

Adding records manually

Before you start

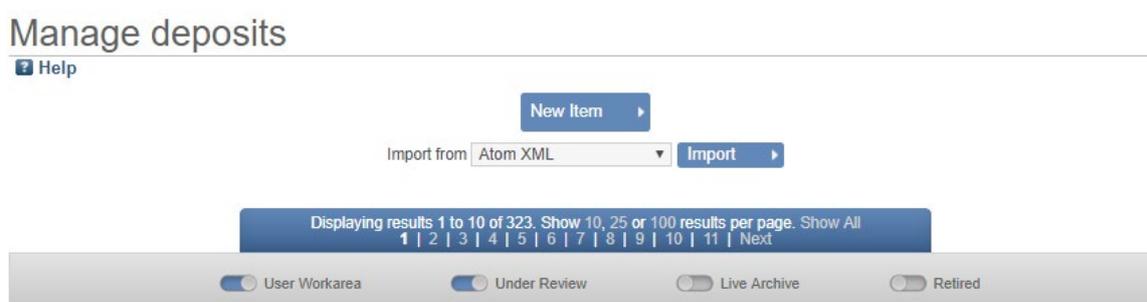
- Have a look at our [get started with KAR \(pdf\)](#) guide
- Check that the record does not already exist in KAR: use the **Advanced Search** located at the top right of the screen. Search with a few words from the title of the work or one of the authors' surname. See the guide on [searching, browsing, exporting and dashboards \(pdf\)](#) for more help.

Note that

- When creating or editing a record you can save your changes and return to it later by clicking **Save for Later**. It will be listed in your Manage Deposits area with an Item Status of **User Workarea**.
- The orange star 🌟 next to some of the fields indicates that it **must** be completed to allow you to proceed.

Steps to follow

1. In your **Manage Deposits** area select the “**New Item**” icon.



2. Select **Item Type**

Choose the item type that you are depositing, then select **Next** at the top of the page.

3. **Upload Files**

Upload files that represent the content of the work you are recording. For journal articles, books, reports, conference papers and other text-based works, this can be the full-text of the work. For practice-based works, exhibitions, performances, artefacts, this could be photographic representations, fliers, information from websites, or anything that you consider conveys the work you are recording.

See the blog post [Preparing your research for the digital archive](#) for information about representing your work in a digital form for deposit in KAR.

To comply with [Research England](#) and [University of Kent policy](#), the full-text of journal articles and conference proceedings with an ISSN, must be uploaded to a compliant repository within 3 months of acceptance of publication. Uploading to KAR means you can meet this requirement and stay within the policies of your publisher.

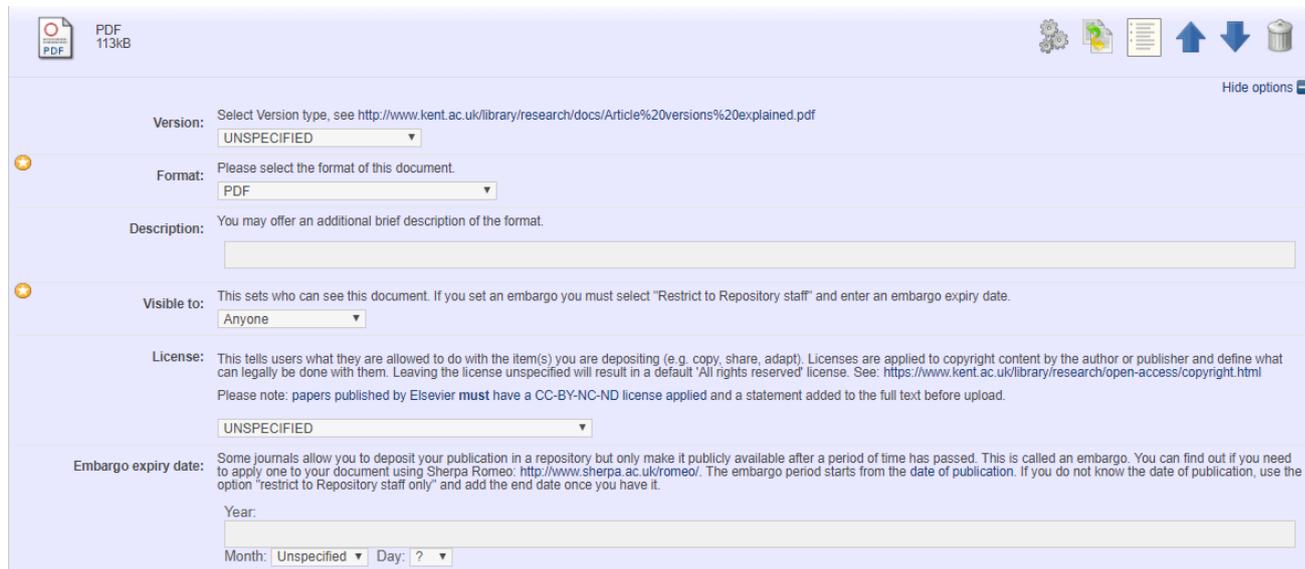
Check publishers' policies on [Sherpa/Romeo](#). Enter the journal title in the search box and the database will tell you which version you can upload and any other conditions. There are also links to publisher and journal policy pages.

