

Information Checklist for Unpublished Items

This checklist includes information that is important and/or necessary to include when depositing **unpublished items** to YorkSpace.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non-traditional research outputs, such as podcast episodes or videos, images, datasets, exhibition ephemera, and unpublished text-based works.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.

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 |