Introducing the NEW SSRN Submission Form

SSRN announces the release of a new submission form. The new form comes with a sleek design and improved user interface created to make your submission experience easier and more efficient.

Why a new submission form for SSRN? We understand that many submitters enjoyed the previous submission form, but we also recognize the importance of keeping up with the needs and expectations of our users. The new form incorporates feedback from SSRN users and offers the submitter an opportunity to provide critical information at the time of submission which is necessary for the successful posting of content.

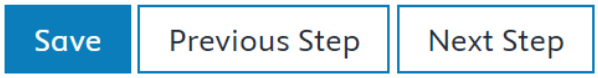
Sign in and start submitting your papers using the new SSRN Submission Form today! SSRN Support Center resources are available to you if you have any questions.

What's New?

The submission experience is split into different stages to make it clear as to what information we are asking for. Each of these steps in the submission progress menu are clickable.

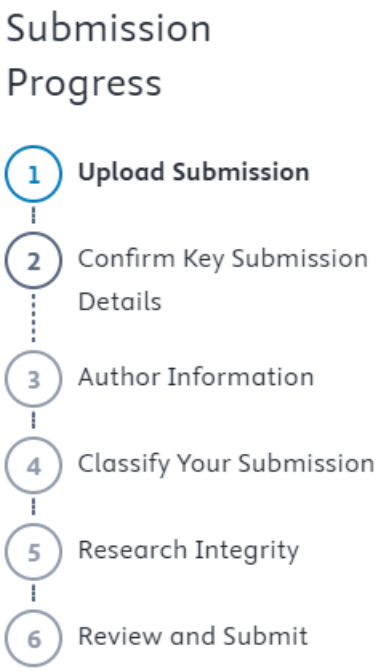
Use the navigation buttons at the bottom of the page to advance to the next step in the form, save your work, or review a previous step.

Your selections will be saved automatically as you progress through the submission form. Select 'Save' if you want to leave and return to your submission later. Your draft will be saved on your My Papers page.

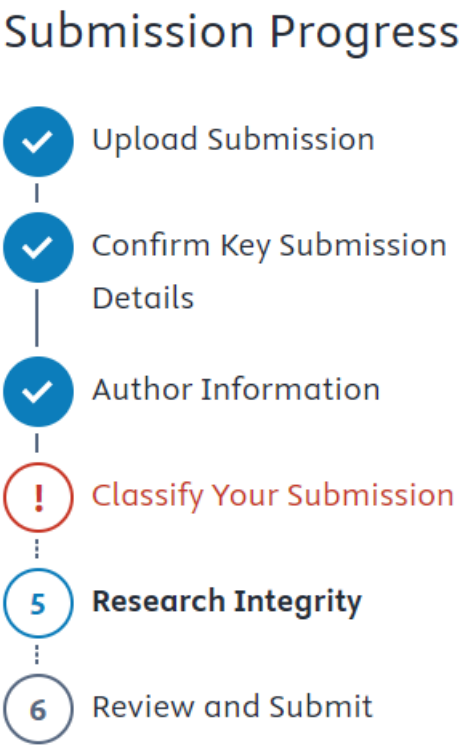


All fields are required unless marked 'optional.'

Your submission will be saved automatically as you progress through the form. After you have completed Step 6 click on Submit. You will be notified by email when your submission has been posted.



Progress Indicator



Red text and an exclamation point on the Submission Progress monitor alert the submitter that information is missing in that step. Return to that step and provide the required information before proceeding to the next step.

Accuracy and completeness of each step ensures a smooth review and posting of the submission to SSRN.

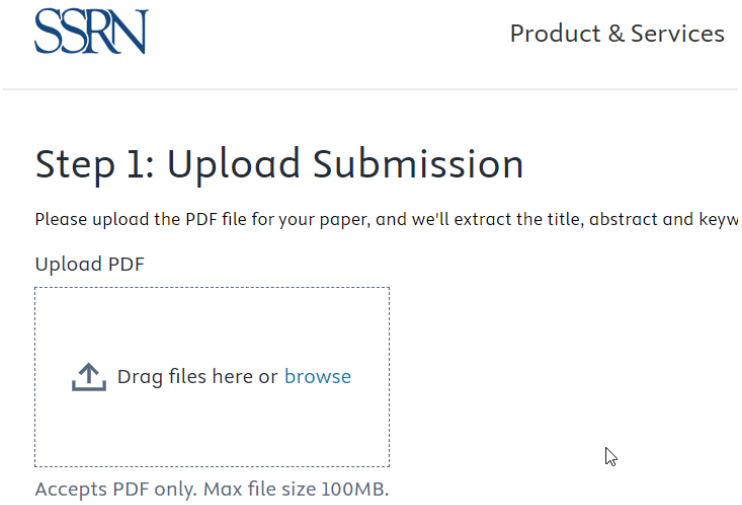
Your submission will be saved and available on your 'My Papers' page within your SSRN account.

Step 1: Upload Submission

DRAG & DROP
We've built an automatic extraction service that will extract the paper title and abstract from your PDF right into your submission, eliminating the need to fill in some sections of the form.

Drag and drop or manually upload your PDF in the 'Upload PDF' area on Step 1.

