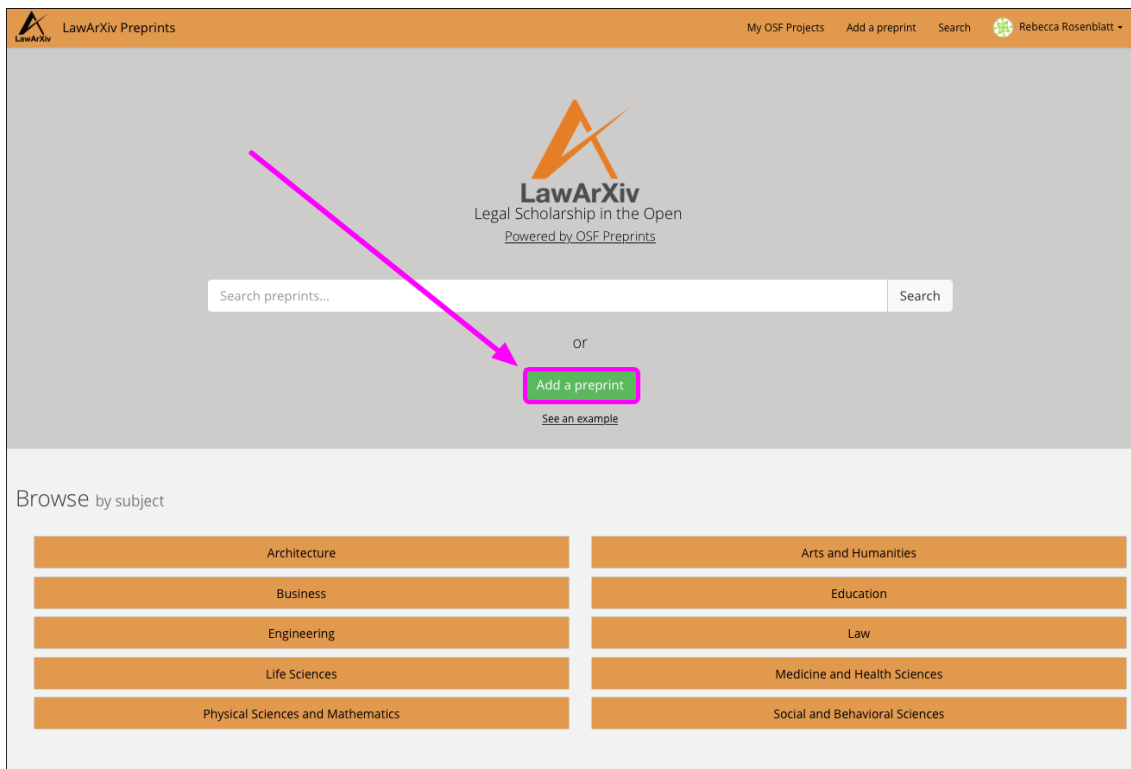


Upload a Preprint on Behalf of the Author

1. Add a preprint
2. Upload the preprint file
3. Add a discipline
4. Add basic information
5. Add the author of the preprint
 - Add an unregistered author
 - Add a registered author
 - Give the author administrator permissions
6. Submit the preprint
7. Remove yourself from the preprint

1. Add a preprint

Click the **Add a preprint** button on the LawArXiv landing page.



You will be taken to the "Add Preprint" page where you will complete the preprint sharing process.

LawArXiv Preprints

My OSF Projects Add a preprint Search Rebecca Rosenblatt

Add Preprint

Follow these five easy steps to add your preprint to the LawArXiv preprint repository.

Upload

Upload new preprint Connect preprint to existing OSF project

Discipline

Basics

Authors

Submit

LawArXiv: Support | Contact |

2. Upload your preprint file

You can upload your preprint file in two different ways: 1) You can upload a new preprint file, and an OSF project will be created so that you can add supplemental files. 2) If you have OSF projects, you can connect your preprint to one of your existing projects.

Note: The preprint filename is permanent and cannot be changed or edited after the preprint is submitted.

Upload a new file

Click **Upload new preprint** in the "Upload" section.

Add Preprint

Follow these five easy steps to add your preprint to the LawArXiv preprint repository.

