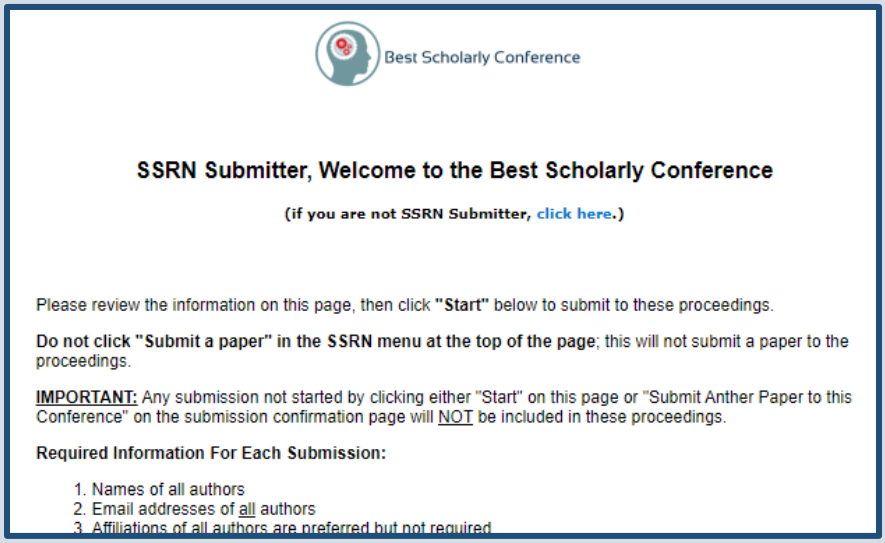
Proceedings Hosting Submission Instructions

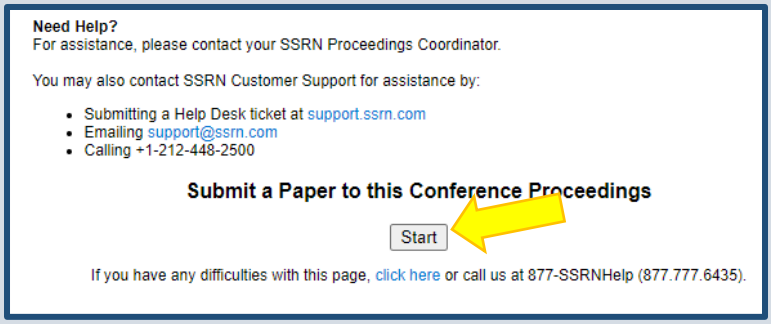
for Invited Authors

1. **Go to the SSRN proceedings submission page.** The conference organizer should have provided this link to you when inviting you to submit your paper for inclusion in the online proceedings. Read all instructions and information on the page.

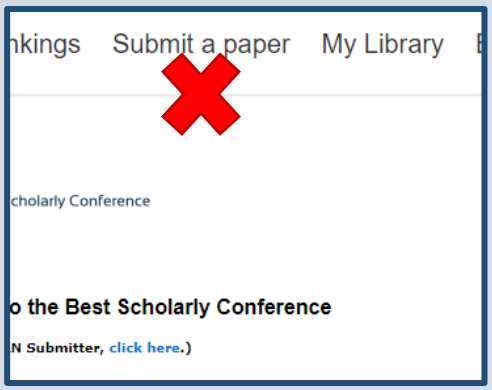


2. **Click "Start"** near the bottom of the submission page. Do not click "Submit a paper" in the SSRN header at the top of the page; this will submit the paper to SSRN but not to the proceedings.

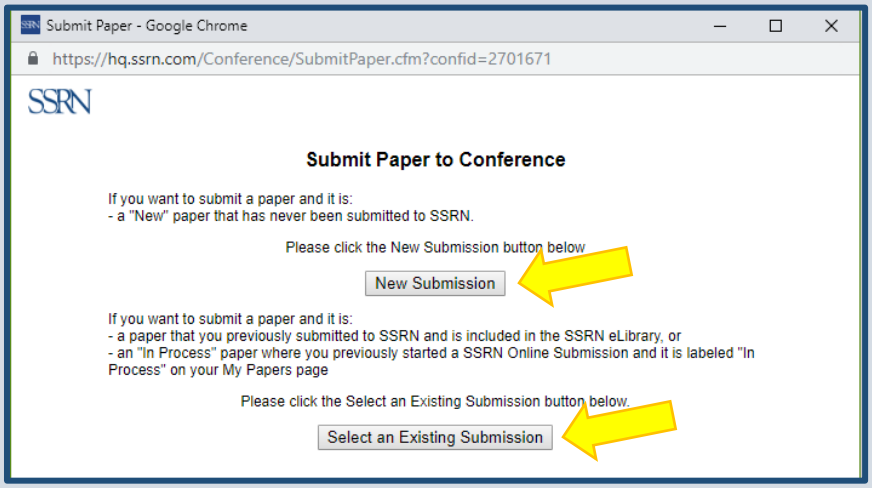
Click here:

