

# Information Checklist for Unpublished Items

This checklist includes information that is important and/or necessary to include when depositing **unpublished items** to YorkSpace.

- **Examples** include non-traditional research outputs, such as podcast episodes or videos, images, datasets, exhibition ephemera, and unpublished text-based works.

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

- Some fields may not apply to your work depending on the type of work being produced. For example, Series or Report Number would not apply to an audio recording.
- **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"/> Authors                                | <input type="checkbox"/> Series or Report Number |
| <input type="checkbox"/> Title*                                 | <input type="checkbox"/> Identifier              |
| <input type="checkbox"/> Alternate Title                        | <input type="checkbox"/> Type                    |
| <input type="checkbox"/> Book Title                             | <input type="checkbox"/> Language(s)             |
| <input type="checkbox"/> Date of Issue* (only year is required) | <input type="checkbox"/> Subject Keywords        |
| <input type="checkbox"/> Publisher                              | <input type="checkbox"/> Abstract                |
| <input type="checkbox"/> Digital Object Identifier (DOI)        | <input type="checkbox"/> Sponsors                |
| <input type="checkbox"/> Creative Commons licence               | <input type="checkbox"/> Description             |