Guide for IEEE Authors at Institutions with Open Access Accounts

Navigating the publication process from submission to acceptance to funding
Covered in this presentation

- Glossary of common terms
- Author Process for IEEE OA Submission with APC
  - Submission process
  - Post acceptance
  - RightsLink for Scientific Communications
- Resources for more information
Glossary of Terms in this Guide

- **APC**: Article Processing Charge for an open access publication. Can be paid by the author or by the institution. Some institutions pay for APCs in advance.

- **CC BY**: Creative Commons By Attribution license. A CC BY license lets others distribute, remix, adapt, and build upon your work, even commercially, as long as they credit you for the original creation.

- **ECF**: IEEE’s Electronic Copyright Form. Completing an eCF is a required step in all IEEE journal submissions. Authors confirm the work is original, and, for OA, agree to pay the APC and sign a CC BY license.

- **Hybrid Journal**: A journal which accepts OA, but also publishes non-OA, subscription-based articles.

- **OA Only Journal** (sometimes called “Gold OA”): A fully open access journal, 100% supported by author publication fees.

- **Ringgold**: Database which assigns organizations and consortia a unique identifier (Ringgold ID) for scholarly communication.

- **Submitting Author**: An author who submits all forms and communications with IEEE. Usually the same as “Corresponding Author.”

- **RLSC**: Copyright Clearance Center’s RightsLink for Scientific Communications. IEEE authors will be prompted to enter final institutional funding information into RLSC as a final step before OA publication.
Submission Process – OA vs. Hybrid

- The corresponding author completes the submission process,

- OA Only journals only publish open access articles. Authors submitting to OA-only journals must confirm their agreement to the OA charges during the first step of the submission process.

- Hybrid journals allow authors the option to choose whether they would like their article to be OA or not. Authors submitting to hybrid journals will be asked to make their OA choice after acceptance, during the submission of final materials.
Choosing Where to Submit

IEEE Publication Recommender helps authors find the most suitable journal and displays journal’s OA Status with submission URL

Note: Open Access status clearly displayed in results.
Submission process – Step 1

- Once the author has chosen the appropriate publication, they will use the journal’s submission system to submit the article for review.

  - OA Only Journal: Step 1 of the submission process for OA-Only journals will require agreement to OA charges.

  - Hybrid Journals will not require agreement to OA charges. OA agreements will come after paper has been accepted for future publication.
Step 1 of Submission to an OA Only Journal (Example 1)

Open Access agreement is present.

Note: Overlength page charges are set at the society’s discretion, and differ from journal to journal. Not all journals charge page charges.
Step 1 of Submission to an OA Only Journal (Example 2)

Open Access agreement is present.

Note: There is some Open Access pricing variation among journals.

Detailed article processing charge (APC) information can be found at https://open.ieee.org/index.php/for-authors/article-processing-charges/.
Submission process – Step 1

☐ OA-Only Journal: Step 1 of the submission process for OA-Only journals will require agreement to OA charges.

✓ Hybrid Journals will not require agreement to OA charges. OA agreements will be made after paper has been accepted for future publication.
Step 1 of Submission to a Hybrid journal

Note: Open Access agreement is not present on submission form.
Submission process – Step 2

- After Step 1, the submission process for Hybrid and OA Only journals follow the same path.

- General requirements may vary journal to journal, but there are several key elements that are important to complete at this time to ensure proper Open Access processing later during publication
  - Assigning Authors
  - Identifying Institution
  - Entering Funding Information
Adding Authors During Submission

The submitting author enters all co-author information.

If the co-author does not have an account, the submitting author will create one, and add institution data.

The submitting author’s institution data will be used to match the author with their institutional OA account.

Note: Some institutions will not fund publication if their institution is not listed first.
Ringgold identifiers are a list of standardized institution names and corresponding institutional IDs.

This ID is used by publishers to match an author’s affiliation to any APC accounts that the institution has pre-purchased.
Connecting Ringgold During Submission

Ringgold IDs are integrated in the submission system.

When adding an author’s institution information, the system will present the author with a list of institutions that most closely match what the author has entered.

If the author does not tie the affiliation to a Ringgold, a warning message appears.
The submitting author will be required to disclose any funding information during submission.
Step 3 – Acceptance and Post-Acceptance tasks

- If the manuscript is accepted, the author will be prompted to upload the final files and choose a copyright license.

- After acceptance, Hybrid Journal authors may choose whether to publish Open Access.
Post-acceptance: final file upload

Awaiting Final Files

ATTENTION: As part of your final file submission you MUST upload:
1. A source file for your manuscript in Word or LaTeX format AND
2. A final version of your manuscript in PDF format named "FINAL VERSION.PDF"

Your source files can be uploaded in a zip file, but you MUST upload your final PDF as an individual file.

