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Symplectic manages research outputs at the University of Technology Sydney. It captures research publication data either by searching online academic databases (e.g. Scopus or Web of Science) or manual data entry.

Data in Symplectic is used to:

- Populate the publications section on your UTS web profile page
- Output a CV
- Report on research activities for the annual Higher Education Research Data Collection (HERDC) and Excellence in Research for Australia (ERA)
- Run administrative reports

Symplectic also connects to the UTS library Open Access Repository (OPUS). Depositing a copy of your publication into Symplectic allows you to:

- Comply with the UTS Open Access Policy
- Comply with open access mandates by funders where these exist
- Ensure the widest possible dissemination and impact of your research

Access Symplectic at [https://researchoutputs.uts.edu.au](https://researchoutputs.uts.edu.au)

**CONNECTING REMOTELY**

If you are connecting remotely, launch Network Connect from the remote access page first. Once this is running you can browse directly to [https://researchoutputs.uts.edu.au](https://researchoutputs.uts.edu.au) (you do not need to click on the Symplectic link on the remote access page).


A step-by-step guide for remote access can be downloaded from Symplectic’s Help page.
Use the Navigation menu on the left hand side of the screen, or the tabs across the top, to navigate Symplectic.

**PROFILE** provides an overview of your publications, grants, professional activities and qualifications. This profile page is only viewable within the Symplectic system and does not push data to the UTS website.

**ELEMENTS** manages all your publication and professional activity data, and allows you to view your grants. Through here you can control what will appear under the publications tab on your UTS staff profile web page.

**HERDC** allows you to nominate your publications for the annual Higher Education Research Data Collection. Through here you can upload evidence, respond to requests from assessors and keep track of your nominations’ status.

**REPORTING** is only available to statistians within the system and allows administrators to extract data directly from Symplectic for reporting purposes.

**EXPLORE** allows you to search for publications or other users.
h-index information calculated from records in Symplectic sources from Scopus, Web of Science, PubMed

Actions waiting for attention

Claimed and pending publications

UTS co-authors

Publication history overview
On your My Publications page, you can view a list of your Symplectic records. From here you can:

- View publications under **Mine**, **Pending** and **Not Mine**
- Change the publication type for any of your records
- Manage what publications will appear on your web profile page
- Upload a copy to OPUS
- Create links to other publications, grants, or professional activities

Go to the OPUS deposit page, or create links by clicking on these tabs.

Click the title of any publication to be taken to the detailed record view.

**Mine** – publications you have claimed

**Pending** – publications waiting to be claimed or rejected

**Not mine** – publications you have rejected
Upload a document to OPUS

View the detailed record

Move a publication to the top of the list on your web profile page

Hide a publication, preventing it from appearing on your web profile page

Move record to your workspace (use this to manage duplicates)

Reject a publication you have previously claimed
The detailed record view shows you all the data available for your record. From here you can:

- Edit record data
- Add / edit FOR codes
- Upload a document to OPUS
- Add / edit UTS co-authors
- View multiple data sources and set a preferred record
- Link to other publications, grants, or professional activities
- View the history of your record
Symplectic will automatically search a select list of UTS library databases for your publications, potentially saving you having to enter the data yourself.

When a match is found, you will receive an email asking you to login and claim or reject the publication.

Your search settings are initially set to your last name and initial(s). If you have a popular last name, or publish under a variant of your legal name, it’s a good idea to adjust your search settings.

1. Click Search Settings in the navigation bar on the left hand side of the screen (it is accessed by expanding Publications)

2. Type the search terms you wish to add into the relevant textboxes. Click the green + to add.

   - **Name variants**: use the format “Last name First name” or “Last name Initials”. Do not use punctuation.
   
   If your name is quite common it can be a good idea to also add:

   - **Addresses**: add the names of institutions / organisations you have bylined or your co-authors have bylined on your publications.
   - **Start date**: the date you first began publishing
Adding in **Keywords** and **Journals** is not recommended. It can create a very long search query that results in errors.