NOTE: *Only PDFs are accepted.*



Why has SSRN chosen to no longer offer Private Availability?
Private Availability is no longer an option when submitting research to SSRN. Previously, authors could choose to keep their papers private, limiting access to a select audience. However, SSRN has shifted its focus toward public display and distribution of scholarly research.

Here's why:

- SSRN aims to foster scholarly discourse across various fields.
- Publicly available papers contribute to the worldwide exchange of knowledge.
- By making papers public, SSRN encourages engagement, feedback, and collaboration.

Analytics and Impact:

- SSRN provides thorough analytics for each paper.
- Authors can track their paper's impact, views, and downloads.
- Publicly available papers receive broader exposure and potentially more citations.

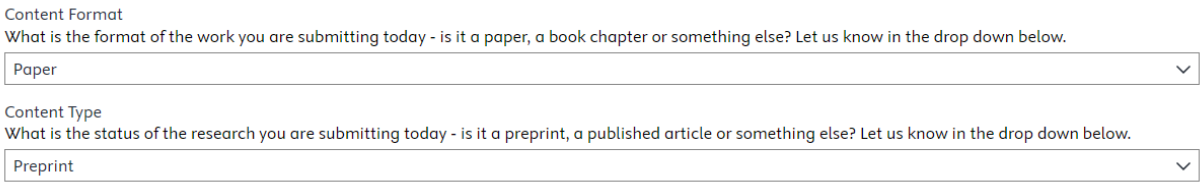
Terms of Use:

- When submitting a paper, authors grant SSRN a non-exclusive right to post and distribute it.
- Authors retain the right to remove their paper from SSRN at any time.
- SSRN does not take copyright on submitted papers.

CONTENT FORMAT & CONTENT TYPE

Identify the Content Format you are submitting. Select from the pull-down or use Other to specify the content format. Each pull-down provides a description of the selected content format.

Select from the pull-down the Content Type which indicates the status of the paper you are submitting.



Content Format

Paper: A scholarly or scientific article that reports research findings or makes theoretical or methodological contributions.

Book Chapter: A contribution to a scholarly monograph or edited volume.

Slide Deck: A group of slides that comprise a lecture or other presentation.

Content Type

Preprint: A working paper or other early version of a research paper that has not yet gone through formal journal federated peer review.

Published: A version that has already appeared in press (or has been accepted for publication) with a publisher.

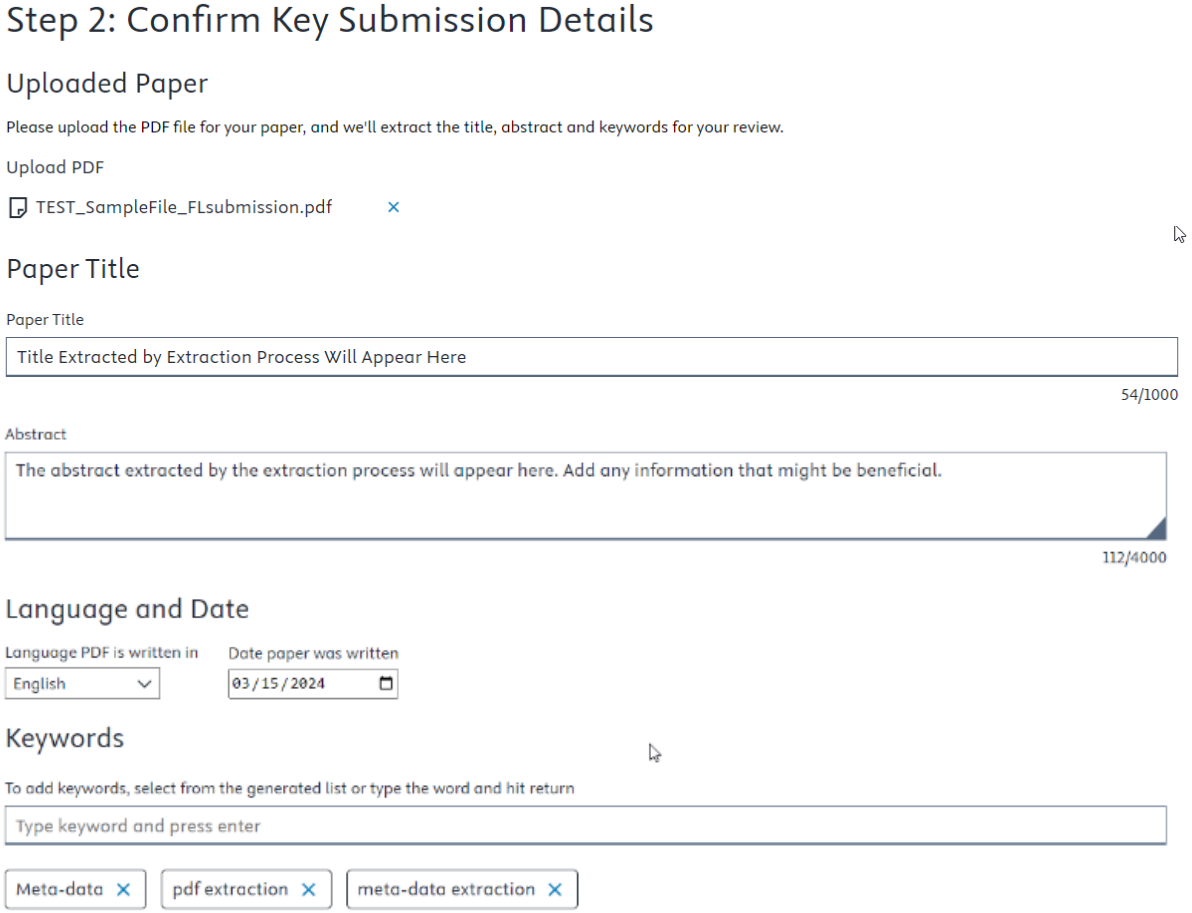
Conference Proceeding: A paper presented at or contributed to the published record, or proceedings, of a conference.

