

Associating Research Papers with the AccessLex Research Paper Series – new submissions

These instructions are for new SSRN submissions. If your paper is already part of a series on SSRN, you do not need to follow these steps. Please contact grants@accesslex.org.

Note: You should save each section as you move down the submission page. You can still go back and make changes before submitting if needed. You can save sections by clicking the "Save" link at the top, right corner of the section.

- 1. Log into SSRN.
- 2. Click on My Papers on the left side of the screen.
- 3. Click on the Start New Submission button toward the top of the page.
- 4. Click continue when the yellow IMPORTANT box pops up.
- 5. In the top, left corner of the submission box, click on Expand All Sections for Editing. (This is optional, but it will likely make it easier to navigate the page as you fill things out.)
- 6. In the first light yellow section, upload a PDF copy of your paper.
- 7. Under Availability, select the Yes button next to "Do you want to make this paper available in search results?"
- 8. In the Abstract Preview section:
 - a. Enter the title of your paper.
 - b. You should be listed as the author. Make sure that you also list any co-authors by selecting from the list SSRN provides or by doing a search.
 - c. Make sure AccessLex Institute Submitter is listed as an Assistant (NOT Author). This can be done by searching "accesslex" in the author name search field and selecting the submitter account from the results. The page will then refresh, and you will need to change the button from Author to Assistant. AccessLex will not appear publicly as an author but will have access to your submission should it become necessary (e.g., add paper number, etc.).
 - d. Make sure the date the paper was written is correct.
 - e. Choose working paper (WPS) or accepted paper (APS). You can hover your mouse pointer over the small blue and white question mark if you have questions about this distinction.
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- selected to appear in a Paper Series?" and type "accesslex" in the search field that appears to find the AccessLex Institute Research Paper Series.
- g. If we have given you a paper number, enter it in the paper number field. If we have not given you a paper number, please leave this blank we will add it later.
- h. Enter your abstract in Abstract Body this can usually be done by copying and pasting if you already have an abstract written for your paper.
- i. Choose relevant key words for your paper and enter them in the Keywords field.
- 9. You can decide whether to have SSRN choose eJournal Classifications for your paper or to do it yourself. For our own papers, AccessLex Institute typically allows SSRN to select relevant eJournals.
- 10. Ensure that the contact information at the bottom is correct.
- 11. Ensure that you have clicked Save in the top, right corner of each yellow section.
- 12. In the light blue/gray box on the right side of the screen, you can see whether you have completed all the necessary sections. You MUST click the Submit to SSRN button in that box for your submission to be completed!
- 13. Check the box agreeing to SSRN's Terms of Use and click the Submit button.
- 14. If you have other papers to submit, click the Return to My Papers button and begin at Step 3.