



# TSpace Submission Checklist

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## ☐ Is your item in final form?

Please do not upload works in progress.

## ☐ 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.

## ☐ Are you a graduate student uploading your thesis/dissertation or a faculty member?

Content must be uploaded by someone at the University of Toronto who has a teaching/research appointment or have sponsorship from a faculty member. In addition, graduate students who are submitting their theses/dissertations use TSpace to upload them electronically

☐ **Do you know which collection you would like your item to be added to?**

View TSpace's communities and collections here:

<https://tspace.library.utoronto.ca/community-list>. If you are not sure which collection your item should be submitted to, please contact us at [tspace@library.utoronto.ca](mailto:tspace@library.utoronto.ca).

☐ **Do you know how to best describe your item?**

Think carefully about keywords or words that best describe your work. The keywords and description that you enter into TSpace 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.

☐ **Is your file format supported by TSpace?**

Although a wide variety of file formats can be uploaded to TSpace, only certain formats are supported. TSpace's support of a format simply means that the library will be able to make that format usable in the future. Therefore, try to upload files in a supported format to help preserve your work. For example, export Word documents to Adobe PDFs. For more information about which formats are supported, please visit the [Format Support page](#).

☐ **Do you know which license you would like to use?**

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Adapted from <http://www.oise.utoronto.ca/ec/UserFiles/File/TSpaceChecklist.pdf>