



# 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.

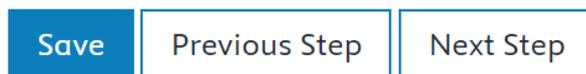
## What's New?

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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.

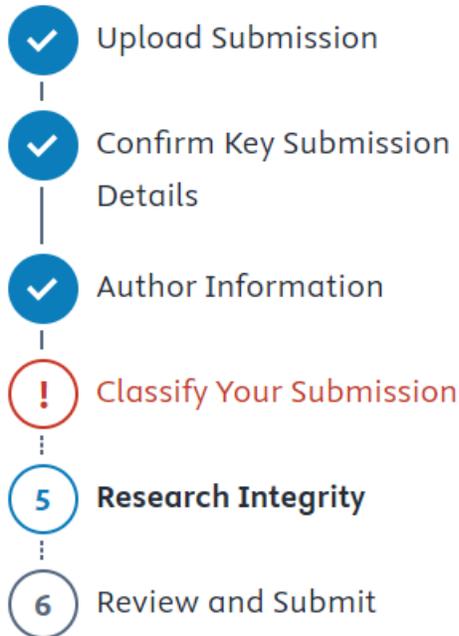
## Submission Progress

- 1 Upload Submission
- 2 Confirm Key Submission Details
- 3 Author Information
- 4 Classify Your Submission
- 5 Research Integrity
- 6 Review and Submit

# Progress Indicator

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## Submission Progress



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.*

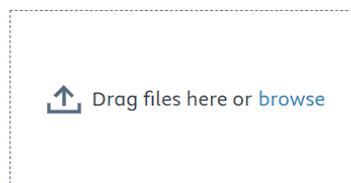


Product & Services

## Step 1: Upload Submission

Please upload the PDF file for your paper, and we'll extract the title, abstract and keyw

Upload PDF



Accepts PDF only. Max file size 100MB.

## 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

What is the format of the work you are submitting today - is it a paper, a book chapter or something else? Let us know in the drop down below.

Paper

Content Type

What is the status of the research you are submitting today - is it a preprint, a published article or something else? Let us know in the drop down below.

Preprint

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

## Step 2: Confirm Key Submission Details

### Uploaded Paper

Please upload the PDF file for your paper, and we'll extract the title, abstract and keywords for your review.

Upload PDF

 TEST\_SampleFile\_FLsubmission.pdf ×

### Paper Title

Paper Title

Title Extracted by Extraction Process Will Appear Here

54/1000

Abstract

The abstract extracted by the extraction process will appear here. Add any information that might be beneficial.

112/4000

### Language and Date

Language PDF is written in

English ▼

Date paper was written

03/15/2024 

### Keywords

To add keywords, select from the generated list or type the word and hit return

Type keyword and press enter

Meta-data ×

pdf extraction ×

meta-data extraction ×

**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.

## 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.

### Manuscript Identification

SSRN will create a DOI for this submission.

Has a DOI  Enter the details myself

Does the version of the paper you are uploading today already have a DOI?  
Type your DOI below and press enter to resolve it. (optional)

Type DOI and press enter

e.g. 10.1016/S0140-6736(24)00094-1, or [https://doi.org/10.1016/S0140-6736\(24\)00094-1](https://doi.org/10.1016/S0140-6736(24)00094-1), or doi:10.1016/S0140-6736(24)00094-1

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.

### Publication Details

Is your paper associated with any other publication or series?

Find it by Crossref DOI  Enter the details myself

h3>Publication Details

Is your paper associated with any other publication or series?

Find it by Crossref DOI  Enter the details myself

**B I**

hq.ssrn.com says

URL

OK Cancel

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

This is the Title of my Paper

Journal, publication details <https://doi.org/10.1016/2024.4.25>

### 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.

#### Supplementary Data

Please share your data! It aids reproducibility and also [increases citations](#) for your work and some funders expect it. Please consider your audience when considering a repository, but some of the following may be appropriate. Please include data links in your PDF where possible.

- [Dryad](#)
- [Figshare](#)
- [Kaggle](#)
- [Harvard Dataverse](#)
- [Network DataExchange](#)

**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

Our extraction process will add any authors that are recognizable on the PDF. If the authors are not added, 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.

## Step 3: Author Information

### Authors

Please add all the authors who worked on your submission as well as their affiliations. If the authors are not already in our database you can add them.

