

**TSPACE Guidelines for Pharmacy Residency Research Projects from
Programs affiliated with the University of Toronto
June, 2017 (updated July 2018)**

Background

- TSpace is a free open access research repository meant to preserve and disseminate the scholarly record of the University of Toronto community. (<https://tspace.library.utoronto.ca>)
- Residency programs affiliated with the University submit the research/ project manuscripts completed by the pharmacy resident to the University, as described below
- TSpace will provide an online space to showcase and share electronic copies of the research/ project manuscripts
- Previously submitted paper copies will continue to be stored at the UT library
- A “Pharmacy Residency Projects” collection has been created on TSpace, within the Faculty of Pharmacy community
 - Pharmacy Residency Projects - <https://tspace.library.utoronto.ca/handle/1807/68861> Collections may be browsed by Date, Author, Title, and Subject. The repository also supports full text searching via the repository’s search engine as well as external search engines such as Google, Google Scholar, etc.

Process

- HPRFO Secretary will provide list of residents and assigned sites, for the upcoming year, to the Leslie Dan Faculty of Pharmacy administrative staff member designated as a collection “administrator”
- Residency coordinators communicate the requirement for submission of projects to TSpace to each incoming resident as they start their residency projects
- Residency coordinator (or designate at each site) will inform administrator when a project is approved for submission to TSpace using the Form in Appendix 1: “Pharmacy Residency Project TSpace Approval Form”
 - If an embargo or delayed release is requested (see below), the residency coordinator or director must sign-off on the decision in that section of the Form
- The administrator then grants authorization to the resident to submit their document.
- Resident follows instructions outlined below to submit research project to TSPACE
- Once a resident uploads the project, the administrator receives a notification from TSpace to verify and approve the submission.

- Incomplete or unclear submissions may be rejected pending modifications
- After approval, the submission becomes publicly available in TSpace.
- See “Resident Instructions” below for further details

Licensing and copyright considerations:

- Resident should determine if he/she intends on publishing the project in a journal
- It is not always clear if research published in a repository would no longer be considered an "original" journal submission as required by most journals.
- It is possible that some publishers may object to the work being previously published in open access and therefore, this may prevent the project from being accepted for publication in future.(see Appendix 2 for further information)
- When submitting to TSpace, authors do not transfer their copyright over, but rather accept the TSpace non-exclusive license that allows TSpace to reproduce and distribute the author’s item.
- All submissions to TSpace are subject to TSpace Policies and Guidelines - <https://tspace.library.utoronto.ca/about/collectionpolicies.jsp>

1) If intent is to publish (or uncertain whether will publish):

- A restricted release/embargo option should be selected on the Form.
- The settings in the submission form allow for a 1 or 2 year embargo that would make the project "dark" until it’s automatically released on the date entered by the resident during submission.
- The release date can be changed (extended or removed) by contacting the administrator, who in turn will contact the TSpace support team at TSpace@library.utoronto.ca
- The TSpace team can help with permission verification for individual papers if necessary.

2) If there is no intention of publishing:

- The repository itself is a way to "publish" research online.
- Each submission will receive a permanent URL (handle) that can be used for sharing and citing the research and including it in CVs and on websites.
- Unlike many journal publishers, TSpace does not require copyright transfer, and therefore authors are free to reuse their works and/or assign [Creative Commons license](#) to grant extra permissions for using their research

Resident Instructions:

Beginning in 2016 all pharmacy residents at institutions affiliated with the University of Toronto will be required to make their research projects publicly available in electronic format by submitting them to [TSpace](#), an open access research repository maintained by the University of Toronto Libraries. TSpace materials have priority search engine indexing and receive a permanent link that can be used for citing and sharing. Residents who plan on publishing their research in a journal will have an option to delay the open access release of their submission in the repository.

The [Pharmacy Residency Projects collection](#) is maintained at the Leslie Dan Faculty of Pharmacy, by a collection “administrator”, administrative staff member¹: [Seemin Qureshi](#).

