T-Space Checklist

Note that more extensive information is available via the draft guidelines.

Prior to Uploading:

1. Do you have permission to upload this item into T-Space?

   When your article was published, you may have signed over copyright to the publisher of your work. To find out if you have permission from the publisher, try the following:
   a. Check the copyright agreement you signed when your article was published
   b. Check the SHERPA/RoMEO site: http://www.sherpa.ac.uk/romeo You can search this site for the permissions granted by a variety of journals
   c. Check the website for the journal itself. It may have a section that explains permissions and copyright.
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   For future publications, you may wish to negotiate and preserve your author's rights, by attaching an author addendum to the publisher's agreement. An example addendum is available here: http://www.carl-abrc.ca/projects/author/EngPubAgree.pdf

2. Is your item in final form? Please do not upload works in progress

3. Is your item scholarly or research oriented? Please do not upload content that is ephemeral. Suggested content includes: journal articles, conference proceedings, data sets, working papers, exemplary curriculum material or any other material that you would typically include in the Creative Professional Activity section on your Annual Activity Report.

4. Are you:

   a. a faculty member
   b. a graduate student uploading your thesis/dissertation

   Content must be uploaded by someone at OISE who has a teaching/research appointment or have sponsorship from a faculty member. In addition, graduate students who are submitting their theses/dissertations, also use T-Space to upload them electronically. For more information on student e-theses, go here: http://webspace.oise.utoronto.ca/~hannafo3/e-Theses.ppt

Ready to Upload:

1. Have you created an account on T-Space?

   a. Create an account here: https://tspace.library.utoronto.ca/register

2. Do you know which collection you would like your item to be added to?

   a. View a list of OISE collections here: https://tspace.library.utoronto.ca/handle/1807/364
   b. Contact Julie Hannaford (j.hannaford@utoronto.ca) or Marian Press (marian.press@utoronto.ca) to arrange to have your account linked to an OISE department or research centre. In your email, please advise which department, you wish to use.

3. Do you know how to best describe your item?

    a. Think carefully about keywords or words that best describe your work. The keywords and description that you enter into T-Space will be used by search engines such as Google, to find your work. It is therefore best to use as many keywords as you can to describe your work, to make it easier for search engines to locate your work. Use both broad and specific keywords and use synonyms for your main concepts.