Managing a working paper series at S-WoPEc, S-WoBA and EBSLGwp

1   Login

Go to https://swopec.hhs.se/scripts/ris.pl (https://swoba.hhs.se/scripts/ris.pl, https://ebslgwp.hhs.se/scripts/ris.pl) and select your working paper series.
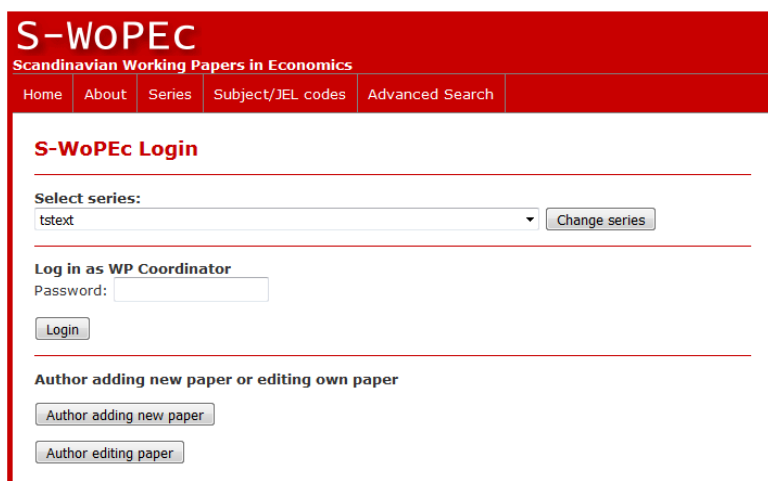
This presents the login-screen for your series. Enter the coordination password and click on Login.

Note that the login-screen also shows some options for authors if these have been enabled for the series.

2   Main management screen

Logging in takes you to the main management screen with the available options for your working pape series.
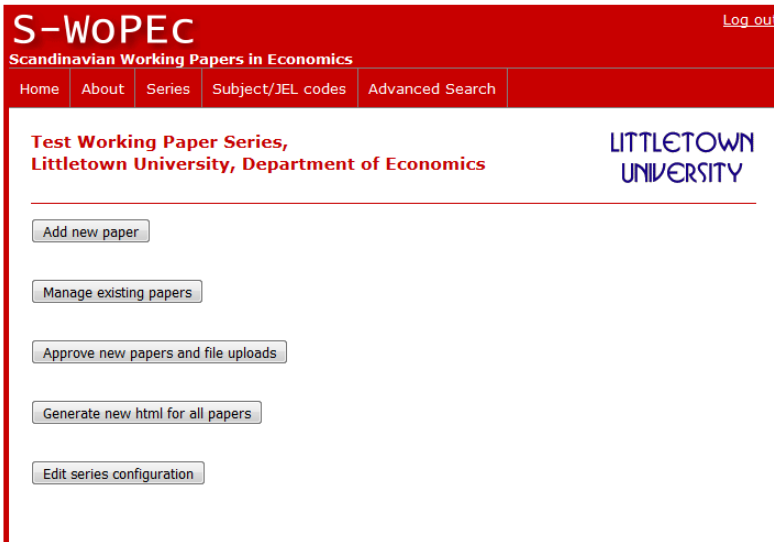
- "Add new paper" is for entering the bibliographic data for a new working paper.
- "Manage existing papers" takes you to a list of all papers with options to update the bibliographic data and add or remove full text files for the paper.
- "Approve new papers and file uploads" is only available if authors are allowed to add bibliographic data for new papers (to be approved by the coordinator).
- "Generate new html for all papers" will generate new abstract pages for all working papers in the series. This will normally be done automatically when changes are made to the data so this should only be used if something looks wrong.
- "Edit series configuration" allows the coordinator to change some settings for the working paper series.

3   Bibliographic data for a new paper

Fill in the title and author details. The RePEc short-id can be looked up at https://econpapers.repec.org/RAS for authors that have registered with the RePEc Author Service (https://authors.repec.org). Adding the short-id will automatically add the paper to the authors list of works in RePEc. It is, consequently, crucial that the correct short-id is entered!

The pre-filled in values for Organization and Address can be edited in the series configuration.

☐ No author has an e-mail address

[Change No. of Authors to] 2

For contact reasons an e-mail address should be supplied for at least one of the authors. Check the "No author has an e-mail address" box in this unlikely case.

Enter the number of authors and click "Change No of Authors" if there are more than two authors.

Abstract:

Keywords: (Separate key words with semicolons)

Journal of Economic Literature codes: Journal of Economic Literature provides a list of current codes or choose codes from a

[Pick List]

Use two-digit JEL-codes and separate them with semicolons.

Pages:

Date of first WP version: 2018-01-30   e.g. 1997-05-20.

