

THE GLASGOW SCHOOL OF ART



Adding dates to RADAR deposits

A walk-through guide to completing the new
“Dates” field in RADAR

Please contact the RADAR team if you have any queries:

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<http://radar.gsa.ac.uk/>

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What's changed?

- As of April 2016, RADAR's "Date" field has been expanded, and now requires more detailed information about your research output's **date of publication** or completion when you create a new record in RADAR.
- The new "Dates" field is still a **required** field *, so if you don't add *any* date information to your output at all, an error message will appear (see page 4) and you will not be able to proceed with your deposit in RADAR.
- Different output types require different levels of date information.
 - For example, when you deposit an **Artefact** in RADAR, you can simply add the year (when the item entered the public domain, for instance).
 - **Articles** and **conference papers** will however require the "Accepted" date to be added, to comply with the new HEFCE / SFC open access policy for the next REF (see page 5). Further information on the policy can be found in our Open Access FAQs on the GSA VLE (<https://vle.gsa.ac.uk/>) within the Research & Knowledge Exchange community.
- For more information on RADAR's metadata requirements, please refer to the **RADAR Content, Metadata, Submission and Preservation Guidelines** at <http://radar.gsa.ac.uk/4763/>

⭐ **Journal or Publication Title:**
ISSN:
Publisher:
Official URL:
Volume:
Number:
Page Range: to
 ⭐ **Date:** Year: Month: Day:
Date Type: UNSPECIFIED
 Publication
 Submission
 Completion



The section where you add the “Date” of your output in RADAR has been changed.

In the first image you can see that it was originally comprised of two sections, “Date” and “Date type”.

⭐ **Dates**
 Please enter at least one date - for **Article** and **Conference or Workshop Item** deposits, you will need to enter at least the **Accepted** date.



	Date			Event
1. Year:	<input type="text" value="2016"/>	Month: <input type="text" value="June"/>	Day: <input type="text" value="01"/>	<input type="text" value="UNSPECIFIED"/> ▼
2. Year:	<input type="text"/>	Month: <input type="text" value="Unspecified"/>	Day: <input type="text" value="?"/>	<input type="text" value="UNSPECIFIED"/> ▼ ▲
3. Year:	<input type="text"/>	Month: <input type="text" value="Unspecified"/>	Day: <input type="text" value="?"/>	Published Published Online ▼ ▲ Accepted Submitted Completed

MORE INPUT ROWS

Information from **SHERPA** **RoMEO** Journal autocompletion information is derived from the [RoMEO database](#) which is compiled by [SHERPA](#) and has been modified for use here.

⭐ **Publication Details**

Refereed: Yes, this version has been refereed. No, this version has not been refereed. UNSPECIFIED

⭐ **Status:** Published In Press Submitted Unpublished

⭐ **Journal or Publication Title:**
ISSN:
Publisher:

This section has recently been updated, and now amalgamates the two date sections into one “Dates” field. The new field can be seen in the second image.

In this section you can add several date types, such as the item’s date of acceptance, the date it was published online, and the formal publication date.

The screenshot shows the GSA RADAR interface. At the top, there is a search bar labeled "search RADAR" and navigation links for "Life", "Research", "Visit GSA", "About GSA", and "Support GSA". The "Research" link is highlighted. On the left side, there is a sidebar menu with options: "RADAR", "Browse", "Author", "Year", "School & Author", "School & Year", "Theses", "Search", "Latest", "Policies", and "Help & Contact Information". The main content area is titled "DEPOSIT OUTPUT: TEST" and contains two orange error messages:

- You haven't filled out the required Dates field.
- You have not uploaded any documents. While this is not essential, it is strongly recommended.

Below the error messages, there is a navigation path: "Type → Details → Upload → Deposit". A text instruction reads: "Before depositing this item you must resolve the problems identified." At the bottom of the main content area, there is a green button labeled "SAVE FOR LATER".

The new "Dates" field has changed the level of information you need to provide when completing a deposit in RADAR. For example, if you don't add any date information to your output at all, you will see an orange error message when you try to proceed or save your record.

