

# Information Checklist for Published Items

This checklist includes information that is important and/or necessary to include when depositing **published items** to YorkSpace.

- **Examples** include the author accepted manuscripts of published articles, open access articles, book chapters, and reports and white papers.

The Libraries recommend **including as much information about the item as possible** to ensure its **discoverability**.

- Some fields may not apply depending on the type of work produced. For example, Series or Report Number would not apply for published open access articles.
- **All fields marked with an asterisk (\*) are required in YorkSpace.**

If you require any support obtaining the information listed below, please contact [diginet@yorku.ca](mailto:diginet@yorku.ca).

## Checklist:

- |   |  |
|---|--|
| <input type="checkbox"/> Author(s)                              | <input type="checkbox"/> Digital Object Identifier (DOI) |
| <input type="checkbox"/> Title*                                 | <input type="checkbox"/> Creative Commons Licence        |
| <input type="checkbox"/> Alternate Title                        | <input type="checkbox"/> Series or Report Number         |
| <input type="checkbox"/> Book Title                             | <input type="checkbox"/> Identifier                      |
| <input type="checkbox"/> Journal Information                    | <input type="checkbox"/> Type                            |
| ○ Title   | <input type="checkbox"/> Language(s)                     |
| ○ Volume  | <input type="checkbox"/> Subject Keywords                |
| ○ Issue   | <input type="checkbox"/> Abstract                        |
| ○ Page Numbers  | <input type="checkbox"/> Sponsors                        |
| <input type="checkbox"/> Date of Issue* (only year is required) | <input type="checkbox"/> Description                     |
| <input type="checkbox"/> Publisher                              | <input type="checkbox"/> Publishers Statement            |