Instructions for Rotman Faculty for Complying with the Tri-Agency Open Access Policy

January 2017

A: GETTING SET-UP ON T-SPACE

- **All Rotman and cross-appointed UTM and UTSC faculty have already been set-up on Rotman's T-space page.**
- **You use your UTORID credentials to log in.**
- **If you don't know your UTORID, or call 416-978-HELP (4357), or email help.desk@utoronto.ca.**
- You can view the Rotman T-space page here: https://tspace.library.utoronto.ca/handle/1807/17050

B: CHECK YOUR JOURNAL'S ARCHIVING POLICY

Consult the attached spreadsheet (also available online at http://www.rotman.utoronto.ca/-/media/Files/Programs-and-Areas/BIC/V4-December-16---Rotman-Open-Access-Compliant-Journal-List.xlsx?la=en) to check the open access status of the journal in which your paper is published

If you've published in a "Green" journal:

- If the journal has no embargo period, you may upload your article immediately upon publication
- If the journal has a 12 month embargo period, you may upload your article immediately upon publication but must indicate the embargo period when filling in the T-space form (alternatively, you may upload it 12 months after publication)

If you've published in a "Yellow" journal:

- If you've published in a yellow journal, you must pay for the right to freely archive your paper within 12 months of publication
- Follow the instructions on the spreadsheet to purchase these rights or contact Sean Forbes at the BIC (forbes@rotman.utoronto.ca) to help you with this
- Some journals may ask you whether you want to purchase open access rights
- It is your responsibility to ensure that you have the rights from the journal to post your paper to T-space

If you've published in a "Red" journal:

- Contact Sean Forbes at the BIC (forbes@rotman.utoronto.ca) to help you with this

C: DEPOSIT YOUR PAPER IN T-SPACE

Until April 2017, the Library is piloting a program where they help faculty deposit publications to comply with the Tri-Agency Open Access policy. I encourage you to take advantage of this service.

Go to: https://tspace.library.utoronto.ca/help/firsttimeusers.jsp

and click on "**Assisted deposit for Tri-Agency Open Access Policy compliance**"

Here they provide an email address where you can simply email them the list of grant-funded publications you would like deposited. They will verify the publisher policies and help you post your papers.

If you want to upload your paper yourself, go to https://tspace.library.utoronto.ca/ and log in using your UTORID and password

- Click the "Start a New Submission" tab
- Follow the instructions for completing your submission
- You will see that, during the submission process, it asks you for the "Embargo Date" – this is the first date from which access is allowed. If your journal has a 12 month embargo, you should enter 12 months from when your paper was published and T-space won't show your article until that date.
- If your journal has no embargo or if you are only uploading it 12 months after publication, leave this field blank
- The version of the paper you should be uploading is the **"post-script"**. This is a pdf of the full-text peer-reviewed accepted manuscript which includes all tables, figures, appendices but does not include the formatting done for the published version.