Disseminating Your Research with YorkSpace

As a graduate student at York University, you are able to disseminate your research (preprints of articles, conference presentations, data, etc.) through the university's institutional repository YorkSpace.

What is YorkSpace?

YorkSpace is the open access Institutional Repository for York University. YorkSpace hosts a variety of scholarly outputs including faculty papers, award winning student papers, electronic theses and dissertations (ETDs), and conference proceedings. YorkSpace also hosts digitized primary research materials from the Clara Thomas Archives and Special Collections. It enables York community members to post, organize, disseminate and preserve their scholarship and research outputs online in an institutional context.

Benefits of YorkSpace

YorkSpace supports the dissemination of York University research. It is a platform that enables York community members to organize and preserve their research online in an institutional context. It showcases the scholarship of the York University community through the use of a special standards-based software platform that collects usage statistics and provides exceptional visibility on the web. YorkSpace data is collected by harvesters world wide which helps promote discovery.

Preparing a submission to YorkSpace

Each submission to YorkSpace must be accompanied by a digital object (for example, a pdf, a spreadsheet of tabular data, presentation slides, an image) that can be made freely available to the public online permanently without access restrictions.

Below are some guiding questions to help select and prepare material for submission to YorkSpace.

- What best represents your research? What are the most appropriate outputs of your research for a public audience?

- Are key stakeholders aware of, and have they consented to, material being deposited? Have they had input into the document?

- Have you cleared any rights issues of content you have incorporated into your content?

- Have you optimized the digital file(s) for accessibility?

- What kinds of keywords would help users discover and contextualize your scholarship?

- Is the material in an appropriate file format?

Accessibility considerations*

When preparing your research outputs, please keep the following in mind with regards to accessibility:

- Organize content using headings and subheadings which are used sequentially. (e.g., Heading 1, Heading 2).
- Add alternative text descriptions (or alt text) to all non-text content that conveys information such as images, textboxes, graphs, and tables.
- For images, graphs, charts, tables and maps also include contextual or supporting details in the text surrounding the image.
- Make sure that links are meaningful in context and avoid generic text such as "click here" or "read more." Make sure links do not open in new windows or tabs.
- For tables include row and column headers which have the correct scope assigned, adequate cell padding and make sure tables do not have merged or split cells.
- Ensure a transcript is available for each multimedia resource including relevant non-speech content and that audio descriptions of contextual visuals (e.g., graphs, charts) are included in the multimedia resource.
- Captions of all speech content and relevant non-speech content are included in the multimedia resource; this includes the audio synchronized with a video presentation.
- Create formulas using MathML.
- Ensure font size is 12 point or higher for body text and 9 point for footnotes or endnotes.
- Ensure font size can be zoomed to 200%.
- For PowerPoint use the slide layouts, which act as templates. Using slide layouts will help you avoid the use of textboxes as these are not accessible for people using screen readers. **
- In PowerPoint put your headings in the heading placeholder available in slide layouts and not a textbox or a general text placeholder. Ensure that every slide in your presentation has a unique heading. **
- In PowerPoint avoid including too much text on a slide, keep font styling simple – avoid using all capital letters and excessive italics or underlines. **

*Adapted from Accessibility Checklist, Coolidge, A., Doner, S., Robertson, T., Gray, J. (2018). *Accessibility Toolkit – 2nd Edition*. Victoria, B.C.: BCcampus. https://opentextbc.ca/accessibilitytoolkit/back-matter/appendix-checklist-for-accessibility-toolkit/

**Adapted from Josie Gray, Accessible Presentations, BCcampus Inclusive Design Webinar Series. February 12, 2019. Victoria, B.C.: BCcampus. https://opentextbc.ca/accessibilitytoolkit/back-matter/inclusive-design-webinar-series/

Rights clearance of content

As the creator of a work, you are automatically the copyright owner. If your work is unpublished and you have not signed a contract with a third party, you are free to deposit your work into YorkSpace. Note that by depositing your work in YorkSpace you are giving York University the non-exclusive right to make available your content on the web. Read through this agreement here for more context.

The material you will be depositing in YorkSpace will be your own creation, however, it may incorporate other content that is protected under copyright or other rights protocols (e.g. images, tables, illustrations, music etc.). For guidance on how to identify and clear any additional permissions, see this resource here. For information about how to find free and open content that you can use, see this video here.

Creative Commons Licences

In the same way that you should act responsibly with the work of others in your own research, consider applying a Creative Commons license to the content you deposit in YorkSpace. A CC license can help outline how your team would like your work to be reused/remixed/modified by others (or not) and how to credit your work.

Helping with Discoverability

When depositing an item with YorkSpace, you'll be invited to provide additional tags and keywords that will help contextualize your work. YorkSpace is optimized for discovery, and applying keywords can take advantage of the technology. Think about keywords that will be accurate about your topic but general enough that they will surface in searches for adjacent issues. For example, if your research is about Nathan Phillips Square as a site of civic engagement, you may use "Nathan Phillips Square" as a keyword, but also "city hall", "Toronto," "protests", "demonstrations," and "municipal politics."

File formats

The majority of contributors to YorkSpace provide content to YorkSpace in the following formats:
- **Text:** DOC, ODT, PDF, RTF, TXT (preferred), DOCX, TEX, (accepted)
- **Images:** TIFF (preferred), JPEG (accepted)
- **Tabular data:** CSV (preferred), XLS, XLSX (accepted)
- **Slide decks, presentations:** PDF (preferred), PPX (accepted)
- **Sound recordings:** WAV, FLAC (preferred), MP3 (accepted)*
- **Video recordings:** AVI, MOV (preferred), MP4 (accepted)*

* If you wish to deposit sound or moving image files, please contact the Libraries in advance.

Next steps

If you wish to deposit content with YorkSpace, you may proceed as follows:

Mediated Deposit
1. Fill out the mediated deposit form available here for the digital object
2. Fill out this form with the information (e.g. metadata) that will accompany the item you wish to deposit, and include it with your submission.
3. When you're ready, forward the package to the Libraries at opendeposit@yorku.ca.
4. The Libraries will deposit the work and follow up with you with a link.

Self-Serve
1. Register with YorkSpace by filling out this registration form:
   a. Note: this is *not* Passport York affiliated so you can set your own password
- You will receive an automated email from library staff confirming your registration and confirming/affirming your departmental affiliation
- Review the documentation and instructions before proceeding
  - Guide to depositing an item in YorkSpace, step by step.
  - Guide to editing items in YorkSpace.
  - Guide to setting an embargo for your item. Note that the item must first be deposited before an embargo can be set.
- If you have any issues with the deposit, contact the library at diginit@yorku.ca.