Upload

Upload new preprint Connect preprint to existing OSF project

Either drag and drop your preprint file onto the page, or click inside the drop zone to choose a preprint from a dialog box.

Add Preprint

Follow these five easy steps to add your preprint to the LawArXiv preprint repository.

Upload



Drop preprint file here to upload

Back

Save and continue

The file will appear in the "Upload" section.

Enter a title for your preprint into the textbox that appears below the file.

Then click **Save and continue**.

Add Preprint

Follow these five easy steps to add your preprint to the LawArXiv preprint repository.

Upload



26.2 KB

preprint doc...

Click or drag another preprint file to replace

1

Enter preprint title

Back

2

Save and continue

3. Add a discipline

After you finish uploading your preprint file, you can move on to the the "Discipline" section.

Discipline

Select a discipline and subdiscipline, if relevant. Add more by clicking on a new discipline or subdiscipline.

Search

- Architecture
- Arts and Humanities
- Business
- Education
- Engineering
- Law
- Life Sciences

Search

Search

Discard changes Save and continue

You can add any number of disciplines that are relevant to your preprint, but you must add at least one discipline.

If you don't find your specific subject, select the discipline that best describes your preprint. You can tag your preprint with the correct subject later on in the upload process.

Click **Save and continue** when you're finished adding disciplines.

Discipline

Select a discipline and subdiscipline, if relevant. Add more by clicking on a new discipline or subdiscipline.

Architecture Architectural Engineering x

Search

- Architecture
- Arts and Humanities
- Business
- Education
- Engineering
- Law
- Life Sciences

Search

- Architectural Engineering
- Architectural History and Criticism
- Architectural Technology
- Construction Engineering
- Cultural Resource Management and Policy Ana...
- Environmental Design
- Historic Preservation and Conservation

Search

Discard changes Save and continue

4. Add basic information

Next, you will be prompted to provide basic information.

1. First, choose a license from the menu in the top left of the section. You can click the orange **Show full text** link below the menu to learn about each available license.

2. You can choose to extend the license to the OSF project connected to the preprint. Select **Yes** or **No** as desired. **Yes** is selected by default.
3. If your preprint has been published in a journal, you can enter the DOI provided by the journal here.
4. You can add keywords, or tags, to improve discoverability (optional). If you didn't find the specific subject in the list of disciplines, we recommend adding the subject as tags in this section.
5. Write an abstract of at least 20 characters in the "Abstract" textbox.

Click **Save and continue** when you're finished.

The screenshot shows the 'Basics' section of the OSF preprint submission form. It includes five numbered steps: 1. 'Choose a license: (required)' with a dropdown menu set to 'CC-BY Attribution 4.0 International'. 2. 'Apply this license to my OSF Project.' with radio buttons for 'Yes' (selected) and 'No'. 3. 'If published, DOI of associated journal article (optional):' with a text input field. 4. 'Keywords:' with a text input field and a placeholder 'add a tag'. 5. 'Abstract: (required)' with a large text area and a red error message 'Abstract can't be blank'. A pink arrow points from the 'Abstract' field to the 'Save and continue' button.

