SUBMIT
AND
PUBLISH
YOUR
THESIS

Workshop
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Who we are

Lisa Haley
Postdoctoral Office
School of Graduate Studies
l.haley@utoronto.ca

Amanda Wagner
Graphic designer
Information Commons
amanda.wagner@utoronto.ca

Mariya Maistrovskaya
Institutional Repositories Librarian
University of Toronto Libraries
mariya.maistrovskaya@utoronto.ca

Stephanie Orfano
Head, Scholarly Communications & Copyright Office
University of Toronto Libraries
stephanie.orfano@utoronto.ca
Today we will talk about

- Thesis formatting guidelines
- Submission process and forms
- Fees, deadlines, and convocation
- Copyright and your rights as an author
- Copyright permissions for using external materials in your thesis
- Publishing your thesis before or after graduation
- Questions / thesis formatting clinic
FORMATTING AND SUBMITTING YOUR THESIS
The Life-Cycle of Your Thesis

- Committee approves thesis
- Defence
- Corrections made & Thesis reviewed
- Thesis Published
- Convocation
- ProQuest Submission
What is a Thesis?

➢ In brief: A thesis is a piece of scholarly writing.
➢ Further: A thesis should constitute a significant contribution to the knowledge of the field and must be based on research conducted while registered.
➢ No minimum or maximum length.
➢ “Sandwich” theses:
  ○ Thesis must have a coherent topic
  ○ Together, the papers must convey the general theme of the research
  ○ The thesis must have an introduction, and a conclusion summarizing and integrating the major findings.
The Thesis Defence

➢ On average, a doctoral defence runs just under two hours
➢ Students usually present their research in a 20 minute presentation at the start of the exam, and are then questioned by the committee
➢ Students are sent out for the voting process, and are invited back into the room to learn the result:
  ○ As Stands - no corrections needed. You must submit your thesis to SGS in one week.
  ○ Minor Corrections: minor corrections are required. You must obtain your supervisor’s approval of the corrections and submit your thesis to SGS within a month.
  ○ Minor Modifications: modifications are required, and a subcommittee is struck. The subcommittee must approve the modifications and you have three months to submit your thesis to SGS.
Formatting Your Thesis

➢ Page Numbering and Page Order
  ○ Correct use of Roman and Arabic numerals
  ○ Title page, Abstract, Acknowledgements, Table of Contents ...

➢ Abstract
  ○ 350 Word Maximum for Doctoral Theses, 150 for Masters

➢ PDF Creation
  ○ Embed your Fonts!

➢ File Naming Convention
  ○ e.g., Smith_Lorie_L_201811_PhD_thesis.pdf

https://www.sgs.utoronto.ca/currentstudents/Pages/Formatting.aspx
Formatting Your Thesis

- Cover page format
- Abstract page format
- Margins
- Section breaks and page numbering
- **Using Styles**
  - Using template styles
  - Creating your own styles
- **Table of Contents**
  - Apply Heading styles and auto-generate TOC
Formatting Fails

correct

incorrect

Table of Contents

Chapter 1: Introduction...

1.1 Introduction...

1.1 Thesis Outline...

1.2 Terms and Terminology...

Chapter 2: Literature Review...

2.1 Introduction...

Table of Contents

Chapter 1: Introduction...

1.1 Introduction...

1.1 Thesis Outline...

1.2 Terms and Terminology...

Chapter 2: Literature Review...

2.1 Introduction...
Abstract

Abstract text goes here. Maximum 300 words for doctoral or 150 words for master’s thesis excluding title. Do not include graphs, charts, tables, or illustrations in the abstract.

Uses style “Abstract text” (double-spaced).
incorrect

eget suscipit. Morbi nulla eros, ornare vitae lorem non, egestas commodo mauris. Nulla a felis:

vitae nibh vulputate vulputate eget vulputat nisi.

→ Viverra. Nam sed interdum purus, vitae placerat tortor. Fusce magna elit.
→ Fringilla sit amet feugiat nec, hendrerit quis felis. Donec condimentum non
→ ex in faucibus. Vivamus ornare, odio sed vestibulum blandit, orci ligula.
→ Aliquam eros, nec interdum elit enim-at tortor. Sed ornare massa ac justo.
→ Vulputat, sit amet auctor nisi-gravida.