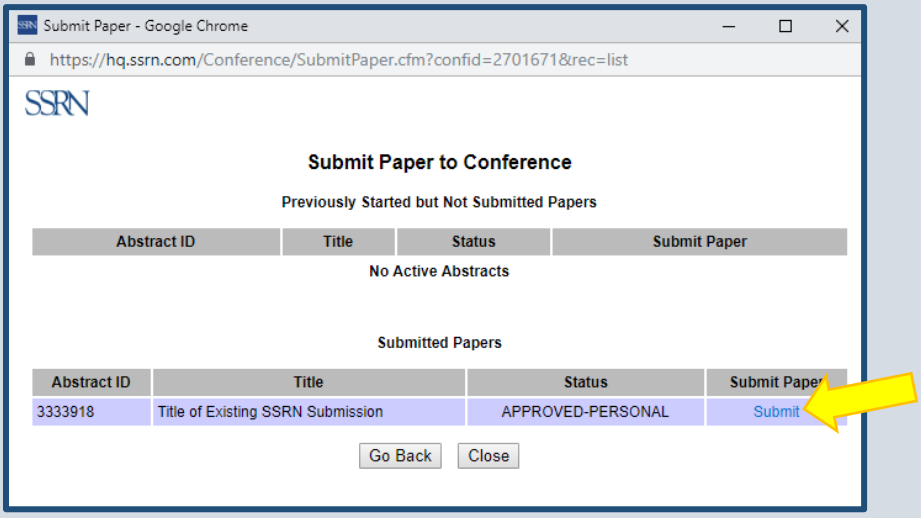


Do not click here:



3. **Select the option to create a "New Submission" or "Select an Existing Submission".**

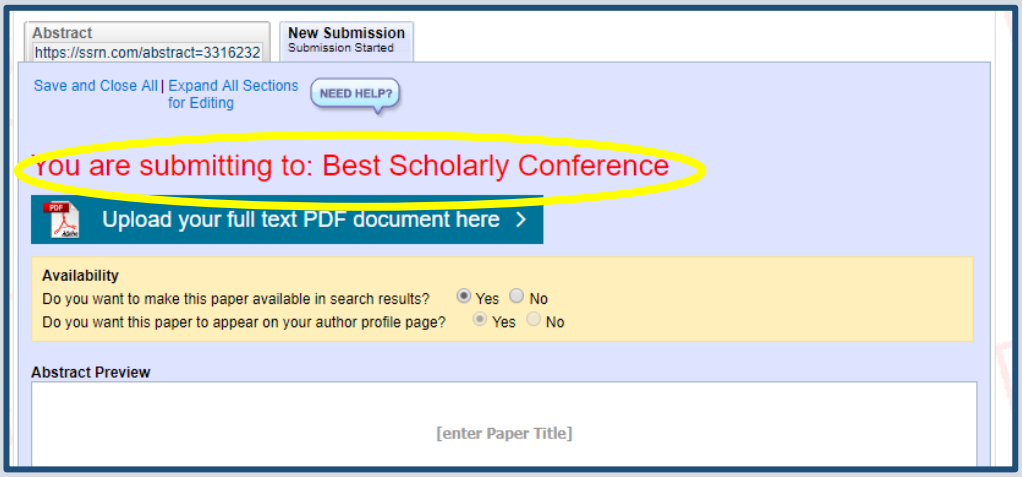




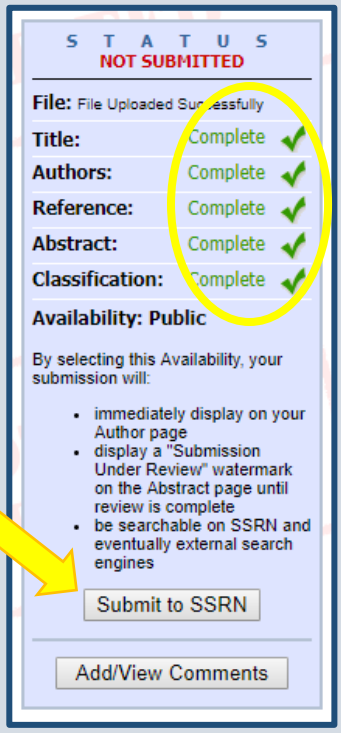
<u>New Submission</u> – If the paper has never been submitted to SSRN by you or another co-author, click the "New Submission" button to upload the paper and meta-data.