3. Click (located at the bottom of the screen) after altering your search settings. This will trigger a new search to be conducted with the changes you have made.

---

### CLEARING YOUR PENDING PUBLICATIONS

If your search settings have resulted in a large number of “false positives” (publications that are not yours), you should adjust your search settings to “tighten up” the results. Large amounts of incorrect pending publications can occur when you have a common name.

Once you have adjusted your search settings email **Rio.Data@uts.edu.au** and ask that your pending publication search results are cleared.
CLAIM OR REJECT A PENDING PUBLICATION

When Symplectic finds a potential publication for you, you will be sent an email asking you to login to either claim or reject it.

Once you login the home page will indicate you have pending publications with a yellow ribbon under My Actions.

1. Click on the Claim or reject link:

2. You will be taken to the Pending tab of your My Publications page

3. Either select Claim as mine or Reject (not mine) next to each pending publication, or select multiple items to claim and reject in bulk.
The Claim Plus icon indicates which of your publications are covered by the UTS Open Access Policy. The policy includes research outputs published from the 1 January 2014. Clicking on the Claim Plus icon allows you to claim a publication and upload a file in accordance with the policy.

For information on depositing to OPUS refer to page 28 of this user guide.
ADD A MANUAL PUBLICATION

Not all publications are going to be found through the searches of the data sources you select. You can add a publication manually from your My Publications screen.

From the Home page

1. Click the blue plus sign to the left of a publication type to add a new record

2. You will be taken to the Assisted Entry screen. Enter the title (or DOI / ISBN number if you are adding a journal article or book/book chapter) and click Search.

Symplectic will check to see if your publication already exists in the system, or if it can find it online via crossref.
Click Claim beside your publication.

Symplectic will take you through to the link funding screen, and you will not need to complete any manual data entry.

For more information on linking funding refer to page 27 of this user guide.

Clicking either Not externally funded or Grant not listed skips this step. You will be able to create links at any time.
1. Click **Go to next step**.

2. Fill in the compulsory fields, indicated with a red asterisk *beside the field name

3. **Save** the record

Symplectic will take you through to the link funding screen.

For more information on linking funding refer to page 27 of this user guide.

**ADDING UTS CO-AUTHORS**

Linking to your UTS co-authors when you create a manual record will send them a notification for a pending publication. This means publication records only have to be entered once into the system.

1. In the **Authors** field, fill in their last name and initial(s) and click **Add**

2. Symplectic will ask if the author is an existing user with a name match. Select the correct person and click **Yes**.

![Authors field screenshot](image)
1. In the **Authors** field, fill in their last name and initials(s) and click **+Add**

2. Click **No** when Symplectic asks if it has found the right person

3. You can add in their institution address in the **Addresses** field
CHANGING AUTHOR ORDER

Drag and drop author names to rearrange the order they appear in.

NOMINATE FOR HERDC FIELD

If you tick the Nominate for HERDC box and your publication is in the current collection year, it will automatically be nominated in the HERDC module.

Nominate for HERDC?:

For more details about the HERDC module refer to page 37 of this user guide.

The Nominate for HERDC: True / False does not indicate whether your publication was accepted or declined. It shows whether the box was ticked on the manual record or not.

ASSIGN FOR CODES

1. Open the record for the publication you wish to add a FOR code to
2. Click on Labels
3. The Labels screen will open. Click on the orange + button next to Fields of Research
4. Start typing your FOR code, and select the one you want to use from the drop down list that appears. Click the green +

5. Click the blue % icon that now appears next to Fields of Research
6. Enter the percentage(s) and click **Save**.
You can edit data in publication records in one of two ways depending on whether the record is manual, or was sourced online by the system.

EDITING MANUAL RECORDS

1. Open the detailed view of the record for the publication you wish to change
2. Click the dark blue Edit record button
3. Save changes once you are finished

EDITING ONLINE SOURCED RECORDS

You cannot directly edit the data from records that come in from one of the online databases. To make corrections you instead create a manual record to supplement the one that already exists.