Step 2: Confirm Key Submission Details

CONFIRMATION OF EXTRACTION

The new extraction service will attempt to extract the title and abstract summary directly from the PDF.

NOTE: In the event the extraction does not accurately capture the text required, the submitter can edit or add the title, abstract, or keywords manually.



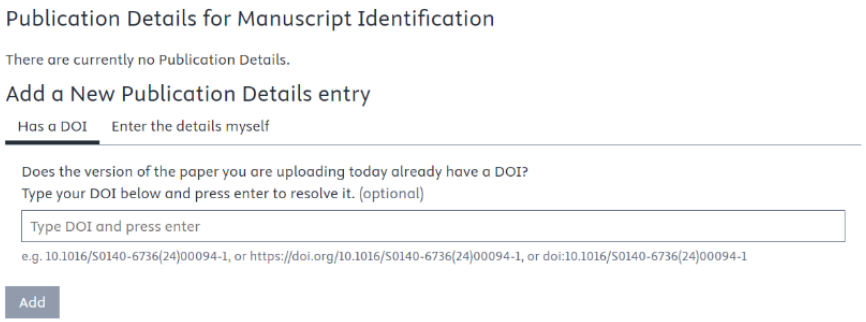
NOTE: *The 'Date paper was written' is a required field.*

*The service will extract **keywords** when possible. When necessary, enter keywords in the keyword field and **press ENTER after each word**. Do not attempt to copy and paste a string of keywords into this section. The keywords are most effective when they are added individually. Paste or type each word and then press Enter.*

PUBLICATION DETAILS FOR MANUSCRIPT IDENTIFICATION

The Manuscript Identification section on the form replaces the reference section from the previous form.

If the paper you are uploading has a DOI enter the DOI in the lookup area and press enter. If found, the system will return the location details to the existing preprint or published paper.



Information entered in Manuscript Information will appear under the title on the paper's SSRN public abstract page. The DOI appears in the Permalink as well as in the Suggested Citation area of the public abstract page.

NOTE: *You must hit 'Enter' after adding the DOI before the lookup will search for the location of your published work.*

If your paper is not available in the Crossref lookup, enter the information in the 'Enter the details myself' tab in this area. If you have a URL of the location of your publication, click on the link icon and add the URL.



Example of how the reference will appear under your title on your public abstract page.

How do I know when SSRN will create a DOI for my paper?

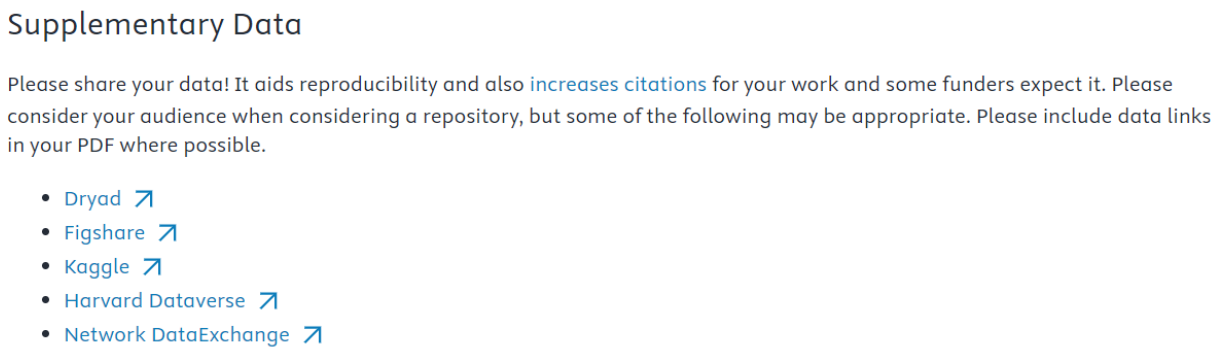
The following table shows the scenarios in which SSRN will or will not create a DOI for the submission. DOIs created are provided by Crossref.

The 'Content Format' referenced in the table refers to the selection you made in the pull-down in Step 1.

Content Format	***Author Doesn't Provide DOI***	***Author Provides DOI***
Preprint	***SSRN gives 'Preprint DOI'***	***SSRN gives 'Preprint DOI'***
Conference	***SSRN gives 'Preprint DOI'***	***SSRN gives 'Preprint DOI'***
Published or Other	***SSRN gives 'Journal DOI'***	***SSRN does not give a DOI***

Interested in adding Supplemental Data to your submission?

