

## Procedure for Posting Recent or Forthcoming Scholarship on SSRN

The library will happily post your scholarly articles to SSRN (the [Social Science Research Network](#)) using the Library's administrative SSRN account. The articles will become part of the Mitchell Hamline School of Law Working Paper Series. Posting articles in the Series does not affect individual faculty SSRN accounts.

To ensure the most accurate and quickest posting possible, supply the following information to Sean Felhofer ([sean.felhofer@mitchellhamline.edu](mailto:sean.felhofer@mitchellhamline.edu)). Failure to provide any of the requested information will delay posting of your article.

### 1. Electronic copy of the article.

- a. Word (preferred)
- b. PDF (acceptable)

### 2. An abstract for the article.

- a. No more than 500 words
- b. A distinct summary of the paper or a portion of your introduction
- c. If you do not supply an abstract, we will use the first and/or last paragraph

### 3. Keywords for the article.

- a. Supply 5-10 keywords
- b. Choose words a reader might use to search for your topic – not just words that you use.
- c. If you do not supply keywords, we will pick 5-10 keywords from your abstract and/or title

**Optional:** Choose JEL codes, which supply another avenue for people to search for your article. The complete list of JEL codes is available on the [SSRN JEL Classification Codes page](#). The JEL codes most relevant to legal topics are:

#### K: Law and Economics

- K00 - General
- K1 - Basic Areas of Law
- K10 - General
- K11 - Property Law
- K12 - Contract Law
- K13 - Tort Law and Product Liability; Forensic Economics
- K14 - Criminal Law
- K19 - Other
- K2 - Regulation and Business Law
- K20 - General
- K21 - Antitrust Law
- K22 - Business and Securities Law
- K23 - Regulated Industries and Administrative Law
- K29 - Other
- K3 - Other Substantive Areas of Law
- K30 - General
- K31 - Labor Law
- K32 - Environmental, Health, and Safety Law
- K33 - International Law
- K34 - Tax Law

- K35 - Personal Bankruptcy Law
- K36 - Family and Personal Law
- K37 - Immigration Law
- K39 - Other
- K4 - Legal Procedure, the Legal System, and Illegal Behavior
- K40 - General
- K41 - Litigation Process
- K42 - Illegal Behavior and the Enforcement of Law
- K49 - Other

**4. e-Journals:** List up to 11 eJournals to which you want your article submitted. The list of e-Journals is found on the [SSRN Browse eLibrary page](#). Expand the lists by clicking on the “plus” signs. Most law professors submit their articles to a “Legal Scholarship Network Subject Matter eJournal” found at: Social Sciences > Legal Scholarship Network > LSN Subject Matter eJournals. Any time you see a “plus” sign, you have to expand the choices and pick a more specific choice.

Submitting your article to an eJournal does not guarantee its posting to that eJournal, but if you know a particular eJournal (relevant to your topic) is especially popular, or has a large subscriber base, etc., you should submit to that one. If you do not select an eJournal, SSRN will select for you.

**5. Copyright information.**

- a. If your article has been accepted for publication, supply a copy of your author agreement (or that portion of the agreement which contains copyright ownership provisions).
- b. If you have not yet signed an author agreement, include this (or similar) language in order to retain the right to make the article digitally available:

The Author shall also have all the non-exclusive rights necessary to make, or to authorize others to make, the final published version of the Article available in digital form over the Internet, including but not limited to a website under the control of the Author or the Author’s employer or through any digital repository, such as the Social Science Research Network (SSRN).

**6. Co-authors.** Provide all names of co-authors. You may also want to contact them and let them know that the article is going to be posted to SSRN.

**7. Updating.** If your SSRN “work in progress” becomes a published paper, send us the updated electronic version of the article and the copyright information as described in (5) above. We will revise it on SSRN to reflect its published status, and then, if permitted by your author agreement, post it to the Faculty Scholarship collection on [Mitchell Hamline Open Access](#). If your author agreement requires removing pre-print versions of the article, notify us and we will remove it from SSRN.