Price: If there is a charge for the hardcopy version of the paper. Leave blank if the paper is free of charge.

Note: (Any additional information about the paper)

Working Paper Number: 18-2
Valid format is yy-nn.

My E-mail: Required contact in case of errors.

[Submit] [Reset]

[Top Menu]

Complete the form by filling in the Abstract, Keywords, JEL-codes, number of pages, the date of the working paper version of the paper (todays date is automatically suggested) and the working paper number (the next available number is automatically suggested).

Note that some items are required or strongly encouraged and the form will try to enforce this.
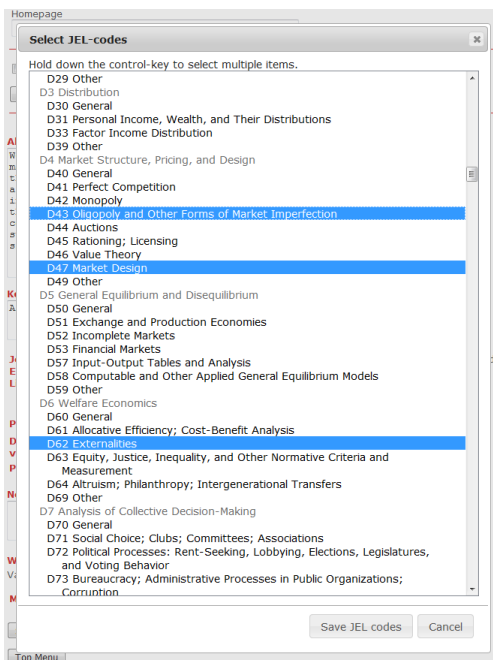
Keywords: (Separate key word

☐ No Keywords available

If allowed, the item may be omitted by checking the corresponding, "No xxx available" check box.

Clicking on "Pick List" will bring up a form for selecting from a list of currently valid JEL-codes.

Finally enter your e-mail address and click on Submit to proceed adding the paper to the working paper series on S-WoPEc.

"Top Menu" brings you back to the main management screen in case you do not want to add a paper at this time.

Homepage

Select JEL-codes   ✖

Hold down the control-key to select multiple items.

D29 Other
D3 Distribution
D30 General
D31 Personal Income, Wealth, and Their Distributions
D33 Factor Income Distribution
D39 Other
D4 Market Structure, Pricing, and Design
D40 General
D41 Perfect Competition
D42 Monopoly
D43 Oligopoly and Other Forms of Market Imperfection
D44 Auctions
D45 Rationing; Licensing
D46 Value Theory
D47 Market Design
D49 Other
D5 General Equilibrium and Disequilibrium
D50 General
D51 Exchange and Production Economies
D52 Incomplete Markets
D53 Financial Markets
D57 Input-Output Tables and Analysis
D58 Computable and Other Applied General Equilibrium Models
D59 Other
D6 Welfare Economics
D60 General
D61 Allocative Efficiency; Cost-Benefit Analysis
D62 Externalities
D63 Equity, Justice, Inequality, and Other Normative Criteria and Measurement
D64 Altruism; Philanthropy; Intergenerational Transfers
D69 Other
D7 Analysis of Collective Decision-Making
D70 General
D71 Social Choice; Clubs; Committees; Associations
D72 Political Processes: Rent-Seeking, Lobbying, Elections, Legislatures, and Voting Behavior
D73 Bureaucracy; Administrative Processes in Public Organizations; Corruption

[Save JEL codes] [Cancel]

Top Menu

Verify Data

Save Data | Edit Bibliographic Data

No 18-2: A small paper

Authors

Sven Svensson
   Department of Economics, Department of Economics Littletown University Littletown,
   sven@example.com

Abstract: We construct a model of strategic behavior in sequential markets which exhibits a persistent forward price premium. On the spot market, producers wield market power while purchasers are price takers. Producers with forward commitments have less incentive to raise prices on the spot market. Purchasers are thus willing to pay a premium to producers for forward contracts. We argue that this type of forward premium is not susceptible to arbitrage by speculators on the forward market, since purchasers prefer forward contracts backed by producers.

Keywords: Arbitrage; Forward pricing

JEL-codes: D43; D47; D62

Pages: 23

Date: 2018-01-30

Price:

Note:

Submitter E-mail: Sune.Karlsson@oru.se

After clicking on Submit you are taken to a review screen where the entered data can be checked. Chose "Edit bibliographic data" if you need to make corrections or "Save data" to add the paper to the working paper series.

Data Saved

The bibliographic data for the paper No 18-2: *A small paper* has been saved.