Utilize one of the hyperlinked applications in the Supplemental Data section and upload your data. Once you have uploaded the data, copy and paste the URL to the data in your submission PDF.



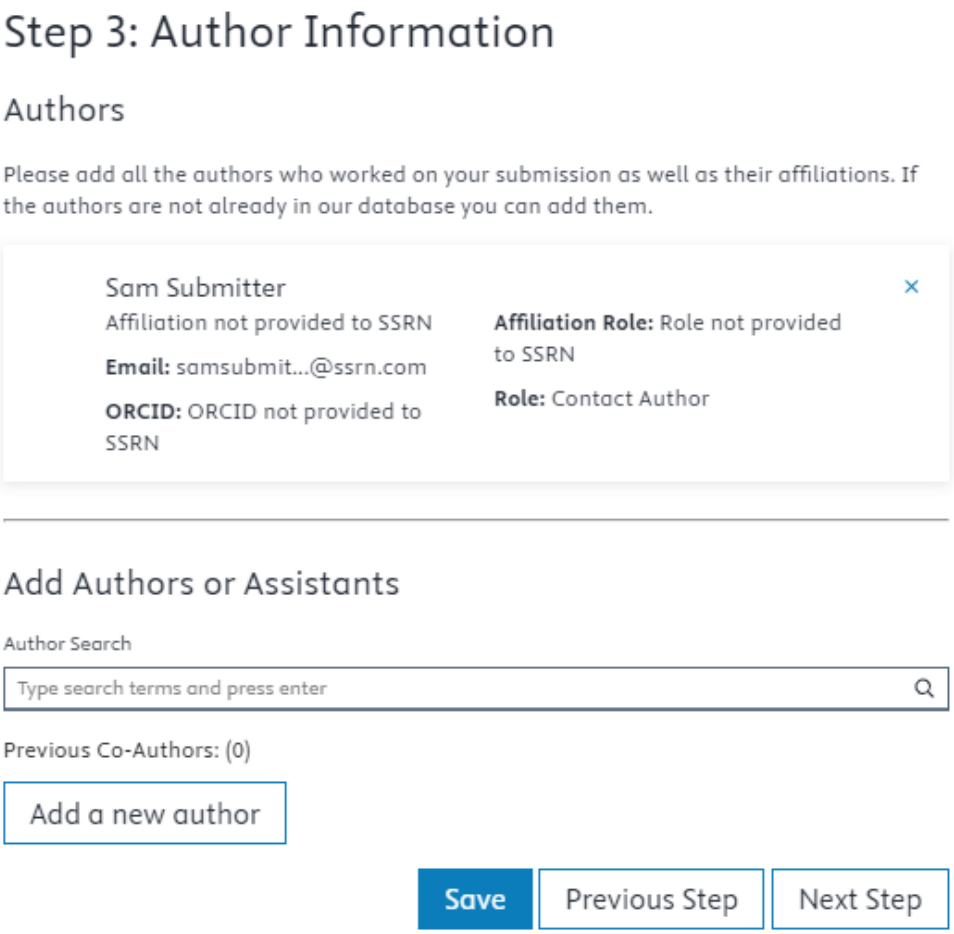
NOTE: *SSRN does not have a relationship with these repositories and is not able to provide support for these applications. Please reach out to these companies directly with questions regarding your data.*

Step 3: Author Information

EASILY ADD AUTHORS

Use 'Author Search' to find an author with an existing SSRN account by entering their name, email, or ORCID.

When available a list of co-authors from your previously posted submissions will be available to choose from.



Need to add an author?
Click on the 'Add a new author' button within Step 3 if the author or assistant cannot be found using search. The information on each author should include a Full Name, Email, ORCID (if available), Institution, and Affiliation Role.

Name – The name of the author included in your submission.

