

RADAR “How To...” Guide

DEPOSITING RESEARCH OUTPUTS in RADAR

This guide covers:

- Accessing RADAR
- Logging in
- Depositing outputs
- Managing outputs
- Uploading documents
- Submitting outputs for review
- Editing an output



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

June 2016

The screenshot shows the RADAR homepage. At the top, there is a navigation bar with tabs for Study, Life, Research (highlighted), Visit GSA, About GSA, and Support GSA. Below the navigation bar, there is a search bar labeled 'search RADAR'. The main content area is divided into several sections. On the left, there is a vertical navigation menu with options like RADAR, Browse, Author, Year, School & Author, School & Year, Theses, Search, Latest, Policies, Help & Contact Information, Download Statistics, GSA User Menu, and Login. The main content area features a large image of a forest with the caption 'Birds do not sing – the Culloden Moor project' by Mersinis, Michael (2011). To the right of the image, there is a 'Latest items' section listing two items: 'Conference co-organiser for Crafting the Look: Styling as Creative Process' and 'Haptic Knock Blocks Competition at TopCoder Open 2014'. At the bottom of the page, there is a footer with the text 'RADAR supports OAI 2.0 with a base URL of http://radar.gsa.ac.uk/cgi/oai2'.

Accessing RADAR

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

The above URL takes you to the landing page for RADAR where options are given in the navigation tree on the left of the screen, e.g. Browse function and the ability to login.

Alternatively RADAR can be accessed through the Research pages on the GSA website

The screenshot shows the RADAR login page. At the top, there is a navigation bar with tabs for Study, Life, Research (highlighted), Visit GSA, About GSA, and Support GSA. Below the navigation bar, there is a search bar labeled 'search RADAR'. The main content area is divided into several sections. On the left, there is a vertical navigation menu with options like RADAR, Browse, Author, Year, School & Author, School & Year, Theses, Search, Latest, Policies, Help & Contact Information, Download Statistics, GSA User Menu, and Login. The main content area features a large image of a forest with the caption 'Birds do not sing – the Culloden Moor project' by Mersinis, Michael (2011). To the right of the image, there is a 'Latest items' section listing two items: 'Conference co-organiser for Crafting the Look: Styling as Creative Process' and 'Haptic Knock Blocks Competition at TopCoder Open 2014'. At the bottom of the page, there is a footer with the text 'RADAR supports OAI 2.0 with a base URL of http://radar.gsa.ac.uk/cgi/oai2'.

Logging in to RADAR

To login, press on the 'login' tab. You will then be faced with a screen as shown. You then input your GSA username and password to gain access to the repository and the functions that allow you to deposit your research outputs.

GSA search RADAR

Life **Research** Visit GSA About GSA Support GSA

RADAR **HOMEPAGE** **Help**

DAWN PIKE2



Research Information Co-ordinator
Research Staff
Research Profile

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur ac ultricies mi. Praesent eu facilisis mauris. Duis mollis ac purus sed finibus. Cras et placerat tellus, bibendum faucibus augue. Vivamus magna felis, efficitur nec dui ac, sagittis fringilla nulla. Curabitur rutrum risus risus, eu rutrum massa consequat eget. Nullam condimentum nibh at dolor mollis, eu luctus massa aliquam. Sed nulla felis, efficitur posuere sem vitae, varius condimentum sem. Etiam cursus ipsum magna, vel imperdiet arcu ornare vel. Etiam felis tellus, auctor id dapibus ut, fermentum id arcu. Donec eget vulputate urna.

EDIT PROFILE **ANNUAL RESEARCH PLAN** **SAVED SEARCHES** **PROFILE PICTURE**

Quick Upload

Choose File No file chosen

UPLOAD

Most Viewed Items

No items

Issues

No issues

Latest Additions
No items

Navigation: Home, Manage Outputs, Saved searches, Logout

Logged In

Once logged in you will be directed automatically to your homepage. From this screen you can edit your profile and upload a profile picture *. To begin adding research outputs to RADAR click on 'manage outputs' on the left side of the page.

* For more information, please refer to the "How to add a profile picture" guide.

