HOW TO...
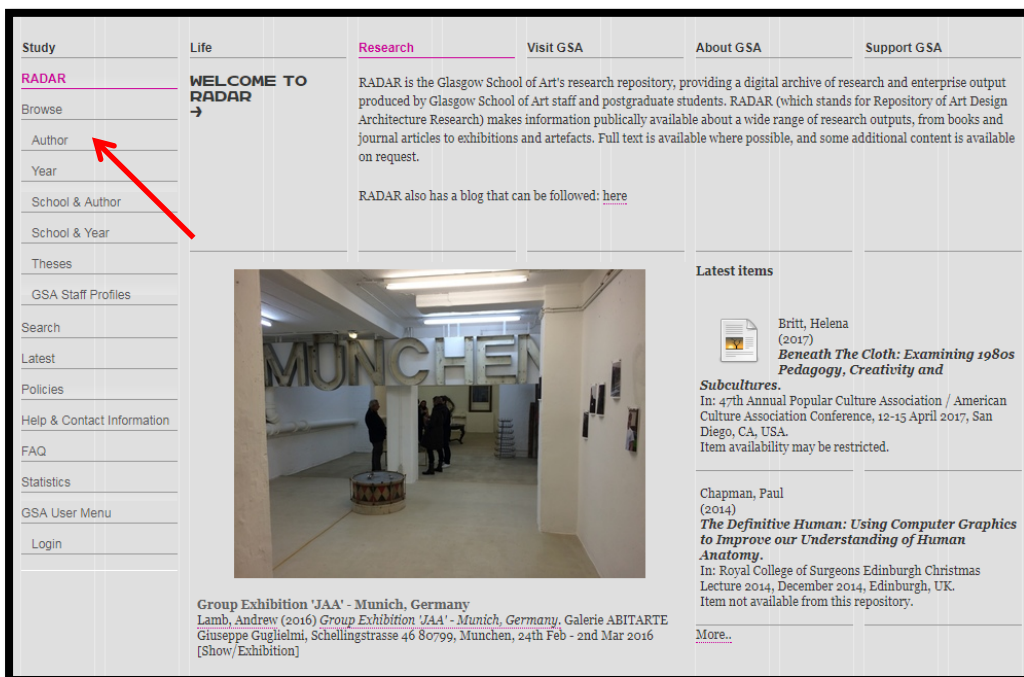
EXPORT A LIST OF YOUR CITATIONS FROM RADAR

A GUIDE FOR RADAR USERS

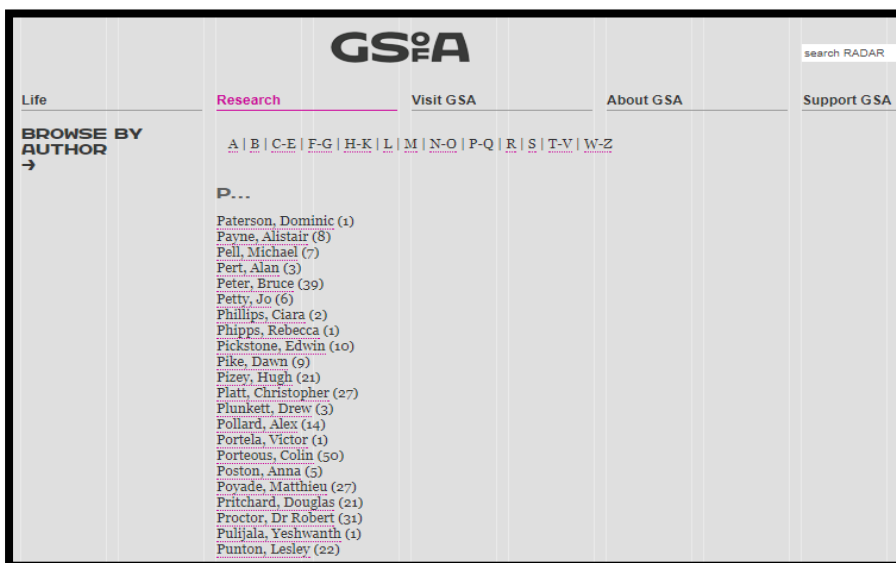# How to export a list of your citations from RADAR

