

### Submission Checklist

A free SSRN User Account is required to submit a paper. You will also need...

- ✓ Paper title (in English)
- ✓ Date the paper was written
- ✓ Abstract/summary of the paper (in English)
- ✓ Names, affiliations, and email addresses of all authors
- ✓ Copyright holder permission (if applicable)
- ✓ Paper, if uploaded, must be in PDF format
- ✓ To review SSRN's Terms of Use

Other Relevant Information to Include:

- Working Paper Series
- Citation, if published

**SSRN (Social Science Research Network)** is the number one research repository in the world, with networks that span across multiple disciplines. These research networks are micro-communities where researchers come together to share their research. The SSRN eLibrary hosts over 380,000 authors and over 800,000 abstracts.

Many of the articles available on SSRN are shared years before they are published in a journal, and during the lifecycle of the article on SSRN we provide you with thorough analytics demonstrating an article's impact.

Submitting a paper to SSRN is a simple process. When your paper has been processed, or if we have questions, you will be notified via email.

***Welcome to SSRN!***

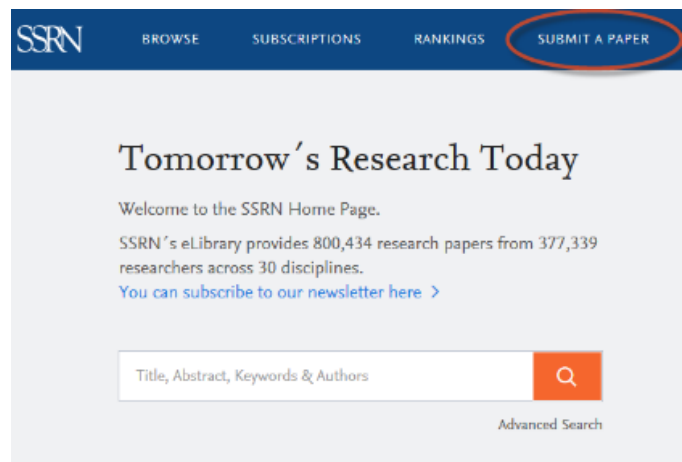
Review the checklist above to make sure you have the details you need before you start.

You must have an account on SSRN before proceeding. [Link to SSRN login/register page.](#)

## Follow the steps below to submit your paper to SSRN

### 1. Submit A Paper

From the SSRN Home Page click on **SUBMIT A PAPER** from the top navigation tool bar



## 2. Terms of Use

SSRN's Scholarly Paper Policy: SSRN is devoted to the public display and distribution of scholarly research in a broad range of fields. SSRN does not peer review submissions. A submission that is not part of the worldwide scholarly discourse in its field is not eligible for public distribution through the SSRN eLibrary and SSRN's search engine.

**NOTE:** If you are submitting on behalf of an author, add yourself as an "Assistant" in the Author section. This will allow you to: submit on their behalf or make revisions. In order to add authors to the form, see *Section 4: Adding Authors*.

**IMPORTANT:** By clicking the "Continue" button, you agree to SSRN's [Terms of Use](#).

You do not transfer copyright for any papers (or other documents) you post on SSRN. When you upload a paper, you give SSRN the non-exclusive right to post and distribute your paper. You retain the right to remove your paper from SSRN at any time.

When you provide material to SSRN and accept our Terms of Use, you confirm to us that your submission does not violate other parties' copyright or other proprietary rights. You may post your paper to SSRN only if you are the copyright owner, have the copyright owner's permission, are permitted to do so under your publishing agreement or the publisher's copyright policies (see [www.howcanishareit.com](http://www.howcanishareit.com) for more information) or your institution's license agreement or under a Creative Commons license. Generally, an author can convey this right, unless he or she has granted exclusive electronic rights to a publisher. If you have questions about copyright, please contact the publisher, your librarian or SSRN, and see our [FAQ](#) for more information.

Read the text that appears on the screen before proceeding.