You will not be able to proceed with your deposit in RADAR **until you add a date.**

The screenshot shows the "Dates" field in the RADAR interface. It features a green checkmark icon and a "MORE INPUT ROWS" button. The text reads: "Please enter at least one date - for Article and Conference or Workshop Item deposits, you will need to enter at least the Accepted date." Below this, there are input fields for "Date" and "Event". The "Date" field is divided into "Year", "Month", and "Day" sub-fields. The "Year" field contains "2016", "Month" contains "Unspecified", and "Day" contains "?". The "Event" field contains "UNSPECIFIED" and a dropdown arrow. At the bottom, there is a note: "Information from SHERPA RoMEO Journal autocompletion information is derived from the RoMEO database which is compiled by SHERPA and has been modified for use here."

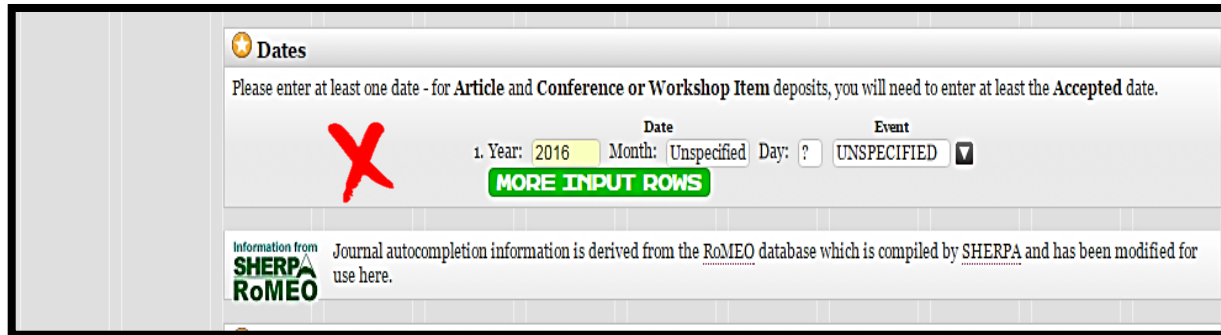
For most output types, adding the year of publication (or completion) is enough information to enable you to deposit your item.

However, more detailed information will be required for **Articles and Conference/workshop items**, as shown on the following page.

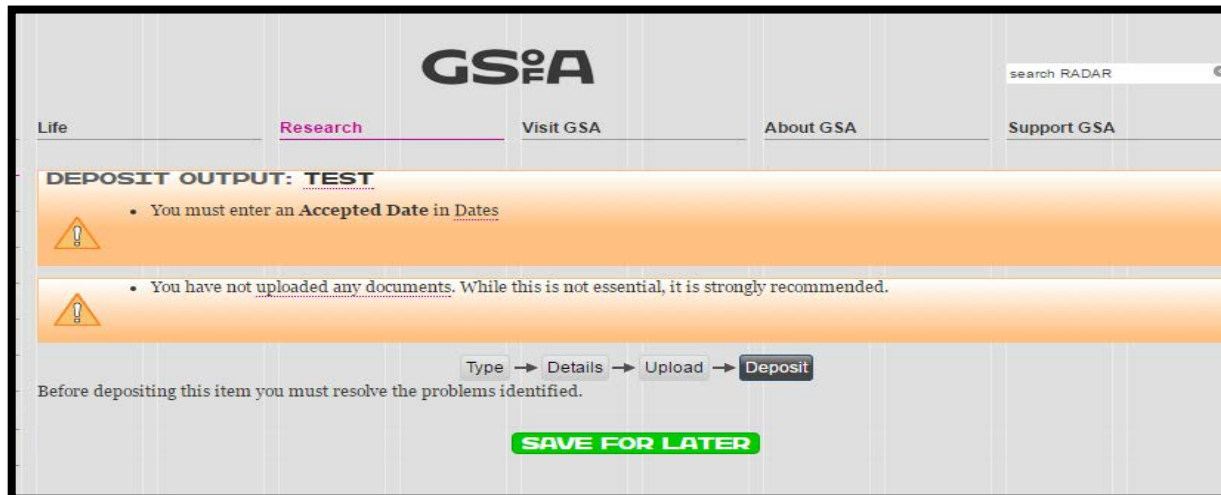
Dates for Articles and Conference papers

