

## **Additional Instructions for EFA 2009 Submitters**

### **Welcome Page:**

Once you have registered for SSRN HQ and you are back on the EFA 2009 Welcome Page, please click the Start button under "Submit a Paper to this Conference".

On the next screen you will be asked to choose either 'New Submission' or 'Select and Existing Submission'.

Please select 'New Submission' if you have not submitted the abstract or paper in any other form to SSRN previously.

Please choose 'Select and Existing Submission' if you have previously submitted the abstract or paper to SSRN at any time (you will have the opportunity to update all of the components during this process).

### **Copyright Advisory**

A pop-up window will appear advising you that you give us a non-exclusive right to electronically post and distribute your abstract and paper. Please note: this is not the case if you later select the option to make your paper only Privately Available. Click the 'Continue' button to go forward with your submission.

### **Upload Full Text Document:**

Click on this area to upload your paper (in PDF format). Use the 'Browse' button in Upload File area of this section to find and select the appropriate file. Confirm the location (path) and then click "Save" to the right of this section of the page.

### **Title:**

Click on the enter Paper Title field, then enter the title of your paper, then click 'Save' to the right of this section of the page.

### **Authors:**

Your name will automatically be in the Author section. Please click on your name to search for and select any co-authors. If you search for, but do not find your co-author(s) in our database - please select the "Enter New Author" button and you will be able to add the person to our author database and consequently add that person to your submission. When you have added all authors/research partners, please click the "Save" button to the right of this section of the page.

### **Paper Date:**

Click on the 'enter paper date' section to open the paper date field. Enter the date in the format indicated, then click the 'Save' button to the right of this section of the page.

### **Reference Information:**

Click on the text titled "Working Paper Series". For the purposes of the your conference/meeting submission we ask that you leave the default entry of "WPS" on this page and "No" for the question regarding whether the paper has appeared, or been selected to appear, in a Paper Series, Journal or Book? Please click the "Save" link to the right of this section.

### **Abstract:**

Click on the word 'Abstract'. Enter the abstract text in the Abstract Body field. Enter any relevant Keywords into the Keyword field and/or JEL codes in the JEL codes field.

Once you have completed these items, please click the "Save" button to the right of the page.

### **eJournal Classifications:**

This page should appear with an expandable tree of networks listed, which is opened to:

Financial Economics Network

European Finance Associations Meetings (EFA)

EFA 2009 Bergen Meetings

(List of submission sessions for conference/meeting)

Please click on the box to the left of the appropriate submission session to enter a check in the box. Once you have selected the classification, please click the "Save" button to the right of the page. If the classification page does not appear as described above, please contact our user support team at 877-SSRNHelp (877.777.6435).

### **Review Your Submission Prior to 'Submit to SSRN':**

Please look over the entire page to make sure that your name (and any co-author's name) appears correctly and that your abstract is showing correctly. If it is not - you can use the links on the right side of the page to return to the Author section, Abstract section, etc. to make changes. When all is complete and correct, please click on the "Submit to SSRN" button on the right side of the page.

### **Submission Confirmation:**

A window will pop up asking you to check the box if you confirm that all of the information you entered is correct to your knowledge. It will also ask you to click the "Submit to SSRN" button to complete the process. Once you have done so, a page will appear confirming your submission and directing you to your 'My Papers' page if you wish to review its status.

## **CONGRATULATIONS AND THANK YOU**

If the Submit to SSRN button is grayed-out, or you have questions you wish to have answered prior to completing your submissions, please contact Gail Chianese at:

[Gail.Chianese@ssrn.com](mailto:Gail.Chianese@ssrn.com), or call our submissions support staff at 877-SSRNHelp (877.777.6435).