When adding full text, you need to:

- select the version you are uploading - see the [Open Access glossary](#)
- set visibility and embargo length according to Sherpa/Romeo. All publications must be "Visible to staff only" until published
- select a [licence](#) which tells others how they can use the files.

All records added to KAR are checked by the Research Support team in the library. They will contact you should there be any queries regarding the full text you have uploaded. If you have any questions, email researchsupport@kent.ac.uk

When you have uploaded, click **Next**



The screenshot shows the KAR upload form with the following fields and options:

- Version:** Select Version type, see <http://www.kent.ac.uk/library/research/docs/Article%20versions%20explained.pdf>. Dropdown menu: UNSPECIFIED.
- Format:** Please select the format of this document. Dropdown menu: PDF.
- Description:** You may offer an additional brief description of the format. Text input field.
- Visible to:** This sets who can see this document. If you set an embargo you must select "Restrict to Repository staff" and enter an embargo expiry date. Dropdown menu: Anyone.
- License:** This tells users what they are allowed to do with the item(s) you are depositing (e.g. copy, share, adapt). Licenses are applied to copyright content by the author or publisher and define what can legally be done with them. Leaving the license unspecified will result in a default 'All rights reserved' license. See: <https://www.kent.ac.uk/library/research/open-access/copyright.html>. Please note: papers published by Elsevier must have a CC-BY-NC-ND license applied and a statement added to the full text before upload. Dropdown menu: UNSPECIFIED.
- Embargo expiry date:** Some journals allow you to deposit your publication in a repository but only make it publicly available after a period of time has passed. This is called an embargo. You can find out if you need to apply one to your document using Sherpa Romeo: <http://www.sherpa.ac.uk/romeo/>. The embargo period starts from the date of publication. If you do not know the date of publication, use the option "restrict to Repository staff only" and add the end date once you have it. Fields: Year: [text input], Month: Unspecified, Day: ?.

4. Description

The fields on this page will vary depending on the type of work you are recording. If you find that you are struggling to record some details about your work, take a look at the **Further Details** tab, and then, if necessary click on the **Previous** button until you return to the **item type** tab and select a different type. You will not lose any details you have entered. If you are still unsure, email researchsupport@kent.ac.uk.

Mandatory fields: Fields you must complete are indicated by  and include:

Creator – At least one of the authors or creators must be associated with the University of Kent. The email must be the full long form address, ie 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.

As you type in a name KAR will suggest potential names that already exist on KAR. If there are several options choose the one with the most records associated with it, and the fullest details such as email address and [ORCID](#). All credited authors should be added as **Creators**. Other people who participated in the work can be added as **Contributors**.

