Creating and Maintaining a Social Science Research Network Account

Getting Started

1. Go to the Social Science Research Network (SSRN) homepage. If you do not already have an account, click on First-time user? Free Registration (if you already have an account, sign in and see the Editing your Profile and Adding Publications pages of this guide).

2. Enter your Darden email address in the box in the New Members section and click Join SSRN.
3. Enter your name and choose a password, then click **Create Account**.
4. A message will appear to prompt you to check your email and click on the **activation link** contained within an email from management@ssrn.com.

5. After you click the link, click **Continue** on the page that pops up. You can now sign in on the next screen. See the **Editing your Profile** and **Adding Publications** pages of this guide for your next steps.
Editing your Profile

1. Once you log in, you will be taken to the User Home page. To edit your personal information, click on Personal Info in the menu on the left side of the screen.

2. Fill out the Public Display Name, Alternate Languages, and Suffix fields if applicable. Select your Highest Academic Degree and the appropriate option for the Title/Position field (for most faculty users at Darden, this will be Assistant Professor, Associate Professor, or Professor). Fill out the Public Display Title/Position field if applicable.
3. Your email should already be filled in from the registration process; however, you may add an additional email address if desired by clicking on the **Edit/Add Email(s)** button.

4. To add your primary affiliation, click the **Edit/Add Affiliation Info** button.

<table>
<thead>
<tr>
<th>Name</th>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
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<tbody>
<tr>
<td>Name: Sara F Hess</td>
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<td>Title/Position:</td>
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<td>Business Reference Librarian</td>
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5. In the window that pops up, click the Add Affiliation button.

6. Search for University of Virginia in the Organization Search box.
7. Click the **See Departments** button next to University of Virginia (UVA).

8. Find Darden School of Business on the list. Click on **Darden School of Business** (you will have an opportunity to identify your specific academic area on the next screen - **do not** select See Departments at this time).

9. Complete the form on the next screen. Enter your title (Assistant Professor, Associate Professor, Professor, etc) in the Public Display Title/Position field. Complete the Public Display Organization Name field in the following format: **University of Virginia - Darden School of Business - [your academic area]**. Ensure your email address is correct and click the button
Add Affiliation

Please provide the specific information for this affiliation.

University of Virginia - Darden School of Business

☑ Update this information when an organization information is updated in SSRN's system (Uncheck this box to customize your affiliation information).

Public Display Title / Position: Assistant Professor
Public Display Organization Name: University of Virginia - Darden School of Business

The fields marked with a (*) are linked to Organization.

Address1: P.O. Box 6550 *
Address2: *
City: Charlottesville *
State: VA * Postal Code: 22905-6550 *
Province: *
Country: United States *
Phone: 
Fax: 
Email: hesss@darden.virginia.edu
URL: 

Submit  Backup One

Cancel
10. Clicking Submit will close out the box. In the main SSRN window, click on Active Affiliations in the left navigation bar to see your affiliations. If at any time you need to edit your affiliations, visit this page.

11. To begin adding publications to your SSRN account, see the Adding Publications page of this guide.

Adding Publications

1. The vast majority of papers posted in SSRN are working papers; however, if/when those papers are published in an academic journal, the author generally signs a copyright transfer agreement that grants the journal publisher copyright over the paper. In some cases, this may mean that the working copy needs to be removed from SSRN upon acceptance or publication. **You may post the abstract of any article regardless of whether the full text can be posted on SSRN.** Check which versions of a publication, if any, you may post on SSRN using the Posting Journal Articles Online guide. Please only post the full-text of articles that have been published in journals that allow you to do so.

2. From your User Home page, click on My Papers in the navigation menu on the left side of the screen.
3. Begin by clicking on the button labeled **Start New Submission**.

4. Click on **Expand All Sections for Editing**.
5. If you want to add the full text of your paper to SSRN, click on the button labeled **Choose File** under Upload Full Text PDF Document. Select the file from your computer and click **Open**. If you do not wish to upload the paper (or can't because of copyright restrictions), move on to the next step.

![Image showing the Choose File button]

6. Fill in the **Title** of the paper in the Title field. If you have any co-authors, they can be added in the Authors. If you (or your co-author) have multiple affiliations, you will also need to select which institution and role this paper is associated with.

![Image showing the Title and Authors fields]
7. Enter the **date on which the paper was completed** (or an approximate date) in the Date field. In the References field, select whether the paper is a working paper (**WPS**) or a paper that has already been accepted for publication (**APS**).

8. Enter your **abstract** in the Abstract body field along with any applicable **keywords or JEL Codes**
9. In the eJournals Classification field, search for Darden and select the appropriate category for the publication you are submitting. This will ensure that your work appears on the Darden page in SSRN.

10. On the right side of the screen, there will be a labeled Status. Make sure you have completed each item on the list and click Submit to SSRN.
11. A message will pop up prompting you to proofread the information you have submitted and agree to SSRN's copyright requirements (that you haven't granted a journal the exclusive right to distribute the form of the paper you have upload. Review your submission and the information in the message, check the box, and click the button labeled Submit to SSRN.
12. You can add additional papers or edit or delete those that you have already posted by returning to the **My Papers** page.