Help

CREATE NEW RESEARCH OUTPUT

Import from **IMPORT**

Displaying your outputs 1 to 10 of 712.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Next

User Workarea Under Review Live Archive Retired

Last Modified	Title	Output Type	Output Status	Creators/Authors	Depositing User	Output ID	
20 Jan 2014 16:16	Mapping the Moment: A spatio-temporal interface for studying performance culture, Nottingham 1857-1867	Article	Under Review	Robinson, J, Priestnall, G, Tyler-Jones, R and Burgess, Robin	Robin Burgess	3330	 
15 Jan 2014 15:50	UNSPECIFIED	Article	User Workarea		Robin Burgess	3316	   

Manage Outputs

The Manage Outputs screen allows you to view what outputs you have in your work area. It will highlight those that you are working on, those under review and those that are live in the repository. Also from this screen you will be able to 'Create New Research Output' by pressing on the relevant button.



Functions

1. View Output – allows you to see the outputs you’ve deposited
2. Destroy Output – allows you to delete outputs you have not yet deposited.
3. Edit Output – allows you to go in and make changes to your output
4. Deposit output – enables the output to be reviewed prior to being made live in the repository

EDIT OUTPUT:
ARTICLE
#3331

Type → Details → Editor Info → Upload → Deposit

SAVE FOR LATER **CANCEL** **NEXT →**

★ **Output Type** ?

(Parts of) Books

Book or Monograph
A book or a conference volume.

Edited Book
An edited book or a conference volume.

Book Section
A chapter or section in a book.

Journal articles

Article
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.

Conference or Workshop Item
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.

Physical artefacts

Artefact
An artist's artefact or work product.

Exhibitions and performances

Show/Exhibition
An artist's exhibition or site specific performance-based deposit.

Performance
Performance of a musical event.

Create New Research Output

The first part to complete when creating a new research output is to choose the ‘Output Type’ – e.g. Book, Article, Artefact. On choosing an output type the ‘Next’ button can be pressed which will then allow you to complete the metadata associated with the output – e.g. Titles, authors, publishers.

You can also save the stage you are at here by pressing the ‘Save for Later’ button, enabling you to return to complete the output deposit at a later date.

EDIT OUTPUT: ARTICLE #4563

Type → Details → Upload → Deposit

← PREVIOUS SAVE AND RETURN CANCEL NEXT →

Title

Abstract

Creators/Authors

	Family Name	Given Name / Initials	GSA Username
1.			
2.			
3.			
4.			

MORE INPUT ROWS

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

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: Month: Unspecified Days: ?	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:

ISSN:

Publisher:

Official URL:

Volume:

Number:

Page Ranges: to

Identification Number:

Related URLs: URL URL Type UNSPECIFIED

MORE INPUT ROWS

Funders

1. MORE INPUT ROWS

Projects

1. MORE INPUT ROWS

Output Narrative

Uncontrolled Keywords

Output Metadata

The 'Edit Output' section allows you to input the information (metadata) about your research output. Each output type has a specific set of additional information to be completed, which provides details about the output; the metadata required for an artefact will differ from that required for a journal article.

Each output type has some fields that are mandatory (denoted by a 'star'), as a minimum of metadata is required for an output to be complete and made live in the repository. For example, 'Keywords' will help make your output more discoverable, and you can provide up to 5 keywords. Try to use sentence case text, and avoid using block capitals, bold or italic fonts for the output's title.

Some of the metadata fields within 'Edit Output' contain drop-down options to help you to auto-complete some fields. As a GSA researcher, your details are registered in RADAR, and these will auto-complete the author field when you start to type in your name. For journal articles, the built-in SHERPA RoMEO tool can help to auto-complete the journal title, and you can also see information relating to the publisher's open access policy.

There are also free text fields that allow you to add additional information; the '?' symbols provide help on each field. On completion of the metadata, click the 'Next' button, or save the record for later.

GSFA search RADAR

Life **Research** Visit GSA About GSA Support GSA

EDIT OUTPUT: ARTICLE #3640

- You haven't filled out the required Title field.
- You haven't filled out the required Abstract field.
- You haven't filled out the required Creators/Authors field.
- You haven't filled out the required Schools field.
- You haven't filled out the required Status field.
- You haven't filled out the required Journal or Publication Title field.
- You haven't filled out the required Date field.
- You haven't filled out the required Uncontrolled Keywords field.

Type → Details → Upload → Deposit

← PREVIOUS SAVE FOR LATER CANCEL NEXT →

★ Title

★ Abstract

Error Checking

On submitting data about the output you are depositing, if you have missed any of the mandatory fields out this will be brought to your attention as illustrated by the yellow box opposite detailing where the missing data is. This data should be completed before depositing the output.