 **Creators:** Name of the creator(s) of the item being deposited including (where applicable) full kent.ac.uk email addresses (not alpha-numeric aliases) and (if available) ORCID. If there are more than four creators, click on the 'More input rows' button.
 Example: [Smith] [J.P.] [j.p.smith@kent.ac.uk] [0000-0002-1825-0097]
 Example: [Chance-Collins] [Chris] [c.chance-collins@kent.ac.uk] []
 Example: [Fu] [Yan-Li] [] []

	Family Name	Given Name / Initials	Creator's email	Creator's ORCID
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Dates** – You can enter several dates relating to different events in the lifecycle of your work. For published works these should include the date the work was accepted for publication and the date the work was published. Not every work will have all these dates but use the ones you need.

 **Dates:** Enter at least one date and select the *Event* the date refers to. Include all the dates and events you know about. For journal articles and conference papers you must enter the **Acceptance Date** and include the full date (year, month, day). For other types of work, more *Event* options are available using the drop-down arrow.

For more information about Dates see the [Open Access Glossary](#).

	Date	Event	
1.	Year: <input type="text"/> Month: <input type="text"/> Unspecified Day: <input type="text"/> ?	Published	
2.	Year: <input type="text"/> Month: <input type="text"/> Unspecified Day: <input type="text"/> ?	Accepted	 
3.	Year: <input type="text"/> Month: <input type="text"/> Unspecified Day: <input type="text"/> ?	Published Online	 

- **Accepted** - Date on which the work has been accepted for publication, or inclusion in a conference, with all substantive changes made. All works that are included in [Research England's Open Access policy](#) (journal articles and conference papers with an ISSN) must have an **Accepted** date.

- **Published online** - The first date the work is made available on an online platform. The earliest point at which a publication is officially available, for example 'advanced online' or 'early view'. For journal articles this is usually in advance of the journal issue date.
- **Published** – For bibliographic works this is the date of publication as displayed on the publisher's pages. For example, the date assigned to the issue of a journal by the publisher, or the date listed on a printed book's title page. Research England will use whichever date is the earlier as its date of publication for the work.
- **Completed** - The date the work is considered finished. For example, when an artefact is presented, a conference paper delivered, or a live performance given. Use for works that will never be formally published
- **Submitted** - The date that a work is presented to a potential publisher to be considered for inclusion in a journal or a book, or in an exhibition, or in a programme of performances.

Use as many as are appropriate and give each an **Event** from the drop down list.

5. Further Details

Article Processing Charge - If you or one of your collaborative authors has applied for [APC funding](#) to publish the output as [Gold Open Access](#), either at Kent or another institution, enter the information here.

★ REF compliance information

★ Article Processing Charge: Indicate whether or not you have published via the Gold Open Access route. Select appropriate option to show who paid the Article Processing Charge. See: <http://www.kent.ac.uk/library/research/open-access/apc.html>

- Paid by University of Kent APC fund
- Paid by project grant or School funds
- Paid by other institution
- Not required
- Unknown

APC reference number: If you selected *Paid by University of Kent APC fund* please add the reference number e.g. [APC000](#)

- **Division** - select your Faculty and then drill down to your School and, if appropriate, your Research Centre. Enter the information for all University of Kent authors mentioned in the **Creators** fields.

Divisions

The Faculty/School/Research Centre with which this item should be associated.

Search for division:

- + Central Services
- + Faculties
 - + Humanities
 - Architecture
 - Centre for English and World Languages
 - + School of Arts
 - + School of English
 - + School of European Culture and Languages
 - + School of History
 - School of Music and Fine Art
 - + Sciences
 - + Social Sciences
 - + University wide - Teaching/Research Groups

- **Kent Staff profile** – Untick this box if you do not want this work to show on the University of Kent web pages in the publications section of your staff profile. See the [KAR and Your Staff profile \(pdf\)](#) guide for more information.

6. 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:

Deposit item: Book #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 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.

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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 information about [licensing options](#) for re-use of your work.

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.

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](#)