The paper is available on the web at https://swopec.hhs.se/tstext/abs/tstext20

You and authors will receive an e-mail notification about this. **Save this e-mail.** contains the author access code for the paper needed by authors when they up about the paper.

Add full text files to this paper | Add more papers
Top Menu

A confirmation page shows that the data has been saved and that the paper is now visible on the web site.

Here you have the choice of adding full text files for the just added paper or to add bibliographic data for another paper.

4 Providing full text files

Depending on the configuration of the working paper series the full text files can be uploaded to the web site or a link can be made to the file on a server maintained by the organization putting out the working paper series.

4.1 Uploading full text files

Note that this is currently only available for working paper series from the Stockholm School of Economics.

Upload file for No 18-2 A small paper

File to upload:
Bläddra... ThePaper.pdf

Description of Content:
Full text   e.g. "Full text file"

File Format:
application/pdf
Other: (Valid MIME type)

Revisions
○ This file is for the first version of the paper
○ This file is for a revised version of the paper
Date Paper Revised: e.g. 2008-05-10.
First Version: 2018-01-30

My E-mail:
Sune.Karlsson@oru.se   Required contact in case of errors.

Upload file

Top Menu

Click on "Bläddra" (browse or whatever depending on language) to select the file to upload.

Change the description if this is not the full text of the working paper (e.g. a supplementary file with data, replication files etc.).

Indicate if this is for the first Working paper version of the paper or a revised version. In the latter case also provide the date the paper was revised.

Full text files for No 18-2 A small paper

[Top Menu] [Upload files] [Update Bibliographic Data]

Available full text files for paper

[Remove file]
https://swopec.hhs.se/tstext/paper/tstext2018_002.1.pdf
Full text

Clicking on "Upload file" uploads the file and makes it immediately available on the web.

As a confirmation you are taken to the screen for managing the full text files for the paper. This screen allow you to add more files or remove currently available files.

Removing full text files is strongly discouraged. It is a common but mostly ungrounded fear among authors that publishers will object to preprint versions of papers accepted for journal publication being available on the web. Most journals will in fact allow this (the policies on "self archiving" for various journals can be checked at the Sherpa/Romeo site: http://www.sherpa.ac.uk/romeo/index.php). Also note that all Elsevier journals allow for preprints being made available through RePEc.

4.2   Linking to full text files on other servers

For series where upload of full text files is not enabled it is, instead, possible to link to files on a different web server.

Add link for No 18-3 A short and sweet paper

URL for File:
[   ]

Description of Content:
[Full text   ]   e.g. "Full text file"

File Format:
[▼]
Other: [   ]   (Valid MIME type)

Revisions
○ This file is for the first version of the paper
○ This file is for a revised version of the paper

Date Paper Revised: [   ]   e.g. 2008-05-10.

First Version: 2018-01-30

My E-mail:
[   ]   Required contact in case of errors.

[Add Link]

[Top Menu]

Specify the URL of the file. An attempt to download the file will be made by the software in order to verify that link is not bad.

Change the description if this is not the full text of the working paper (e.g. a supplementary file with data, replication files etc.).

Indicate if this is for the first Working paper version of the paper or a revised version. In the latter case also provide the date the paper was revised.

Clicking on "Add link" will add the link to the abstract page and make the linked file available in RePEc services world-wide.

Full text files for No 18-3 A short and sweet paper

[Top Menu] [Link to files] [Update Bibliographic Data]
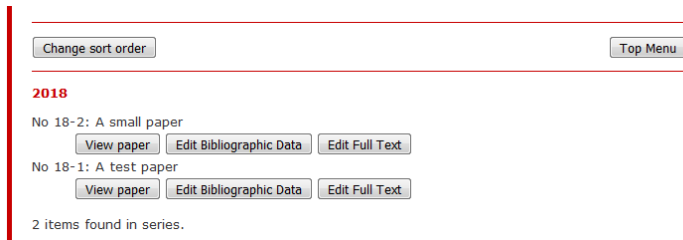
Available full text files for paper

[Remove file]
https://econpapers.repec.org
Full text

As a confirmation that the link has been successfully added the screen for managing full text files is shown with the newly added link.

5   Managing existing papers

Clicking on "Manage existing papers" in the main management screen brings up a list of the papers in the series.

For each paper there is the option to view the bibliographic data for the paper, edit the bibliographic data or work with the full text files for the paper.

6   Approve papers and full text files

This option in the main management screen is only available if authors are allowed to enter the bibliographic data for new papers.

When authors enter the bibliographic data an e-mail is sent to the working paper coordinator asking the coordinator to approve the paper for the series. Clicking the link in the e-mail or choosing this option in the main management screen takes the coordinator to the Approve papers and full text screen. The screen lists new papers (and full text files) awaiting approval by the coordinator.

