

Symplectic Elements

Guide to Manually Adding a Publication

Contents

Symplectic Elements.....	1
Guide to Manually Adding a Publication	1
Background to Manual Records.....	2
Login	2
Select Output Type.....	2
Title and Authors.....	4
Journal Details.....	5
Keywords & Other Information	7
Deposit to HIRA	8
Manually Adding Other Output Types	9
Help and Support	10

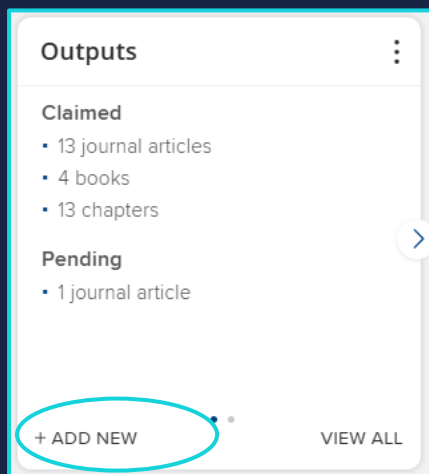
Background to Manual Records

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

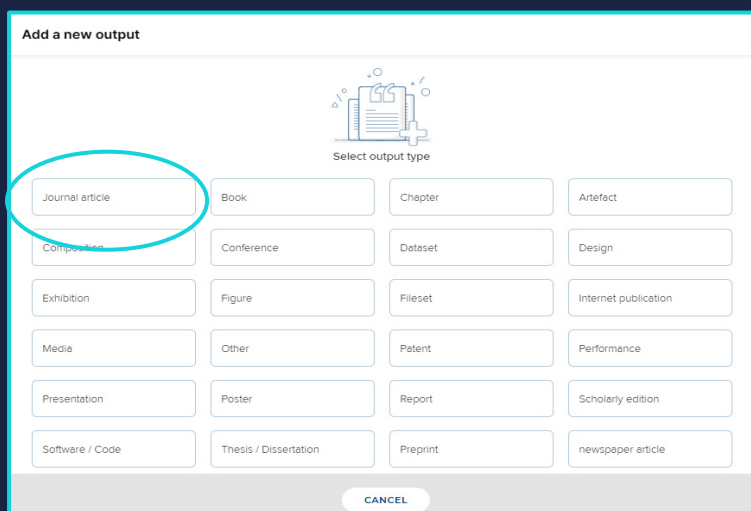
Login to Symplectic from <https://research.hope.ac.uk> using your university username and password. Alternatively, you can follow the link from the My Research section of MyHope.



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.

Add journal article

Let's get started → Tell us more → Link to funding → Deposit

Enter your journal article title or DOI
 Your journal article may already exist in RISE, 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

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

Cancel

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.

Output privacy

☐ PRIVATE ☐ INTERNAL ☒ PUBLIC

This output may be displayed publicly by LHU.

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.

*** What is your relationship with this journal article?**

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

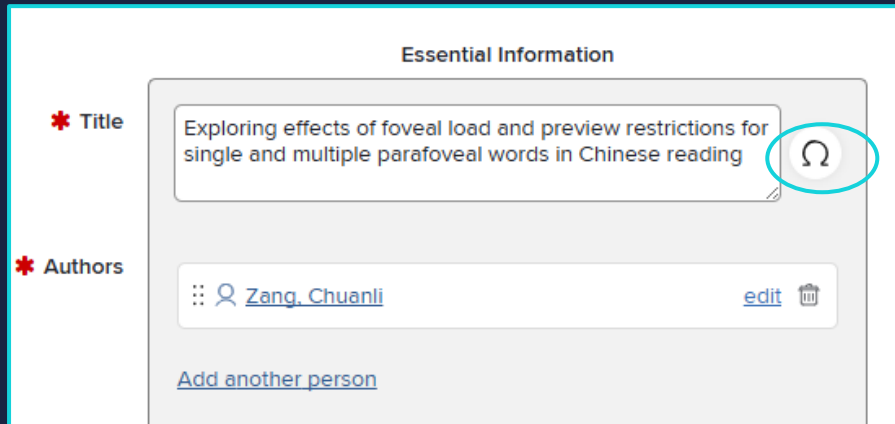
Relationship privacy

☐ PRIVATE ☒ INTERNAL ☐ PUBLIC

This output may be displayed publicly by LHU. Its relationship to you will be visible to other users of RISE but should not be displayed publicly.

