

## Procedure for Posting Recent or Forthcoming Scholarship on SSRN

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

To ensure the most accurate and quickest posting possible, supply the following information to Jane Polson ([jane.polson@mitchellhamline.edu](mailto:jane.polson@mitchellhamline.edu)). Failure to provide any of the requested information may delay the 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 here: <http://papers.ssrn.com/sol3/displayjel.cfm>. The JEL codes most relevant to legal topics are:

### K: Law and Economics

K00 – General	K2 - Regulation and Business Law	K3 - Other Substantive Areas of Law	K4 - Legal Procedure, the Legal System, and Illegal Behavior
K1 - Basic Areas of Law	K20 - General	K30 - General	K40 - General
K10 – General	K21 - Antitrust Law	K31 - Labor Law	K41 - Litigation Process
K11 - Property Law	K22 - Corporation and Securities Law	K32 - Environmental, Health, and Safety Law	K42 - Illegal Behavior and the Enforcement of Law
K12 - Contract Law	K23 - Regulated Industries and Administrative Law	K33 - International Law	K49 - Other
K13 - Tort Law and Product Liability	K29 - Other	K34 - Tax Law	
K14 - Criminal Law		K39 - Other	
K19 – Other			

4. **eJournals:** List up to 11 eJournals to which you want your article submitted. The list of eJournals is here: <http://papers.ssrn.com/sol3/DisplayJournalBrowse.cfm>. Expand the lists by clicking on the “plus” signs. Most law professors submit their articles to a Legal Scholarship Network Subject Matter eJournal: expand “Legal Scholarship Network” and then expand “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 Mitchell Hamline Open Access (<http://open.mitchellhamline.edu/facsch/>).

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