

RADAR: Content, Metadata, Submission and Preservation Guidelines

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1. Content guidelines

RADAR is a repository of research outputs created by staff and postgraduate students of the Glasgow School of Art. The principal language for content is English.

The types of output accepted for deposit are as follows:

Artefact	Composition	Image	Show/exhibition
Article	Conference or workshop item	Monograph	Teaching resource
Audio	Dataset	Other	Thesis
Book or monograph	Edited book	Patent	Video
Book section	Experiment	Performance	

Outputs submitted to RADAR can take the form of the above output types. Research that is related to commercial content can be deposited, but needs to accompany a research output according to the above list.

Reviews (e.g. of a GSA researcher's exhibition) that have been written by someone other than the researcher themselves should be added as a reference to the "Additional information" field of the output, rather than being deposited as an output in their own right.

Deposited text-based items may include:

Pre-print: Prior to peer review. This could be a draft or a version that has been submitted for publication but has not yet been peer-reviewed.

Post-print: The final draft author manuscript, i.e. the "Author Accepted Manuscript" or AAM, as accepted for publication, including modifications based on referees' suggestions, but before it has undergone copy-editing and proof correction. This version is very often acceptable for uploading to a repository.

Publisher's PDF/version: This is the article as published and bears the publisher's logo and layout.

We encourage staff to upload content that is freely accessible to the general public, in that it follows open access protocols, and can be viewed easily within the repository. Please also refer to the [GSA Open Access Policy](#). Non-public or restricted data needs to follow specific embargo protocols.

Journal articles that are accompanied by a DOI (Digital Object Identifier) still need to have a copy of the article itself uploaded (using the allowed version, e.g. the post-print), and made available to anyone, to enhance access to the research.

2. File format types

Staff are encouraged to upload additional files and documents alongside the standard metadata for the output. These documents can take various forms, such as full papers, research notes, images and datasets. RADAR can handle various types of media and document formats for uploaded materials.

The preference for upload at GSA is for PDF for text-based material, and JPEG for standalone images. Items in Microsoft Word or PowerPoint can be converted into PDF for upload, and RADAR administrators can assist with this.

RADAR can also handle a wide range of file formats beyond PDF and JPEG. These are:

Audio (MP3)	Rich text (RTF)	XML
Microsoft Excel spreadsheets	HTML	N3
Postscript	Image (PNG; GIF; BMP; TIFF)	RDF/XML
Plain text	Video (MPEG; QuickTime; AVI; WMV; MP4; Flash; AVCHD)	Archive (BZ2; TGZ; ZIP; WAV; OGG; FLAC; WMA)

Anyone wishing to deposit material into RADAR in one of these formats should first contact a RADAR administrator (please see section 6: Contact details).

3. Metadata guidelines

The metadata¹ about research outputs deposited in RADAR is publicly accessible. The metadata may be re-used in any medium, without prior permission, for not-for-profit purposes. The metadata must *not* be re-used in any medium for commercial purposes without formal permission.

To support the discovery of research, some metadata fields are mandatory for every research output, irrespective of output type. The mandatory metadata fields for all output types are:

- **Title** – this is the title attributed to the output
- **Abstract** – this is the abstract for a journal article for example, or a description of the work (if a different type of output), including objectives, methods and outcomes
- **Creators/Authors** – all authors affiliated to the research (including non-GSA authors)
- **Schools** – the GSA School(s) or Department(s) that the research output is associated with (for example School of Design, Mackintosh School of Architecture, Exhibitions, or Learning Resources)
- **Date** – the date on which the research output was completed; “Year” is particularly important
- **Uncontrolled keywords** – keywords describe the research undertaken, and can help people searching or browsing the repository to find your research

The more metadata that is provided, the more discoverable the research output will be. Some output types have additional mandatory metadata fields, and all output types have the following optional metadata fields:

Publisher, Date Type, Official URL, Related URLs, Funders, Projects, Contact Email Address, References, Additional information.

The table below provides an overview of the main output types present in RADAR and their metadata fields, highlighting any mandatory fields.

¹ “Metadata” can be understood as information describing research outputs in the repository

Metadata Fields	Output Type						
Field	Book/ Monograph	Edited Book	Book Section	Article	Conference	Artefact	Show/ Exhibition
Title							
Abstract							
Creator/Author							
Date							
Publisher							
Schools							
Uncontrolled Keywords							
Status							
Editors							
Title of book							
Journal or publication title							
Presentation type							
Event title							
Referred							
Date type							
Place of publication							
Page range							
Number of pages							
Series name							
Volume							
Number							
ISBN							
ISSN							
Official URL							
Related URLs							
Identification number							
Funders							
Projects							
Event type							
Event location							
Event dates							
Media of output							
Number of pieces							
Exhibitors							
Location							
Output Narrative							
Contact Email Address							
References							
Additional Information							
Key to colours:							
These are Mandatory Fields							
These are Additional Fields							

Figure One: Metadata fields for the most common output types deposited in RADAR

Listed below are all the other output types available in RADAR, and any additional metadata specifically associated with them (* denotes mandatory fields).