Step 1 – Have your project approved for submission by your residency coordinator

- 1.1. Fill out the Pharmacy Residency Project TSpace Approval Form (see Appendix 1) and have it signed by your residency coordinator
- 1.2. If you plan on publishing in a journal and would like to delay the open access release of your submission in the repository, additionally fill out the delayed release section of the form and have it signed by your residency coordinator
- 1.3. [Log into TSpace](#) with your UTORid². This will allow the collection administrator to grant you submission authorization.
- 1.4. Email Appendix 1 to collection administrator ([Seemin Qureshi <phm.grad@utoronto.ca>](mailto:Seemin.Qureshi@utoronto.ca))
- 1.5. Pharmacy Administrator will review and, by return email to resident, grant authorization to proceed with submission of project.

Step 2 – Submit your project online

- 2.1. [Log into TSpace](#) and click “Start a New Submission” button. You can save your submission at any point and return to it on [My TSpace](#) page.
- 2.2. In the Manual Submission tab, select “Pharmacy Residency Projects” collection from the drop-down menu and click “Manual submission”.
- 2.3. **Describe this item (page 1)** - fill out the submission form following instructions for each field. Author, title, and submission year are

¹ If questions arise while completing these steps, contact Pharmacy collection administrator, who in turn may contact the TSpace office as needed.

² Note: if resident no longer has a UTORid, the resident should select the ‘T-Space Only Credentials’ button on log-in page and create an account.

mandatory fields. For “release date”, select one or two years’ embargo only if you received your residency coordinator’s approval for delayed release.

- 2.4. **Describe this item (page 2)** – fill out the fields following instructions on the page.
- 2.5. **Embargo (page 3)** – if you selected one or two years’ embargo on page 1, enter the date on which your project should become public (click on the date field to see the calendar). If you selected for your project to go live “immediately upon approval”, leave the date field blank and click “Next”.
- 2.6. **Upload a file (page 4)** – select or drag & drop your file(s) to upload your project. Your text document should be in PDF format. You can additionally upload supplementary materials (e.g. spreadsheets, images) in their respective formats using the “Add another file” button.
- 2.7. **Verify submission (page 5)** – review the information you have previously entered and correct if needed.
- 2.8. **Apply a Creative Commons License (page 6)** – if you hold copyright or were instructed to do so by the copyright holder, you can choose to assign a Creative Commons license. It grants permission to distribute and/or use your work, with certain restrictions. Remember the license may not be revoked. For more information and to help you make your choice, see <https://creativecommons.org/licenses/> To apply a Creative Commons license, make your selections inside the box and click “Select a License” and then “proceed” to add the license. If you wish to omit a Creative Commons license, press the “Skip” button under the form.
- 2.9. **TSpace Distribution License (page 7)** – accept the TSpace non-exclusive distribution license to finish your submission. To learn more about the license and copyright, see the [Who Holds Copyright guide](#) or [TSpace Policies – License section](#). Selecting “I Do Not Grant the License” will save your submission in your [My TSpace](#) page where you can modify, remove, or submit it.

Step 3 – Have your project reviewed and made available online

- 3.1 Once submitted, your submission will be reviewed by the collection administrator. It may be approved as is or returned to you if modifications are needed.
- 3.2 If the submission is returned to you, you will receive an email from TSpace with comments. You will be able to resubmit your work from [My TSpace page](#). Click “Open” on the name of the submission and select “Edit” to return to the workflow described in Step 2. After you make the necessary modifications, accept the TSpace license on page 7 to resubmit your work.

3.3 Upon approval and public release, you will receive an email from TSpace with a permanent URL (a handle) that you can use to cite and share your work.

