



CFA Institute®
Asia-Pacific
Research Exchange

New Zealand Finance Meeting

CFA Institute

Asia-Pacific Research Exchange

Research Paper Award

Submission Guide



STEP 1

Visit www.arx.cfa with your internet browser, preferably Google Chrome

The screenshot shows the homepage of the CFA Institute Asia-Pacific Research Exchange. At the top left is the CFA Institute logo. The main header reads "Asia-Pacific Research Exchange" with a search bar to the right. Below the header is a navigation menu with "Research", "My Submissions", "Contributing Institutions", "Events", and "About". A large blue banner contains the text "Share. Learn. Engage." Below this is a central white box with the heading "A premier hub for Asia-Pacific investment research" and a sub-heading stating that the site offers free access to more than 4000 research articles. Four categories are listed: "New and Notable", "Most Read", "Student Corner", and "Webinars", each with a brief description and an icon.

STEP 2

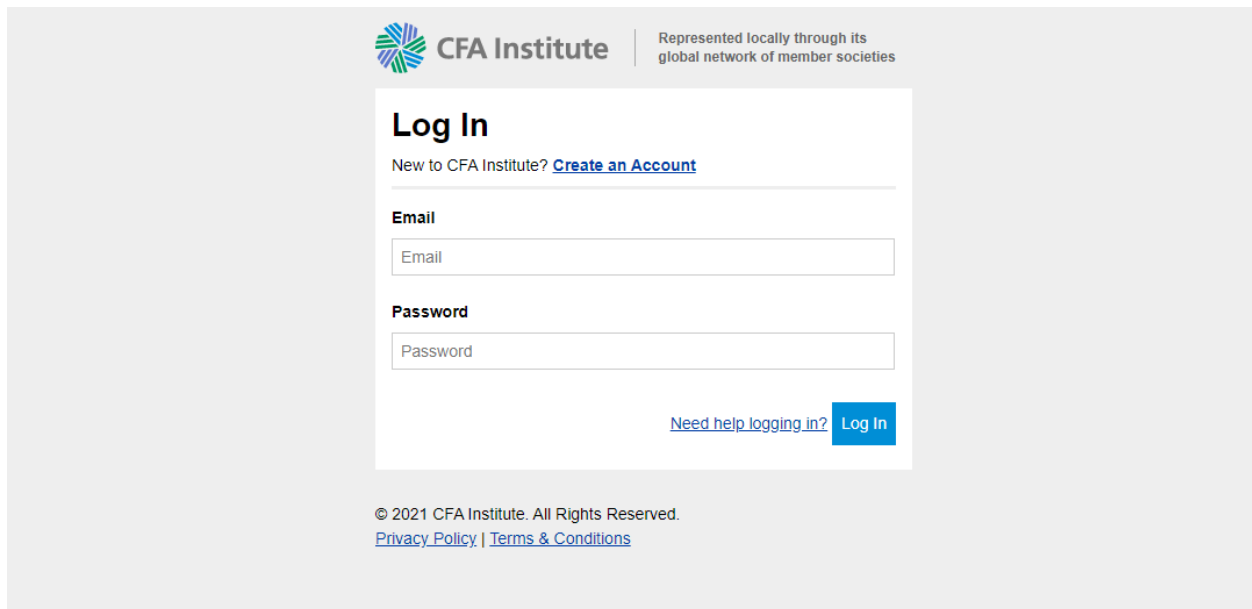
Click on My Submissions --> Create a Post. In here you will be asked to log in.

This screenshot is identical to the one above but highlights the navigation path. The "My Submissions" link in the top navigation menu is circled in red. Below it, in the "My Submissions" dropdown menu, the "Create a Post" link is also circled in red. The rest of the page content remains the same.



