SSRN ABSTRACT SUBMISSION INSTRUCTIONS

1. Click on this link: https://hq.ssrn.com/conference=2019-icrs-cities or copy past into your web browser. The following page should appear:

![SSRN Submission Page]

2. If you already have an account with SSRN, sign in with your email and password on you’re the left side of the screen. If you do not have an account with SSRN, enter your email in the ‘Join SSRN’ to create an account.

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3. The following page appears after signing in. Click on the Start button shown with the green arrow below. This will take you to the next page in point 4. If you first sign-in does not take you to this page, go back and click of the link here again.

4. Select New Submission since the paper has never been submitted to SSRN by you or your co-author. This will take you to the next page.
The abstract submission page appears. Make sure you click on continue on the terms of Use pop-up before you can continue with the submission process.
6. After entering submission page, fill in the required sections to complete the submission process. All complete sections will be marked green on the right side of the screen.

7. The sections to complete are:
   a. Paper Title: To enter the title, click on ‘enter paper title’. You can type or copy and paste your title in the space. Save after entering the title.
b. **Author and Co-authors:** Click on the author section add all authors. **Your name will automatically appear the since you signed already.** Click on the name and an option will be provided to add co-authors and their institutional affiliations. To add a co-author, first search for the author using the name or email address in the search box. You have to save your changes.
c. **Abstract**: Add the abstract in the abstract space. Make sure it is saved.

![Abstract Field](image)

**Keywords**: comma separated

**JEL Codes**: comma separated

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d. **Classification**: Add the Classification by scrolling down and then select **icRS Cities: Proceedings of icRS Cities 2019 (Topic)**. See the figure below:

![Classification Selection](image)
8. After completing all the required section, they will be marked green as shown on the right side. Click on **Submit to SSRN** to complete the submission.