3.4 If you need to make modifications to your submission after approval and release, contact the collection administrator [Seemin Qureshi](mailto:Seemin.Qureshi@utoronto.ca) <phm.grad@utoronto.ca>

3.5 All modifications and withdrawals are subject to the [TSpace Repository Policies and Guidelines](#).



Appendix 1: Pharmacy Residency Project TSpace Approval Form

Resident Name: _____ Email: _____

Institution: _____

Date of Request: _____

Residency Program Coordinator (or delegate)
name: _____

Signature (indicating approval to submit project to TSpace):

Received by Leslie Dan Faculty of Pharmacy – Administrator: (date):

Authorization granted to resident to submit to TSpace: (email sent to resident on
date: _____)

Administrator notified of submission and verified/approved: (date):

Complete this section if request:

Restriction or Embargo on the Release of your Project Contents

It is the intention of the University of Toronto and its affiliated Pharmacy Residency Programs that there be no restriction on the distribution and publication of projects. However, in exceptional cases, the author, in consultation with the Residency Coordinator/Director, shall have the right to postpone public access for a period of up to two years from the date of the resident’s submission to TSpace.

Restricting the release date requires signatures of both the author and the Residency Coordinator or Director, below.

Reason for delay of publication on TSpace:

Restrict Project Release Date:

Publication by U of T Libraries is hereby postponed until:
_____ which is: one year or two years after
submission to TSpace

Author's Signature: _____ Date: _____

Residency Program Coordinator/Director's Signature:

_____ Date: _____
(this form will be kept on file at Leslie Dan Faculty of Pharmacy)

Appendix 2 Licensing Information from Publishers

The following information is provided by Mariya Maistrovskaya of the University of Toronto Libraries. (August 2016):

If residents publish in journals that require copyright transfer, then it is up to the publisher to decide which version of the article (submitted manuscript, accepted manuscript or final published version) authors can place in a repository, if at all.

Most policies can be checked using the [Sherpa/Romeo database](#) of publisher's permissions or on publisher's website. For example, *Canadian Pharmacists Journal* permits self-archiving of the pre-print and post-print versions as per <http://sherpa.ac.uk/romeo/issn/1715-1635/> Residents may also refer to the survey of the pharmacy journal publishers conducted in 2015, provided on the following pages, that included this question.

Journal Title	No. (%) of Publications (n = 66)
<i>Canadian Journal of Hospital Pharmacy</i>	41 (62)
<i>The Annals of Pharmacotherapy</i>	8 (12)
<i>Canadian Pharmacists Journal</i>	5 (8)
<i>Pharmacotherapy: The Journal of Human Pharmacology and Drug Therapy</i>	4 (6)
<i>American Journal of Health-System Pharmacists</i>	2 (3)
<i>The Canadian Journal of Clinical Pharmacology</i>	2 (3)
<i>Journal of Oncology Pharmacy Practice</i>	2 (3)
<i>The Journal of Pharmacy Technology</i>	1 (2)
<i>Pharmacy Practice</i>	1 (2)

I Common pharmacy journals – list provided by the Faculty of Pharmacy:

II Brief questionnaire sent to the publishers of above journals:

Which of the following best reflects the editorial policy or practice of your journal(s)? :

“Manuscripts which are revisions derived from openly accessible pharmacy residents’ projects are...”

- Always welcome for submission
- Considered on a case-by-case basis
- Considered ONLY IF the contents and conclusions in the manuscript are substantially different from the research project (please specify how significant those revisions should be _____)
- Not considered under any circumstances
- Other (please elaborate): _____

“In case such a manuscript is accepted for publication, the original text of the project can be made available in the open access institutional repository...”

- Anytime, before or after publication
- Immediately upon publication
- Following an embargo period of ___ months after publications
- Never
- Other (please elaborate): _____

“Pharmacy residents can also upload a version of a publication derived from their research project into the institutional repository.... “

- Yes, pre-print/submitted manuscript only
- Yes, post-print/accepted manuscript only
- Yes, publisher’s final PDF
- No, no published version may be uploaded
- Other (please elaborate): _____

III Responses received from publishers and information retrieved from publishers’ websites

