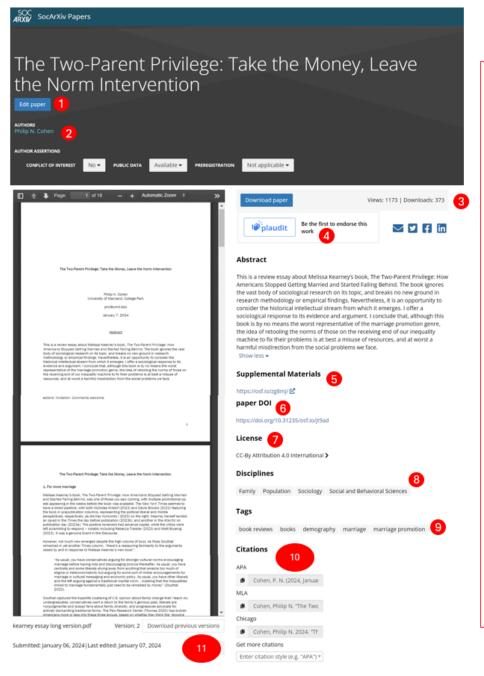
## SocArXiv How-to Guide

Revised June 2024, by PN Cohen

So, you are ready to share a paper. You'd like people to read it, and to find the associated supplemental materials. SocArXiv is here to help.

First, you might like to take a moment to look at what a completed paper submission looks like. Here is an example, with some key elements labeled. Your paper will look like this:

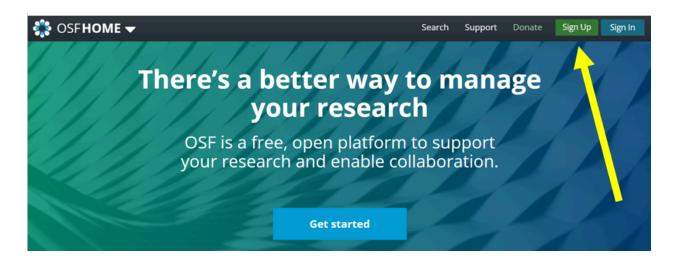


- Edit paper button for making changes to the paper
- Author names (must match names and order on the paper.
- 3. Reader counts
- 4. Plaudit peer endorsements
- Link to additional materials on OSF
- 6. SocArXiv's assigned DOI. If you provide a journal DOI, it will show here as well to link readers to that version.
- License chosen by the author
- 8. Disciplines selected by the author
- 9. Free text tags
- 10. Systemgenerated citations
- 11. Version
  information
  (previous
  versions
  available by
  clicking here)

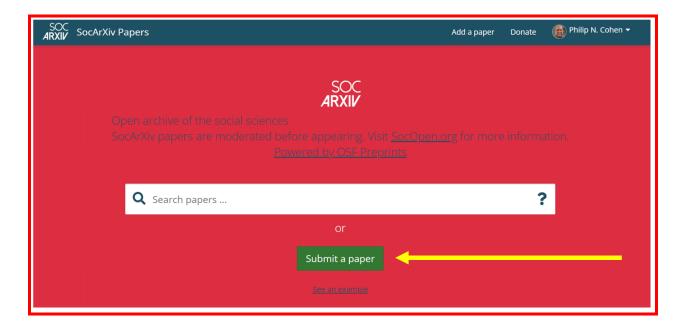
To get from here to there, these instructions will walk you through the process of sharing your paper to SocArXiv, including attaching supplemental materials to the paper using the Open Science Framework (OSF). Then we will show you how to make revisions or upload a new version of your paper, and review our withdrawal policy.

## 1. Sharing your paper

Sign in to your OSF account, or create an account at <u>osf.io</u>. This is a very simple, free, one-step process.



Then go to SocArXiv.org, and click on the **Submit a paper** button:



After you click the **Submit a paper** button, you will be taken to the **Submit Paper** page where you will complete the paper upload process.

	Subm	nit Paper	
File	Upload from your computer	Select from an existing OSF project	E
Author Assertions			8
Basics			
Discipline			
Authors			

Click **Upload from your computer** (I'm assuming you don't have it in an OSF Project already).

You will have the option to drag and drop your paper file onto the upload box, or click inside the box to choose a file from a dialog box.

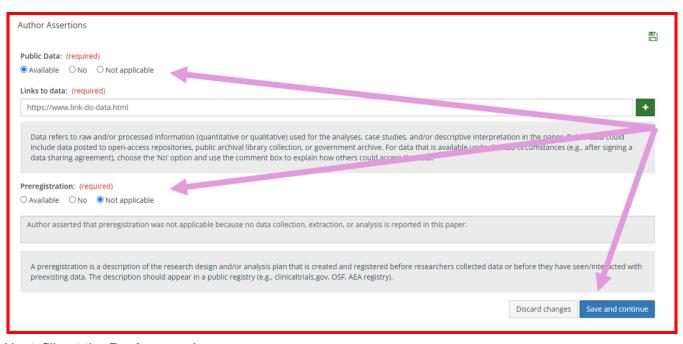
Note: The paper filename is permanent and cannot be changed or edited after the paper has been submitted. So instead of calling it "MyName-final-final-final.pdf," consider instead something more timeless, like "Author-subject.pdf."