1. Open the detailed view of the record for the publication you wish to change
2. Click the dark blue Add manual record button
3. The data entry screen will be automatically populated with the online record’s data for you to edit.
4. Save changes once you are finished.
Tip: Your supplementary manual record will be automatically set as your **Preferred record**. This is the version that will show on your UTS web profile page. You can change your preferred record by clicking on **Set as preferred record** for any of the available data sources.

**MANAGE DUPLICATE RECORDS**

Symplectic doesn’t “delete” records; instead any duplicates you find can be merged into one record.

1. Click the green ⭐️ on each of the duplicate records to move them to your workspace

![Symplectic - a novel cultural analysis using reflective self interviewing protocol.](image)

2. Click on your workspace in the top right of the screen

![Workspace icon](image)

3. Select the records you wish to merge and click **Join**. Only two records at a time can be joined
4. In the newly merged record, both records will be displayed under **Data sources**. Check your **preferred source** to make sure the correct data is being displayed.
You can change the publication type at any time.

Click the 📝 symbol next to the current type either on your My Publications page, or when in the record’s detailed view.

Choose the correct category and click Save.
You can upload a Reference Manager/Endnote or BibTex file of your publication records into Symplectic.

A BibTex file can be created from your Google Citation profile. For more information on how to do this see - http://www.lib.uts.edu.au/sites/default/files/attachments/page/2015_Google_Citations.pdf

1. Click **Import** on the left hand navigation bar

2. Click **Choose File** and select the file you wish to upload

3. Select the **File Type** you are uploading (either Reference Manager/Endnote or BibTex)

4. Click **Upload**
Symplectic will compare the records you are uploading with those already in the system and present you with some options.

5. Once you’ve selected Do not import on any matching records, click Import at the bottom of the screen.

Once you have imported your publication records, you will be able to edit them as you would any other manual record.
CREATING PUBLICATION AND GRANT LINKS

There are 3 types of links you can create to a publication:

- Link other publications
- Link grants
- Link professional activities

LINK FUNDING PAGE

Whenever you claim a publication as yours, or create a new manual record, Symplectic will take you to the Link funding page. If you do not wish to create a link at this stage, selecting Grant not Listed or Not Externally Funded will skip this step. You will be able to return to the linking page at any time.

Click Link to create links at this step

Clicking either option skips this step. You can add links at any stage.
1. From the detailed view of the record you wish to create links for, click +Link at the bottom of the page.

2. You will be taken to the Create links page.

3. Select the records you wish to link and click Create new link at the bottom of the screen.

4. You can now view the link on the record page. You can remove or edit the links you create at any time.
Symplectic helps you comply with the UTS Open Access Policy by allowing you to upload your publications to the institutional repository, OPUS.

WHY UPLOAD YOUR WORK TO OPUS?

- From 2014 the UTS Open Access Policy requires all UTS authors to deposit their research outputs in the institutional repository, OPUS.
- OPUS increases the visibility of your research. OPUS is indexed by Google and other search engines, facilitating discovery of your work.
- OPUS increases the impact of your research. Providing Open Access to your research outputs via OPUS will allow readers to easily read your work and increases the opportunity for other researchers to cite and build on your work.
- OPUS assists you to comply with ARC, NHMRC and other funder Open Access policies.
- Items uploaded to OPUS will be preserved for long-term access and discovery.

WHAT TO UPLOAD TO OPUS

Journal articles
Publishers of your journal articles often own the copyright to your work. However they are very likely to allow you to deposit a full-text version of your work in Open Access within OPUS, often the Accepted Manuscript version.

Symplectic provides information from Sherpa RoMEO to help you check which version of your article to upload to OPUS. Sherpa RoMEO is a database of journal publisher policies in relation to open access repositories.
File Version Definitions

Published Version – the publisher’s PDF which has been copy-edited & formatted for publication. This is the preferred version for OPUS if it is permitted in Open Access by the publisher.