SSRN does not take copyright on your paper. You are giving SSRN a non-exclusive right to post and distribute your paper. You retain the right to remove your paper from SSRN at any time.

Click here to read [SSRN's Terms of Use](#)

Click **Continue** to enter the submission form.

## 3. SSRN Submission Form

Complete the Submission Form (details below) and click on **Submit to SSRN**

**NOTE: You must click on SAVE in each section of the form before submitting your paper.**

**CAUTION:** As you fill out the submission form click "Save" on each section to ensure that no work is lost. If you decide to leave the form before submitting the paper, you can come back and finish later if you clicked "Save" in each section and clicked on the "Save and Close All" link at the top of the submission form" before closing the browser window.

To return to the form, go to your My Papers page accessible from your SSRN HQ page. The paper will be listed in the "In Process Papers" section of your My Papers Page and its status in the Status column will be "Not Submitted". To continue the in-process submission or revision click on the Edit button in the Edit Column for this submission.

The screenshot shows the SSRN submission form interface. At the top, there are tabs for "Abstract" (with URL https://ssrn.com/abstract=3169442) and "New Submission" (Submission Started). Below the tabs are links for "Expand All Sections for Editing" and "NEED HELP?". The main section is titled "Upload full text PDF document" and includes an "Edit Availability" button. A yellow bar indicates "Availability: Publicly Available in the SSRN eLibrary". The "Abstract Preview" section contains input fields for "[enter Paper Title]", "[enter Paper Date]", and "Working Paper Series", along with a "NEED HELP?" button. Below this is the "Abstract" input field. The "eJournal Classifications" section has an input field "[enter Classification(s)]". The "Suggested Citation" section shows a pre-filled citation: "Lastname, Firstname, 3169442 (April 26, 2018). Available at SSRN: https://ssrn.com/abstract=3169442". The "Contact Information" section has input fields for "Firstname Lastname (Contact Author)" and "affiliation not provided to SSRN". On the right side, a "STATUS" sidebar shows "NOT SUBMITTED" and a list of fields with their completion status: File (File Not Uploaded), Availability (Public), Title (Incomplete), Authors (Complete), Reference (Complete), Abstract (Incomplete), and Classification (Incomplete). A "Submit to SSRN" button is at the bottom of the sidebar. Below the button, text explains that by selecting this availability, the submission will be immediately displayed on the author page, have a "Submission Under Review" watermark, and be immediately searchable by both SSRN and external search engines.

## STATUS WINDOW

The Status window on the right hand side of the page tracks your submission status. Each section will display the word “Complete” next to the area when content has been submitted in that section.

Once you have completed each of the sections, the **Submit to SSRN** button will become available.

**S T A T U S**  
**NOT SUBMITTED**

<b>File:</b> File Not Uploaded	
<b>Availability:</b> Public	
<b>Title:</b> Paper Title required	Incomplete
<b>Authors:</b>	Complete ✓
<b>Reference:</b>	Complete ✓
<b>Abstract:</b> Abstract required	Incomplete
<b>Classification:</b> Selection required	Incomplete

By selecting this Availability, your submission will:

- immediately display on your Author page
- display a "Submission Under Review" watermark on the Abstract page until the submission is approved
- be immediately searchable by both SSRN and external search engines

## NAVIGATING THE FORM

The SSRN Submission Form is divided into seven sections. Click on each section to expand the contents. You can expand all the sections at once by click on the “Expand All Sections for Editing” link at the top of the form under the Abstract tab.

Move your cursor up and down the Submission form noting the various editable fields and sections. The edit availability fields will be highlighted in yellow.



Hover over the Question Mark on the section to view tips for that area.

**NOTE:** It is very important that you click **Save** in the upper right hand corner of each section to save your input.

Click on the Status window on the far right and select each section labeled “Incomplete.” Finish and save each incomplete section.

## SECTION 1: Upload the PDF

Expand All Sections for Editing

**Upload full text PDF document**

1. **This is optional, but strongly encouraged.** If you choose to upload a full text paper, it must be a PDF file, and the **title in the document must match the title entered in the "Title" section on the submission form** and all authors with their affiliations must be noted on the PDF.