Sed rutrum, nunc nec eleifend consectetur, turpis tellus malesuada ipsum, non tristique lorem.

correct

→ Fringilla sit amet feugiat nec, hendrerit quis felis. Donec condimentum non
→ ex in faucibus. Vivamus ornare, odio sed vestibulum blandit, orci ligula.
→ Aliquam eros, nec interdum elit enim-at tortor. Sed ornare massa ac justo.
→ Vulputat, sit amet auctor nisi-gravida.
Thesis Submission – First Steps

★ Start from the SGS website
https://www.sgs.utoronto.ca/currentstudents/Pages/Electronic-Thesis-Submission.aspx
Embargoes and Agreements

★ ProQuest and University Agreements
★ Institutional Repository = T-Space
★ Publishing Options: publish after convocation, or delay publication for up to 2 years
Thesis Submission Requirements

➢ Language, Title and Abstract
  ○ Usually in English; title and abstract should be as it appears in your thesis

➢ Year Manuscript Completed vs. Degree Date
  ○ Can be different years
  ○ Convocation is only in March, June or November

➢ Degree Awarded and Department
  ○ Contact us if your degree/department is not listed

➢ Keywords and Subject Categories
  ○ Must choose a primary subject category

➢ Committee member list
  ○ Must enter Supervisor name, other committee member names are optional
More Requirements and Some Options

- PDF Upload
  - Remember to correctly name your file!
  - Remember to embed your fonts!

- Copyright permissions
  - These are uploaded separately; don’t include them in the thesis
  - It is your responsibility to ensure you have secured all necessary copyright permissions

- Supplemental files
  - Upload as many files as you need in several media types

- Submit!
  - Remember to choose a local printer if you want a hard copy
What Happens Next?

- Formatting reviewed by the Program Completion Offices (Master and Doctoral)

- Email from Program Completion Office
  - Formatting correct? Information about convocation
  - Formatting incorrect? Request to make changes and resubmit

- Need an embargo? Remember to submit paper form

- Thesis remains on SGS submission site until released to ProQuest after convocation
Fees, Deadlines & Diplomas

➢ Doctoral students in their final year will have their academic fees pro-rated over 12 months after completing degree requirements (15th of each month)
➢ Masters students have until September 28, 2018 and January 18, 2019 to finish degree requirements to avoid registration and fees for that session.
➢ Convocation deadlines and fees deadlines are often not the same
➢ Diplomas will be held for students with outstanding financial obligations
Important Resources

Thesis formatting and submission:

SGS: http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx

ProQuest: https://www.etdadmin.com/cgi-bin/school?siteId=623

Doctoral Final Year Fees:
http://www.fees.utoronto.ca/sessions/2018_2019/tuition_fees/fes/Graduate_Studies_School_of.htm

Graduation: http://www.convocation.utoronto.ca/
Convocation

➢ Ceremonies are held in June or November each year
➢ *In absentia* graduation in March
➢ You must be put forward for graduation when you have completed degree requirements
➢ You must graduate at the ceremony following the completion of degree requirements

Congratulations!
COPYRIGHT AND AUTHOR RIGHTS
Copyright: the basics

- Copyright **automatically** subsists in every original literary, dramatic, musical, and artistic work.
- Not in the ideas conveyed by those works, but in the *expression* of those ideas in a *fixed medium*.
- In most cases: **life + 50 years**
- What happens after? Moves into the public domain.
What rights you have as an author

Authors are granted a bundle of rights. They include the right to:

- Produce, reproduce, or perform the work
- Produce, reproduce, perform or publish any translation of the work
- Reproduce, adapt and publicly present the work (audiovisual format)
- Communicate the work to the public by telecommunication etc.
- + others

The copyright owner also has the exclusive right to authorize others to do any of these things.
Who owns copyright of your thesis?

- At U of T, students own copyright of their theses
- Typically, most traditional academic publishers will ask that you transfer or license these exclusive rights in exchange for publishing your work
- What’s the difference?
  - A transfer of copyright is essentially giving up ownership, similar to the sale of property
  - A license gives permission for someone else to exercise your rights under copyright
    - Non-exclusive license: licensee has permission to exercise rights, but you can also continue to use it and authorize others
    - Exclusive license: only the licensee may exercise the right(s)
Publishing your work (more on this later)

- When you choose to publish a portion of the thesis or entire thesis as an article, book, or book chapter the situation changes
  - Some/all of your exclusive rights may be transferred to a publisher (this is typical)
  - There may be an opportunity to engage in discussion/negotiation with the publisher. Here are some helpful resources:
    - Authors Alliance
    - SPARC Author Addendum
- Some open access journals allow you to retain some rights. They may allow you to apply a Creative Commons License
  - A license applied to a work that tells others what they can do
  - “This is what anyone can do under these conditions”
What if I have used third party content in my work?

