Information Checklist for Unpublished Items

This checklist includes information that is important and/or necessary to include when depositing unpublished items to YorkSpace.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non-traditional research outputs, such as podcast episodes or videos, images, datasets, exhibition ephemera, and unpublished text-based works.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

**Checklist:**

- Authors
- Title*
- Alternate Title
- Book Title
- Date of Issue* (only year is required)
- Publisher
- Digital Object Identifier (DOI)
- Creative Commons licence
- Series or Report Number
- Identifier
- Type
- Language(s)
- Subject Keywords
- Abstract
- Sponsors
- Description