2. Click the yellow section once to expand it, then click on the "Choose File" button to browse your hard drive to find the PDF file on your computer.
3. When located, double click on the full text paper (in PDF format) and the SSRN system will begin uploading it immediately. (You can use these same steps to replace a full text PDF that has already been uploaded.)
4. To download the full text paper and verify that it is the correct file, click on the "PDF" icon while this section is expanded. You will be prompted to Open or Save the pdf. Click Open to view the PDF within your browser or click Save to download and validate the PDF.
5. The checkbox **"Add Paper URL to PDF"** will be automatically checked. Once your submission has been processed this will add the following line to the bottom of the first two pages of your submitted PDF: "Electronic copy available at: <http://ssrn.com/abstract=XXXX>" (where XXXX is the abstract ID for your submission). This link allows readers to easily find your document online at SSRN. *If you do not wish this URL to be added to your PDF file, uncheck the box.*

## SECTION 2: Availability – Private or Public

### Making Your Paper Publicly Available

By default a new submission is **"Publicly Available"**, which means it is searchable in the SSRN eLibrary, available on your Author page, and eligible for distribution in our eJournals.

If you want your paper to be available in SSRN search results click on "Yes" after the question "Do you want to make this paper available in search results?"

When you click on "Yes" your paper will display on your author page, and display a "Submission Under Review" watermark on the abstract page until the submission is approved. The paper will be immediately searchable on SSRN and ultimately picked up by external search engines.

**Availability**

Do you want to make this paper available in search results?  Yes  No

Do you want this paper to appear on your author profile page?  Yes  No

**S T A T U S**  
**NOT SUBMITTED**

---

**File:** File Not Uploaded

**Availability:** Public

**Title:** Incomplete  
Paper Title required

**Authors:** Complete ✓

**Reference:** Complete ✓

**Abstract:** Incomplete  
Abstract required

**Classification:** Incomplete  
Selection required

[Submit to SSRN](#)

By selecting this Availability, your submission will:

- immediately display on your Author page
- display a "Submission Under Review" watermark on the Abstract page until the submission is approved
- be immediately searchable by both SSRN and external search engines

To make a change to availability of a paper once it has been submitted, go to "My Papers" in HQ and click on "Modify" in the Availability column.

When you Modify a paper, you can remove the PDF, Make it Privately Available, or Make it Inactive.

## Making Your Paper Private

You can set a submission to "Privately Available" by clicking the radio button to "no" after the question "Do you want to make this paper available in search results." If you do not want your paper to appear on your author profile page click on the radio button "no" after the "Do you want this paper to appear on your author profile page."

**Availability**  
Do you want to make this paper available in search results?  Yes  No  
Do you want this paper to appear on your author profile page?  Yes  No

**Availability**  
Do you want to make this paper available in search results?  Yes  No  
Do you want this paper to appear on your author profile page?  Yes  No

By selecting this Availability, your submission will:

- not be available in the public SSRN eLibrary
- be listed in your Privately Available section on your My Papers page
- display a "Submission Under Review" watermark on the Abstract page until the submission is approved

Non-scholarly papers must be made "Privately Available". If you wish them to be publicly available in the "Other Papers" section of your author page you accomplish this by checking the "Include on Author Page" box for this paper on your "My Papers" page. Although checking this box will make this paper visible and publicly downloadable on your author page (in the "Other Papers" section) and will make it searchable by 3rd party search engines like Google and Bing, it will not be available to the SSRN scholarly search engine. Since SSRN has a very high Google page rank, this is a good way to distribute non-scholarly papers to the public.

*Privately available papers will not appear in the SSRN search engine, and will not distribute in eJournals.*

Making a submission **Privately Available** is a useful way to distribute drafts of a scholarly paper to a select audience by sending them the URL of the SSRN abstract page. You can make a scholarly paper **Publicly Available** at a later time if you so choose.