GSFA search RADAR

Life **Research** Visit GSA About GSA Support GSA

EDIT OUTPUT: ARTICLE #3332

Type → Details → Editor Info → Upload → Deposit

← PREVIOUS SAVE FOR LATER CANCEL NEXT →

Add a new document

This section allows you to upload your supporting evidence and comment on it. Various file types can be uploaded from images, text, audio etc which will be displayed alongside your output.

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL View for a Mac computer

New document: Choose File no file selected **UPLOAD**

← PREVIOUS SAVE FOR LATER CANCEL NEXT →

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL View for a PC

New document: Browse **UPLOAD**

← PREVIOUS SAVE FOR LATER CANCEL NEXT →

Document Upload

The next step is the ability to upload documents to support your research output, or for example the actual journal paper or report. Various formats of document can be uploaded, the common ones being PDF, JPEG, Word, Powerpoint, MP3. This all depends on what you are uploading. You can also upload information from a URL by using that tabbed option. Multiple documents can be uploaded to support your output.

Add a new document

This section allows you to upload your supporting evidence and comment on it. Various file types can be uploaded from images, text, audio etc which will be displayed alongside your output.

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the SHERPA RoMEO tool to verify publisher policies before depositing.

File From URL

New document: no file selected

Other 129kB 

Hide options 

Metadata Files

Content: 

Format: 

Supporting Evidence: 

Visible to: 

License: 

Embargo expiry date: Year: Month: Day: 

Document Upload

Once you've located the file you wish to upload you press the 'Upload' button. This adds the document alongside your output data. You can then complete additional information about the document such as its format and licensing. You can also limit who can view the document and add an embargo to it if there needs to be one in place. Give the document a name within the 'Supporting Evidence' field. We are keen to see images uploaded as these feed through to the home page of the repository and showcase your research.

By pressing the 'Next' button you will be ready to deposit the output.

DEPOSIT PREVIEW

Type

Output Type:

Details

Upload

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.

Clicking on the deposit button indicates your agreement to these terms.

Output Depositing

Before depositing the output, you will be presented with all the data that has been completed for the output, which you can review and edit if necessary. You will also see two deposit agreements; if you're happy to proceed, click the 'Deposit Item Now' button. Your deposit will be confirmed, and will normally be reviewed by a RADAR administrator within three working days; you will be notified when the item is "live".

Help

CREATE NEW RESEARCH OUTPUT

Import from **IMPORT**

Displaying your outputs 1 to 10 of 710.

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13 Dec 2013 09:44	UNSPECIFIED	Article	User Workarea		Robin Burgess	3309	   
06 Dec 2013 11:49	A collection of GSA material	Show/Exhibition	Retired	Burgess, Robin	Robin Burgess	2290	
28 Oct 2013 15:09	UNSPECIFIED	Article	User Workarea		Robin Burgess	3286	   

Returning to Manage Outputs

Once you have deposited your output you can return to the Manage Outputs screen where you will see listed the outputs you have deposited and their status within the review process (such as 'Under Review' or 'Live') as well as the outputs you are still working on in your 'User Workarea'.

From here you can go back into any of your outputs and edit them, and subsequently resubmit them to the repository for review.

Study | **Life** | **Research** | Visit GSA | About GSA | Support GSA

RADAR

EDIT OUTPUT: TEST ARTICLE

Type → Details → Upload → Deposit

SAVE AND RETURN **CANCEL** **NEXT →**

Output Type

(Parts of) Books

- Book or Monograph
A book or a conference volume.
- Edited Book
An edited book or a conference volume.
- Book Section
A chapter or section in a book.

Journal articles

- Article
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Conference or Workshop Item
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.

Physical artefacts

- Artefact
An artist's artefact or work product.

Exhibitions and performances

- Show/Exhibition
An artist's exhibition or site specific performance-based deposit.
- Performance
Performance of a musical event.

Other documents

- Patent
A published patent. Do not include as yet unpublished patent applications.
- Monograph
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.
- Composition
A musical composition.

Editing an Output

By pressing on the symbol of the piece of paper and pencil (Edit Output), you are then faced with the current data pertaining to the chosen output. You can then return to editing the output by following the steps described above, and make any necessary changes, ensuring you save the information as you go. You will then have the option to resubmit the output, or to save it for later.