Basics

1 Choose a license: (required)
CC-BY Attribution 4.0 International
License FAQ
Show full text

2 Apply this license to my OSF Project.
☒ Yes ☐ No

3 If published, DOI of associated journal article (optional):
DOI

4 Keywords:
Add keywords to increase discoverability of your preprint
add a tag

5 Abstract: (required)
Add a brief summary of your preprint
Abstract can't be blank

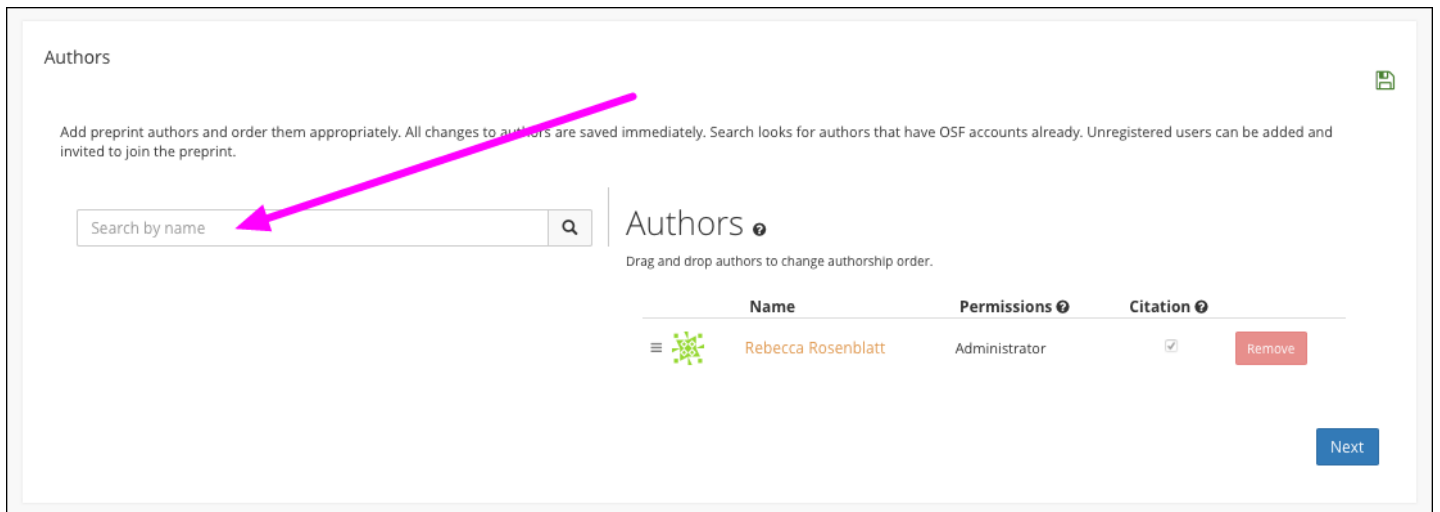
Save and continue

5. Add the author of the preprint

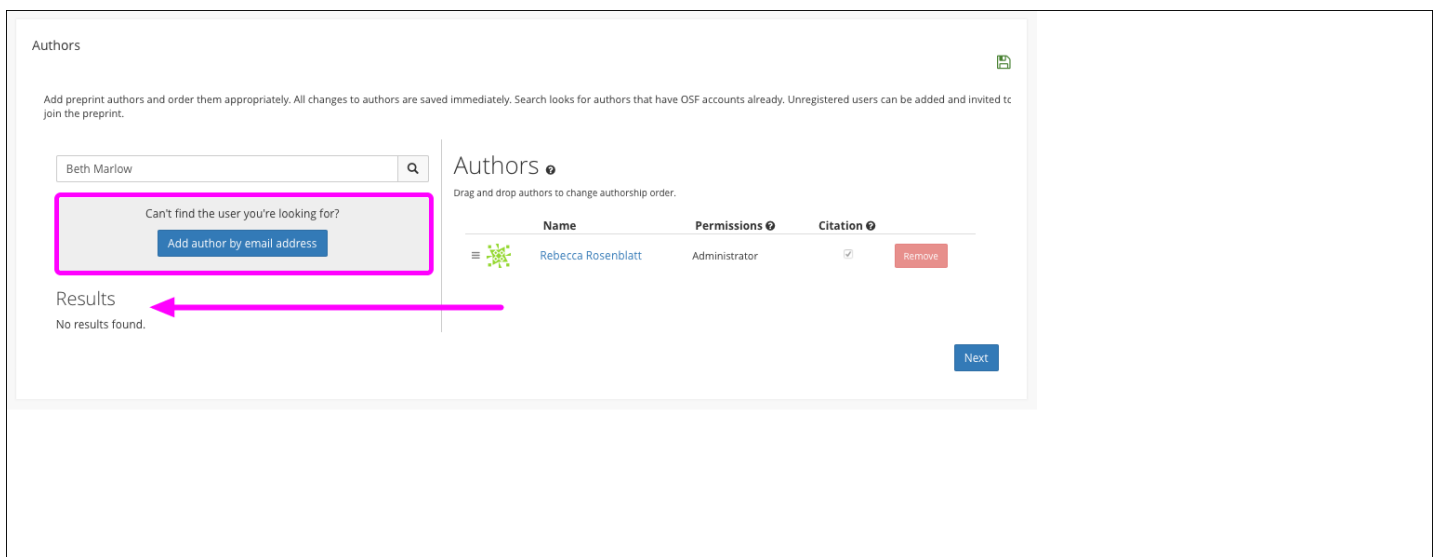
There are two workflows to add an author, depending on whether the author has an account on the OSF.

