

Instructions for submitting papers to the

McCombs School of Business Research Paper Series (McCombs RPS)

Web address: <http://www.ssrn.com/link/McCombs-School-of-Business.html>

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The web-based *McCombs Research Paper Series* (McCombs RPS), hosted by SSRN as part of its business school research paper collection, provides an easy and effective way to disseminate McCombs research rapidly and widely. The series includes both *working papers* (papers submitted or ready for submission to academic journals) and *accepted papers* (for which the authors hold copyright or permission to post on SSRN). Besides listing their papers under the McCombs RPS, McCombs authors can also request SSRN to include their papers in up to nine other SSRN *subject matter* journals, subject to the approval of the editors of these journals. We invite McCombs faculty and graduate students to submit their research papers to the McCombs RPS. Papers authored *solely* by graduate students must first be approved by the appropriate Graduate Advisor for posting on the McCombs RPS; papers with at least one faculty co-author do not require such approval.

Authors can submit research papers to the McCombs RPS *directly* via SSRN or they can request the McCombs RPS Coordinator to submit the papers on their behalf. Instructions for submitting papers to the McCombs RPS follow.

Submitting research papers to the McCombs RPS

1. Submitting papers directly to SSRN

To submit papers directly to SSRN, go to the SSRN home page (www.ssrn.com), click the “Submit” button at the top of this page, and follow the instructions. You will need a SSRN User ID and Password to upload the paper to the SSRN site. If you do not already have a Login ID, you can register (free) during the submission process.

1.1 Important steps in the direct submission process:

- ◆ Under “Submitters/Contacts/Assistants,” please add McCombsRPS@mcombs.utexas.edu as a contact (see Step 2 below) to permit the McCombs RPS Coordinator to later add the cover page and assign a Research paper number.
- ◆ Add your paper in the McCombs Research Paper Series in the “classification” step (see Step 5 below) under the appropriate topic within McCombs RPS. Current topics are: Accounting (ACC), Finance (FIN), Information, Risk, & Operations Management (IROM), Marketing (MKT), Organization Science & Strategic Management (OSSM), and Other (MSB).

1.2 Detailed instructions for submitting papers directly to SSRN

After logging in, start the new paper submission process by clicking on “My Papers” on the left, then the “Start New Submission” button, followed by the “Start Submission” button at the bottom of the pop-up window. The system will then prompt you through the following steps/pages. At any intermediate step, you can stop after saving the information you have

entered, and resume the submission process later; to resume the process, log in and click on the blue “Edit” button to the left of the abstract ID from the “My Papers” page.

Step 1: Abstract and Permission Information

- ◆ Provide the paper’s title and abstract in the appropriate fields.
- ◆ Provide keywords (optional) to facilitate searching and classification.
- ◆ Provide JEL codes (optional).
- ◆ Check the “Yes” button next to the question “**Does the author hold ... sufficient rights, to submit the abstract ...**” —assuming you have permission to post the abstract and paper (e.g., if you are submitting a paper that is not yet published or hold the copyright).
- ◆ Check the “SSRN eLibrary” button, and click “Save”

Step 2: Author list

- ◆ If you are an author for this submission, you can change your role by clicking the blue Add button next to your name in the Submitters/Contacts/Assistants section
- ◆ Add other authors by clicking the “Add Author” button
- ◆ In the Submitters/Contacts/Assistants section, add the McCombs RPS coordinator as the contact person, with e-mail address McCombsRPS@mcombs.utexas.edu. (If a search page appears when you add the contact, type in “McCombs” as the First name, and select the McCombsRPS entry.) This step will permit the RPS coordinator to add the McCombs RPS cover page, with the McCombs Research Paper number, to your paper.
- ◆ Click “Save”

Step 3: Reference information

- ◆ For Working papers
 - Select the Working Paper Series (WPS) button
 - Enter the month and year of the paper
 - Check the “Yes” button next to the question “**Has the paper ... been selected to appear, in a working paper series?**”
 - Click the “WP Series” button, type in “McCombs”, then click the blue “Select” button next to “McCombs School of Business Research Paper Series”
 - Leave the “Working Paper Identification Name/Number” blank. The McCombs RPS Coordinator will enter this number.
 - Click “Save”
- ◆ For Accepted papers (papers already accepted for publication/or appeared in a journal)
 - Select the Accepted Paper Series (APS) button
 - Add the appropriate “Journal/Series/Book” and click “Save”
 - Typically, authors post only the abstract for Accepted papers (authors are responsible for checking with the journal if they can post the full paper), and cite the journal where the article appears.

Step 4: Upload the paper

- ◆ Paper must be in PDF format, and file name must not contain spaces.
- ◆ Click the browse button to locate the paper on your computer, and click “Save”

Step 5: Classification

- ◆ Add your paper to the McCombs RPS by clicking the *triangle* next to “**Management Research Network**”, then the triangle next to “**MRN Business School Research Papers**”, followed by the triangle next to “**McCombs School of Business Research Paper Series**”.

Check the box for the appropriate **topic** within the McCombs RPS. Current McCombs RPS topics are: Accounting (ACC), Finance (FIN), Information, Risk & Operations Management (IROM), Marketing (MKT), Organization Science & Strategic Management (OSSM), and Other (MSB).

- ◆ Optionally, classify your paper in up to nine additional *subject matter journals* (these journals are listed within each “research network” shown in the left panel of the SSRN home page). Your selections are just suggestions to SSRN staff, and are subject to final approval of the appropriate journal editors. Alternatively, you can also request SSRN to classify your paper by checking the appropriate box.
- ◆ Click “Submit”

Step 6: Review and Submit

- ◆ Follow the remaining steps to review and edit the information you have entered, and submit the paper.

After you submit the paper, SSRN will notify the McCombs RPS Coordinator about your submission. The Coordinator will then assign a McCombs Research Paper Number, and add a cover page to your paper. If your paper does not appear under the McCombs RPS web page within two weeks after you submitted the paper, please contact the McCombs RPS Administrator at McCombsRPS@mcombs.utexas.edu

2. Submitting papers through the McCombs RPS Coordinator

If you are not able to submit your paper directly to SSRN, the McCombs RPS Coordinator can submit the paper on your behalf. Please send the following information to McCombsRPS@mcombs.utexas.edu.

- ◆ Attach your **paper** in Word or PDF format, and be sure to include an **abstract**.
- ◆ Indicate the McCombs RPS topic under which you want to list your paper. Current McCombs RPS topics are: Accounting (ACC), Finance (FIN), Information, Risk & Operations Management (IROM), Marketing (MKT), Organization Science & Strategic Management (OSSM), and Other (MSB).
- ◆ List **keywords** to use for search purposes.
- ◆ Optionally, list up to nine subject matter journals in which you would like to include your paper (see attached list of SSRN subject matter journals as of May 2005).
- ◆ Optionally, indicate which **Journal of Economic Literature (JEL) classification codes** to use for your paper. A list of JEL categories is available at <http://papers.ssrn.com/sol3/DisplayJel.cfm>
- ◆ The McCombs RPS Coordinator will assign your paper a McCombs Research Paper Number, attach a McCombs cover page, and upload the paper into the SSRN system.
- ◆ If your paper does not appear under the McCombs RPS within two weeks after you sent the paper, please contact McCombsRPS@mcombs.utexas.edu

If you have any questions about the McCombs Research Paper Series, please send an e-mail to McCombsRPS@mcombs.utexas.edu.