Manually adding a publication to Symplectic

Creating a publication
Click on the home link at the top of the page

There is a section on this page called “My Publications” This is a summary of your publications in Symplectic, to see the entire list click on the ‘Others’ link at the bottom of the list. Next to each publication type is an icon with a white cross. Click this to begin the manual entry process for the relevant publication type.

Manually adding publication types other than books or chapters takes you to a form where you can enter information relating to the publication.

If the publication type is book or chapter, there is an extra step which may help pre-populate the fields required. Once you have clicked in the icon shown above, you will be directed to the search page. You can skip this step using the appropriate link, or run a search using the fields provided.
If you use the search to return books or chapters, the result should look like the screenshot below.

If your publication has been returned, click on the relevant arrow to use the data. If not you can refine you search and run it again using the fields at the top or use the skip button above the results to enter the details onto a blank form.
Your relationship to the publication
At the very top of the manual entry form for all publications you can select whether you are the author, editor, translator or a combination of the three. If you are an editor or translator but not the author, you must amend the mandatory Authors field part way down the form by removing yourself using the circled icon and adding the actual author.

When you have entered the author’s surname and Initial in the appropriate fields, remember to click the icon with the white cross to add the details.
Adding co-authors who work at the University of Exeter
If you co-authored your publication with someone currently employed by the University of Exeter you can link your publication to them. Adding an author in the appropriate field and then resolving their name adds the publication you have manually added into their pending list. If the accept it, the one publication will be linked to both authors. This can be done multiple times.

Please Note: Adding a co-author may generate a duplicate publication in their list if they have already created a manual entry for the same publication. In this case, one of you should decline your entry and accept the other. It is best to contact your co-authors and coordinate.

Remember, when you have completed the manual entry form click on the save button located in the bottom right corner of the page.