

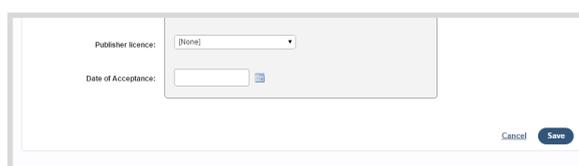
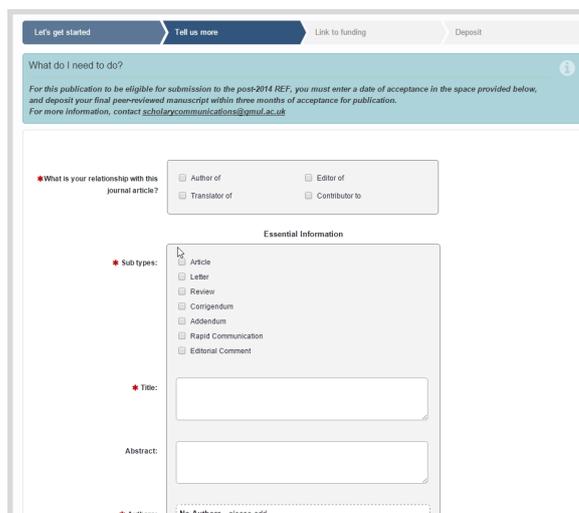
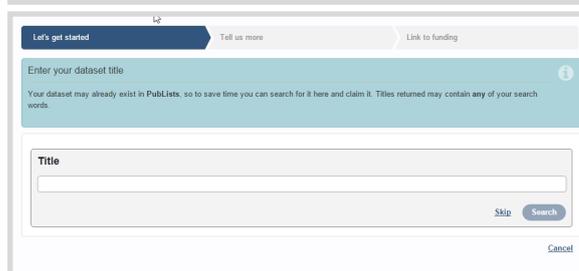
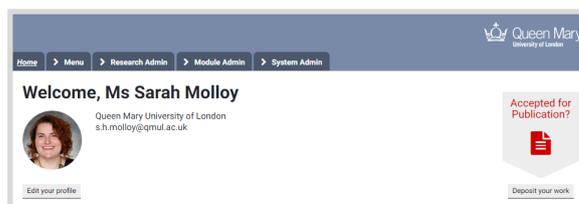
A brief guide to...

Meeting the REF Open Access Policy using Symplectic Elements and QMRO

Login to Elements at:

<https://elements.qmul.ac.uk>

1. From the profile home screen click on the grey and red 'Accepted for Publication' shield
2. You will be prompted to check whether a record exists already
3. Enter descriptive information for:
 - * The title of the object
 - * Additional creators/authors
 - * **Make sure to fill in the date of acceptance**
 - * Publisher
 - * Publication date (click on the calendar wizard and choose the DD-MM-YYYY) if you have one
 - * Enter the DOI (if you have one)
 - * Enter optional additional information, such as keywords, notes, etc.
 - * Click 'save'



More Information and Help

Email scholarlycommunications@qmul.ac.uk

Link funding

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

Make sure your work is linked to the relevant grants to stay eligible for future funding.
 TODO: Default [link funding guidance text](#).

Test deposit with new workflow
 Molloy S, Journal of the American Concrete Institute

Select grant
 How did we choose this list of grants?
 Any type Each of these grants is linked either to you or to someone else named on this publication.

None of the people linked to this publication has links to grants.

[Not externally funded](#) [Grant not listed](#)

Deposit journal article

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

This publication has not been deposited.
 If you have any questions, please contact scholarlycommunications@gmail.ac.uk

Updated test upload for user guide
 Molloy S, Test

Upload files or enter an OA location

Upload file | Enter an OA location | Set an exception [Close section](#)

Upload files from your local machine:
 Choose file: [Choose File](#) No file chosen
 File version: (None) [Upload](#)

Or would you like to deposit the publication without a file?

[Skip this step](#)

Test deposit with new workflow

Molloy S, Journal of the American Concrete Institute

Deposited files and OA locations

1 file uploaded
 testingtesting_itemmetadata.txt
 Accepted version
 + Upload another file + Enter an OA location

Embargo period: 12 months

Add a comment: Testing document deposit for new workflow

[Save for later](#)

By depositing you agree to the [QMRO Deposit Licence December 2014](#) licence.

[Deposit my publication](#)

[Cancel](#)

Home Profile Elements Reporting Explore

Thank you

Your publication is **deposited** and is marked as **not externally funded**.

Do more with this publication:

[View your publication details](#)

You could also:

[Go to your home page](#) [Deposit claimed publications](#)

Uploading to QMRO:

If your grant is listed you can choose to link the grant to the publication, this is optional, and can be skipped if the research was unfunded or your grant does not appear in the list

In the file upload screen, you have three options:

- * Upload file — click **choose file** then 'Accepted version' from the drop down menu
- * Enter an OA location - if you have uploaded the paper on acceptance to another repository, click on the tab and enter the URL here
- * Gold OA exception - if your paper has been published open access and you just want to upload the bibliographic record, choose 'Gold OA' from the Exceptions menu, save exception
- * Click on the 'Upload' button
- * ****You will see a progress bar, and then the page will refresh****

Completing the upload process

- * You will be prompted to enter embargo information (not mandatory) if you are uploading a file
- * Enter comments/notes if there is something we need to know about this publication/exception
- * Click on the 'Deposit my publication' button
- * You're done!

What happens next?

Library staff check all deposited records and files for:

- * Complete metadata
- * File uploaded successfully
- * Whether a DOI needs to be created (and mint the DOI if so)
- * Approve items for the repository
- * Contact you if they have queries about the item