



TSpace Public Policy Reports Collection

Upload Instructions for New Submissions

Thank you for considering submitting your policy report(s) to the [Public Policy Reports Collection](#) on TSpace. **Please refer to the [Policy Reports Collection FAQ](#) as the authority on eligibility for this Collection.** Once you have uploaded your material, it will be reviewed by the Office of the Vice-President, Research & Innovation (OVPRI) for consistency with the Collection style before being made live.

Starting a New Submission

To get started with an upload, [log-in to the repository with your UTORid](#). The login fields can be found in the top-right side of the home page.

Visit [TSpace](#) and log in with your UTORid from the top right corner. For step-by-step instructions please see the [Deposit Your Work in TSpace](#) section of the TSpace User Guide. When completing the submission form there are a few things to note:

1. To initiate a submission, click the + sign from the top left-side bar menu options, then click the down arrow beside 'New', and click on Item. A pop-up window will appear. You will be able to see the collections you are able to deposit items to. If you do not see the "Public Policy Reports" collection [fill out this form](#) to request access to it.

Tip: Use the **search bar** to search for a **specific collection**, or **click on the collection** in the list under the search bar.

You will now be taken to the submission form to complete.

2. File Upload: At the top of the form, add your file(s) to the submission form by **dragging and dropping the files** or clicking the **browse link** and uploading them from your computer.

Upload the file of the report using the following file naming convention:

First author' last name and second author's last name_year of issue_ first three or four words of report title

Examples:

Zon and Ditta_2016_ Robot Take the Wheel

Tsiplova et al_2016_A Micro-Costing and Cost-Consequence

Notes on file names:

- Authors: Include up to 2 names; for 3 or more authors: [first author's last name] et al.: e.g., George et al.
- Only include the main title (i.e., not the subtitle)
- If the main title is more than 4 words, break it in a reasonable place.

Examples:

"Evaluating Investment in Quality Improvement Capacity Building: A Synthesis of the Literature" =
Evaluating Investment in Quality

3. Describe this item

- Fill out the **mandatory fields – Author, Title, Issue Date** (year is mandatory; month and date are optional)
- **Some reports will have a DOI/ISSN/ISBN.** If your submission does, include them in the respective fields on this page
- **Add abstract and Subject Keywords**
 - All keywords/tags should begin with a lowercase letter, unless the word is a proper noun.
- Only complete the **“Sponsors”** field if an external organization has *financially supported* the report. Sponsorship should follow the following format:
 - Supported by the [external funding body].
 - E.g., Supported by the Ontario Ministry of Economic Development.
- To complete the **“Description”** field, follow this format:
 - Produced by the [centre/unit] at the [school or faculty], University of Toronto.
 - Units in affiliated hospitals will be formatted slightly differently, E.g.:
 - Produced by the Atkinson Centre at the Ontario Institute for Studies in Education, University of Toronto.
 - Produced by the Impact Centre, University of Toronto.
 - Produced by Technology Assessment at SickKids, Hospital for Sick Children.

4. Creative Commons license (optional)

In this section of the form, you can indicate if your published work has a Creative Commons licence, or Creative Commons Zero designation. If you select Creative Commons from the drop-down menu, you will be asked to complete the following form options:

- Will you allow commercial uses of your work?
- Will you allow modifications of your work?

You will then need to check off the box at the bottom of this section of the form and indicate that you grant the specific Creative Commons licence to the TSpace submission.

- If your report is released under a [Creative Commons license](#), **select the same license terms**
- Use the [Creative Commons Quick Selector Tool](#) to help determine which options to choose if the report has an existing CC license.

Please note that TSpace is intended to be a permanent repository. Withdrawal requests are considered on a case by case basis in accordance with the [TSpace Withdrawal and Modification Policy](#) by contacting vpri.reports@utoronto.ca.

If you have any questions please contact tspace@library.utoronto.ca.