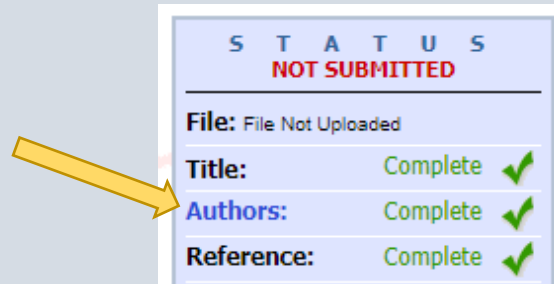


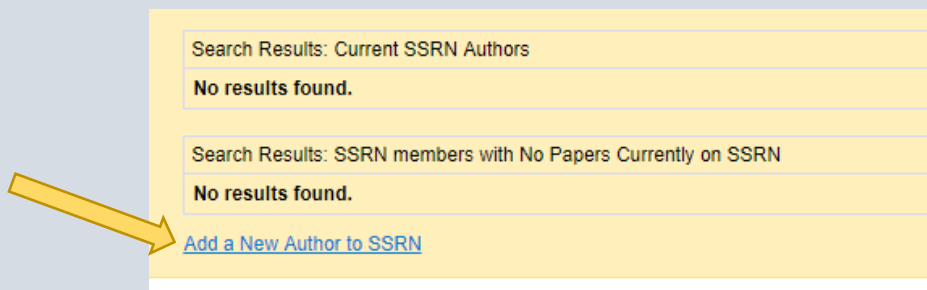
# Adding New Authors & Affiliations to SSRN Proceedings Submission

1. **Click “Authors”** in the Status Checklist on the right side of the submission form to open the author search area.



S T A T U S	
<b>NOT SUBMITTED</b>	
<b>File:</b>	File Not Uploaded
<b>Title:</b>	Complete ✓
<b>Authors:</b>	Complete ✓
<b>Reference:</b>	Complete ✓

2. **Search for an author by name and email** in the search field. If you are unable to find the author, then click “Add A New Author to SSRN”.



Search Results: Current SSRN Authors

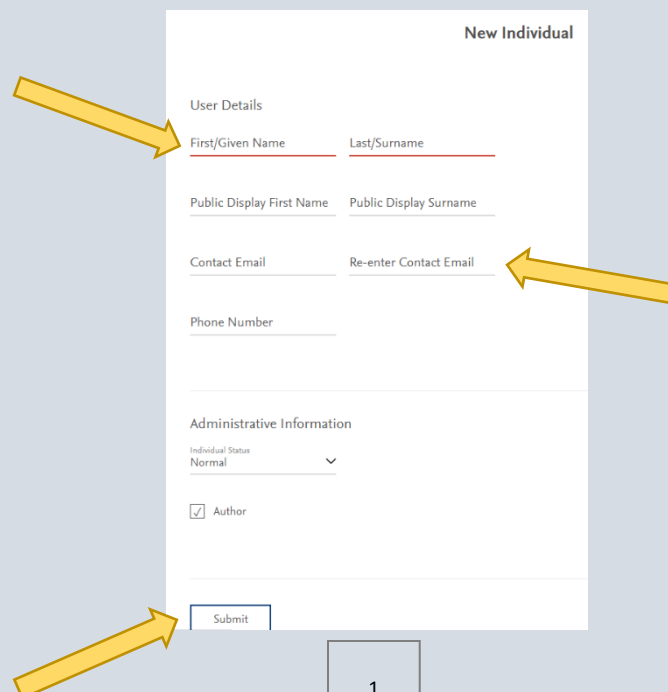
No results found.

Search Results: SSRN members with No Papers Currently on SSRN

No results found.

[Add a New Author to SSRN](#)

3. **Enter the author’s first and last name and their email address** in the popup that appears. Other fields can be left blank. Click Submit.