STEP 3

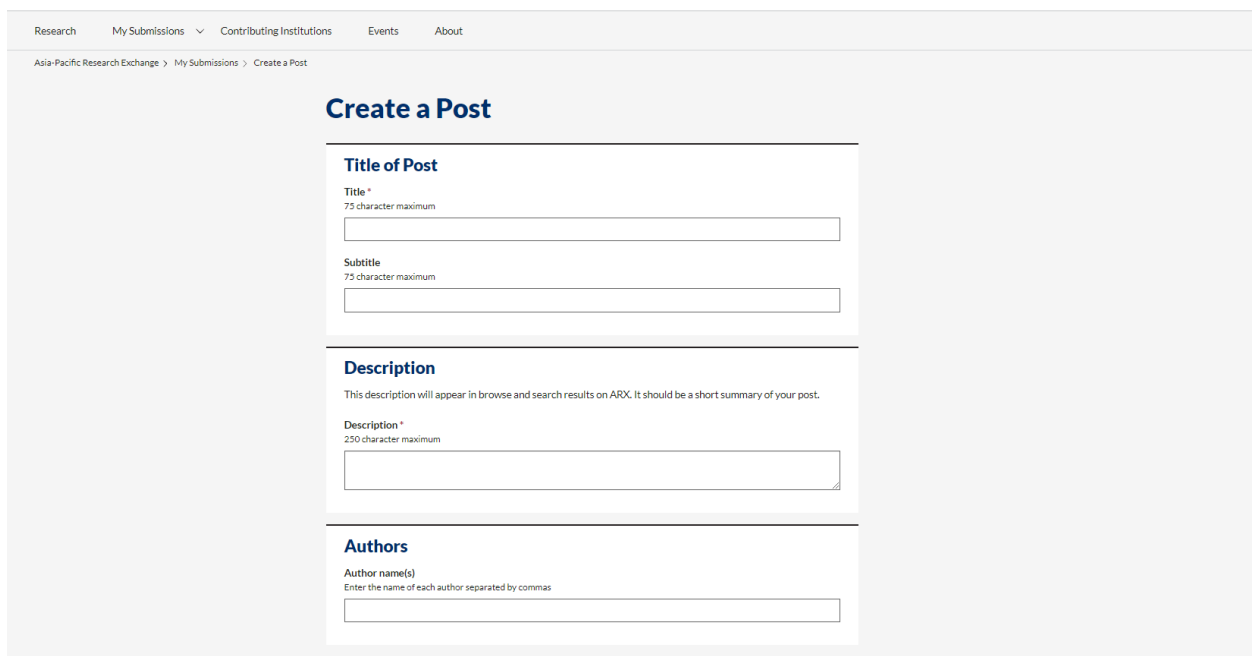
Register for an account or login with existing CFA Institute account should the content poster has one.



The screenshot shows the CFA Institute login page. At the top left is the CFA Institute logo and the text "CFA Institute | Represented locally through its global network of member societies". The main heading is "Log In". Below it, there is a link: "New to CFA Institute? [Create an Account](#)". There are two input fields: "Email" and "Password". At the bottom right of the form is a blue "Log In" button and a link: "[Need help logging in?](#)". At the bottom of the page, there is a copyright notice: "© 2021 CFA Institute. All Rights Reserved." and two links: "[Privacy Policy](#) | [Terms & Conditions](#)".

STEP 4

On the “Create a Post” page, fill in the required details (title, description, author name)



The screenshot shows the "Create a Post" page. At the top, there is a navigation bar with links: "Research", "My Submissions", "Contributing Institutions", "Events", and "About". Below the navigation bar, there is a breadcrumb trail: "Asia-Pacific Research Exchange > My Submissions > Create a Post". The main heading is "Create a Post". There are three main sections: "Title of Post", "Description", and "Authors".

- Title of Post:** Includes a "Title *" field with a "75 character maximum" limit and a "Subtitle" field with a "75 character maximum" limit.
- Description:** Includes a "Description *" field with a "250 character maximum" limit. A note states: "This description will appear in browse and search results on ARX. It should be a short summary of your post."
- Authors:** Includes an "Author name(s)" field with the instruction: "Enter the name of each author separated by commas".



STEP 5

Under “Link to Your Post”, please select “I need to upload a file (PDF only)”

Authors

Author name(s)
Enter the name of each author separated by commas

Link to Your Post

Link to the content that you would like to post on ARX. This can include articles, PDFs, videos, podcasts, and presentations.

Content source *

I'm linking to content that is already online (recommended)

I need to upload a file (PDF only)

Upload a PDF file *

STEP 6

Click the “Browse” button and select the PDF file to upload Under “About Your Post”, fill in the required details.

Authors

Author name(s)
Enter the name of each author separated by commas

Link to Your Post

Link to the content that you would like to post on ARX. This can include articles, PDFs, videos, podcasts, and presentations.

Content source *

I'm linking to content that is already online (recommended)

I need to upload a file (PDF only)

Upload a PDF file *



STEP 7

Please include “NZFM2022” at the front of the title of your submission and name of PDF file

e.g: *YOUR REPORT TITLE_NZFM2022*

STEP 8

Check both boxes under “Declaration and Disclaimer”, then click “Submit for Publication”.

The screenshot shows a web form titled "Declaration and Disclaimer". It contains two checked checkboxes with their respective text. Below the checkboxes is a blue button labeled "Submit For Publication".

Declaration and Disclaimer

- I certify the item being submitted is an original piece of work, and does not include plagiarism.
- I certify that I have read, understand, and agree to the Terms and Conditions and Privacy Policy. I acknowledge that, before the submitted item may be posted to the ARX platform, the item will be subject to a content review for suitability and appropriateness, and the final decision on if the item is posted lies with ARX.

[Submit For Publication](#)