<u>Existing Submission</u> – If the paper has already been submitted to SSRN by you or a co-author, you can add that submission to the proceedings so you do not need to submit a duplicate version of the paper. Click the "Select an Existing Submission" button. A list of your available SSRN submissions will appear. Click the "Submit" link beside the submission you want to add to the proceedings. You will have the opportunity to edit the submission before submitting it to the proceedings.

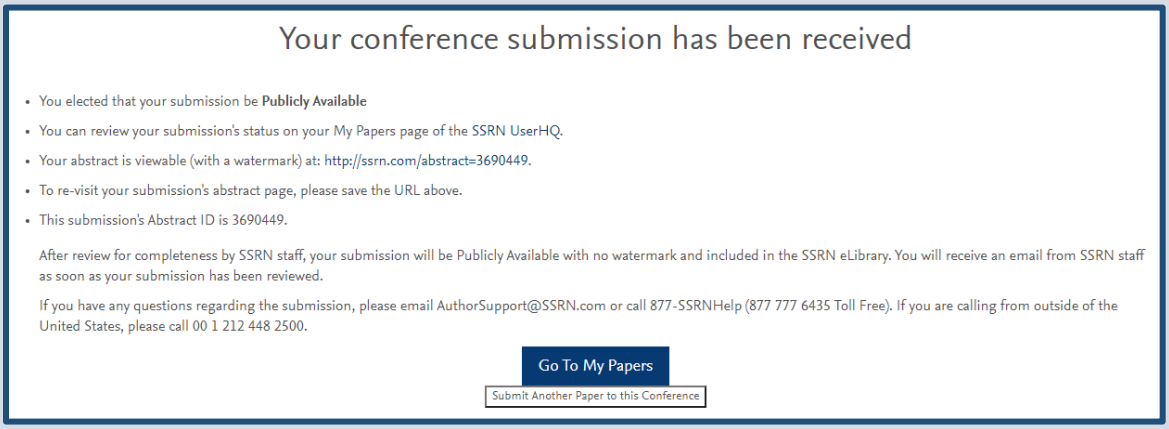
4. **Ensure there is large red text at the top of the submission form** indicating that you are submitting to the conference proceedings. If there is no red text, close the form and go back to your dedicated SSRN proceedings submission page and click "Start" again. <u>If there is no red text at the top of the submission form, the submission will not be included in the proceedings.</u>



5. **Fill in the submission form** until each item in the Status Checklist on the right side of the form is marked Complete. Click each area on the submission form to open it for editing.
    a. Upload a PDF containing full paper.
    b. Enter the paper title.
    c. Add ALL authors to the submission. Click on "Authors" in the Status Checklist to open the Author Search. Search for each author by name or email. If the author is not found, click "Add a New Author to SSRN" to add them. It is important to add all author information (name, email, affiliation) accurately since this provides them access to their account and properly credits them for the submission. If you have trouble adding an author to a submission, please inform your SSRN Proceedings Coordinator.
    d. Do not make changes to the Reference field unless the paper has been published in a journal or book.
    e. Enter the paper's abstract. You may enter keywords and JEL Codes as well (optional).
    f. Check the box beside the name of your proceedings (or the name of the appropriate Track if listed) in the Classification area. You may also select other relevant SSRN classifications for the paper (optional).



6. **Click "Submit to SSRN".** When all items on the Status Checklist are marked "Complete" you will be able to click "Submit to SSRN".

7. **When you have successfully submitted a paper, a confirmation page will let you know the submission was received.** All author(s) will receive a confirmation email letting them know the paper was submitted to SSRN as part of the proceedings.

   To upload another paper to the same proceedings, click "Submit Another Paper to this Conference" and repeat these steps from Step 3. To view a list of all your SSRN submissions, click "Go to My Papers". From your My Papers page, you can edit your previous submissions if needed.