

Before you get started with your paper submission, make sure you have the following available:

- ✓ A PDF of the article that you plan to post. SSRN only accepts PDF files.
- ✓ An abstract for the article. The abstract can consist of a short 3-5 sentence description of the article's content.

Submission URL: http://hq.ssrn.com/submissions/MyPapers.cfm?PIP_id=3058248

Please note: You must click the submission URL each time before starting a new submission. The submission URL will automatically select your series paper ID and classification.

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- 1) Go to hq.ssrn.com and login to your series submitter account.
- 2) After successful login, click on your submission URL. You are routed to 'My Papers'.
 - a. Please note: you will click the submission URL each time before you start a new submission. If this step is missed, you can select your research paper series in the 'Reference' section of the submission form.
- 3) Click the 'Start New Submission' button.
- 4) A yellow box will pop up with language about copyright. This states that SSRN does not take copyright. Click 'Continue'.
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Authors

- 1) Add the authors and co-authors to the submission by searching the author name or email address in the appropriate search box and click 'Search'- the search result will display below. Authors who already have existing SSRN profiles will show up in the search result with their affiliation and a snippet of their email address. Click the blue '+' next to the correct author name to add the author to the submission.
 - a. If the author is not found in the SSRN system, you can add a new author. Click the 'Add a New Author to SSRN' button.
 - b. A pop-up box will appear- complete the fields, including the email address and check the box next to 'Author' and click on 'Submit'. The next screen will offer the opportunity to appropriately affiliate the

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- 3) Click 'Save' in the upper right corner of the author box. Check the author display to make sure that the author section only lists the author(s) who wrote the article. You should not see the submitter account listed in the author field.

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- 1) In the Date box, enter the date the paper was written.
- 2) Click 'Save'.

References

- 1) The default is WPS (working paper) which is appropriate for unpublished, research papers. For working papers, leave the default 'WPS' and select 'Yes' to the second question: *Has this paper appeared, or been selected to appear, in a Paper Series, Journal or Book?*
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 - c. Click 'Save'. You will now see the series name and paper number in the reference section of the submission form.
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 - a. If the paper is an accepted paper, search for the publisher in the search field- the search result will display.
 - b. Click on the journal name and enter the appropriate information.
 - i. If you do not find the journal in the search result, click the 'Enter New Reference' button to display a blank text box. Enter the journal reference in the blank box.
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Abstract & Keywords

- 1) Click the 'Abstract' section. Cut and paste your abstract into the field, making sure there are no extra spaces, indents, tabs, etc. in the paragraph formatting. If your abstract has multiple paragraphs, separate the paragraphs with a carriage return.
- 2) Enter the keywords in the 'Keywords' field. (Optional)
- 3) Enter the JEL codes. (Optional)
- 4) Click 'Save'.

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- 1) Click the 'eJournal Classification' section. You may elect up to 12 'Subject Matter eJournals', which includes the series classification.

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- 4) You will see a confirmation page upon successful submission.
- 5) You will receive an email from SSRN (this email also goes to the authors) confirming the submission. If there is ever a problem with a submission, the SSRN processing team will send you an email alerting you.