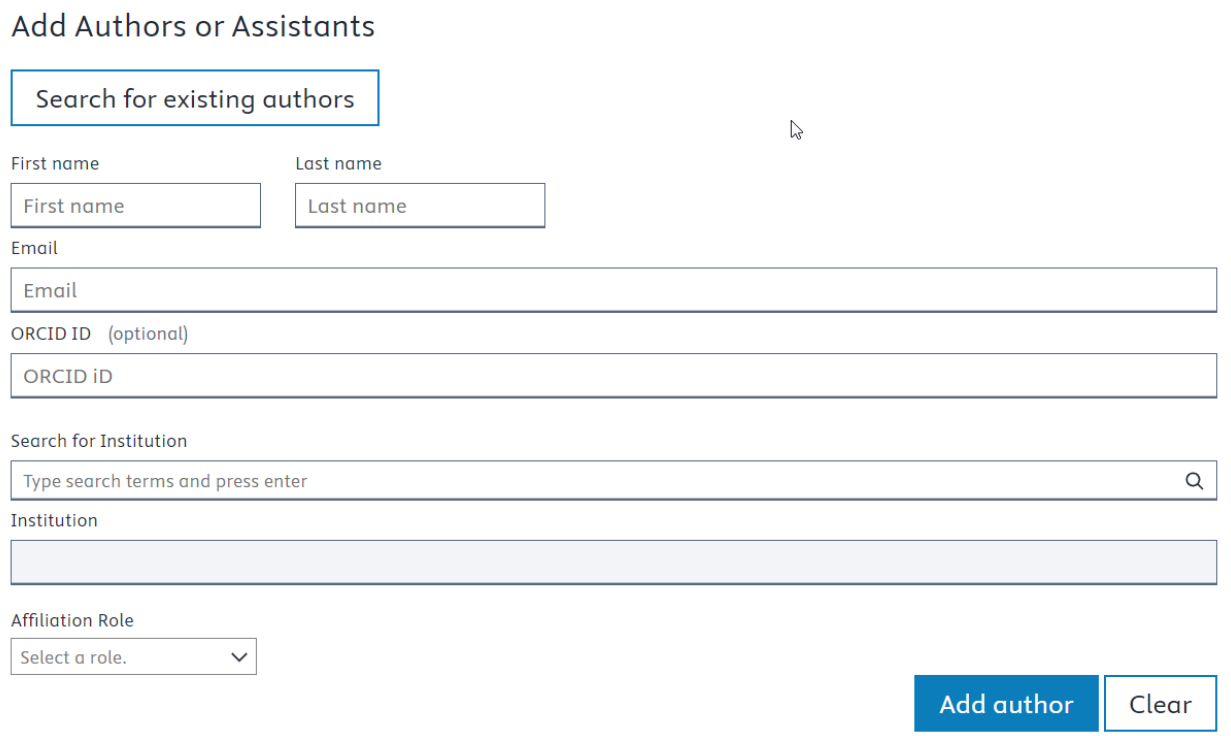
Email – The email used to create an account on SSRN.

Institution – The name of the institution the author is associated with.

ORCID – An ORCID is a persistent digital identifier that distinguishes each researcher from every other. Not every author will have an ORCID listed.

Affiliation Role – This section indicates what role the author plays at their institution.

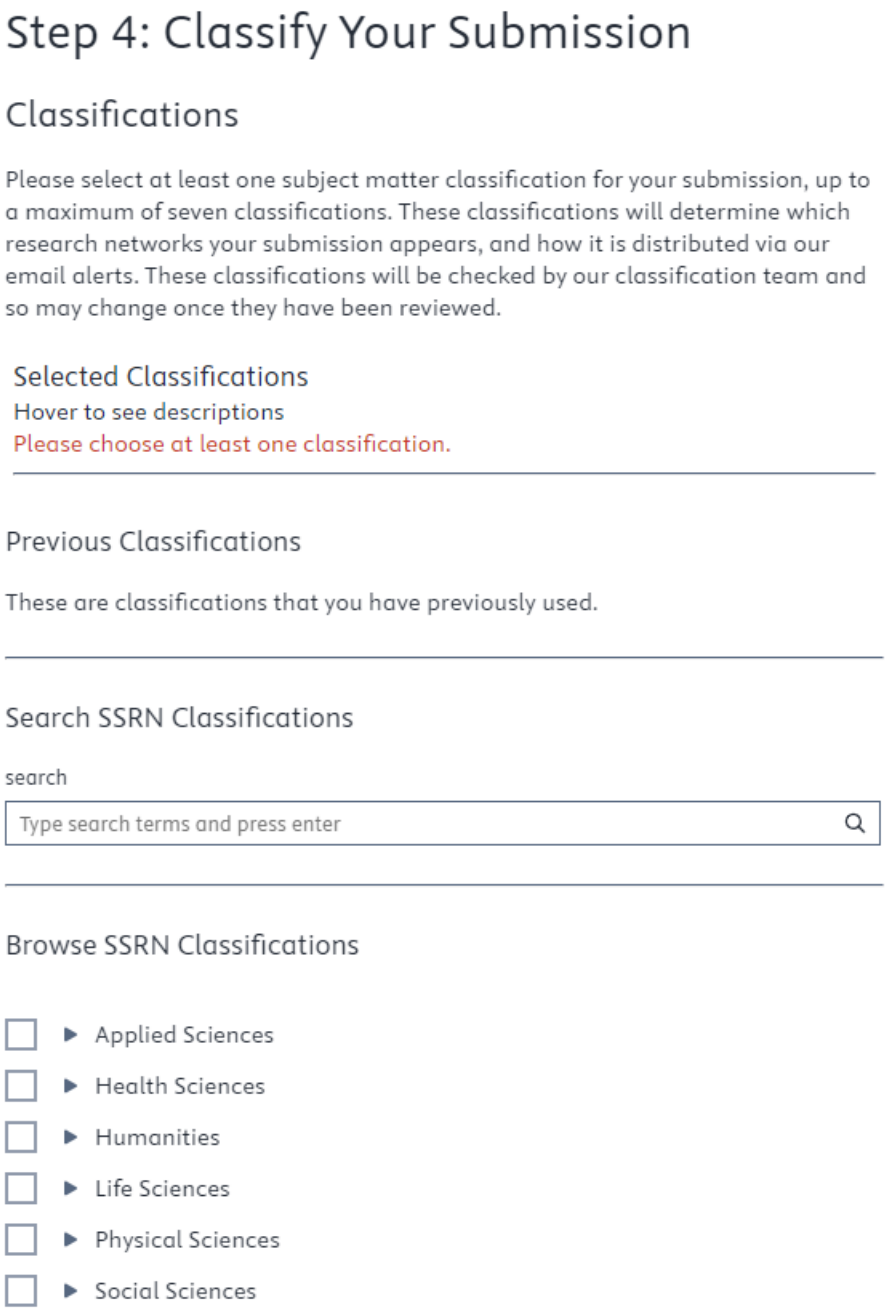
NOTE: *You can move the authors listed on the submission up and down using the arrows on the left-hand side of each profile, or by using the drag and drop feature. The authors should appear in the submission form in the order in which they appear on the PDF.*



