Kent Academic Repository

Getting Started Guide

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Online help: From within KAR click the 'Help' tab for support content.

Contact us: To request editor status or if you have technical enquiries email researchsupport@kent.ac.uk.

For login and password problems, contact the Staff Helpdesk. Email helpdesk@kent.ac.uk or phone 01227 82 4888.

1. Add items to KAR

Go to kar.kent.ac.uk and log in with your Kent IT username and password.

Before adding a new record to the system, always check that it does not already exist in KAR by searching for the author and some keywords from the title.

2. Create a new item

Click '**Manage Deposits**'. Click '**New item**' to begin adding a new item to KAR. This takes you to a set of five pages into which to enter metadata. You can save your KAR record at any time and return to it later: click '**Save for Later'**.

3. Import bibliographic details

You can save time by importing the bibliographic description for your item into KAR from sources such as Pubmed, Scopus, Web of Science and RefWorks, or by using the DOI (Digital Object Identifier).

   a) Click '**Manage Deposits'**.

   b) Choose the appropriate format or source from the '**Import from**' dropdown and click '**Import'**.

   c) You now have the option to paste information into a field, or to click '**Upload from file'** and browse to a file containing the record. It is not possible to enter multiple records of differing formats at the same time.

   d) You can use the '**Test without Importing'** option to check that the data is recognised by the system. Click '**Import Items'** to proceed.

   e) You are now taken to a set of five pages into which to enter data. From your import KAR has filled in as many fields as possible, but you should check the information and ensure all required fields are filled in – see below for more information.

4. Add metadata to your item

Item type

From the list of options, click the type that best describes the item. There is a description of each type to help you choose.

Click **'Upload'** or **'Next'** to continue.

Upload full text

On this page you can upload the full text of your publication to KAR. Uploading full text where copyright allows is recommended but optional. Follow the 'SHERPA RoMEO' link on the page or visit www.sherpa.ac.uk/romeo to check journal publisher copyright policies.

Once you have checked copyright, upload the document (PDF preferred) by browsing for the relevant document or pasting a URL.

Click '**Details'** or '**Next'** to continue to the next step.

Bibliographic description

This is where you add the item's bibliographic details. Mandatory fields are marked with a star. Click the '**question mark icons'** on the right of the screen for guidance. Some fields may be collapsed and can be expanded by clicking the '**plus buttons'** on the left.

Title

The most important field. **Transcribe the title exactly as it appears on the title page.** This field has an autocomplete feature which helps to prevent item duplication in KAR.

Abstract

Optional but useful. Including an abstract significantly increases the chance of the item of being found by search engines like Google Scholar.

Uncontrolled keywords

Add any relevant keywords. These will help make your publication more discoverable.

Creators

The individual creator(s) of the work, such as an author. This field works with autocomplete; if the creator already has items in KAR you can pick the name from the list which appears and the details will be filled in automatically.

If the work is also credited to an editor or editors, enter them under 'Contributors' (see below).

Please ensure you include the Kent email address of all creators based at Kent; otherwise the item will not be included in web publication lists or the Annual Research Report.

Contributors

Other contributors to the work, including editors. You can choose the appropriate roles from the drop down list.

Corporate creators

Companies or corporations that are considered creators of the work.

Publication Details

The details requested here are context sensitive to the Item Type you specified previously. If in doubt, click the '**question mark icon**' next to the field for guidance.

In most cases this section includes three key fields:

a) '**URL**' (web address) of the publication (ideally this should be the DOI URL)

b) '**DOI**' (Digital Object Identifier) of the publication

c) '**Publication title**'. Journal articles use autocomplete, so if there are already instances of this title in the repository you can choose it from a list, which will also populate the '**ISSN**' and '**Publisher**' fields.

Subjects

Add up to three subject tags that are appropriate to the item. This will allow users to find the item not only when searching KAR but also when keyword searching bibliographic databases that have harvested data from KAR. When you have finished with the Details section, click the '**Further details'** or '**Next**' button to continue.

Further details

Divisions

Identify the academic school, centre, or service department where the author works. Where there are multiple authors from different divisions, all divisions should be included.

Funding

If the research was supported by a grant, add details here.

References

Copy and paste the references (citations) used in the article or book section. This helps to link your item to those it cites, which is a powerful tool for researchers to identify relevant articles.

Click '**Deposit**' or '**Next**' to continue.

5. Deposit

This is the final stage in the process. If you are not sure all the data is correct, click '**Save for Later**' and finish the deposit when you have all the necessary information.

If you are confident that the details you have entered are accurate and complete, click '**Deposit Item Now**'. This will deposit the item into the live archive. If there are any vital pieces of information missing from the record, an alert will appear on the screen.

6. Editing records

Records deposited by you

Log into KAR and go to '**Manage Deposits**'. You will see a list of all the items you have added to KAR, including items you have deposited to the live archive and records you have saved for later. There are three icons to the right of each item, providing options to edit, view the item's details and to destroy the item.

Clicking the '**edit icon**' to the right of the item re-enters you into process you have followed above. Click the button for the section you want to change.

Records deposited by others

If you want to change a record of one of your research outputs in KAR but you are not the original depositor so do not have permissions to do so, email researchsupport@kent.ac.uk with the item number and request ownership of the item.

The item will be added to the list of your deposits and you will be able to edit it as above.