

Librarians Note: Read before uploading

Last updated: 7.27.17.

If uploading on behalf of faculty please note some best practices and LawArXiv policies:

- 1) Create an generic account for uploading papers
 - a. You can sign up for an generic account to upload as if you were any other user with this link: <https://osf.io/register/>
 - b. Use a generic name and email with inbox that is shared by multiple users for back-up and support.
 - c. This generic account is different from setting up an OSF institutional account which can be used to setup an institutions' branded landing page. This will provide single sign-on for authorized users to allow to affiliate projects with your institutions. More information on how to setup an institutional account with branded page and provide SSO to users can be found here: <https://docs.google.com/forms/d/e/1FAIpQLSfSP6hZceZW5Kyt5iOeBOn0NzowjDyle0QImWTxS6co5uJSkA/viewform>
- 2) If moving or copying papers from Digital Commons or SSRN – **be sure to remove the cover page created by Digital Commons or an SSRN journal before uploading to LawArXiv.**
- 3) If adding papers on behalf of faculty or scholars who are unregistered on LawArXiv, be sure to get their permission. While you can add unregistered author via email, the system will automatically send a message to the unregistered author using the email you have provided. Be sure also to check to see if an author is registered before adding as an unregistered author. The emails will be sent from Open Science Framework – the platform that houses LawArXiv.
- 4) Author permission tip: If attempting to gain permission from many authors at once – send an opt-out message. This will allow authors to take action to opt-out of LawArXiv, with permission granted as the default.
- 5) Licensing: 'No License' is clicked as a default. Before checking a more permissive license, be sure to check with your author.
- 6) Removing yourself as a contributor: Please note you will not be able to remove yourself as a contributor until at least one author has registered.
- 7) Getting Started: you can find directions with screenshots on how to upload scholarship on behalf of authors here: <http://lawarxiv.info/quick-submission-guide>

Please find below an upload checklist to get you started.

Upload Checklist:

- ✓ Author full name
- ✓ Author email (if unregistered author)

- ✓ PDF of article (sans SSRN or BePress coverage)
- ✓ Article title
- ✓ Article abstract
- ✓ Article keywords
- ✓ Article categories – see below for law sub-categories

Law Categories:

- Accounting Law
- Administrative Law
- Admiralty
- Agency
- Agriculture Law
- Air and Space Law
- Antitrust and Trade Regulation
- Banking and Finance Law
- Business Organizations Law
- Civil Law
- Civil Rights and Discrimination
- Commercial Law
- Common Law
- Computer Law
- Conflict of Laws
- Constitutional Law
- Construction Law
- Contracts
- Courts
- Criminal Law
- Criminal Procedure
- Disability Law
- Disaster Law
- Dispute Resolution and Arbitration
- Education Law
- Elder Law
- Election Law
- Energy and Utilities Law
- Entertainment, Arts, and Sports Law
- Estates and Trusts
- Evidence
- Family Law
- First Amendment
- Food and Drug Law
- Fourteenth Amendment
- Fourth Amendment
- Gaming Law
- Government Contracts
- Housing Law
- Human Rights Law

- Immigration Law
- Indian and Aboriginal Law
- Insurance Law
- Intellectual Property Law
- International Humanitarian Law
- International Law
- International Trade Law
- Internet Law
- Judges
- Jurisdiction
- Jurisprudence
- Juvenile Law
- Labor and Employment Law
- Land Use Law
- Law and Economics
- Law and Gender
- Law and Philosophy
- Law and Politics
- Law and Psychology
- Law and Race
- Law and Society
- Law Enforcement and Corrections
- Law of the Sea
- Legal Biography
- Legal Education
- Legal Ethics and Professional Responsibility
- Legal History
- Legal Writing and Research
- Legislation
- Litigation
- Marketing Law
- Medical Jurisprudence
- Military, War, and Peace
- Natural Resources Law
- Nonprofit Organizations Law
- Oil, Gas, and Mineral Law
- Organizations Law

- Other Law
- President/Executive Department
- Privacy Law
- Property Law and Real Estate
- Public Law and Legal Theory
- Religion Law
- Retirement Security Law
- Rule of Law
- Science and Technology Law
- Second Amendment
- Sexuality and the Law
- Social Welfare Law
- State and Local Government Law
- Tax Law
- Taxation-Federal
- Taxation-Federal Estate and Gift
- Taxation-State and Local
- Taxation-Transnational
- Torts
- Transnational Law
- Transportation Law
- Water Law
- Workers' Compensation Law