Performance: Producers, Conductors, Accompaniment, Refereed, Media of output, Event title, Event location, Event dates

Patent: Patent Applicant(*), Identification Number(*), Number of pages

Monograph: Monograph type, Institution, Department, Place of publication, Identification number, Number of pages

Composition: Composition Type(*), Producers, Conductors, Accompaniment, Lyricists, Media of output

Image: Media of output, Event title, Event location, Event dates

Video: Media of output, Event title, Event location, Event dates

Audio: Media of output, Event title, Event location, Event dates

Dataset: Media of output

Thesis: Qualification Name(*), Programme name(*), Institution(*), Department(*), Number of pages

Experiment: no further *additional* metadata requirements

Teaching Resource: Copyright holders, Pedagogic details (Pedagogic type, Completion time, Task purpose, Skill areas, Learning level)

Other: Type description, Media of output, Identification number

4. Submission policy

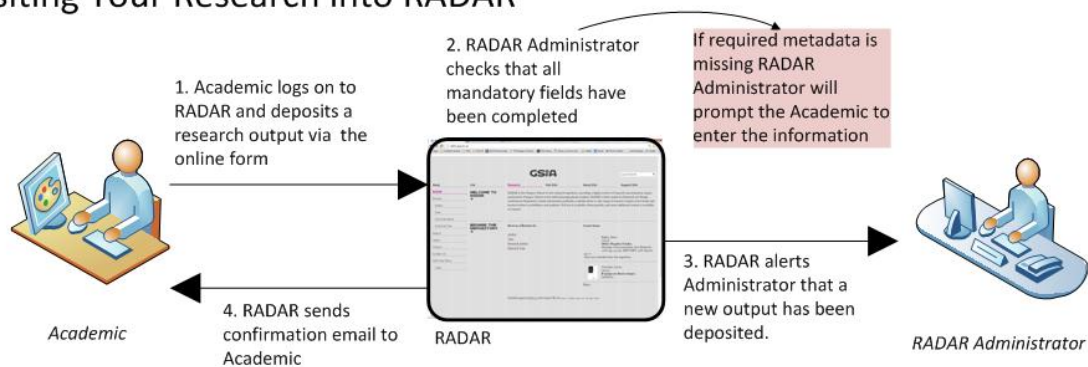
The deposit of research outputs into RADAR is unmediated, and GSA staff are expected to upload the metadata and any documents associated with their research to the repository themselves; guidance is available at: <http://radar.gsa.ac.uk/4884/>

From September 2015, postgraduate research students will be able to submit their research outputs to RADAR; please refer to the 'How to' section on the Research Degrees Programme on the [VLE](#) for further details.

RADAR administrators review all outputs that are submitted to the repository; the following diagram provides an overview of the RADAR submission process:

Depositing Your Research into RADAR

First



Then

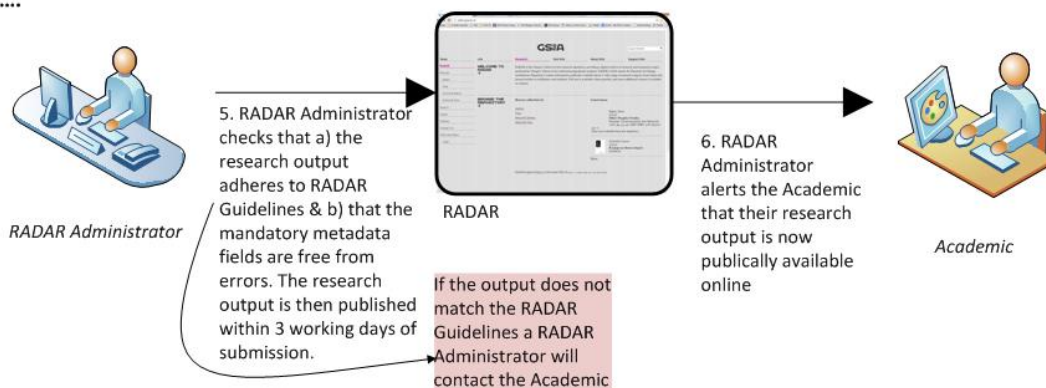


Figure Two: RADAR submission workflow

RADAR Submission Policy

- GSA staff are encouraged to submit a digital copy of their research output (e.g. a PDF of a journal article) and to make this openly accessible, but submission of a record of the research output *without* attached content (i.e. metadata only) is also allowed.
- GSA staff with research outputs produced at another institution are also able to upload these to RADAR, either by uploading the full record and any associated documents, or by providing the metadata only, and pointing to the record in another institutional repository.
- Outputs can be submitted at any time, although submission to RADAR is encouraged at the earliest opportunity. For example, journal articles should be deposited no later than 3 months after the article has been accepted for publication by the publisher (i.e. the “Author Accepted Manuscript” or AAM); this enables the article to comply with external Open Access policies.
- The validity and authenticity of the content of research outputs is the sole responsibility of the depositor.
- Items may not be deposited until any publishers' or funders' embargo period has expired.
- Any copyright violations are entirely the responsibility of the authors/depositors.

Reproduced below are the Terms and Conditions that depositors are agreeing to when they deposit a research output in RADAR:

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant RADAR the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that RADAR does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at RADAR) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

5. Preservation guidelines

- RADAR follows current best practice regarding preservation.
- RADAR has a daily back-up provided by EPrints Services, the hosts of the GSA's repository.
- Research outputs in RADAR will be retained indefinitely, and the repository will try to ensure continued readability and accessibility.
- Changes to deposited items are not permitted. If necessary, an updated version may be deposited.
- Items may not normally be removed from the repository unless the RADAR Takedown Policy has been invoked.
- Withdrawn items are not deleted per se, but are removed from public view.
- The metadata of withdrawn items will not be searchable.
- Withdrawn items' identifiers/URLs are retained indefinitely.
- URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories, with:

- a link to a replacement version, where available;
- a note explaining the reasons for withdrawal.
- Retired items can be returned to the live repository if deemed necessary.
- In the event of RADAR being closed down, every effort will be made to transfer the data to another appropriate archive within the GSA.

6. Contact details

If you need any help or require further information, please contact the RADAR team: radar@gsa.ac.uk

You can also contact **Nicola Siminson**, Institutional Repository and Records Manager: n.siminson@gsa.ac.uk or telephone 0141 566 1417.