Add an unregistered author

To add an author that does not have an OSF account, type the author's name into the search box.



The following message will appear:



Click **Add author by email address**.

The "Add author by email" section will appear below the textbox.

Enter the author's name into the first field and the author's email address into the second field.

Then click **Add**.

Authors

Add preprint authors and order them appropriately. All changes to authors are saved immediately. Search looks for authors that have OSF accounts already. Unregistered users can be added and invited to join the preprint.

Search:

Add author by email

Full Name

Email

We will notify the user that they have been added to your preprint.

Authors

Drag and drop authors to change authorship order.

Name	Permissions	Citation	
Rebecca Rosenblatt	Administrator	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>

After you submit the preprint, the unregistered author will receive an email notifying them that they have been added to the preprint. There will be a link in the email that they can follow to create their account.

Add a registered author

If the author has an OSF account, type their name into the textbox, and their name will appear in the list of results.

Then click **Add** to the right of their name.

Authors

Add preprint authors and order them appropriately. All changes to authors are saved immediately. Search looks for authors that have OSF accounts already. Unregistered users can be added and invited to join the preprint.

Search:

Can't find the user you're looking for?

Results

Sara Bowman

Authors

Drag and drop authors to change authorship order.

Name	Permissions	Citation	
Rebecca Rosenblatt	Administrator	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
Beth Marlow	Read + Write	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>

After you submit the preprint, the author will receive an email notifying them that they have been added as a contributor to the preprint. There will be a link in the email that the author can follow to view the preprint.

Give the author administrator permissions

Next, click inside the "Permissions" box and make the author an administrator on the preprint. Make sure that the box under the "Citation" column is checked next to their name to ensure that the author's name appears in citations.

If you, the preprint uploader, do not wish for your name to appear in citations, uncheck the box under the "Citation" column next to your name.

Then click **Next**.

Authors

Add preprint authors and order them appropriately. All changes to authors are saved immediately. Search looks for authors that have OSF accounts already. Unregistered users can be added and invited to join the preprint.

Search: Sara Bowman

Can't find the user you're looking for?
[Add author by email address](#)

Results

- Sara Bowman

Authors

Drag and drop authors to change authorship order.

Name	Permissions	Citation	
Rebecca Rosenblatt	Administrator	<input type="checkbox"/>	Remove
Beth Marlow	Administrator	<input checked="" type="checkbox"/>	Remove
Sara Bowman	Administrator	<input checked="" type="checkbox"/>	Remove

[Next](#)

6. Submit the preprint

After you complete the "Authors" section, you will be able to submit the preprint.

Read the instructions in the "Submit" section, and then click **Share**.