Next, type a title for your paper into the textbox that appears.

Then, click Save and continue.



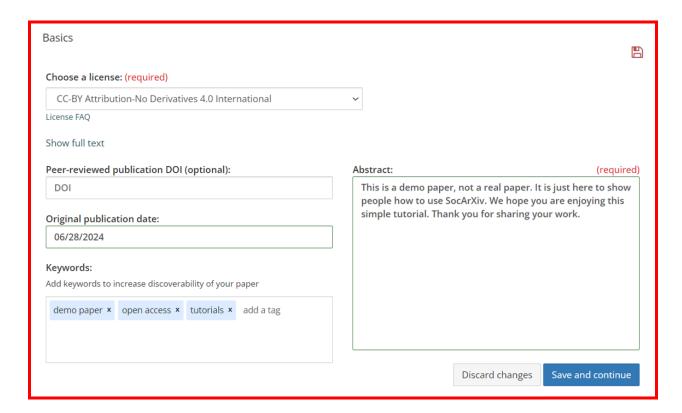
Complete the author assertions about data availability and preregistration, and click **Save and continue**.



Next, fill out the **Basics** panel.

1. Choose a license for your paper from the drop-down menu. (SocArXiv recommends you choose CC0-1.0 or CC-BY 4.0 (see <a href="this essay">this essay</a> for a description).

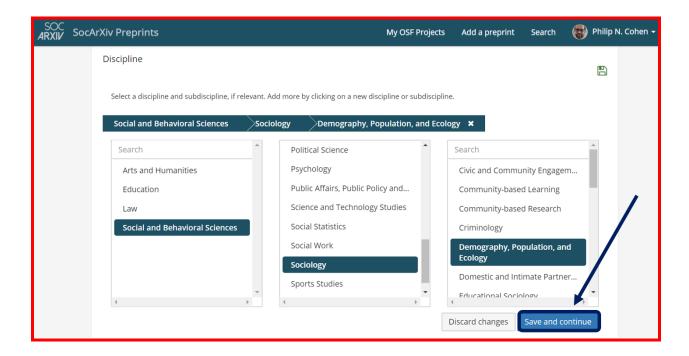
- 2. Enter a DOI for the paper if it is already published in a journal. This Digital Object Identifier will connect the version you are uploading to the journal version, and give readers a one-click option to see it.
- 3. Enter the original publication date (or leave this blank).
- 4. Add optional keywords or phrases.
- 5. Paste in the abstract



Next, choose disciplines to enhance discoverability of your paper.

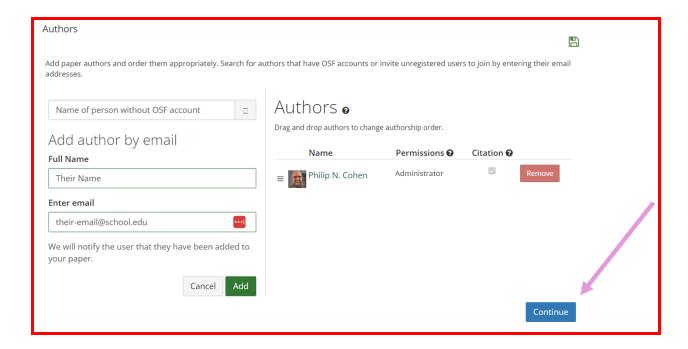
It's required to add at least one top-level discipline. You can add subdisciplines to better describe your work.

Then, click Save and continue.



The next panel is where you identify the **Authors** of your paper.

The form starts with you as the Administrator of the paper. If your co-author or co-authors have OSF accounts, you can add them as registered users by searching for their names in the search box. If a co-author does not have an OSF account, you will need to add them with their email address. They will get a notification at that address when the paper is posted, with a link in the email that they can follow to create their account. (They won't get additional emails or spam, and will not be asked to pay anything.)