You can make a scholarly Privately Available paper Publicly Available at any time by clicking the "Make Public" button for that paper on your "My Papers" page.

## SECTION 3: Enter your Title

Enter your **Paper Title** in the Abstract Preview section and click "Save" in the upper right hand corner of the title box. We recommend cutting and pasting the title from the abstract to avoid discrepancies.

Abstract Preview

[enter Paper Title]

[Firstname Lastname](#)

*affiliation not provided to SSRN*

[enter Paper Date]

Working Paper Series

**Abstract:**  
[enter Abstract Body, Keywords, and JEL Classifications]

**NOTE:** if submitting a Non-English paper, an English title is required.

## SECTION 4: Adding Authors

1. Click to expand the Authors section.
2. If you are the Author, your name will appear in the "Selected Authors" section. One author must be declared to be the Primary Contact. That author must have a valid email address in the SSRN system.

NOTE: Pre-existing author records in the system can only be updated by the author him/herself or SSRN internally.

**Authors:** Save

Select the  icon to add co-author

**Selected Authors:**

1. Firstname Lastname     Author     Assistant    Primary Contact

---

[Add a Previous Co-Author or Assistant](#)


---

**Search for a New Co-Author:**  
You will be able to add a new author after first searching to see if the author already exists in the SSRN database.

Name:     Email:  exact match   

3. To add a Co-Author type in the **Name** or **Email** and click on **Search**. We display the primary affiliation and redacted email address associated with their primary affiliation in the search results when you search for names.

**Authors:** Save

Select the  icon to add co-author

**Selected Authors:**

1. Firstname Lastname     Author     Assistant    Primary Contact

---

[Add a Previous Co-Author or Assistant](#)

---

**Search for a New Co-Author:**  
You will be able to add a new author after first searching to see if the author already exists in the SSRN database.

Name:     Email:  exact match   

[View Search Results for Current SSRN Authors](#)  
[View Search Results for SSRN members with No Papers Currently on SSRN](#)  
[Add a New Author to SSRN](#)

Search results are divided into "**Current SSRN Authors**" (defined as someone who has at least one scholarly paper in the SSRN eLibrary) and "**SSRN members with No Papers Currently on SSRN**".

- If you do not find who you are looking for in the "**Current SSRN Authors**" list, look through the "**SSRN members with No Papers Currently on SSRN**" list to see if your co-author has an account with SSRN but has not posted any papers. To search by email the search term must be an exact match to deliver the result

[View Search Results for Current SSRN Authors](#)

[View Search Results for SSRN members with No Papers Currently on SSRN](#)

[Add a New Author to SSRN](#)

This is an example of a Search that did not find the Co-Author requested.

**Search for a New Co-Author:**  
You will be able to add a new author after first searching to see if the author already exists in the SSRN database.

Name:  Email:

Search Results: Current SSRN Authors Close  
**No results found.**

Search Results: SSRN members with No Papers Currently on SSRN Close  
**No results found.**

[Add a New Author to SSRN](#)

- If the author is not found on either list, use the "**Add a New Author to SSRN**" link (found at the bottom of the Authors section).

Search Results: Current SSRN Authors Close  
**No results found.**

Search Results: SSRN members with No Papers Currently on SSRN Close  
**No results found.**

[Add a New Author to SSRN](#)

#### 6. **When the Submitter is Not the Author**

**Are you the submitter, but not the author?** By default, the submitter is treated as an Author and as the Primary Contact. If you are submitting on behalf of the author, you must add the author to the submission, designate them as the primary contact, and then change yourself to "Assistant" (by clicking the "Assistant" radio button). This will ensure your continued access to the submission, and ensures that you will not appear as an author of the paper on the public abstract page. Click "Save" when complete.

*If you do not have the email for your co-author, you will not be able to add them to the submission. Use the **Save and Close All** link at the top of the submission form. Once you have obtained the necessary information, you may return to the submission via your **My Papers** page. Click on **Edit** and proceed with your submission.*



7. **To add a New Author to SSRN:** Enter the required fields, including the author's email address. The e-mail address acts as the unique identifier in the SSRN system for that person. Click "Submit".