- Have you included copyrighted work from other resources? Example: text, figures, maps, photos, questionnaires?
- Consider how much of the content you are using. You may be able to apply the U of T’s Fair Dealing Guidelines and use the content without seeking permission.
- Determinations are always made on a case by case basis. Review the guidelines and/or contact copyright@library.utoronto.ca for support.
- Are you planning to publish your work?
  - Permission will be needed
  - Why? For a commercial purpose
I need to seek permission from a copyright owner. How?

- Securing permission may take time (anywhere from 3-10 weeks). It’s possible you’ll never hear back!
- Recommended that you seek permissions early in your thesis preparation process
- In some cases, a rights holder will ask you to pay for the material you are using
- Keep a record of the permissions you’ve received
- **TIP:** When using works available through the internet, look for sections labeled ‘copyright’ or ‘terms of use’ – these pages will usually outline how you can use the work and when you need to ask for permission
I’ve used images that were free online. Is that ok?

- **“Free”** doesn’t mean images aren’t protected by copyright
- You may be able to apply fair dealing in some cases, but selecting images that are open/labeled for re-use presents less challenges
- **How?** Using Google image search:
  - https://images.google.com
  - Select “labeled for reuse” or “labeled for noncommercial reuse”
Other resources:

- [https://search.creativecommons.org/](https://search.creativecommons.org/) (searches Flickr, Google Images, etc.)
- [https://unsplash.com/](https://unsplash.com/)
- [https://www.pexels.com/photo-license/](https://www.pexels.com/photo-license/)
Group Activity

- Some web resources will make it very clear what you can/can’t do with their resources.
- **Example:** [https://www.cdc.gov/](https://www.cdc.gov/)

**Your turn!**

1. Go to a website/resource you are using in your research
2. Try and find the terms of service/copyright policies
3. Share with the group. What did you find?
SGS Copyright permission request sample

Date:

Re: Permission to Use Copyrighted Material in a Doctoral/Master’s Thesis

Dear:

I am a University of Toronto graduate student completing my Doctoral / Master’s thesis entitled “_____***_____.

My thesis will be available in full text on the internet for reference, study and / or copy. Except in situations where a thesis is under embargo or restriction, the electronic version will be accessible through the U of T Libraries web pages, the Library’s web catalogue, and also through web search engines. I will also be granting Library and Archives Canada and ProQuest/UMI a non-exclusive license to reproduce, loan, distribute, or sell single copies of my thesis by any means and in any form or format. These rights will in no way restrict re-publication of the material in any other form by you or by others authorized by you.

I would like permission to allow inclusion of the following material in my thesis: [insert copy or detailed explanation including the title of the article or book, the figure or page numbers of the material used, the journal name, year, volume number or unique publication identifier, the publisher and year]. The material will be attributed through a citation.

Please confirm in writing or by email that these arrangements meet with your approval.

Thank you

Source: [http://www.sgs.utoronto.ca/currentstudents/Pages/Copyright.aspx](http://www.sgs.utoronto.ca/currentstudents/Pages/Copyright.aspx)
Where do you ask?

- Publishers will generally have a unit devoted to ‘rights and permissions’ which may include automated forms or just an email address.
- You might have to track down and individual or organization and send them the permissions template.
- A copyright collective might represent the rights hold, e.g. The Copyright Clearance Centre.
THESIS JOURNEY AFTER RELEASE
What happens to the thesis after release?

* Unless an embargo was requested. In this case the thesis will become publicly available after the embargo period lapses.
Why ProQuest?

ProQuest Dissertations and Theses Global is a commercial subscription-based database

- Offers a robust submission system
- Makes your thesis searchable among hundreds of thousands of theses available to subscriber institutions including U of T
What am I required to do with my work?