Title and Authors

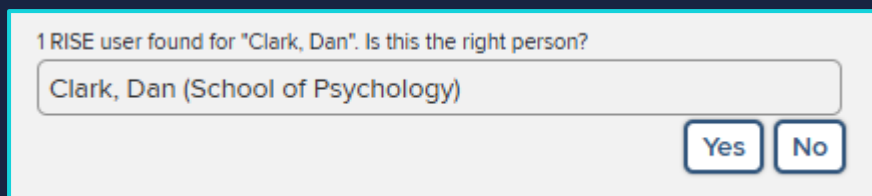
If you entered the title in the previous step, it should appear here automatically. Otherwise, enter the full title of the research output.



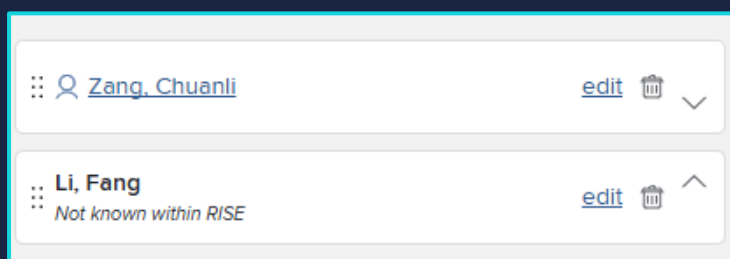
The screenshot shows a form titled "Essential Information". It has two main sections: "Title" and "Authors". The "Title" section has a text input field containing "Exploring effects of foveal load and preview restrictions for single and multiple parafoveal words in Chinese reading". To the right of the text field is a circular icon with a symbol inside, which is circled in red. The "Authors" section has a text input field containing "Zang, Chuanli". To the right of the text field are "edit" and "trash" icons. Below the text field is a link that says "Add another person".

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.



The screenshot shows a confirmation dialog box. It says "1 RISE user found for 'Clark, Dan'. Is this the right person?". Below this is a text input field containing "Clark, Dan (School of Psychology)". To the right of the text field are "Yes" and "No" buttons.



The screenshot shows a list of authors. The first author is "Zang, Chuanli" with "edit" and "trash" icons and a dropdown arrow. The second author is "Li, Fang" with "edit" and "trash" icons and an upward arrow. Below the second author's name is the text "Not known within RISE".

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.

* Journal	<input type="text" value="Journal of Memory a"/>
* Status	
Date of acceptance	
Publication date	
Online publication date	

Journal of Memory and Language

Journal of Experimental Psychology: Learning Memory and Cognition

Journal of Applied Research in Memory and Cognition

Journal of Educational Media, Memory, and Society

Journal of Nationalism Memory and Language Politics

Psychological Research

Journal of experimental psychology. Human learning and

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

* Journal	<input type="text" value="Journal of Memory and Language"/>
* Status	<input type="text" value="[Select an option]"/>

Date of acceptance	<input type="text" value="16 Nov 2025"/>
Publication date	<input type="text" value="15 Dec 2025"/>
Online publication date	<input type="text" value="21 Nov 2025"/>

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	<input type="text" value="8"/>		
Issue	<input type="text" value="5"/>		
DOI	<input type="text" value="10.1016/j.jml.2025.104716"/> ✓		
Edition	<input type="text"/>		
Article number	<input type="text"/>		
Pagination	Begin page <input type="text" value="34"/>	End page <input type="text" value="46"/>	Page count <input type="text"/>
Publisher	<input type="text" value="Elsevier"/>		