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Submit Final Files

- Accept (11-Jul-2017)

Graphics Checker

- Accept for Final Submission

view decision letter
Post acceptance: Hybrid Journal review

Note: Author of papers accepted in Hybrid Journals are only asked about Open Access after acceptance, during the submission of final materials.
After acceptance, authors will be prompted to choose their copyright license using the Electronic Copyright Form (eCF).

Authors publishing in hybrid journals may choose between:
- Traditional publishing: a traditional license (in which copyright is transferred to the publisher and the article is published behind a paywall), or
- Open Access publishing: A CC BY 4.0 license (in which the author retains copyright and the article is published open access).

Authors publishing in OA Only journals will be prompted to choose CC BY.
In step 1, authors confirm that the article details are correct.
In step 2, the author confirms the paper’s originality.
Authors of Open Access articles must agree to pay an article processing charge (APC).
Authors of Open Access articles are prompted to sign the CC BY 4.0 license.
After the author has submitted an electronic signature, they will be able to download a copy of the license agreement.
Step 4: Paying for publication using an APC

- All IEEE article processing charges (APCs) are handled through RightsLink for Scientific Communications (RLSC).

- After submitting the eCF and indicating Open Access, authors will receive an email prompting them to pay all charges through RLSC.

- If the submitting author is affiliated with an institution that has an OA agreement, they will be prompted to seek funding from that institution.
  - Institutional profiles are matched using author-provided affiliation data and Ringgold IDs.
  - In some cases, the author’s email domain may also be used as a matching criterion.
Upon acceptance, authors will receive a notification email prompting them to pay charges through RLSC.

Dear Ms. Krista Thom,

Congratulations on being accepted for publication in IEEE Access. You are receiving this email because your recently accepted article, listed below, has charges pending.

Manuscript DOI: 10.1000/IEEE_Test04182019AM
Manuscript ID: 627d5554-0155-423a-947b-7a8b0232db83
Manuscript Title: Test Manuscript Matching Deposit IEEE Univ (15% Disc)
Published by: Institute of Electrical and Electronics Engineers

To facilitate prompt publication, please pay your article processing charges using the RightsLink® e-commerce solution from Copyright Clearance Center (CCC).

Please submit your IEEE article processing charge(s)

Dear Ms. Krista Thom,

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Published by: Institute of Electrical and Electronics Engineers

To facilitate prompt publication, please pay your article processing charges using the RightsLink® e-commerce solution from Copyright Clearance Center (CCC).
RightsLink – step 1

RightsLink is managed by Copyright Clearance Center and not by IEEE. Authors will need to create a separate RightsLink account to view or pay charges.

Sign In

Username: k.thom@ieee.org
Password: ********

Forgot your password?

SIGN IN
If the affiliation data entered by an author matches an existing institutional profile, authors will see a pop-up prompting them to seek funding from their institution.

If an author chooses “Bill Me” instead, they will go through the standard workflow, and will not use institutional funds.
After the author chooses a payment method, they will see a summary of the charges, including any discounts.

Note that authors must complete the checkout process, even for $0 orders.
View of charges if the author seeks funding from their institution. (Discounts may vary depending on the agreement.)

View of charges if the author selects “Bill Me.”

* Does not include tax/VAT. Tax/VAT is applied in the Payment Options step during checkout.
Next, the author will review their order and accept the terms and conditions. If all details are correct, they will click “SUBMIT FOR APPROVAL.”

If a PO or other tracking number is needed, the author will enter it here.
After submitting their order, the author will see a confirmation page.

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**ORDER CONFIRMATION**

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* Tax/VAT may be based on the customer location and is the customer’s responsibility.

**Billing address:**

Peter Tuohy  
IEEE University  
445 Hoes Ln  
Piscataway, NJ 08854  
United States

**Customer location:**

Krista Thom  
Route de Meyrin 385  
Geneve 23, CH-1211  
Switzerland

**TOTAL DUE:**

0.00 USD  

Kris Thom  
k.thom@ieee.org  
732-562-3977

Terms and conditions 🔗  
Invoice payment instructions
Need additional assistance?

- IEEE Open Site
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- IEEE Author Center
  - https://ieeauthortcenter.ieee.org/

- RightsLink for Scientific Communications: Resources for Institutions
  - http://www.copyright.com/publishers/rightslink-scientific/institution-agreement-management-resources/

- Author posting guidelines