This guide will provide step by step instructions on how to export a list of your citations out of RADAR in several different format.
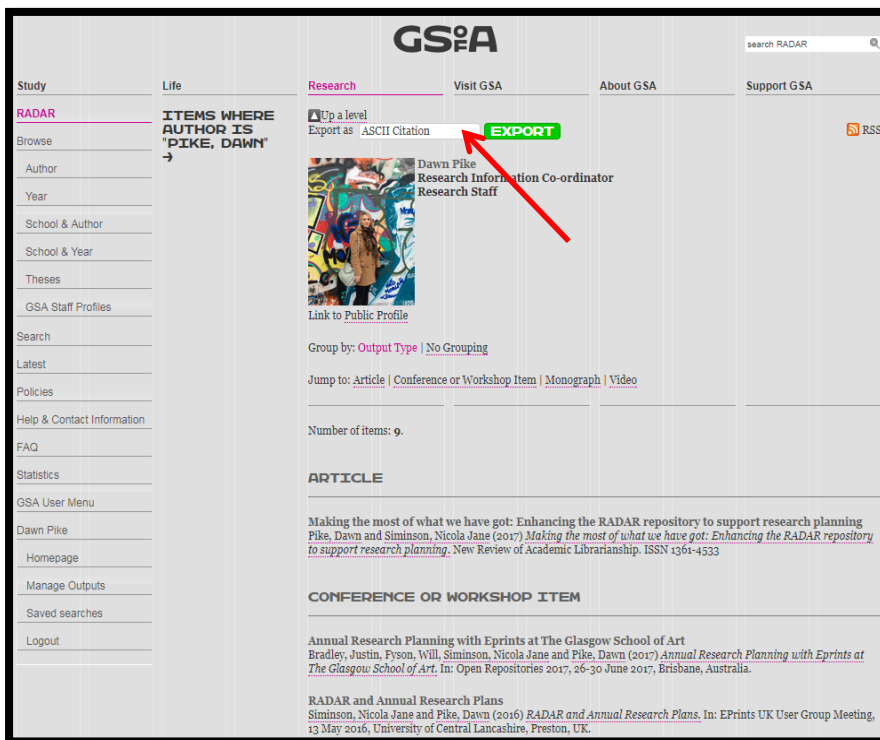
How to create a list of your citations

To begin click on the 'Author' option in the menu on the RADAR homepage (highlighted with a red arrow below).
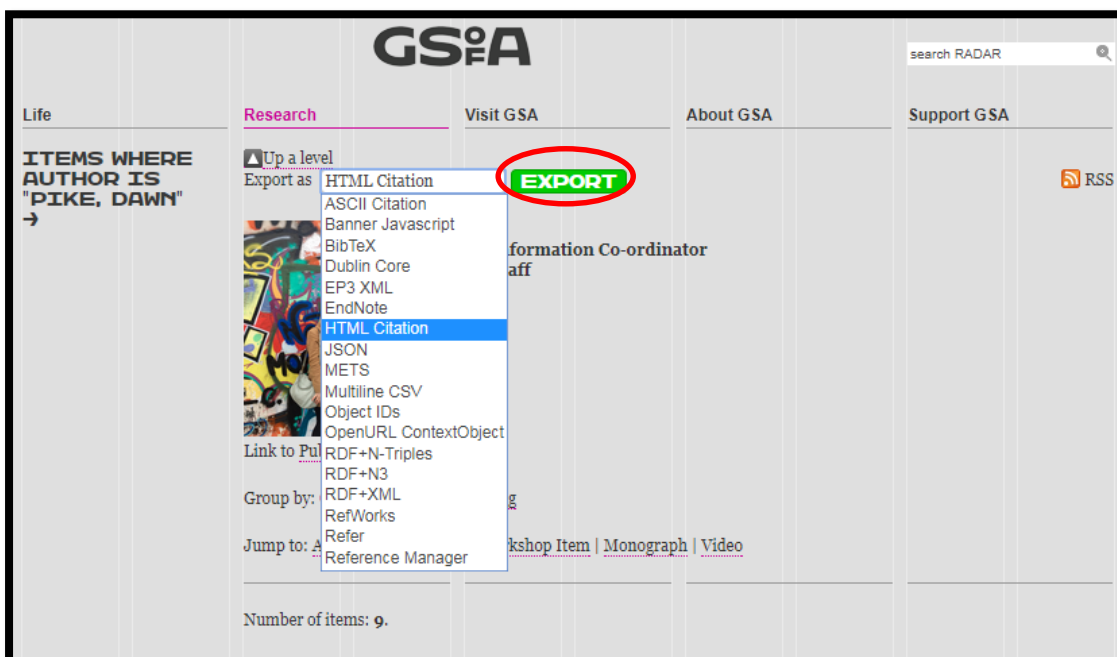