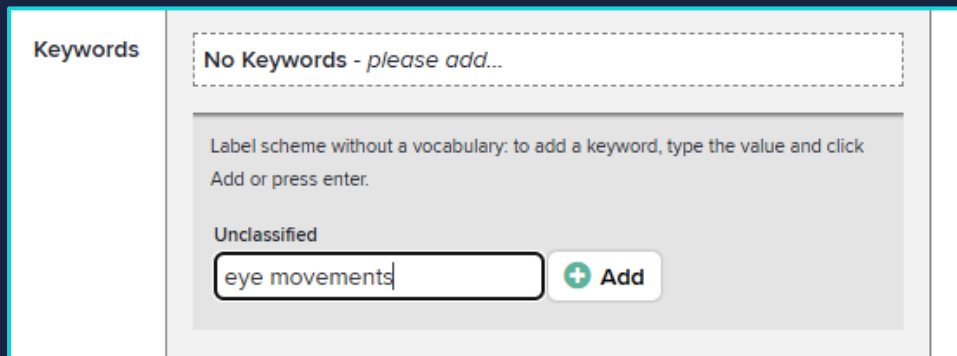
If you have the publisher URL at this stage, then please add it here, along with the journal's ISSN.

Publisher URL	<input type="text" value="https://www.sciencedirect.com/science/article/pii/S0749596X"/> ✓		
Medium	<input type="text"/>		
ISSN	<input type="text" value="0749-596X"/>		
eISSN	<input type="text" value="1096-0821"/>		
Country	<input type="text"/>		
Abstract	<input type="text" value="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

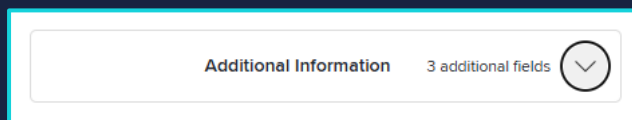
Adding keywords can help aid the discoverability of your output. Type in your keyword and click on 'Add.' You will need to repeat this for each keyword.



The screenshot shows a sidebar with the heading "Keywords". The main area contains a dashed box with the text "No Keywords - please add...". Below this is a grey box with the text "Label scheme without a vocabulary: to add a keyword, type the value and click Add or press enter." Underneath, the word "Unclassified" is displayed. A text input field contains the text "eye movements". To the right of the input field is a green button with a plus sign and the text "Add".

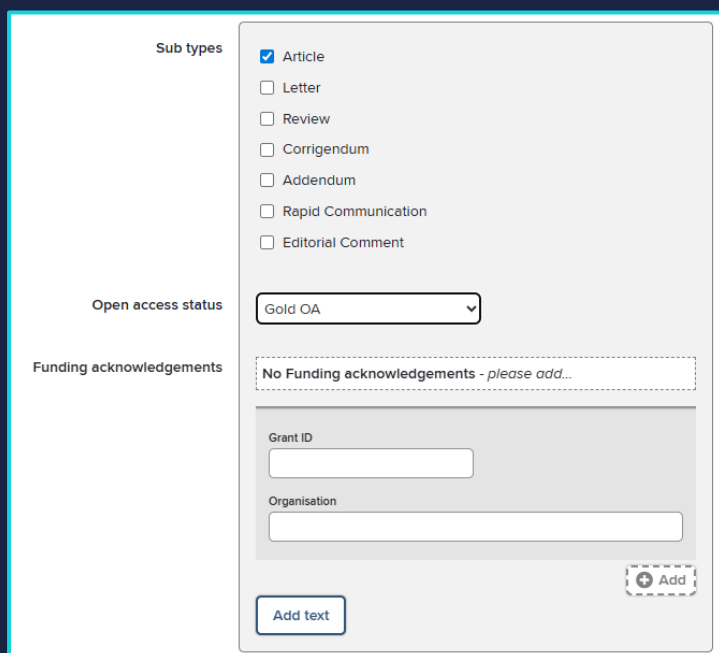
If there is any other information that you want to include or pass on to the library, you can enter that in the 'Notes' section.

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.



The screenshot shows a sidebar with the heading "Additional Information". The main area contains a dashed box with the text "No additional information - please add...". To the right of the input field is a green button with a plus sign and the text "Add".