Step 4: Classify Your Submission

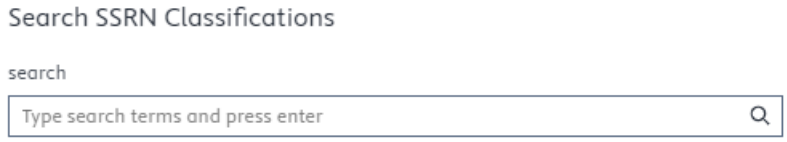
Search and find appropriate subject matter classifications for your submission or use the drop-down under each discipline to navigate to the appropriate network and eJournal. Classifications determine in which research network(s) your submission appears, and how it is distributed via our email alerts. In the new form users are prompted to add at least one subject matter classification and up to a maximum of seven.

Why did SSRN change the classification section of the form?
SSRN changed the classification section of the form to streamline and speed up the classification and distribution process. The option to have SSRN select the classification has been removed to avoid the need for manual classification by SSRN staff, which could slow down the distribution process. Authors are now prompted to self-classify their papers, allowing for faster posting on SSRN and giving authors the opportunity to make their work more discoverable by selecting accurate classifications.



Search or Browse SSRN Classifications

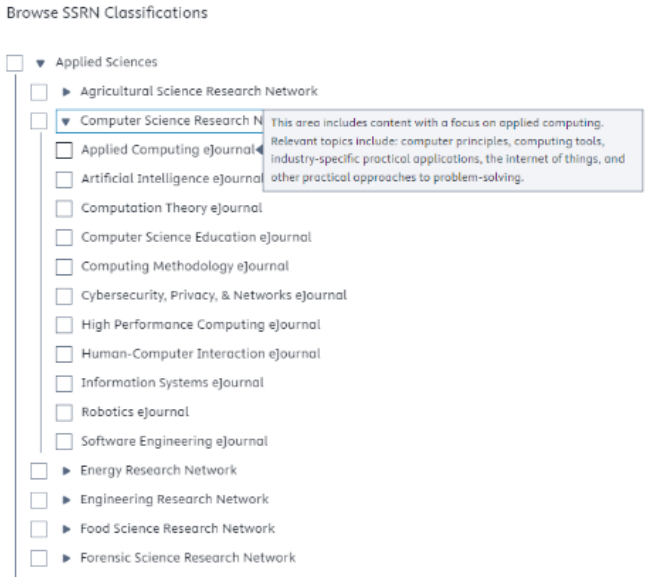
You have two options to select classifications in Step 4. You can either use the search function by typing in search terms relevant for classification or use the browse feature to select the classification that best fits your paper's topic.



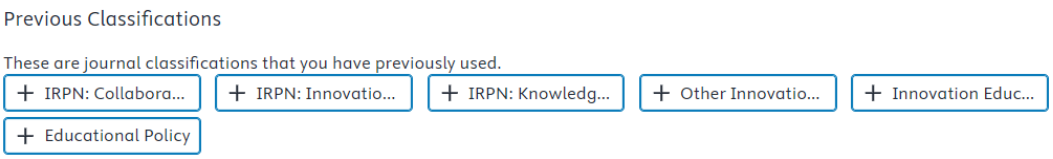
Search and find appropriate subject matter classifications for your submission.

Unsure of what classification is appropriate for your research?

Use the drop-down under each discipline to navigate to the appropriate network and eJournal. Hover over the classification in the list to see a brief description of the topic.



Can I choose from previous classifications? Yes, if you have previously submitted papers and those papers are posted on SSRN, the classifications associated with those papers will display. This makes it easier for authors to select the same or similar classifications for their new submissions, ensuring consistency and accuracy in the categorization of their work.

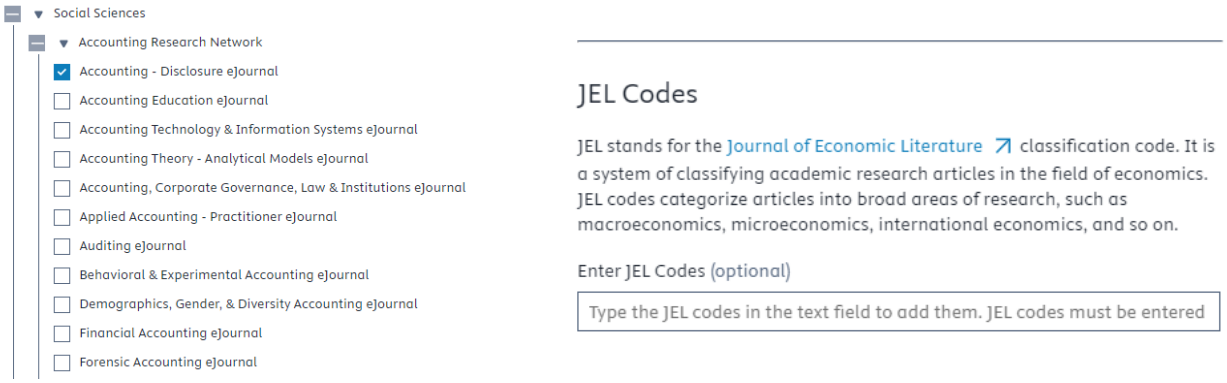


How do I use the JEL Codes within the submission form?

