

Using the PhD Website Admin System

All PhD students at the School of Law have access to an admin system that allows them to:

- Update the information in their website profile page located at www.law.ed.ac.uk/research/students
- Submit library acquisition suggestions
- Submit documents to be included in the School's SSRN working paper series

To access the admin system, go to:

www.law.ed.ac.uk/ease/adminphd


you will be asked to login via ease.

If you cannot access the system, please contact law.support@ed.ac.uk for assistance.

Editing your Website Profile Page

The default page when you enter the PhD admin system is the profile editing page.

Simply enter your details in the boxes provided, and click the "Submit Changes" button.


Note that you can enter formatting into the "Explanatory Text" area. This section is meant for you to explain your research and interests, and provide further relevant information about yourself. You can create hyperlinks in your text by selecting an area of text and clicking the  button. The other icons on this toolbar represent the usual formatting functions (cut, copy, paste, bold italics etc).

To upload a new photograph, either click the existing photo, or if one does not exist, click the "Click here to upload new image" box.

A new screen will appear. Click "browse..." and find the image you want to use. Then click "upload".

PhD Admin Tools: [Edit Profile Page](#) | [Library Suggestions](#) | [SSRN Submissions](#)

Editing Website Profile Page of: **Nick Dyson**

Photograph: 

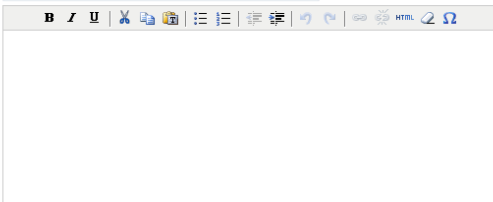
Firstname(s):

Lastname:

PhD Topic:

Qualifications:

Explanatory Text:



Email Address:

Telephone:

Primary Supervisor:

Secondary Supervisor: OR enter a non-Law School Staff name:

Research Areas

Please add yourself into any areas of research which match both your expertise and your current research
You are not currently listed within any Research Areas

Uploading Photo for Nick Dyson

Please click "Browse..." to select the file to be uploaded :

- Note that the image must be in the JPEG image format, and end with the .jpg extension.
- The image should be 150 pixels wide by 200 pixels tall - you can use image processing tools to either crop the image to these dimensions, or to resize it.
- The image file must be less than 250KB in size

Note that you can only upload JPEG images, which end with the file extension “.jpg”. The files must be smaller than 250KB in size, and should be 200 pixels high by 150 pixels wide, or be in those proportions. This is to allow the website to maintain a uniform look and feel.

Note that you can also add “Research Areas” to your profile. This will help to identify your areas of research within the site, and associate your profile with other PhD students and members of staff with similar interests.

Accessions Requests/Library Suggestions

Click the “Library Suggestions” link at the top of any PhD admin page. This system allows you to submit suggestions for book purchases to the Law Library. The Library Accessions Committee meets regularly to consider suggested books, and your suggestions are greatly appreciated.

Before suggesting a book, please check the library catalogue, and the list of current suggestions, to ensure it hasn’t already been purchased or suggested.

Simply enter all the relevant details in the boxes provided, then click “submit suggestion”.

The screenshot shows a web interface for submitting library suggestions. At the top, there are navigation links: "PhD Admin Tools: Edit Profile Page | Library Suggestions | SSRN Submissions". Below this is a header for "Library Accessions Suggestions for: Nick Dyson". The form contains several sections: a green checkmark indicating the user has checked the library catalogue; a link to view current suggestions; input fields for "Main Author/Editor's Last Name" and "First Name/Initials"; a field for "Other Authors"; a field for "Book Title"; fields for "Edition" and "Publication Date"; a field for "Publisher"; fields for "ISBN" and "Price"; a "Comments" field; a "Priority" dropdown menu set to "1" (with a note that "3 is highest"); and a "Submit Suggestion" button.

SSRN Submissions

This web interface offers you an easy way to submit material to the Social Science Research Network (SSRN) through the School of Law. Submitted papers will appear in the Edinburgh School of Law Working Paper Series.

What is SSRN?

SSRN is a web-based network devoted to the rapid and wide dissemination of scholarly research in (among others) law, social and political sciences, humanities and economics. Most uploaded material is available for worldwide free download. Up to now, over 80.000 authors have uploaded more than 158.000 papers and abstracts to SSRN and users have downloaded almost 16 million full text documents.

What can be submitted to SSRN?

Because SSRN does not assert copyright, any material can be submitted before and after its publication in a journal, book etc. Even if access to the published version of a paper is later restricted, access to the working paper version can remain open through SSRN. SSRN is, however, most useful for the purposes of disseminating early working drafts of papers.

Who can submit?

All academic staff in the Law School, including research assistants can submit papers through the Edinburgh School of Law Document Submission System which is behind an EASE login.

PhD and post-graduate students need the permission of their supervisors to submit work. Please ensure that you've obtained this permission before submitting a document to this system.

Why submit?

SSRN encourages the early distribution of research results, permitting the author to incorporate comments into the final version of the paper before its publication in a journal, book etc. The publication in SSRN under the umbrella and the brand of a Law School Working Paper Series will enhance the visibility and profile of the School of Law. It seems likely that dissemination platforms such as SSRN may contribute to the bibliometrics elements of the next RAE / REF.

How to submit

- Click on 'Submit a Document'
- Enter the 'Document Title'
- Enter 'All Authors' in the order they appear in your paper (first name and surname)
- Enter the 'Document Abstract', approximately 300 words. SSRN only accepts submissions that include an abstract. Make sure the abstract fully describes the contents and argument of your paper.
- Enter the 'Document Keywords', separated by commas. Make sure you include at least one keyword that indicates the discipline your paper is associated with (e.g. law, economics etc.). In addition, use the keywords to signal the topics and sub-disciplines which your paper engages with. Keywords are important to ensure that your paper is disseminated to people who really want to read it and also that it will appear in searches on SSRN and on google.
- If your paper has appeared, or has been selected to appear in a Journal, book etc., please enter the full citation (i.e. including vol. no., publisher of book, etc. editors, page extent).
- Click on 'Continue to upload file' and upload your paper as a word document.

The screenshot shows the 'SSRN Document Submission' interface. At the top, there are navigation links: 'PhD Admin Tools: Edit Profile Page | Library Suggestions | SSRN Submissions'. Below this is the title 'SSRN Submission System for Nick Dyson'. The main content area is titled 'SSRN Document Submission' and contains a 'Submit a Document' form. The form includes the following fields: 'Document Title:' (text input), 'All Authors: (in citation order)' (text input), 'Document Abstract:' (text area), 'Document Keywords:' (text area), and 'If this paper has appeared, or has been selected to appear, in a Paper Series, Journal or Book please enter full citation here:' (text area). A 'Continue to upload file >>' button is located at the bottom of the form. On the left side of the interface, there is a sidebar with links: 'Welcome', 'Submit a Document', and 'Review Previous Submissions'.

What happens next?

All you have to do is to submit your paper as described above. Your submission will be uploaded to SSRN by members of the administrative staff. Once this is done, you will be notified by SSRN.

That was easy!

If you want to know more about SSRN, please visit its website at <http://www.ssrn.com/>