Sam Submitter ✕

Affiliation not provided to SSRN      **Affiliation Role:** Role not provided to SSRN

**Email:** samsubmit...@ssrn.com      **Role:** Contact Author

**ORCID:** ORCID not provided to SSRN

### Add Authors or Assistants

Author Search

Previous Co-Authors: (0)

### 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.

### Add Authors or Assistants

Search for existing authors

<small>First name</small> <input style="width: 90%;" type="text" value="First name"/>	<small>Last name</small> <input style="width: 90%;" type="text" value="Last name"/>
--	--

Email

ORCID ID (optional)

Search for Institution

Institution

Affiliation Role

**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.

## Step 4: Classify Your Submission

### Classifications

Please select at least one subject matter classification for your submission, up to a maximum of seven classifications. These classifications will determine which research networks your submission appears, and how it is distributed via our email alerts. These classifications will be checked by our classification team and so may change once they have been reviewed.

#### Selected Classifications

Hover to see descriptions

Please choose at least one classification.

#### Previous Classifications

These are classifications that you have previously used.

#### Search SSRN Classifications

search



#### Browse SSRN Classifications

- ▶ Applied Sciences
- ▶ Health Sciences
- ▶ Humanities
- ▶ Life Sciences
- ▶ Physical Sciences
- ▶ Social Sciences

## 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 papers topic.

### Search SSRN Classifications

search

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.

### Browse SSRN Classifications

- Applied Sciences
  - Agricultural Science Research Network
  - Computer Science Research Network
    - Applied Computing eJournal This area includes content with a focus on applied computing. Relevant topics include: computer principles, computing tools, industry-specific practical applications, the internet of things, and other practical approaches to problem-solving.
    - Artificial Intelligence eJournal
    - Computation Theory eJournal
    - Computer Science Education eJournal
    - Computing Methodology eJournal
    - Cybersecurity, Privacy, & Networks eJournal
    - High Performance Computing eJournal
    - Human-Computer Interaction eJournal
    - Information Systems eJournal
    - Robotics eJournal
    - Software Engineering eJournal
  - Energy Research Network
  - Engineering Research Network
  - Food Science Research Network
  - Forensic Science Research Network

**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.

### Previous Classifications

These are journal classifications that you have previously used.

- 
- 
- 
- 
- 
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## 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](#).

▼ Social Sciences

▼ Accounting Research Network

- Accounting - Disclosure eJournal
- Accounting Education eJournal
- Accounting Technology & Information Systems eJournal
- Accounting Theory - Analytical Models eJournal
- Accounting, Corporate Governance, Law & Institutions eJournal
- Applied Accounting - Practitioner eJournal
- Auditing eJournal
- Behavioral & Experimental Accounting eJournal
- Demographics, Gender, & Diversity Accounting eJournal
- Financial Accounting eJournal
- Forensic Accounting eJournal

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### JEL Codes

JEL stands for the [Journal of Economic Literature](#) [↗](#) classification code. It is a system of classifying academic research articles in the field of economics. JEL codes categorize articles into broad areas of research, such as macroeconomics, microeconomics, international economics, and so on.

Enter JEL Codes (optional)

Type the JEL codes in the text field to add them. JEL codes must be entered

**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.

### Step 5: Research Integrity

#### Declaration of Interest Statement

All authors should briefly state any personal or financial relationship with other people or organizations that may have or could be perceived to have influenced their study.

Declaration of Interest (optional)

0/4000

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.

#### Funder statement

Briefly state who/what funded the research.

Funder (optional)

0/4000

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

#### Ethics approval statement

In studies with patients/participants, ethics approval must be given. For case studies, written consent is sufficient. Please provide a brief statement for whichever applies.

Ethics approval (optional)

0/4000

#### Terms & conditions

NOTE: 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 as described in the "SSRN Products and Services" section of the FAQ. 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 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 <https://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.

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

I have reviewed each file that I am uploading and I have the right to upload this file. I have read and agree to the SSRN Terms and Conditions.

**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.

### Step 6: Review and Submit

#### Uploaded submission Edit

Please upload the PDF file for your paper, and we'll extract the title, abstract and keywords for your review.

Upload PDF

 SSRN-Id4749637.pdf ×

#### Submission title Edit

This is the title of my paper

#### Abstract Edit

This is the abstract summary of my paper.

#### Submission language and date Edit

Language: **English** Date: **2024-03-15**

#### Keywords Edit

Data Science

#### Authors Edit

Sam Submitter  
Affiliation not provided to SSRN  
Email: samsubmitter@ssrn.com  
ORCID: ORCID not provided to SSRN

Affiliation Role: Role not provided to SSRN  
Role: Contact Author

#### Selected classifications Edit

Financial Accountin... Auditing ejournal

#### JEL codes Edit

D10

#### Research integrity Edit

All required fields for this section have been completed.

[Previous Step](#)

[Submit](#)

**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](#).