

## 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:

*Charles P. Pierce, This Cannot Be the Way Occupy Ends, ESQUIRE: POL. BLOG (Nov. 17, 2011) <http://www.esquire.com/blogs/politics/occupy-wall-street-violence-6575448>, archived at <http://perma.cc/48VC-ZS62>*

### 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](#).