Submit

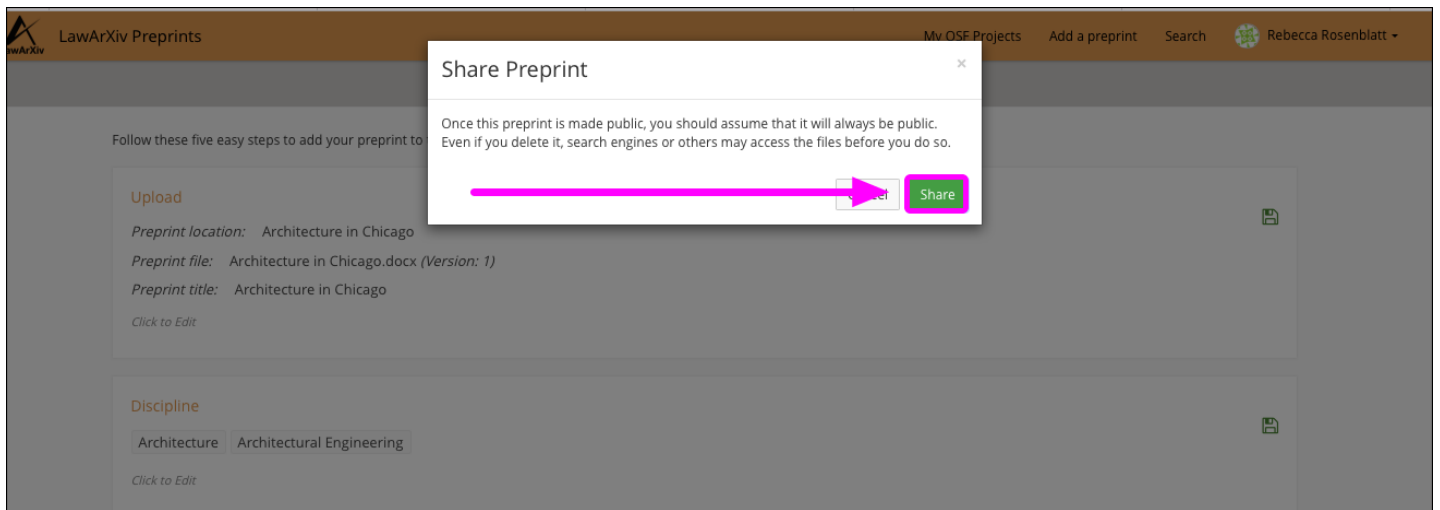
When you share this preprint, it will become publicly accessible via LawArXiv Preprints. You will be unable to delete the preprint file, but you can update or modify it. This also creates an OSF project in case you would like to attach other content to your preprint such as supplementary materials, appendices, data, or protocols. If posting this preprint is your first exposure to the OSF, you will receive an email introducing OSF to you.

By clicking Share, you confirm that all Contributors agree with sharing this preprint, and that you have the right to share it.

[Share](#)

A modal will appear, informing you that you should assume that the preprint will always be public.

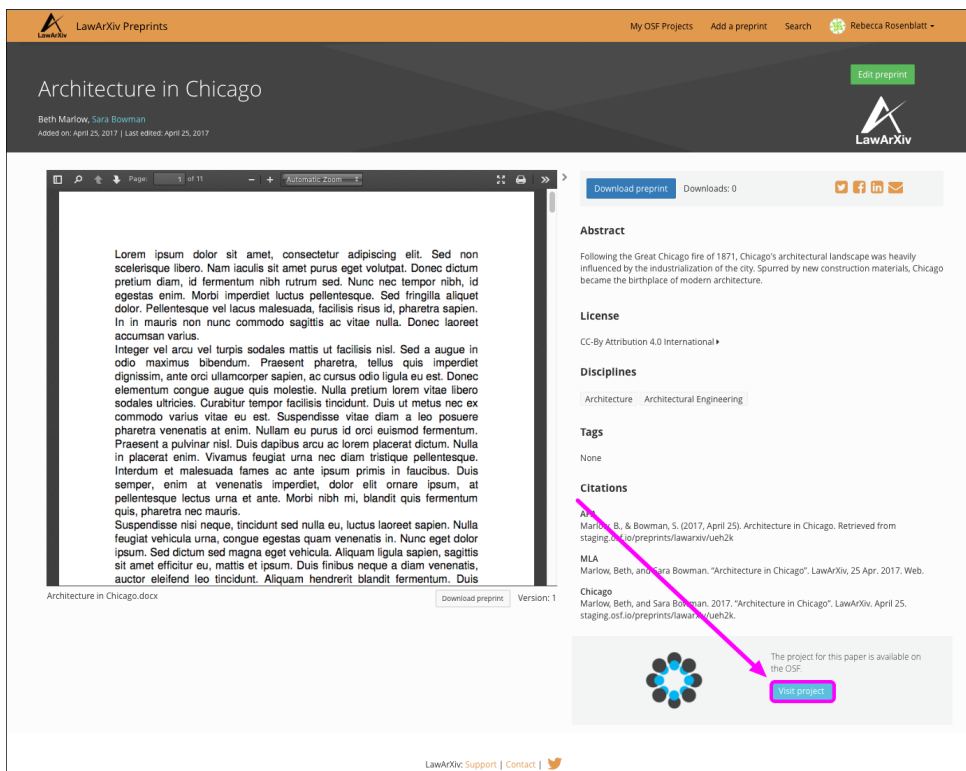
Click **Share**.