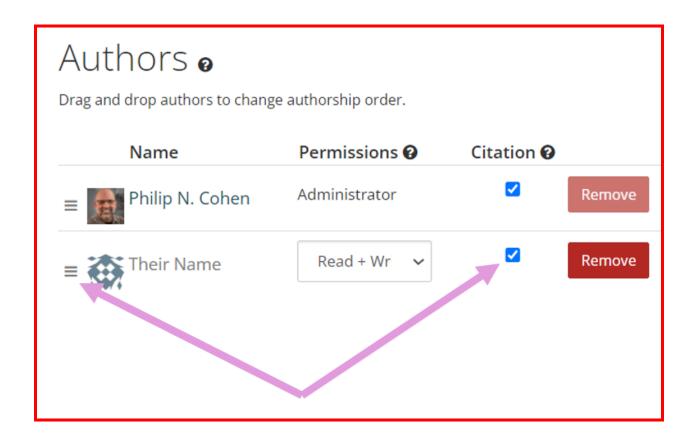


Note, all authors of the paper must appear on this list, in the same order that they appear on the title page of the paper. To reorder authors, click and hold the icon with three bars (see above), then drag and drop the author names into the right place.

When you add an author to a paper, they are given "Read + Write" permissions by default. To change the level of permissions, click inside the "Permissions" box and choose the appropriate permissions for each author: **Read**, **Read + Write**, or **Administrator**.

Finally, note that all authors appear in citations by default; however, if any of the people listed here are not authors, uncheck the box under the "Citation" column next to the name of the person who is not an author (for example, if you are an assistant uploading your boss's paper).

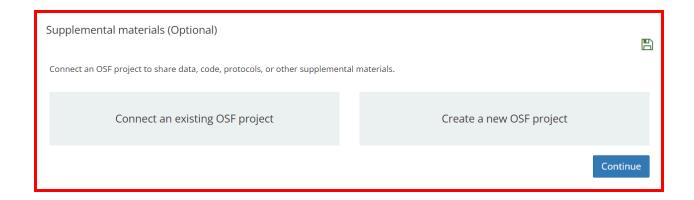
Then click Continue.



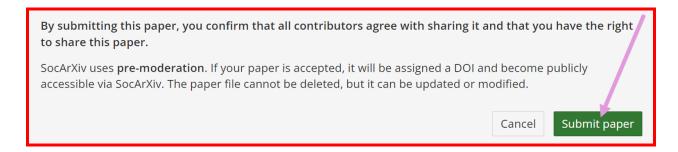
Complete the **Conflict of Interest** declaration and click **Save and continue**.



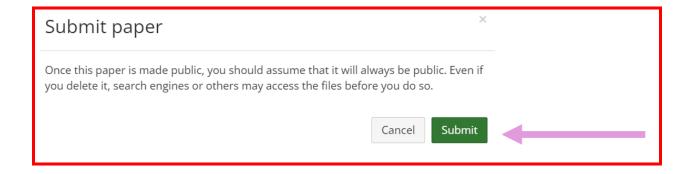
If you have supplemental materials to share, it's time to connect them. The link to these materials will appear on the page with your paper in the future. The material must be in an OSF project. Learn more about <u>using OSF here</u>.



Now it's time to share your paper! Read all the words in this box, then click **Submit Paper**.



Then, read all the words in this box, and if you're still sure, click **Submit**.



## 2. Making changes or uploading a new version later

All of the information on the submission page can be revised whenever you like, just click the **Edit paper** button at the top of the page for the paper.

When you revise your paper, you don't change the persistent URL, DOI, and links you have already shared. The old versions will be preserved and available as part of the scholarly record, but the newest version will be the first one readers see when they arrive at the page.

When you click **Edit paper**, you will return to the submission page to make your changes. Each section of the page has a **click to edit** button, which opens up the section for changes. As you save these changes they are made instantly. You can upload a new file if the paper has a new version. You can also add a journal DOI if the paper has been published (we recommend you revise the title page of your paper to reflect its status, such as, "preprint of a paper published in *Important Journal*, at DOI: xxx.xxx.xxx").

We urge authors to read and understand their agreements *before* signing them. However, if you have already come to terms with the journal, make sure your agreement permits sharing the paper freely.

## 3. Withdrawing papers

You can only withdraw a paper with SocArXiv approval, and we rarely approve withdrawing papers. Posting a paper is an event in the scholarly record, and cannot unhappen. This is a condition of assigning DOIs to scholarly work, which are permanently citable.

If you find errors in your work, or change your mind about it, you can post a statement of withdrawal as a new version. Readers will always see this first when they land at the page. This is what journals do when they "retract papers" – the files are still available, they just include a retraction notice. In the rare event that we withdraw a paper, a "tombstone" page will remain at its place, with the paper metadata but no link to the document.

SocArXiv only accepts requests to withdraw papers if it turns out the author did not have the right to share it at the time it was posted. If it was someone else's work, or if it included illegal or unethical disclosures of information. (We may also withdraw papers on our own if we determine they were fraudulent.) Publication agreements you sign with publishers later do not require us to remove your files. Most publishers – and any publisher working in the public interest – will allow you to keep your preprints posted if you provide links to the journal version, which you can do here.

Our withdrawal policy is detailed <u>here</u>.