KAR user guide

KAR and your staff profile

The publications section of your staff profile on your school website uses KAR records to provide accurate information about the works you have authored. This happens automatically based on your email address.

Publications shown in your staff profile

For your staff profile to recognise your works and pull them into your profile page, the record in KAR must have your full email address in the creators’ section of the KAR record:

- **A.N.Other@kent.ac.uk**, not **ano68@kent.ac.uk**.
  
  If you are University of Kent staff, always use the long form of your Kent email address. If you are not Kent staff, use your Postgraduate Research student Kent email (short form of email), eg **ano68@kent.ac.uk**

Your work must be one of these item types:

- Articles, Books, Book Sections, Reviews, Monographs, Conference Items
- Research Reports, Internet publications
- Edited Books, Edited Journals
- Performances, Exhibitions, Video, Audio
- Theses
- Patents, Images, Experiments and Other

The status recorded on KAR must be one of these:

- Published
- In Press
- Submitted
- Completed

Forthcoming items

Items with the KAR status ‘In Press’ or ‘Submitted’ are grouped in a section with a heading ‘Forthcoming’ at the bottom of your profile page.

The library’s research support team regularly checks ‘In Press’ items to identify those where full publications details have become available. This information is added to the KAR record and when the item has been published the status is changed to reflect this. This means the item will then display in the main section of your staff profile publications list.
Changes to records in KAR

Changes made to records in KAR take 24 hours to appear in the publications section of your staff profile. So if you change anything in a KAR entry, it won't update your profile until the next day.

Select which records appear in your staff profile

All records that meet the conditions above will appear in your staff profile by default. But if you want to exclude any pieces of work from showing you can do so.

New records: on the ‘Further Details’ tab in the KAR there is a tick box under the heading ‘Kent Staff profile.’ When you create a new record or import details from another source, the box will be ticked by default. To prevent the KAR record from showing in your staff profile, untick the box before you deposit the item.

Existing records in KAR: these will also have the box ticked. If you don’t want a publication to show in your profile, you need to edit the record and untick the box.

How to edit your KAR records

1. Find the record on your staff profile page and click View in KAR.
2. Click the link at the bottom of the page and log into KAR.
3. Click Edit this record.
4. Choose the Further Details tab and untick the box under the section ‘Kent Staff profile.’
5. Click Save for later.
6. The change will take 24 hours to take effect in your staff profile.

If you can’t see the Edit button

If the entry was added to KAR by another person you don’t have permission to edit the record. In this case, email researchsupport@kent.ac.uk with the following details:

- KAR ID of the item. This is a number you can find at the end of the web address for the item, for example: https://kar.kent.ac.uk/70465/
- title of the item and creator name, so we can be sure we have the correct entry
- what you want to change.

The library’s research support team will edit the record for you and contact you if there are any issues.