Search eLibrary Advanced Search

### New Individual

Sample

**\*First/Given Name** **\*Last/Surname**

Name:

Public Display Name:


**\*Your Contact Email:**

**\*Re-enter Contact Email:**

Phone Number:


**\* Required field**

8. When prompted to "Add Affiliation", type in the author's organization and select "Search".




### Add Affiliation

Enter your organization's name below.  
You should use the university, college, or company name and not the department name because the results may be too numerous.

Organization Search:  

Search Type:

9. If the affiliation does not exist, click "here"



### Add Affiliation

There are no results for your search.

\*If you have searched for organization and it does not exist please click [here](#)



10. Fill out the New Organization form and select "Add New".

The image shows the SSRN 'Add New Organization' form and its associated lookup windows. The form includes fields for Organization Name, Parent (with a 'Select Parent Organization' button), Address 1, Address 2, City, State, Postal Code, Province, Country (with a 'Select' button), Phone, and Fax. A 'PLEASE NOTE' box explains that 'Select Parent Organization' is used for sub-organizations. Below the form are 'Back' and 'Add New' buttons. To the right, three browser windows show the 'Organization Lookup' process: the first shows the search interface, the second shows a table of results, and the third shows the form populated with data from the selected organization.

**PLEASE NOTE:**  
Click on "Select Parent Organization" if your organization is a sub-organization of a parent organization. For example: Harvard is the parent, and the Law School would be a New Organization/Child under the parent.

Organization	Departments	Parent Org
University of Caterbury Fields	No Departments	
University of Caterbury Fields	No Departments	
University of Caterbury Fields	No Departments	

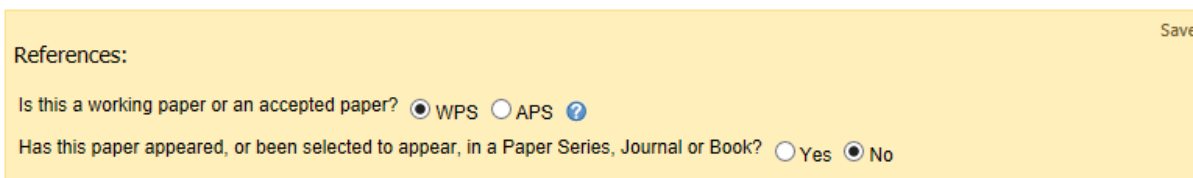
Organization Name: Accounting Area  
Parent: University of Caterbury Fields  
Address 1: 2225B Caterbury Fields Lane  
Address 2:  
City: Chapel Hill  
State: CT  
Postal Code: 14456  
Province:  
Country: United States  
Phone:  
Fax:

### Date Paper Was Written

Enter the date the paper was written or the date the paper was revised and click "Save". If no date is entered, the default is the date of submission.

## SECTION 5: References

1. Highlight and click "**Working Paper Series**" to expand the References section
2. In the **References** section identify the paper as a working paper or as an accepted paper. Click on the question mark for more information.

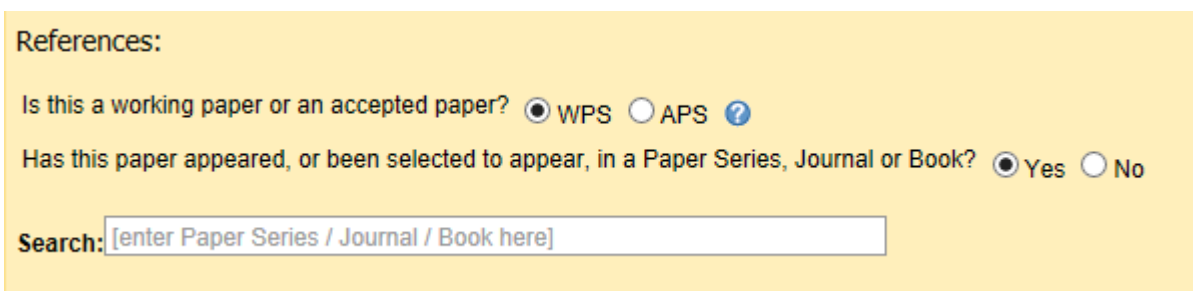


References: Save

Is this a working paper or an accepted paper?  WPS  APS [?](#)