**ProQuest Distribution Agreement:**

- **Non-exclusive license for**
  - The worldwide right to reproduce, distribute, display and transmit the Work (in whole or in part) in such tangible and electronic formats as may be in existence now or developed in the future.
  - The right to include the abstract, bibliography and other metadata in the ProQuest Dissertations & Theses database (PQDT) and in ProQuest Dissertation Abstracts International and any successor or related index and/or finding products or services.
- You retain copyright and can authorize others to use your work
- You are also asserting:
  - That you have permission third-party copyrighted material
- **Royalties.** ProQuest will pay royalties of 10% of its net revenue from sales of the Work, conditioned on Author maintaining a current address on record with ProQuest. Royalties will be paid when accrued earned royalties reach $25.00 CAD. If, after 25 years, earned royalties do not accrue to at least $25.00 CAD, ProQuest’s royalty payment obligation will cease.
Why TSpace?

TSpace is a free and secure open access research repository established by University of Toronto Libraries to disseminate and preserve the scholarly record of the University of Toronto community.

- Preserves and provides open full text access to U of T theses since 1992
- Receives theses from ProQuest via automated transfer; no manual submission by students necessary
- Increases visibility, readership, and citations by making research openly and globally accessible
- Provides priority search engine indexing in Google, Google Scholar, and indexes like OATD and NDLTD
- Uses permanent URLs ensuring links to your submitted material always work
What am I required to do with my work?

TSpace:

- **Non-exclusive license** for the full-term of copyright protection to
  - to archive, preserve, produce, reproduce, publish, communicate, convert into any medium or format for the purposes of preservation, access to the print-disabled, and to make my submission (including the abstract) available worldwide in electronic or print format for non-commercial purposes;
  - to authorize, sub-license, sub-contract or procure any of the acts mentioned in paragraph (1) to third parties, including but not limited to Library and Archives Canada.

- You retain copyright and can authorize others to use your work

- You are also asserting:
  - that your work is original and does not infringe the rights of others
  - that you have permission third-party copyrighted material if necessary and that the work is identified and acknowledged
Why Library and Archives Canada?

Library and Archives Canada Theses portal is a national repository of Canadian theses and dissertations:

- Preserves and provides access to theses from 70 Canadian universities since 1965
- Receives theses from TSpace via automated harvesting; no manual submission by students necessary
- Only public non-embargoed theses are made available for LAC harvesting
- LAC non-exclusive non-commercial distribution is included as part of TSpace license
PUBLISHING YOUR THESIS
Where do scholars publish?

- Books
- Journals
- Conference proceedings
- Reports
- Textbooks
- Encyclopedias
- Magazines
- Newspapers
- ...

- Blogs
- Social media
- Research repositories
- Data repositories
- Pre-print servers
- Open textbooks
- Digital projects
- Media production
- ...

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Journals, are they all the same?

- Scholarly VS practitioner/trade VS popular
- Peer-reviewed vs non peer-reviewed
- Subscription vs open access

Q: What kinds of journals are popular in your field? What kind would you like to publish in?

Adapted from the Manchester University Library guide https://www.manchester.edu/OAA/Library/New_Library/Articles/WhatDeDiff.pdf
Finding journals in your field

- Search the library catalogue https://onesearch.library.utoronto.ca/
- Ulrich’s Web serials database http://go.utlib.ca/cat/11688043
- Directory of Student Journals at UofT https://guides.library.utoronto.ca/student_journals/journal-directory
- See where authors have published research on similar topics
- Talk to your advisor, colleagues, liaison librarian https://onesearch.library.utoronto.ca/liaison-librarians
Selecting a journal - things to consider

- See “Aim and Scope” or similar section on the website to evaluate the fit
- Skim through abstracts, table of contents to see what gets published
- Check details of peer review
- Check details of copyright / license agreements

Source: https://www.bmj.com/about-bmj/publishing-model
Preparing a manuscript for submission

- Carefully read and follow “Author Guidelines” for instructions on preferred layout, word limits, reference style
- If re-using portions of your own dissertations, make sure to add proper citations
- Keep in mind journals’ anti-plagiarism software checks
- Reach out to friends & colleagues for proof-reading

Source: http://journals.plos.org/plosgenetics/s/submission-guidelines#loc-style-and-format
What is deceptive/"predatory" publishing?

- Publishers with a “deliberate intent to deceive”
- Increased with open access journals, ease in publishing platforms, and APC payments

“Aspiring authors [are offered] publication in ‘journals’ that are created not to publish rigorously vetted science and scholarship, but rather to publish whatever the author submits in return for the payment of an article processing charge (APC).

