA

Once you have finished creating the manual record and saved it, you will see a prompt asking if you wish to deposit the output to HIRA. Doing so will help to ensure that the output meets open access requirements for the REF as well as the university's own open access policy.
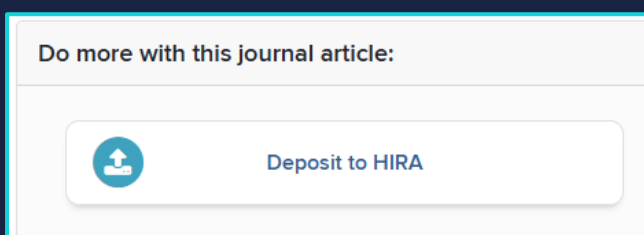
Click on 'Deposit to HIRA'.

Upload a file (for example the author accepted manuscript version of your output) and follow the instructions to complete the deposit to HIRA.

Full instructions for this process are available in the following guides, available from the library web pages.
Symplectic Deposit Guide
Symplectic Deposit Guide (Quick version)

Manually Adding Other Output Types

Although this guide has focussed on the process for manually creating a record for a journal article, the process is very similar for other types of output. Whether you are looking to create a record for a book chapter, monograph, conference paper or a creative output such as a composition or performance, the only real difference is in some of the fields that you are required to fill out.

For example, if adding a book chapter, the process will start in the same way by asking you to enter details about the title, author(s) and abstract.

Additionally, you will need to add information such as the book title, editor(s), whether the book is part of a series, the edition, page numbers of your particular chapter, and the publisher.

The other main difference to be aware of when entering a book or chapter, as opposed to a journal article, is to provide the ISBN if you know it.

If creating a record for a conference paper, then this is an example of the additional information you will be asked to provide.

Help and 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

Matthew Adams
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