Accepted Manuscript Version - the final peer-reviewed & corrected version of your paper before it has undergone copy-editing & formatting by the publisher. This version is most often permitted in Open Access by journal publishers.

Submitted Version – the original submitted version prior to peer-review. This version is not required in OPUS for RoMEO green journals.

NOTE: If you are unsure about what you are permitted to deposit in OPUS, upload your Accepted Manuscript version. Library staff will check compliance with publisher policies.

Peer reviewed conference papers
- Accepted manuscript version for those Conference papers with a DOI (Digital Object Identifier)
- Published version for Conference Papers with no DOI

Books, Book Chapters, Conference Items and Published Reports
- Published Version (any digital file is acceptable including scanned copies)

Creative Works
- Any digital file is acceptable

THE OPUS DEPOSIT PAGE

Symplectic will show the following sections:

Deposit advice – consult this to ensure you upload the correct version of your paper. It has two tabs;

1. Institutional advice – this is the general UTS advice.
2. SHERPA / RoMEO advice (for journal articles) – this is specific advice for this publication informed by SHERPA RoMEO. It is important to upload the version of your paper which is permitted in Open Access by the publisher

Upload files – this is where you can view or add any files connected to this publication.
Deposit Advice from UTS
Use these details for guidance on deposit

Publisher’s Policy
Use these details to determine which version of your paper you can upload

Publisher’s Conditions
Library staff will check these for you to ensure compliance
HOW TO UPLOAD A FILE TO OPUS

1. Either click the blue upload button when looking at the list of your publication records:

OR

Click Go to the deposit page when in the record’s detailed view

2. In the Upload files section, click on Choose File to select your file. Choose the correct version from the File version drop down menu and click the Upload button.

3. Your file will appear under Upload a file. To complete the file upload check the box next to license agreement.

Click choose file to locate the file you wish to upload

Select the file version you are uploading from the drop down list
4. Click the **Deposit my publication** button.

*Please note:* your file is not deposited to OPUS until you complete this step by clicking the **Deposit my publication** button.

5. Your file has been sent to OPUS. Library staff will then check the file for copyright compliance and will ensure it is openly accessible if permitted by the publisher as soon as possible.
Thank you

Your publication is deposited and is not linked to funding.

Do more with this publication:

- Link funding to your publication
- View your publication details

You could also:

- Go to your home page
- Deposit claimed publications
You can quickly export a list of your publication, grant or professional activity data.

From the Home page:

1. Click Export next to what to want to export. You can either select a particular category (eg: journal articles, editorial roles), or your total publications

2. Select the File Type you want your export to appear in

Click the blue arrow next to Export. To get the complete listing, go to the TOTAL field.
ADD A DELEGATE

You can assign someone to manage your Symplectic account on your behalf. They will be able to impersonate you, claim/reject publications, create new publication or professional activity records, and will receive an email when you have pending publications waiting for you.

1. Click **Account settings** in the top right of the screen

![ACCOUNT SETTINGS](image)

2. Type their **Name (surname first)** under the **Delegate** section

3. Select the correct person from the drop down list that appears and click **Add delegate**.

Delegates can be removed at any time by selecting the red ❌ next to their name on your delegate screen.
Assessment of publications for eligibility for the annual Higher Education Research Data Collection (HERDC) is done through Symplectic. You should make sure all your eligible publications for the current collection year have been **Nominated** in the system.

**NOMINATE A PUBLICATION FOR HERDC**

Books, book chapters, journal articles and conference papers may be nominated for HERDC. If these are entered into Symplectic with a publication date that matches the current collection period the records will automatically appear on your **My Nominations** page.

Records that come from PubMed, Scopus or Web of Science, or manual records where **Nominate for HERDC** has been ticked (refer to page 18 of this user guide) will automatically appear with the status **Nominated**.

All other records will appear with the status **Not Nominated**.