If you select a classification within the relevant Social Sciences discipline, a section for JEL Codes will appear at the bottom of Step 4. Type in the JEL Code appropriate for your research and hit enter.

Are JEL Codes required for distribution?

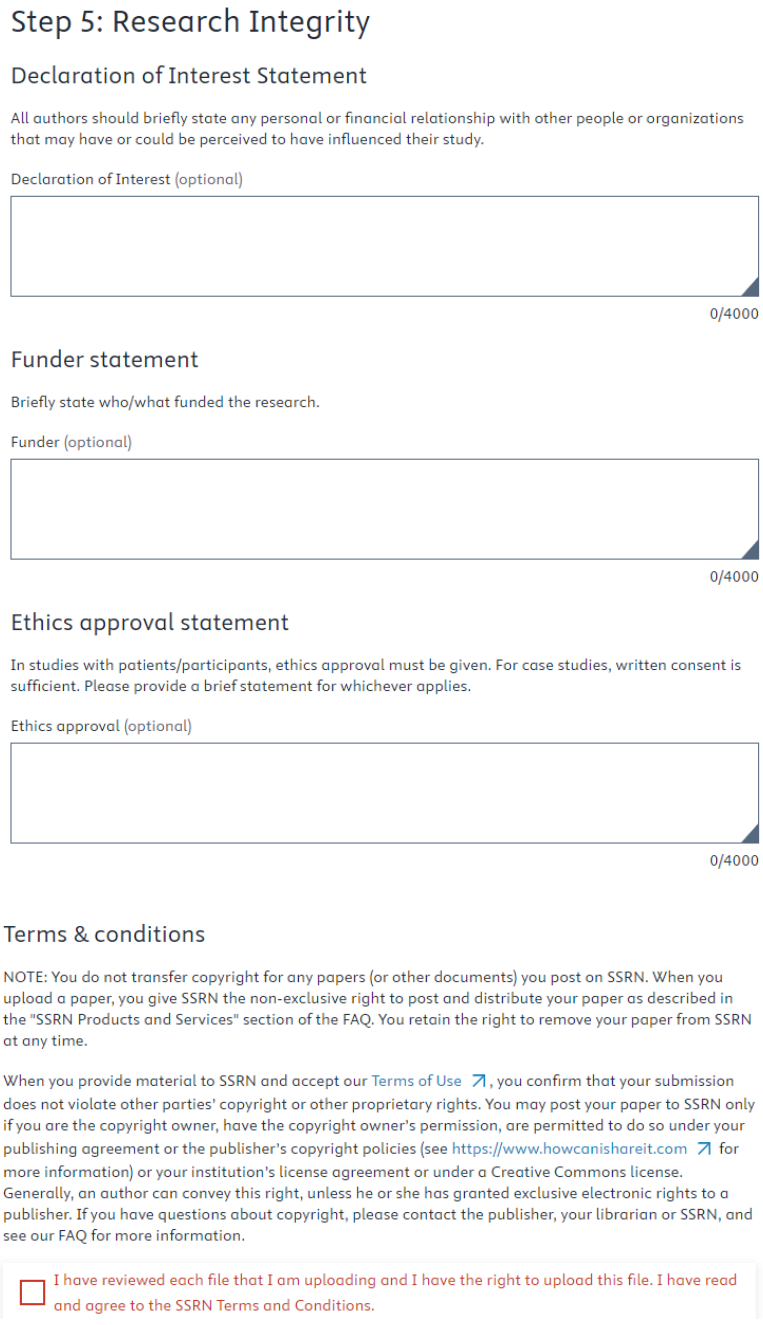
The JEL Code section in the new submission form is completely optional and does not impact distribution. The codes are an additional avenue by which to browse the site: [Browse JEL Classification Codes :: SSRN](#).



NOTE: *You must hit 'Enter' after each JEL Code.*

Step 5: Research Integrity

The Research Integrity section gives you an opportunity to list any additional information that may be important for the review and processing of your submission.



You can type the relevant information for each statement in the open text box below the description of the statement. This information will be posted on the SSRN abstract page below the abstract and keywords.

For non-medical research, funding and conflict of interest statements are recommended. For all human subject research, an ethics statement is required.

Review the terms and conditions for submission to SSRN. Check the box indicating you have the rights necessary for uploading this file.

