

Importing multiple publication details from various sources

This is a short guide on how to import publication details into the [Kent Academic Repository](#) in batches. See also the guide on [importing publications using DOIs and other identifiers \(pdf\)](#).

Bibliographic details for multiple items can be imported from other databases in text files in RIS or BibTeX formats. These can come from:

- Library subscription databases such as Scopus or Web of Science;
- Other repositories, either funder or subject repositories
- institutional repositories belonging to a previous employer or the employer of a collaborator or co-author;
- RefWorks, Mendeley or other reference management software.

Any list of references can be imported into KAR as long as it is first formatted and available in a RIS or BibTeX format.

If the source database does not export in these formats but can export to a reference management application like RefWorks or Mendeley that does, then use the reference management database as an intermediary. This is also a good idea if you want to edit the records, combine several lists, or add individual records by hand.

How to deposit using a RIS or BibText text file import

1. Export the records as RIS or BibTeX file and save. When exporting the records select the 'Full details' option.
2. Log into KAR using your university username and password. You will see your "Manage deposits" page, this is also known as your "User Workarea".
3. Click on the "Import from" dropdown box and select either the **Bibtex (Kent)** or **RIS format** option as appropriate and click **Import**.


4. Click on the **Upload from file** tab and then **Choose File** to select the file of records from where you saved it.
5. Click on **Import Items**.
6. You will then return to your "User Workarea". All the records successfully imported will be listed there ready for you to go in and edit, and deposit.
7. Add the following details to each record. These are mandatory fields indicated by
 - Full Kent email address in long form (a.n.other@kent.ac.uk not ano68@kent.ac.uk). If you are University of Kent staff, always use the long form of your Kent email address. If you are **not** Kent staff, use your Postgraduate Research student Kent email (short form of email), eg ano68@kent.ac.uk
 - School or research centre in the Divisions field
8. If you wish add details for non-mandatory fields such as
 - abstract
 - keyword
9. Upload a copy of the full-text and make it accessible in line with the [publisher](#), [Research England](#) and [University of Kent policy](#).


Deposit

Once you have completed the entry, select the **Deposit** tab. If you have not completed a mandatory field you will be alerted. You will not be able to deposit a record until all the mandatory sections have been completed.

Make sure you click on the **Deposit Item Now** button, or the entry will remain in your Manage Deposits work area and will not be live in KAR. Items in your Manage Deposits work area are not visible to anyone except yourself. This may have implications for Open Access requirements.

Deposit item: Book section #70239

 • You haven't filled out the required Title field.
 • You haven't filled out the required Creators field.
 • You haven't filled out the required Refereed field.
 • You haven't filled out the required Title of book field.
 • You haven't filled out the required Publisher field.
 • You haven't filled out the required Divisions field.
 • If an item does not have any creators then it must have at least one editor.

 • You have not uploaded any documents. While this is not essential, it is strongly recommended.

Item type → Upload full text → Bibliographic description → Further details → rioxx → **Deposit**

As an editor of this item you can move it into the archive without first resolving the problems identified otherwise click Save for Later to fix these problems later.

If you are the author/creator of the works being deposited you are giving permission for the Kent Academic Repository to store the files and bibliographic information and make them publicly and freely available online. See our [inf](#)

Please include all authors' names on the title page of your work.

If your work includes content from other people's work (eg. quotations, images) make sure you have

- Acknowledged the source
- Credited the author and the copyright holder
- Acquired permission from the copyright holder or established that "fair dealing" exceptions apply

For more information see our [copyright advice pages](#).

If you are depositing works on behalf of others you should check that relevant procedures are in place to ensure that the copyright and licensing issues mentioned above have been addressed within your School/Department.

Clicking on the deposit item button indicates your agreement with the above.

Deposit Item Now → Save for Later →

What happens next?

The library's research support team will check the new entry as soon as possible. It normally takes 2 working days but can take longer during busy periods.

We'll email you if we have any questions or you need to take action.

Need help?

- Email researchsupport@kent.ac.uk.
- More information about KAR, Open Access and related topics: [IS research support pages](#)