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



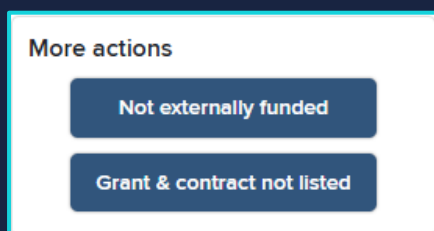
The screenshot shows three sections in a sidebar: "Sub types", "Open access status", and "Funding acknowledgements". The "Sub types" section has a list of checkboxes: "Article" (checked), "Letter", "Review", "Corrigendum", "Addendum", "Rapid Communication", and "Editorial Comment". The "Open access status" section has a dropdown menu with "Gold OA" selected. The "Funding acknowledgements" section has a dashed box with the text "No Funding acknowledgements - please add...". Below this is a grey box with the text "Grant ID" and "Organisation". There are input fields for "Grant ID" and "Organisation". To the right of the input fields is a green button with a plus sign and the text "Add". Below the input fields is a button with the text "Add text".

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.

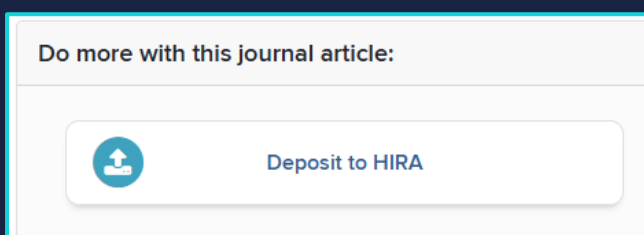


After saving, you will have an option to link the output to a funding grant, if one has been recorded in Symplectic. If this is not applicable, select from these two options:

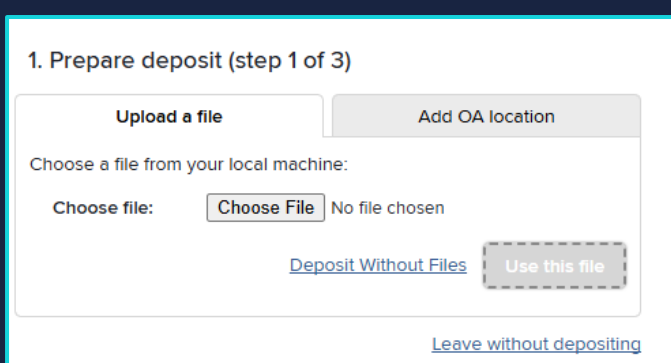


Deposit to HIRA

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.

The screenshot shows a form titled "Essential Information" with three main sections: Title, Abstract, and Authors. The Title field contains "Artificial Intelligence for Sport Injury Prediction" with a green checkmark and a refresh icon. The Abstract field contains a paragraph of text about preventing injury in sport. The Authors section lists three authors: Owen, Robin; Owen, Julian (Not known within RISE); and Evans, Seren (Not known within RISE). Each author entry has an "edit" link and a trash icon. At the bottom, there is a link to "Add another person".

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.

The screenshot shows a form for book details with the following fields: Book title (Digital Transformations: Artificial Intelligences Role in Sports Science), Number of chapters in book (15), Editors (Dindorf, Carlo, Not known within RISE), Series (empty), Edition (1st), Volume (empty), Pagination (Begin page: 69, End page: 79, Page count: empty), and Publisher (Springer Nature). There is also a link to "Add another person" under the Editors section.

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.

Publisher URL	<input type="text" value="https://link.springer.com/book/10.1007/978-3-031-67256-9"/>
Place of publication	<input type="text"/>
Publication date	<input type="text" value="03 Sep 2024"/>
Online publication date	<input type="text" value="03 Sep 2024"/>
ISBN-10	<input type="text"/>
ISBN-13	<input type="text" value="9783031672552"/>
DOI	<input type="text" value="10.1007/978-3-031-67256-9_5"/>
Medium	<input type="text"/>
Status	<input type="text" value="Published"/>
Keywords	<input type="text" value="Unclassified: Machine Learning"/> <input type="text" value="Unclassified: Pattern Recognition"/>

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.

Name of conference	<input type="text"/>
Conference place	<input type="text"/>
Conference start date	<input type="text"/>
Conference finish date	<input type="text"/>
Published proceedings	<input type="text"/>
Issue	<input type="text"/>
Volume	<input type="text"/>

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
November 2025