You will be taken to the preprint on LawArXiv.

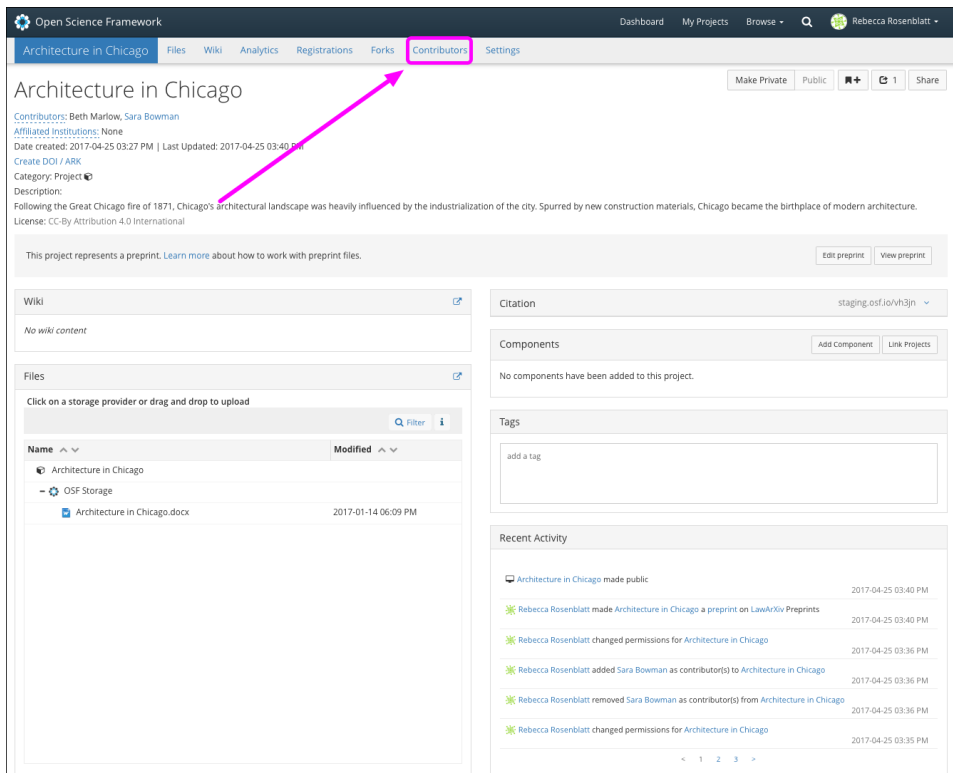
7. Remove yourself from the preprint

Go to the preprint on LawArXiv, and click the **Visit project** button at the bottom right of the page.



You will be taken to the OSF project that's connected to the preprint.

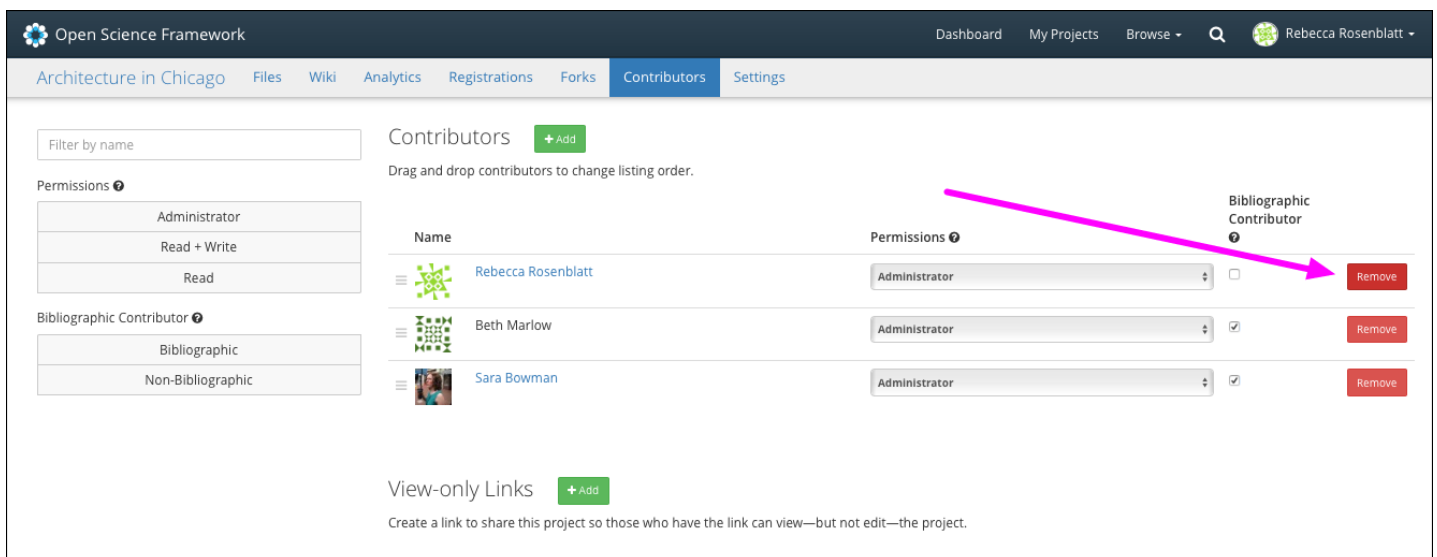
Click the **Contributors** tab in the navigation bar.