Submitting Medical Content? Review the SSRN Medical or Health Care Preprint Checklist prior to submission. SSRN completes a screening review process on all medical and health care related preprints. Review the checklist to ensure your submission contains all the required information necessary for the successful review of your paper. **Failure to provide this information may result in a delay in processing.**

Step 6: Review and Submit

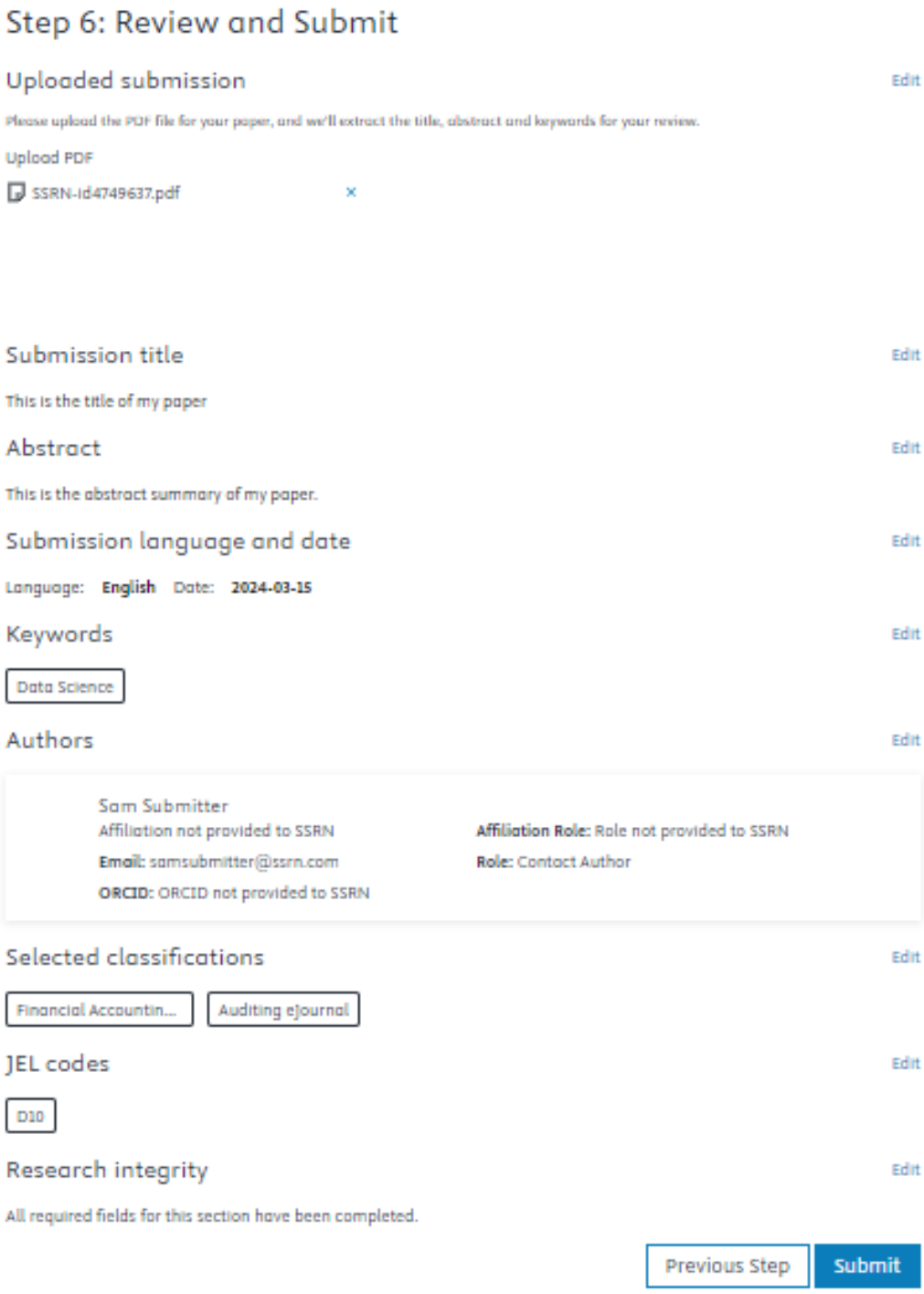
REVIEW BEFORE SUBMITTING

Carefully review each section of the submission form.

Have you provided a full title, abstract and keywords?

Do all authors listed here match the authors listed on the PDF?

Click on Submit when finished.



NOTE: *Your submission will be available on your My Papers page unless the content is medical or health related. Submissions requiring medical review will drop off your My Papers temporarily during the review cycle.*

A Work in Progress

While we're excited to share this new submission experience with you it's important to note that the form is still a work in progress. As with any improvement, there may be a few bugs and glitches that we are actively working to address. Your patience and understanding are greatly appreciated as we fine-tune the system to deliver a seamless experience.

Functionality Update

We want to be transparent about the fact that some features from the old form are not yet integrated into the new submission system. Rest assured, we are diligently working to incorporate these functionalities to ensure a comprehensive and feature-rich experience for our users.

Your Feedback Matters!

Your input is crucial in helping us identify and rectify any issues that may arise during this testing phase. We encourage you to explore the new form and share your thoughts, concerns, and suggestions with us. Your feedback will play a vital role in shaping the final version of the submission form.

We've set up a dedicated email address where you can send us your thoughts: **ideas@ssrn.com.** Whether you encounter a bug, have a suggestion for improvement, or simply want to share your experience, we want to hear from you. Your feedback will contribute to making SSRN an even better platform for researchers and academics.

For questions specific to a new submission contact SSRN Support.