The author is either duped into believing that his work has been accepted by a legitimate scholarly journal, or willingly takes advantage of guaranteed publication in a scam publication that hides behind a pretense of scholarly rigor, in the hope that his complicity in the fraud won’t be detected by his colleagues”

Journal* Assessment Tools

- UTL’s Deceptive Publishing page
  https://onesearch.library.utoronto.ca/deceptivepublishing
- U of T Deceptive Publishing checklist
  https://onesearch.library.utoronto.ca/sites/default/files/copyright/deceptivejournals_checklist_082018.pdf
- CARL’s How to Assess a Journal toolkit
  http://www.carl-abrc.ca/how-to-assess-a-journal/
- Think. Check. Submit: https://thinkchecksubmit.org/
- Consult your Liaison Librarian
  https://onesearch.library.utoronto.ca/liaison-librarians
- Email UTL’s Scholarly Communications and Copyright Office
  scholarly.communications@library.utoronto.ca

*Many of these criteria can be applied to monograph publishers as well
Deceptive or legit?

Assess one of the following journals:

- American Journal http://www.amjournals.org/
- Swedish Scientific Publications http://swedishscientificpublications.com/
- International Journal of Molecular Sciences http://mdpi.com/journal/ijms
TURNING YOUR THESIS INTO A BOOK
## Thesis vs Book

<table>
<thead>
<tr>
<th>THESIS:</th>
<th>BOOK:</th>
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<tbody>
<tr>
<td>● Written for academic audience (most likely your committee)</td>
<td>● Written for a wider audience (e.g. academics, policy makers, general public - define your audience)</td>
</tr>
<tr>
<td>● Uses field-specific terminology, statements, structure &amp; voice</td>
<td>● Has a more accessible style, has to be engaging</td>
</tr>
<tr>
<td>● Long title and copious footnotes</td>
<td>● Shorter catchy title, footnotes can be transformed into stories</td>
</tr>
</tbody>
</table>

“A dissertation is a report; a book tells a story”
Selecting a press

- Select a press that will be a good fit - look at your own bookshelf; check presses’ lists in your subject area; get in touch with acquisition editors
- Academic vs commercial publishers
- Publishing a thesis chapter as an article may be a good starting point to get a book deal (but too many chapters published may be a turn off)
- Consider timing of publication for your academic career & tenure review
- Follow publisher’s proposal guidelines
- A proposal can be submitted to more than one press
Turning your thesis into a book - resources


- Writers’ How To Series by the Writers’ Union of Canada https://www.writersunion.ca/writers-how-to#guide

- See writing guides for creative non-fiction
REPOSITORY VS PUBLISHING OR BOTH?
Scenario 1: you ARE NOT planning on publishing your thesis before or after graduation

- Submit your thesis without an embargo
- Your thesis will become publicly available in TSpace and Library and Archives Canada and widely indexed via search engines and indexes
- Use the TSpace-generate permanent URL to share and cite your thesis, e.g.:

Scenario 2: You ARE planning on publishing your thesis AFTER graduation

“Will public availability of my thesis in TSpace affect my chances of getting considered for publication in a journal or a book?”

... it depends...
Check journal requirements

- Most journals are interested in “original, previously unpublished” research; few define whether a thesis made public in institutional repository constitutes “prior publication”.
- Check journal’s submission requirements on their website.
- See MIT’s list of publisher policies for thesis re-use
  https://libraries.mit.edu/scholarly/publishing/theses-copyright/theses-and-article-publishing/
- Inquire with editors before submitting your thesis.

Is a dissertation that is deposited in an institutional repository considered a ‘published article’ and therefore a form of ‘prior publication’?

No, Elsevier does not view publication as an academic thesis as prior publication. Please note that Cell Press, The Lancet, and some society-owned titles have different policies on prior publication. For further information on Elsevier’s prior publication policy please see: Policies and Ethics for Journal Authors (Multiple, redundant or concurrent publication).