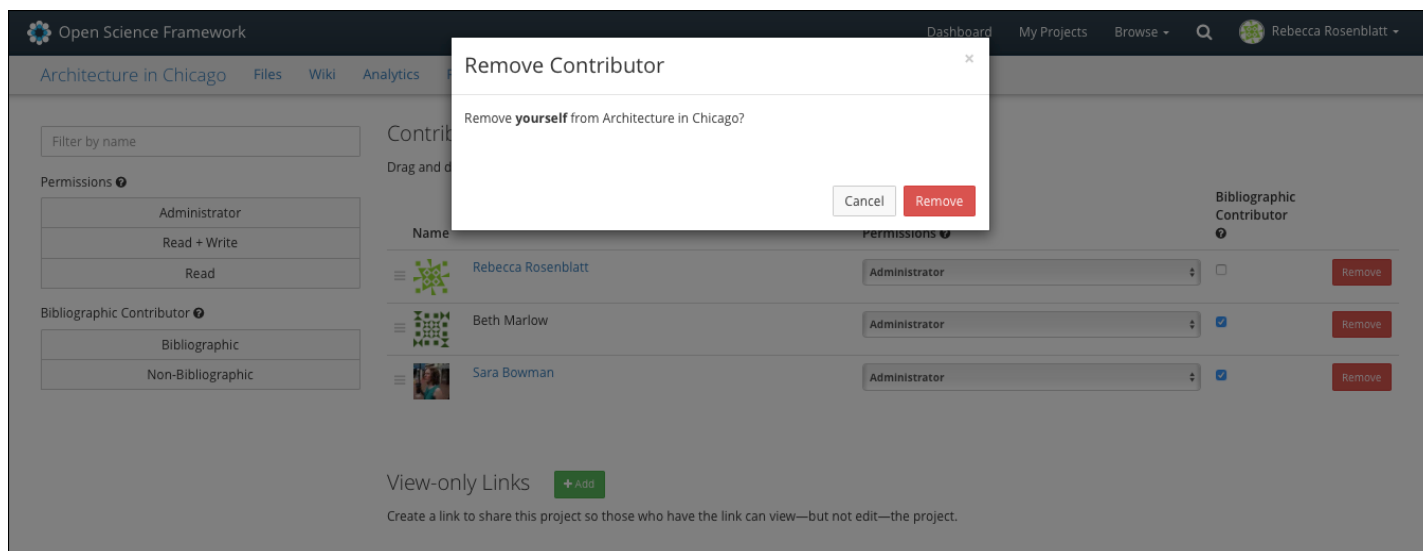
A list of contributors will appear.

Click the red **Remove** button to the right of your name. A modal will appear asking you to confirm that you want to remove yourself from the project/preprint. Click **Remove**.

You will be removed from both the preprint and the OSF project.



Click the red **Remove** button to the right of your name. A modal will appear asking you to confirm that you want to remove yourself from the project and preprint. Click **Remove**.



You will be removed from both the preprint and the OSF project.