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:

radar@gsa.ac.uk
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.
  o For example, when you deposit an Artefact in RADAR, you can simply add the year (when the item entered the public domain, for instance).
  o 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/
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”.

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.
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 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!
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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