6.1   Approving papers

Clicking on "View Details" for a paper awaiting approval brings up the Approve paper screen which shows the bibliographic data entered by the author.

In addition there are options to

- add the paper with a specified number (the next available number is suggested) to the series (if enabled this will send an e-mail to the author about the action)
- reject the paper silently or rejecting and sending an e-mail explaining the reasons for rejecting the paper
- edit the bibliographic data to correct mistakes by the author. Editing and saving the data will automatically add the paper to the working paper series with the number specified when editing the data.

Checking "Send e-mail" and clicking on "Reject item" will bring up a form that allows the e-mail to be edited before sending.

Send e-mail

To:	sune.karlsson@oru.se
Subject:	A short and sweet paper not appropriate for Test Working Paper Series

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Dear author

We regret to inform you that your paper is not appropriate
for Test Working Paper Series and we are forced to reject it.

Yours,
Sune Karlsson
```

[Send e-mail]

Clicking on "Send e-mail" in the form will send the e-mail AND delete the paper submitted by the author.

6.2   Approving full texts

Note that this is currently only available for working paper series from the Stockholm School of Economics.

Approve files for paper

File name	Function	Format (user & system)	Description
Fallstudie.pdf	Full text	application/pdf application/pdf	
○ Accept ○ Replace ○ Reject			[Save]

[Top Menu]

No 18-1: A test paper

Clicking on "View Details" for a paper with files awaiting approval brings up the file approval screen. This lists the files uploaded for the paper along with the "Function" of the file as provided by the author, the MIME-type (Format) of the file as indicated by the author and the browser when the file was uploaded as well as any additional description provided by the author.

- Clicking on the file name downloads the file for checking.
- Selecting "Accept" and clicking on "Save" will accept the uploaded file and move it to the web as is.
- Selecting "Replace" and clicking on "Save" allows the coordinator to upload a different file that replaces the one supplied by the author. Download the file first and create the new version (e.g. adding a title page, convert to pdf or adder modifications as needed) before clicking on "Save". The replacement file uploaded by the coordinator is moved to the web immediately.
- Selecting "Reject" and clicking on "Save" will remove the file from the list of files waiting for approval without moving it to the web.

If enabled, each of these actions will send an e-mail to the authors notifying them about the action.

7   Edit series configuration

The series configuration form allows editing of the basic data for the working paper series.

Edit configuration for Test Working Paper Series

Basic Data

Name: (required)

Test Working Paper Series

Name of provider: (required)

Littletown University, Department of Economics

Address of provider:

Department of Economics
Littletown University
Littletown

Homepage of provider:

Name of Series Coordinator: (required)

Sune Karlsson

E-mail of Series Coordinator: (required)

sune.karlsson@oru.se

Name of Series Editor:

E-mail of Series Editor:

RePEc shord id of Series Editor:

- The name of the working paper series.
- The name of the organization (provider) in charge of the series. Enter the major organization first for proper sorting in the page listing all series on the web site.
- Address and homepage of the provider (the homepage will be used to link back to the provider).
- Name and e-mail of the working paper series coordinator.
- Name and e-mail of the editor (if any) of the series.

Default values for bibliographic data

Address of authors

Department of Economics
Littletown University
Littletown

Preset departments for authors

Department of Economics

Automatically suggest number for new items:
⦿ Yes ○ No

The next section provides the default values for author addresses and departments for the Bibliographic data form.

Enable or disable autosuggesting working paper numbers for new papers.

Send an e-mail to authors
☑ when a new paper is added
☑ when the data about a paper is updated
☑ when full text files for the paper are added
☑ when full text files for the paper are removed
☑ with access statistics for the paper

Specify on which events an e-mail should be sent to authors notifying them about the changes.

Provision of full texts

Explanation if full text not freely available:

E-mail for ordering works in series:

Provide optional information on how to obtain working papers if the full text files are not freely available on-line.

What authors (users not logging in as coordinator) can do

Allow authors to add bibliographic data for new papers: (new papers are added to RePEc when confirmed by coordinator, authors can update bibliographic data)
⦿ Yes ○ No

Allow authors to upload full text files: (file is added only after confirmation by coordinator)
⦿ Yes ○ No

The penultimate section specifies which options should be available to authors.

If they can supply the bibliographic data for papers themselves (papers are only added following confirmation by the working paper coordinator). For series where full text upload is enabled (currently on Stockholm School of Economics) authors can be allowed to upload full text files for approval by the working paper coordinator.

Change password:

Old password: [   ]

New password: [   ]

Repeat new password: [   ]

[Submit] [Reset]
[Top Menu]

The last section provides for changing the password for the working paper coordinator.

8   Adding publication data

Not implemented.