Has this paper appeared, or been selected to appear, in a Paper Series, Journal or Book?  Yes  No

If this paper is a **Working Paper Series (WPS)** and appears or has been selected to appear in a Paper Series, Journal or Book select "Yes". A search field will then appear. Enter the name of your working paper series or the journal name (or a portion of it) into the search field.



References:

Is this a working paper or an accepted paper?  WPS  APS [?](#)

Has this paper appeared, or been selected to appear, in a Paper Series, Journal or Book?  Yes  No

Search:

If your series/journal is found, select your series/journal from the search results. The page will refresh and you will then have an editable field to enter the working paper number/publication details. Enter the paper number/publication details.

If your series is not found, click "**Enter New Reference**" and manually enter the name of the working paper series.

You may repeat the above process as many times as needed to enter all the working paper series applicable to this submission.

When finished, click "Save."

If this paper is in an **Accepted Paper Series** (papers not accepted for publication), and appears or will appear in one or more Journals/Books

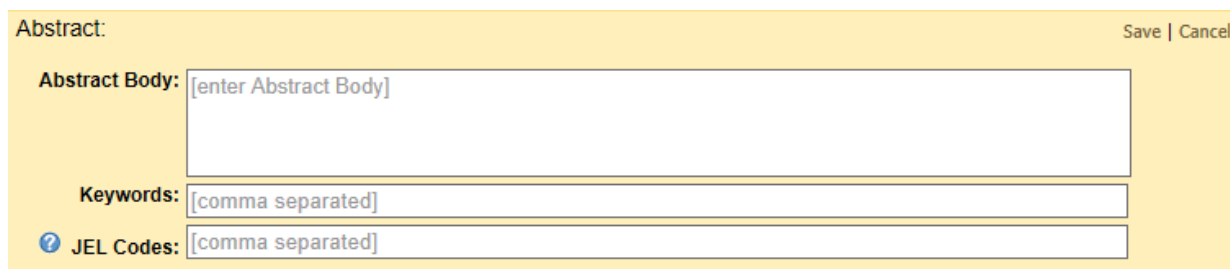
1. To enter an "Accepted Paper Series" reference, click on the "APS" radio button following the question "Is this a working paper or an accepted paper?".
2. In the search field that appears, enter the name of the journal/book (or portion of it). When the results appear, select your journal/book from the search results list. The page will refresh and you will then have one or more editable boxes to provide additional information.
3. This is not a comprehensive list of references. If the journal/book does not appear in the results, you will be prompted to enter your reference. Click "Enter New Reference", and a box will appear for you to enter the reference manually.
4. Repeat this process as necessary to enter multiple references or working paper series IDs. Click the red minus (-) sign next to any unwanted entry to remove it. When finished, click "Save."

## SECTION 6: Abstract

1. Highlight and click to expand the "**Abstract**" section.

Type or copy and paste the abstract/summary of the paper into the **Abstract Body** field. Copying and pasting is recommended to avoid errors. Enter a blank line between each paragraph. An English version of the abstract must be included if you wish your paper to be publicly available. Click [here](#) to visit our FAQ page to learn how to submit a non-English paper.