<i>Journal name</i>	<i>Details (contact info, submission requirements / self-archiving permission requirements as found online)</i>	<i>“Manuscripts which are revisions derived from openly accessible pharmacy residents’ projects are...”</i>	<i>“In case such a manuscript is accepted for publication, the original text of the project can be made available in the open access institutional repository...”</i>	<i>“Pharmacy residents can also upload a version of a publication derived from their research project into the institutional repository.... “</i>
Canadian journal of hospital pharmacy (response received Dec 2, 2015)	Email: cjhpedit@cshp.ca , Amanda Iannaccio http://www.cjhp-online.ca/index.php/cjhp/pages/view/authors	CJHP's policy is "This manuscript is original, is not under consideration by another journal, has not been previously published,	The manuscript can not but a link to the manuscript can appear in the repository.	The manuscript can not but a link to the manuscript can appear in the repository.

	<p>6 month delayed open access Immediate OA for \$100</p> <p><u>Submission requirements:</u> <i>"This manuscript is original, is not under consideration by another journal, has not been previously published, and has been approved by all authors."</i></p>	<p>and has been approved by all authors." Our policy depends on how the residents' projects are presented in the repository. If a basic study design and results are presented – perhaps that is more similar to an abstract than a full publication, and perhaps in that case we might not consider that a previous publication. An example of a similar situation is the clinical trials repository ClinicalTrials.gov – in order to be eligible for publication in major medical and subspecialty journals, clinical studies must be registered on that site. And, there is a deadline by which to post results on that site – something like a year after the study is declared to be closed. Consequently, sometimes study results are posted in full on that</p>		
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		site before the manuscript is published in a peer-reviewed journal. Those medical and subspecialty journals would not consider posting of the study design and results on ClinicalTrials.gov to be a previous publication, and would still consider the manuscript for publication.		
The annals of pharmacotherapy	Email: Permissions@sagepub.co.uk or permissions@sagepub.com http://www.sagepub.com/upm-data/63382_how_to_get_published.pdf <i>No restrictions on pre-print uploads</i> <i>Can upload post-print upon acceptance</i>	No response		
Canadian pharmacists journal		No response		
Journal of oncology pharmacy practice		Always welcome for submission (as long as they have not been published, or are under consideration for publication, in another journal)	Anytime, before or after publication	Yes, pre-print/submitted manuscript Yes, post-print/accepted manuscript
The journal of pharmacy technology				
Pharmacotherapy: the journal of human	Email: Permissions@wiley.com http://olabout.wiley.com/WileyCDA/	No response		

pharmacology and drug therapy	Section/id-820227.html <i>Can upload pre-print upon acceptance; cannot update upon publication and must put a set statement upon publication</i>			
American journal of health system pharmacists	Email: ajhp@ashp.org, Maryam R. Mohassel Self-archiving on a case-by-case basis Submission disclosure : <i>Have the results/data/figures in this manuscript been published or are they under consideration for publication elsewhere</i>	No response		
The Canadian journal of clinical pharmacology	Email: Sheri Burns, sburns@mcmaster.ca (editorial office), kgaebel@pharmacologycanada.org (CSPT contact), and pulsus@pulsus.com (pulsus contact) http://www.sherpa.ac.uk/romeo/issn/1198-581X/ Cannot self-archive	If it is already published (similar manuscript) in the public domain along with copyright privileges then it cannot be reproduced in our Journal, but if it is simply available publically in a pre-published format then we would consider it potential publishable in the journal (pending peer review)	Anytime, before or after publication <i>with the limitations described above</i>	<i>the articles are open access for use as personal copies by any reader; an institutional repository can include the url link to the published manuscript but should not imply that the manuscript is a product residing in that repository</i>
Pharmacy practice	Email: journal@pharmacypractice.org http://www.sherpa.ac.uk/romeo/issn/1886-3655/ Cannot self-archive pre-print because	All the narrative reviews have to be pre-approved by the Editorial Board. Original research articles are welcome.	Immediately upon publication	Yes, publisher's final PDF

	OA journal (can only archive final PDF)			
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