The “Dates” field has been expanded to assist with the new HEFCE / SFC policy for **journal articles** and **conference proceedings** with an **ISSN *** which have been accepted for publication after **1 April 2016**. The policy states that to be eligible for the next REF, authors’ final peer reviewed manuscripts or **accepted author manuscripts** must be deposited in a repository (such as RADAR) within 3 months of the date of acceptance. This is why the “Dates” field requires a full **“Accepted” date** for conference papers and articles. This will help you as a researcher, and RADAR’s administrators, to ensure that articles and conference papers are made open access and eligible for REF.

** Please note that this policy does **not** apply to any other output type in RADAR!*



The screenshot shows the 'Dates' field in the RADAR system. It contains a red 'X' over the date input fields. The date is entered as '1. Year: 2016', 'Month: Unspecified', and 'Day: ?'. The 'Event' dropdown is set to 'UNSPECIFIED'. A green button labeled 'MORE INPUT ROWS' is visible below the date fields. Below the date fields, there is a note: 'Information from SHERPA RoMEO Journal autocompletion information is derived from the RoMEO database which is compiled by SHERPA and has been modified for use here.'



The screenshot shows the 'DEPOSIT OUTPUT' page in the RADAR system. The page title is 'DEPOSIT OUTPUT: TEST'. There are two error messages displayed in orange boxes with warning icons:

- You must enter an **Accepted Date** in Dates
- You have not **uploaded any documents**. While this is not essential, it is strongly recommended.

Below the error messages, there is a navigation bar with buttons for 'Type', 'Details', 'Upload', and 'Deposit'. A green button labeled 'SAVE FOR LATER' is visible at the bottom. The text 'Before depositing this item you must resolve the problems identified.' is displayed above the 'SAVE FOR LATER' button.



The date information provided in this image is insufficient for an **article** or **conference paper**.

If you leave out the section entirely, or if you only add a year, you will see the error message in the second image when you try to deposit your record. You will not be able to proceed with your deposit in RADAR until you add an **“Accepted Date”**.

This even applies to pre-2016 articles and papers!

Schools

- Digital Design Studio
- Exhibitions
- Forum for Critical Inquiry
- Learning Resources
- Mackintosh School of Architecture
- Mackintosh School of Architecture: Glasgow Urban Lab (GUL)
- Mackintosh School of Architecture: Mackintosh Environmental Architecture Research Unit (MEARU)
- Research & Graduate School (encompassing Directorate)
- School of Design
- School of Design: Centre for Design Innovation (including Forres)

Dates

	Date			Event
1. Year:	2016	Month: April	Day: 04	Accepted
2. Year:	2016	Month: May	Day: 13	Published
3. Year:		Month: Unspecified	Day: ?	UNSPECIFIED
4. Year:		Month: Unspecified	Day: ?	UNSPECIFIED
5. Year:		Month: Unspecified	Day: ?	UNSPECIFIED

MORE INPUT ROWS

Information from **SHERPA** **RoMEO** Journal autocompletion information is derived from the RoMEO database which is compiled by SHERPA and has been modified for use here.

Publication Details

Refereed: Yes, this version has been refereed.
 No, this version has not been refereed.
 UNSPECIFIED

Status: Published
 In Press
 Submitted
 Unpublished

Journal or Publication Title: My Test Journal

ISSN: 1234-5678

Publisher: Test publisher

Official URL:

Volume: 1

Number: 2

Page Range: 5 to 9

Identification Number:



This is an example of an **Article** with the “Dates” field completed correctly.

The minimal date information that can be added for a conference paper or article in RADAR is the complete “Accepted” date. The date must consist of **year-month-day**.

You must also select the appropriate “**Event**” (or *type* of date), such as “Accepted” and “Published” – this image shows that a publication date has also been entered for this article, and this can be done by clicking on the green “More Input Rows” button.

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