MEMORANDUM

To: All Full-Time Faculty
From: Jordy Singer and Anne Acton
RE: SSRN
Date: April 8, 2013

Dear colleagues,

With your assistance and support, New England Law | Boston’s new Research Paper Series (RPS) is now up and running on the Social Science Research Network (SSRN). We have already distributed the first two issues of our RPS eJournal, containing twelve recent pieces of faculty scholarship. We are now planning the third issue, which will come out in the next few weeks.

We know that some of you are new to SSRN, and others have been posting there for years. Accordingly, we have worked to develop some simple protocols that assure consistency within our RPS within minimal disruption to your existing practices. Here they are in a nutshell:

Posting new pieces on SSRN

Option #1: Posting through the library. The easiest way for you to post (and for us to keep clear records of the RPS) is to submit your article to Helen Litwack, our Collection Development and Reference Librarian (hlitwack@nesl.edu). You will need to complete a short form with some information about your paper, and then send the form and the paper itself to Helen. The form mirrors the questions that SSRN asks when you post. We have attached a copy of the form to this memo.

If you are new to SSRN, the key information you will need for posting the article includes:

- Contact information of all authors (here at NEL|B or elsewhere)
- Whether the paper is a working paper (in draft form, not yet accepted for publication) or an accepted paper (accepted for publication)
- If the paper has been accepted for publication, the details of the publishing journal
- A short abstract of the paper (300-500 words)
- Keywords on the paper topic (to allow keyword searching; you may choose your own)

In addition, you will need to certify on the form that you own the copyright to the article and grant SSRN the right to post and distribute the article electronically. (This is an SSRN requirement.)

Finally, we ask you to select other SSRN eJournals in which you would your topic to appear. EJournals are widely distributed by e-mail to thousands of readers, and most are topic-specific (for example, Criminal Law and Procedure, Legal Education, or Legal Ethics and Professional Responsibility). Non-tenured faculty should especially consider the Young Scholars Law eJournal as well. You may indicate up
to twelve eJournals on the form. You may also check a box at the top of the form which allows SSRN’s editors to assign your article to any additional journals they think are appropriate.

Once you have submitted the form and full draft, Helen will provide the article with a cover sheet indicating its unique RPS number, and will post it on SSRN for you. You will receive a notification from SSRN after this is completed. We have attached a sample cover sheet to this memo so you can see what it looks like.

**Option #2: Posting on your own.** If you prefer to post your own current scholarship, you may continue to do so. However, we ask that you let Helen Litwack (or one of us) know when you have posted so that we may assign the article an RPS number and cover sheet. When this happens, you will receive an e-mail indicating that revisions have been made to the article. Those revisions simply reflect the new cover sheet and RPS number; we will never revise the substance of your article unless you so request.

**Posting older pieces on SSRN**

You may post any older pieces you have written on SSRN as well, and we strongly encourage you to do so. Although your older piece will not get included in our new distributed eJournal, it will be placed on our RPS page as part of our larger repository of faculty scholarship. To post older articles, simply follow the protocols listed above.

Most law review publication agreements permit the author to post the article on SSRN without any copyright concerns. However, we recommend that you check publication agreements for your older articles to make sure this is the case.

**Guide to Faculty Scholarship on SSRN**

Anne and Helen have created a web guide to the new Research Paper Series. It includes a copy of the SSRN submission form and other relevant materials. The web guide can be found at [http://libraryguides.nesl.edu/SSRN](http://libraryguides.nesl.edu/SSRN). We will also include a link on the “Faculty Resources” section of the school’s main website.

We will also be working with External Relations to clean up any old or broken links to earlier-posted scholarship on our faculty profile pages. If you spot any problematic links, please let us know.

**Most importantly, if you have any problems or questions, please ask us! Our doors are always open.**

Thanks for your support of this important effort to organize and standardize the promotion of faculty scholarship.