



## UZH Business Working Paper Series (ISSN 2296-0422) Approval & Publishing Procedure

The academic world is essentially driven by publications and by their citations. To improve our positioning in this field, the visibility and diffusion of our work in the international community is crucial. This is why the “UZH Business Working Paper Series” has been created.

All members of the IBW, including doctoral students, senior lecturers (Oberassistenten), professors, as well as guest researchers and lecturers are welcome to publish in our Working Paper Series.

### A. Formatting and Approval Procedure

- (1) You need to evaluate if the paper is good enough to be added to our Working Paper Series. To be admitted, the paper should meet the following criteria:
  - a. Is my work well-written and well-structured?
  - b. Is it original and does it make a new contribution to the existing literature?
  - c. Does it have the potential to be submitted to a high-quality journal (i.e. double-blind peer-reviewed and ideally SSCI-listed), after some revisions?
- (2) If you think that your paper meets these criteria, please follow the template that you will find online (at the bottom of the Working Paper Series page in light grey: <http://www.business.uzh.ch/forschung/wps.html>). The styles of “Titles from 1 to 4” and of the “normal text” have already been defined. You simply need to replace sections with “XXX” by the respective info. Of course, you are free to choose whether you want to use MS Word or any other software to create the paper in best possible accordance with our guidelines (e.g., as a PDF via LaTeX).
- (3) Once the format of your paper has been standardized according to our template or at least by using the standardized layout of the front page, you can present it to one professor (he or she needs to be a Faculty member of the IBW) by asking for authorization to publish it in the “UZH Business Working Paper Series”. The professor will check the quality level of your paper and will reconfirm to you the authorization via email (if possible, within a time frame of one month).

### B. Publishing Procedure

- (1) Before publishing your paper, you will need a working paper number. To receive it, please forward the (professor’s) authorization of your paper to: [workingpaper@business.uzh.ch](mailto:workingpaper@business.uzh.ch). The team is going to attribute a working paper number. Then, you add this number to the front page of your paper. Please note that the date that appears on your working paper should be the same at which you add your paper to our Series.
- (2) You have two attractive options for the publication of your working paper (and you can make use of both): Research Papers in Economics (RePEc: <http://repec.org>) and/or to the Social Science Research Network (SSRN; <http://www.ssrn.com>). For each of these repositories, we have defined a distinct procedure:
  - a. For RePEc, the procedure is centralized, i.e. you simply send your working paper as a Word document or PDF (in line with our format guidelines and incl. the working paper no. on the front page) to: [workingpaper@business.uzh.ch](mailto:workingpaper@business.uzh.ch). The team will upload the paper and all required data on our Working Paper Series page at RePEc. They will also send to you the link to your paper as soon as it has been published online.

Optional: If you want the paper to be linked to your personal author profile at RePEc, you will need an author ID and send it to the Working Paper Office. You can get one at: <https://authors.repec.org/> (in this process, please make sure to choose the IBW as your institutional affiliation).



- b. For SSRN, the procedure is decentralized, i.e. you personally upload your paper to the SSRN website (<http://www.ssrn.com>). If you don't have an account yet, you need to create one (please make sure to choose the IBW as your institutional affiliation). Please note that when you are going to upload your paper (in PDF format) to SSRN, the system will ask you if it relates to a Working Paper Series. You need to answer "WPS". At the next question, click on "yes", then you will be given the chance to "enter new reference" in the following format: "University of Zurich, Institute of Business Administration, UZH Business Working Paper No. XXX". Once you have the link to your paper on SSRN, please send the link to: [workingpaper@business.uzh.ch](mailto:workingpaper@business.uzh.ch).
- (3) In any case (i.e. RePEc and/or SSRN), the Working Paper Office team is going to put a reference of your paper on our website (<http://www.business.uzh.ch/forschung/wps.html>) and hyperlink it to the SSRN and/or RePEc websites, respectively.

One final note: When you add your working paper to your Merlin account please include the shortcut "UZHWPBW" in the field "uncontrolled keyword". With this shortcut, the information about your paper can be extracted automatically from the Merlin database (e.g., for our IBW website).

We hope that you will take advantage of this platform to increase your own visibility as well as the one of the IBW! In case of any questions, please don't hesitate to ask us: [workingpaper@business.uzh.ch](mailto:workingpaper@business.uzh.ch).