# **Guidelines for submitting to ExpressO**

ExpressO is here to help you get started in the right direction. Not sure where to begin? Follow these three easy steps!

## 1. Select Law Reviews

Go to <u>http://law.bepress.com/expresso</u> and click Submit Now. Search law reviews by title, subject category, the ExpressO Top 100 (the most popular law reviews that use our service), or simply browse through our alphabetized list.

To make the most of our service, start your law review search by subject category. What topic(s) does your manuscript cover? Search related categories in our list and choose law reviews whose focus best matches the topics covered in your article. Here are a few of the recently added law reviews available for selection on ExpressO:

Arizona Law Journal of Emerging Technologies Business, Entrepreneurship & Tax Law Review (University of Missouri School of Law) Georgetown Law Technology Review (Georgetown University Law Center) Journal of Regulatory Compliance (Loyola University Chicago School of Law) Social Justice & Equity Law Journal (Willamette University College of Law)

## 2. Article Information

Enter your submission metadata, upload your article, and click Continue. We accept Microsoft Word, WordPerfect, and PDF.

Make sure editors have all of the information they need at hand. Author(s), Article Title, and Subject Areas are mandatory fields, though we also strongly recommend including a cover letter and CV.

### 3. Review & Payment

Review your submission information, including metadata and selected law review(s). Complete the submission process by agreeing to the terms of service and clicking Finish.

Once you complete the submission process, manage your deliveries with any of our postsubmission tools including Make More Deliveries, Expedite, Email, and Withdraw options. ExpressO also features an integrated offer system to allow you to easily track and accept offers through your ExpressO account.

To see the process in action, from account setup through post-submission management, view our short video tutorials:

http://law.bepress.com/expresso/tutorials.html

### **Contact details:**

If you have any questions or need any assistance with your submission, please feel free to contact us by phone at 510.665.1200 Ext. 2 or by email to <u>expresso-support@bepress.com</u>.

Jennifer Todd ExpressO Services Manager bepress 2100 Milvia St., Ste. 300 Berkeley, CA 94704 510-665-1200, ext. 2 510-665-1201(fax) http://law.bepress.com/expresso