**NOTE:** This abstract field is reserved for a description of the content of the paper only.

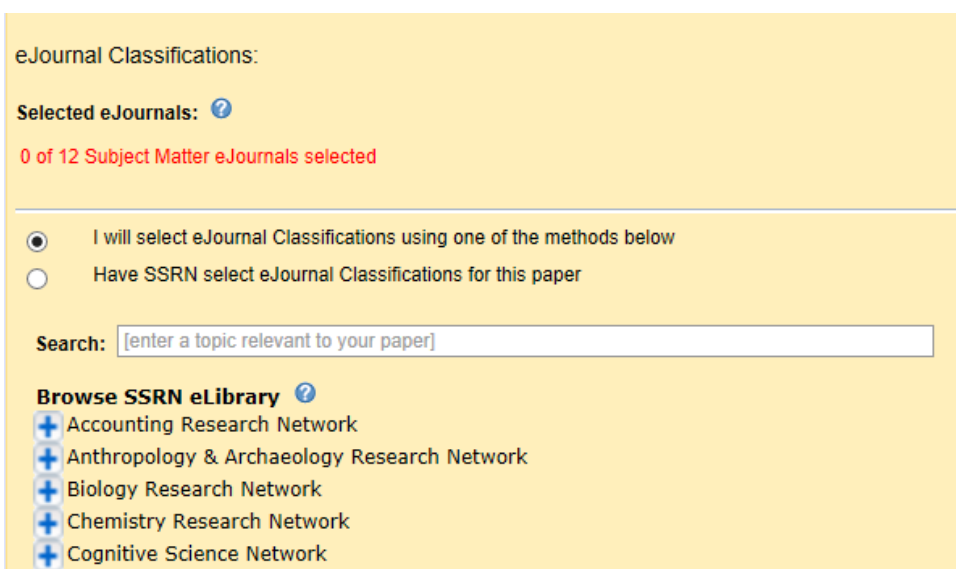


2. **Keywords** and **JEL (Journal of Economic Literature) codes** (if applicable) are recommended, but optional. If you do not have keywords or JEL codes, simply leave these fields blank.
3. When finished, click "Save."

## SECTION 7: eJournal Classifications

**SSRN Classifiers review content to determine paper placement in appropriate topic areas.**

1. You can select up to 12 subject matter eJournals or you can elect to have SSRN classify your submission for the relevant subject/topic areas by clicking the radio button "Have SSRN select eJournal classifications for this paper".



2. If you know the name of the SSRN eJournal you wish to classify into, type it into the Search field and select it from the drop-down box.
3. To browse the available eJournal choices expand the list under "Browse SSRN eLibrary" by clicking the plus sign (+) next to the appropriate discipline/network.
4. To select a classification, click the checkbox next to the relevant eJournal, topic, or sub-topic. Move your cursor over the classification names to see a more detailed description. As you select classifications, they will appear in a list at the top of this section. You can remove any classification by clicking the red minus (-) sign to the right of any classification.
5. When finished, click "Save."

**Ready to Submit**

Once you have completed all the seven sections on the Submission Form, click on "Submit to SSRN" from the Status window on the right hand side of the page. All sections must be labeled "Complete" in order to submit your paper.

**S T A T U S**  
**NOT SUBMITTED**

---

**File:** File Not Uploaded

**Availability:** Private

**Title:** Complete ✓

**Authors:** Complete ✓

**Reference:** Complete ✓

**Abstract:** Complete ✓

**Classification:** Complete ✓

By selecting this Availability, your submission will:

- not be available in the public SSRN eLibrary
- be listed in your Privately Available section on your My Papers page
- display a "Submission Under Review" watermark on the Abstract page until the submission is approved

Thank you for submitting your paper to SSRN.

### What Happens Next?

Clicking the "Submit to SSRN" button will initiate the SSRN review process.

If you selected the option to have your paper publicly available, your paper will be immediately searchable on SSRN.

You and your co-authors will receive an email confirmation when the review process has been completed.

If you have any problems or questions, please feel free to contact our office, and our Customer Support Team will gladly walk you through the submission process.

We can be reached by email: [Support@SSRN.com](mailto:Support@SSRN.com) or by phone: 877-SSRNHelp (877-777-6435) in the United States, or +1 212-448-2500 outside of the United States.

We are open Monday through Friday between the hours of 8:30 AM and 5:00 PM, United States Eastern time.