The Journal Editors’ Guide

Get your journal started: contact your library to request they create an organization for your journal on Perma. If your school doesn’t yet have an institutional account, have your library contact us.

Add Journal Team Members

• Select Organization Users in the upper-right menu.
• Click Add Organization User, enter team member’s email, click Add User.
• Enter user’s name, select your journal’s name under Organizations, click Add.

Create Perma Links

• Log in and enter the URL of the site you want to preserve.
• Select your journal in the affiliated with dropdown menu, click Create Perma Link. This brings you to the newly created Perma archive (example).

Link Creation Limits

Create up to 10 Perma Links/month in your Personal Links folder.
Create unlimited links affiliated with your organization.

Cite Links

The Blue Book (20th ed.) recommends including both Perma Link and original URL in the citation:


Private Links

When a Perma Link defaults to private after creation, it’s commonly because the original site has a ‘no-archive’ tag in its code. You can still access the link in your Perma account, and it can be used for citation, but those outside of your organization will have to be given access by you if they wish to view it.
For more on Private Records, see the Perma.cc User Guide.

Perma.cc was developed by the Library Innovation Lab at Harvard Law School. Over 200 libraries and institutions have used Perma to create over 350,000 links, ensuring their citations and research will never succumb to link-rot.