**New Individual**

User Details

First/Given Name Last/Surname

Public Display First Name Public Display Surname

Contact Email Re-enter Contact Email

Phone Number

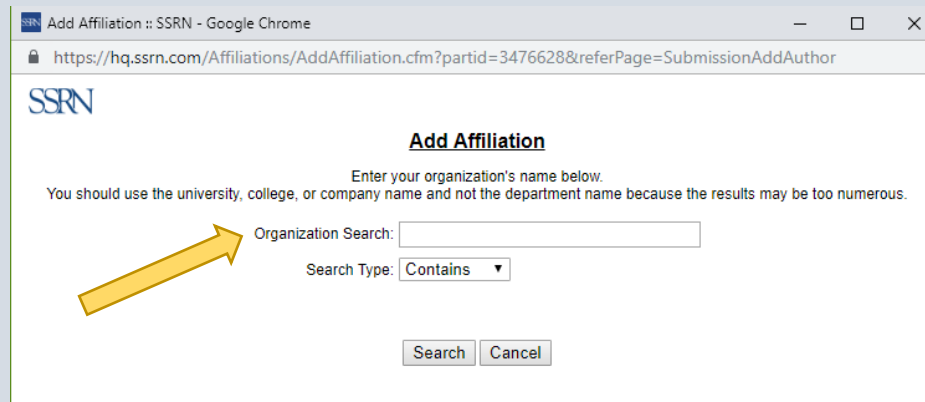
Administrative Information

Individual Status  
Normal ▼

☒ Author

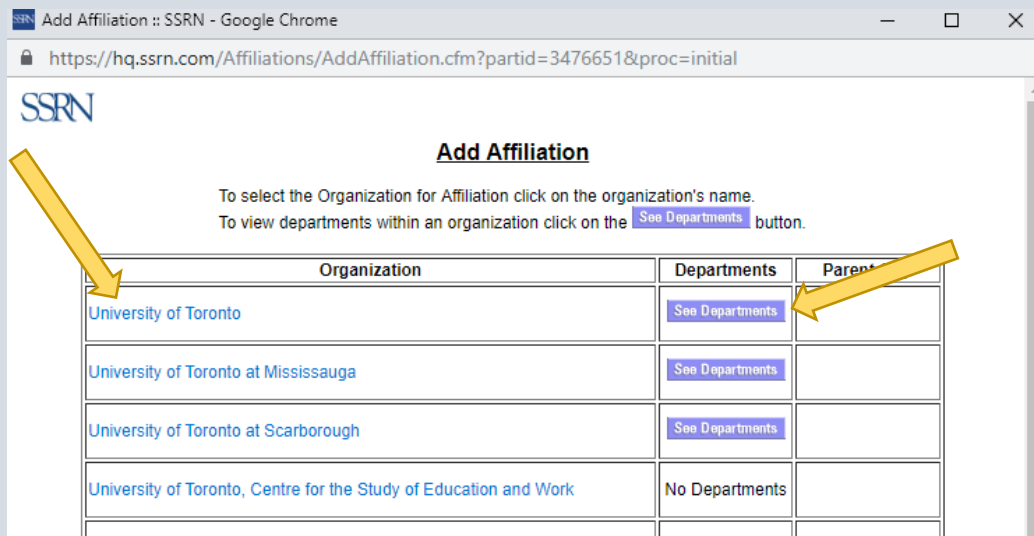
Submit

4. **Search for the organization's name** to add it to the author's account. If the organization is not found, try searching for only one or two words from the organization's name. This is the only opportunity you will have to add an affiliation to the author's account.



The screenshot shows a web browser window titled "Add Affiliation :: SSRN - Google Chrome". The URL is <https://hq.ssrn.com/Affiliations/AddAffiliation.cfm?partid=3476628&referPage=SubmissionAddAuthor>. The page has the SSRN logo and the heading "Add Affiliation". Below the heading, it says "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." There is a text input field labeled "Organization Search:" and a dropdown menu labeled "Search Type:" with "Contains" selected. Below these are "Search" and "Cancel" buttons. A yellow arrow points to the "Organization Search:" input field.

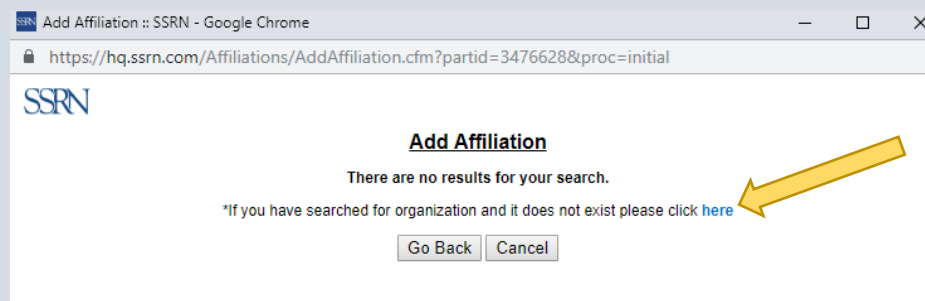
5. **Click on an organization's name** to add it as an author's affiliation or click "See Departments" to search for a specific department or school with an organization.



The screenshot shows the same web browser window, but now displaying search results. The heading "Add Affiliation" is still present. Below it, it says "To select the Organization for Affiliation click on the organization's name. To view departments within an organization click on the [See Departments](#) button." There is a table with three columns: "Organization", "Departments", and "Parent". The table contains four rows of results for the University of Toronto. A yellow arrow points to the "University of Toronto" link in the first row, and another yellow arrow points to the "See Departments" button in the same row.

Organization	Departments	Parent
<a href="#">University of Toronto</a>	<a href="#">See Departments</a>	
<a href="#">University of Toronto at Mississauga</a>	<a href="#">See Departments</a>	
<a href="#">University of Toronto at Scarborough</a>	<a href="#">See Departments</a>	
<a href="#">University of Toronto, Centre for the Study of Education and Work</a>	No Departments	

6. **If the organization is not found in SSRN's system, you will have the opportunity to enter it** so that it can be added to the author's account.



The screenshot shows the same web browser window, but now displaying a message: "There are no results for your search." Below this message, it says "\*If you have searched for organization and it does not exist please click [here](#)". There are "Go Back" and "Cancel" buttons. A yellow arrow points to the [here](#) link.

7. **Enter the organization's full name and address, then click "Add New".**

SSRN

**Add New Organization**

Organization Name:

Parent:

Address 1:

Address 2:

City:

State:

Postal Code:

Province:

Country:

Phone:

Fax:

8. **On the next screen, review the information that will be added to the author's account.** You may add their title (e.g. Professor) if desired. When you are satisfied the information is correct, click Submit.

SSRN

**Add Affiliation**

Please provide the specific information for this affiliation.

Test Org

☒ Update this information when an organization information is updated in SSRN's system (Uncheck this box to customize your affiliation information.)

Public Display Title / Position:

Public Display Organization Name:

The fields marked with a ( \* ) are linked to Organization.

Address1:

Address2:

City:

State:  Postal Code:

Province:

Country:

Phone:

Fax:

Email:

URL:

9. **A confirmation notice will display** when the affiliation has been added successfully. You can then click "Close Me" to exit the page. The author will be added to your submission and the affiliation you added will appear on their account.

SSRN

**Add Affiliation**

The affiliation was updated successfully!