From: https://www.elsevier.com/about/policies/sharing/policy-faq#
Comparing journal policies across disciplines

<table>
<thead>
<tr>
<th>Publication Type</th>
<th>Always Welcome # (%)</th>
<th>Some Restrictions</th>
<th>Total # (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Case-by-Case # (%)</td>
<td>Only if Different # (%)</td>
<td>Only if Limited Access # (%)</td>
</tr>
<tr>
<td>Science Journals</td>
<td>37 (55.2%)</td>
<td>14 (20.9%)</td>
<td>6 (9.0%)</td>
</tr>
<tr>
<td>Social Science and Humanities Journals*</td>
<td>53 (47.7%)</td>
<td>29 (26.1%)</td>
<td>21 (18.9%)</td>
</tr>
</tbody>
</table>


Requesting an embargo - pros and cons

An embargo (delayed release) of 1-2 years can be requested when getting ready to publish or applying for a patent. Further extension may be granted on a case by case basis.

**PROs**
- An embargo can help satisfy publisher’s requirement for restricted availability before publication
- In the absence of explicit publisher’s requirements it can help bring peace of mind and flexibility with different publishing options
- Can be a part of funding requirement

**CONs**
- Your thesis will not be available for sharing when its most recent and relevant
- An embargo may not be necessary depending on publishers’ policies
- Only a small percentage of theses get published as books*

Scenario 3: You ARE planning on publishing (or have already published) from your thesis BEFORE graduation

Publishers may require copyright transfer over your manuscript (chapter). However you need to retain certain rights in order to satisfy the university’s requirement of making your thesis openly accessible via TSpace, ProQuest and LAC.
Does the publisher permit re-use of your own article?

- Make sure that you will still be able to submit your thesis as required by SGS
- Check journal’s sharing/self-archiving policies **before** publishing:

  - Does the journal require copyright transfer?
  - Will the journal permit including the article in the openly accessible thesis upon graduation?
  - Does the journal require prior notification of your institution’s open access requirement for theses?
  - Does the journal distinguish between sharing the article as part of the thesis:
    - in a **non-profit** open access repository (TSpace & LAC Theses Portal) VS
    - in a **commercial** subscription database (ProQuest)

Which version can you include in your thesis?

A publisher may distinguish between the versions of article you can share (see Published Paper versions guide):

- Submitted manuscript / pre-print - version you initially send in (often permitted)
- Accepted manuscript / post-print - version after peer review (may be permitted after embargo)
- Version of record / final publisher’s PDF - version that appears in the journal (may be restricted)

Where to look?

- MIT’s list of publisher policies for thesis re-use
  [https://libraries.mit.edu/scholarly/publishing/theses-copyright/theses-and-article-publishing/](https://libraries.mit.edu/scholarly/publishing/theses-copyright/theses-and-article-publishing/)
- SHERPA/Romeo database of publisher permissions -
  [http://www.sherpa.ac.uk/romeo/index.php](http://www.sherpa.ac.uk/romeo/index.php)
- Publisher’s / journal website
- Inquire directly with publisher / editors
Steps you can take

- Negotiate making the article available as part of the thesis in TSpace, ProQuest, and LAC Theses Portal with the publisher
- Request an embargo if the publisher only permits open article sharing after some time post-publication
- If permission is denied you may include in place of the chapter an abstract and a link to article on the journal website
- Further questions? Contact scholarly.communications@library.utoronto.ca for a consultation (best before you publish!)
Need help or have further questions?

Lisa Fannin, Program Completion Office, Doctoral - sgs.doctoral@utoronto.ca; 416-978-5258
- Contact Lisa if you have questions about final oral examination processes, thesis submission, final year fees, and graduation for doctoral students

Sarah Pickering, Program Completion Office, Masters - sgs.masters@utoronto.ca; 416-978-2377
- Contact Sarah if you have questions about thesis submission, final year fees, and graduation for masters students

Amanda Wagner, Graphic designer, Information Commons - amanda.wagner@utoronto.ca
- Contact Amanda for help with thesis formatting before submission

Scholarly Communications and Copyright Office - scholarly.communications@library.utoronto.ca
- Contact this office if you have questions about copyright, publishing, author agreements, journal policies, etc.

TSpace repository - tspace@library.utoronto.ca
- Contact TSpace staff if you have questions about the availability, corrections, or technical issues with your thesis
How did we do?

Help us make the next workshop better!

Fill out our quick 4 question survey:

https://goo.gl/forms/iWnw7swdLtw2yET43
THANK YOU!

QUESTIONS?

Created by unlimicon
from Noun Project