Once you have clicked on 'author', you will be taken to the screen below. Browse through the list to find your name and click on it.

Once you have clicked on your name you will be taken to a page which lists the research outputs you have added to RADAR. At the top of this screen you will see a box called **'Export as',** this has been highlighted with a red arrow in the screenshot below:

Clicking on the '**Export as**' option will reveal a drop down list of formats in which you can export your outputs. Select the format you would like from the drop down box and then click on the green export button (circled in the image below) to generate the file.

You should select **'HTML citation'** if you would like a list of citations you can copy and paste into a document.

This is what an exported HTML citation will look like, to save this as a document simply copy and paste it into a Word doc or similar.

Annual Research Planning with Eprints at The Glasgow School of Art

Bradley, Justin, Fyson, Will, Siminson, Nicola Jane and Pike, Dawn (2017) *Annual Research Planning with Eprints at The Glasgow School of Art.* In: Open Repositories 2017, 26-30 June 2017, Brisbane, Australia.

Making the most of what we have got: Enhancing the RADAR repository to support research planning

Pike, Dawn and Siminson, Nicola Jane (2017) *Making the most of what we have got: Enhancing the RADAR repository to support research planning.* New Review of Academic Librarianship. ISSN 1361-4533

RADAR Takedown Procedure

Pike, Dawn (2017) *RADAR Takedown Procedure.* Documentation. The Glasgow School of Art.

How to complete your Annual Research Plan in RADAR – a video guide

Pike, Dawn (2017) *How to complete your Annual Research Plan in RADAR – a video guide.* [Video]

Copyright briefing paper

Chappell, Duncan and Pike, Dawn (2016) *Copyright briefing paper.* Documentation. The Glasgow School of Art.

RADAR and Annual Research Plans

Siminson, Nicola Jane and Pike, Dawn (2016) *RADAR and Annual Research Plans.* In: EPrints UK User Group Meeting, 13 May 2016, University of Central Lancashire, Preston, UK.

How to add dates to RADAR deposits

Pike, Dawn (2016) *How to add dates to RADAR deposits.* Documentation. The Glasgow School of Art.

How to complete your Annual Research Plan in RADAR

Pike, Dawn (2016) *How to complete your Annual Research Plan in RADAR.* Documentation. The Glasgow School of Art.

How to add a profile picture to RADAR

Pike, Dawn (2016) *How to add a profile picture to RADAR.* Documentation. The Glasgow School of Art.

Other useful export options:

Multiline CSV – this will download your outputs into a spreadsheet format.

Refworks and Endnote– these formats enable you to export your outputs out of RADAR in the format used by reference management services such as Refworks and Endnote. By exporting your citations in these formats you will be able to bulk upload them to the reference management software you are using.

If you require any assistance with exporting a list of your citations from RADAR please do not hesitate to contact the RADAR team (radar@gsa.ac.uk) - we will be happy to help!