---

**My Nominations** can be found under HERDC

**Check the status of your publications from the current collection year**

**Nominate, withdraw, add comments or appeal using the action buttons**
You can upload supporting evidence for your nomination directly into Symplectic from the My Nominations page.

Types of supporting evidence you may wish to upload include:

- Pdf copies of the published version of your nominated publication
- Evidence of peer review
- Statement of author affiliation (if you are not bylined to UTS on the publication, but undertook the research whilst you were a staff / student member here)

You can upload these at any time. Alternatively, you may be sent a request in Symplectic from the HERDC assessors to provide supporting evidence.
CHECK THE STATUS OF YOUR NOMINATIONS

The current status of all your HERDC nominations for the current collection year can be viewed anytime from your My Nominations page.

Your nomination could have any of the following status’:

<table>
<thead>
<tr>
<th>ASSESSMENT STATUS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Nominated</td>
<td>Publication has not been nominated by the researcher for consideration in the research publications collection.</td>
</tr>
<tr>
<td>Nominated</td>
<td>Publication has been nominated but no action has yet been taken to assess.</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Publication has had its nomination withdrawn from a HERDC return year. It may be re-nominated again and will retain any previous processing data.</td>
</tr>
<tr>
<td>Accepted</td>
<td>Publication has been deemed as valid for inclusion in a HERDC return i.e. categorised as an A1 Book, B1 chapter, C1 Journal Article or E1 Conference Paper</td>
</tr>
<tr>
<td>Accepted (internal)</td>
<td>Publication has been accepted for inclusion in the publications collection at the faculty level.</td>
</tr>
<tr>
<td>Declined</td>
<td>Publication has been deemed ineligible for HERDC return. This may be because it is not published in the current collection year; or it does not fit into any of the publication</td>
</tr>
<tr>
<td>Pending Response</td>
<td>Publication is awaiting a response from another party, after a request for information the nomination enters this status.</td>
</tr>
<tr>
<td>Under Appeal</td>
<td>Publication category or non-inclusion in the publications collection has been appealed by the</td>
</tr>
</tbody>
</table>

You can view the history of your nomination by clicking the symbol
Occasionally you may receive a request to provide more information for your HERDC nominated publications. These requests appear as a banner when you login to Symplectic.

They are stored in your Symplectic inbox, which you can access by clicking on the mail icon in the top right of the screen.

To respond to these requests, open your Symplectic inbox and click **Provide information**.

This will take you to your **My Nominations** page.

1. Attach any documents you need to upload by clicking the white 📄 icon.
2. Click the **Provide info** action button, type your comments and click Confirm.
3. Once your refresh the page, the nomination will move from **Publication requiring attention** to **My publications**.
Publications that are pending a response will be in the **Publications requiring attention** tab.

Upload any documents.

Click to provide evidence and type your comments in the textbox.
When a nomination is declined by a HERDC assessor, you will be given the opportunity to appeal the decision within Symplectic.

1. Navigate to the My nominations page
2. Click Appeal on the nomination that has been declined
3. Type your response in the textbox and click Submit. The status of your publication will change from ‘declined’ to ‘under review’.

The Appeal action button is available when one of your nominations is declined.
**NTROs (NON-TRADITIONAL RESEARCH OUTPUTS)**

Creative works are assessed for eligibility as a NTRO. You can put your work forward for review through Symplectic.

NTROs can be:

- Visual or design exhibition of creative works
- Curated or produced substantial public exhibitions or events
- Written creative works
- Recorded or rendered creative works
- Architectural creative works
- Live performances of creative works
- Role in production of creative works

**HOW TO NOMINATE YOUR CREATIVE WORKS FOR NTRO ASSESSMENT**

1. Add your creative work as a manual publication record in Symplectic

2. Finalise your research statement and enter it in the **Research Statement** field

3. Tick **Ready for Faculty Review** once you have completely finalised your record and research statement

4. Your work will be assessed for eligibility as a NTRO. If it is successful the status of the record will change to **Verified** and you will be unable to edit the record further.

