



# Business School Institute of Global Finance The 30<sup>th</sup> Australasian Finance and Banking Conference

Never Stand Still

Business School

Banking and Finance

## 30<sup>th</sup> AFBC Submission Instructions

Below, you will find detailed instructions for submitting your paper to the 30<sup>th</sup> Australasian Finance and Banking Conference through SSRN.

1. Go to <http://hq.ssrn.com/conference=30th-Australasian-2017>. Log in using your SSRN login details. If you do not have an SSRN account, you will need to create one. **Important:** essential conference communication, including acceptance letters, will be sent to the email address associated with your SSRN account. **Make sure that you go to the “Personal Info” section of SSRN to confirm that your SSRN email address is up to date. If you do not do this, you may not receive essential communication from the Conference Committee.**
2. Read the important guidelines listed at <http://hq.ssrn.com/conference=30th-Australasian-2017>. When you understand these and you are ready to proceed with your submission, click the “Start” button. This will open a pop-up window.
3. In the pop-up window, read the eligibility criteria for the prizes. If your paper is eligible for any prizes and you would like it to be considered for this, enter the prize names in the text box at the bottom of the pop-up window. If you are not interested in any prizes, simply write “no prizes” in the box.
4. The pop-up window also includes instructions for submitting your paper to the **PhD Forum**. If you are **not** interested in the PhD Forum, proceed to Step 5 below. If you **are** interested in the PhD Forum, visit the following page (PDF): <https://www.business.unsw.edu.au/About-Site/Schools-Site/banking-finance-site/Documents/PhD-Nomination-Form.pdf>. This page contains the PhD Forum Nomination Form, which you are required to complete in order to be considered for the PhD Forum. Email the completed form to [bankconf@unsw.edu.au](mailto:bankconf@unsw.edu.au) once you have completed your submission.
5. Click “Continue Submission”.
6. You will be asked to either submit your paper as a “New Submission” or an “Existing Submission”. You are **only** required to click “Existing Submission” if your paper is already in the SSRN database. In most cases, you will need to click “New Submission”.
7. A copyright message will appear. Click “Continue” to accept SSRN’s copyright terms and conditions.
8. You will then need to fill out each section of the submission page until the “Status” box on the right-hand side of the page lists “Complete” in green next to each item.
9. Upload your paper by clicking “Upload full text PDF document”. You will need to upload a version of your paper that includes author affiliations, as well as a blind copy that does not include affiliations.
10. Select if you wish to have your paper as Publicly available or Privately available. You can revise your decision later.
11. Fill out the abstract preview section, including the paper title, authors, paper date and abstract.

12. In the “eJournal Classifications” section do not click any of the (+) signs. Instead, scroll to the list of topic areas that fall under the 30<sup>th</sup> Australasian Finance and Banking Conference 2017.
13. Select **1-3 topic areas**. **If you wish to be considered for the PhD Forum**, ensure that you select “*PhD Forum*” *Please tick here if you would like to be considered for the PhD Forum*” as one of your topic areas. **Please ensure that you also select 1-2 other topic areas if you select this option.**
14. Refer to the “Status” box on the right hand side of the page. Ensure that each section is listed as “Complete”. When it is, click “Submit to SSRN”.
15. You will receive a confirmation email stating that your paper has been received. This will be sent to the email address with which you have registered on SSRN. If you do not receive this email, please see the important note in Step 1 above.

You can revise your paper and any submission details at any time prior to the submission deadline.

If you are having any further trouble, you may wish to visit our FAQ page for some further instructions (PDF):  
[https://www.business.unsw.edu.au/About-Site/Schools-Site/banking-finance-site/Documents/FAQs\\_AFBC.pdf](https://www.business.unsw.edu.au/About-Site/Schools-Site/banking-finance-site/Documents/FAQs_AFBC.pdf)