Enter your research statement into the **Research Statement** field

Tick **Ready for Faculty Review** when your record and research statement are complete

If your work is part of an ERA portfolio, tick **ERA Portfolio Entry**
PROFESSIONAL ACTIVITIES

WHAT ARE PROFESSIONAL ACTIVITIES?

Activities that you undertake that contribute to the research environment, or provide examples of peer esteem are recorded in Symplectic as professional activities. These are activities that showcase your contribution to a vital high-quality research environment and/or indication of the quality of research that is being undertaken by researchers.

WHY IS IT IMPORTANT TO ADD YOUR PROFESSIONAL ACTIVITIES?

Symplectic is the database that UTS uses to capture all research activities. Along with the information collected for research reporting, the recording of your professional activities assists in the representation of esteem factors for researchers at an individual level, for your schools/faculties/research strengths/centres and for the University as a whole. The information greatly assists in the University’s participation in accreditation ratings in the sector.

Symplectic also allows you to easily extract a list in a number of different file formats when needed. Refer to page 35 of this user guide.

PLEASE NOTE: Currently professional activities recorded in Symplectic do not appear on your UTS web profile.

If you wish to add details of your professional activities to your web profile page go to Edit your profile on your profile page and complete the Professional section.

WHAT SORT OF ACTIVITIES SHOULD I ADD?

Examples of some of the types of professional activities you may wish to add include;

- Editorial roles – editorial board memberships; associate editorships; editorships of journals; proceedings editorships

- Book editorships – books that you are a named editor on (authored forewords or introductory chapters may be entered separately as book chapter publications)

- Reviewing / refereeing – reviewing or refereeing for journals, conferences and/or books

- Conference organising

- Broadcast or media engagement – radio and TV interviews; newspaper articles; media appearances
• Other unpublished scholarly addresses – plenary or keynote addresses; invited talks; conference presentations that were not published in proceedings

• Awards and prizes – international or national awards; academic distinctions

• Australia Council Grant or Fellowship

• Nationally-Competitive Research Fellowship

• Fellowships of a Learned Academy

• Other fellowships

• Professional memberships

• Statutory committee memberships – membership of legislative working groups established by statute

• Committee memberships

• Advisory, consultancy or expert witness appointments

• Community contributions – community service roles

• Grant application assessments

• External promotion assessments – appointments to promotions boards for external institutions

• Institutional reviews – conducting reviews of other institutions

• Offices held – past academic or industry offices, e.g. Dean, Associate Dean, Director, Trustee...
ADD A PROFESSIONAL ACTIVITY

From the **Home page**

1. Click the blue plus sign to the left of a professional activity type to add a new record

<table>
<thead>
<tr>
<th>My Professional Activities</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Editorial Roles</td>
<td>0</td>
</tr>
<tr>
<td>Book Editorships</td>
<td>0</td>
</tr>
<tr>
<td>Reviewing / Refereeing</td>
<td>0</td>
</tr>
<tr>
<td>Conference Organising</td>
<td>0</td>
</tr>
<tr>
<td>Broadcast or Media Engagements</td>
<td>0</td>
</tr>
<tr>
<td>Other Unpublished Scholarly Presentations</td>
<td>0</td>
</tr>
<tr>
<td>Awards and Prizes</td>
<td>0</td>
</tr>
</tbody>
</table>

Click the + symbol next to the type of professional activity you need to add

2. Fill in the compulsory fields, indicated with a red asterisk * beside the field name

3. **Save** the record
The Grants Module in Symplectic displays the grants you have been awarded. This data comes from the records you create in OPeN, and is not editable.

If you think changes need to be made please contact Rio.Data@uts.edu.au

For instructions on how to link grant data to your publication records, refer to page 27 of this user guide.

For Symplectic troubleshooting please contact Rio.Data@uts.edu.au

You can register for Symplectic training from the login screen at any time.