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

IEEE Publication Recommender[™] **�**IEEE Find the best match for your scholarly article Search 190+ periodicals and 1800+ conferences Get all the key data about IEEE publications at a glance · Compare critical points such as Impact Factor and · Download the results of your search Submission-To-Publication Time **IEEE** Publication Recommender **♦**IEEE Choose a search type and let Publication Recommender do the work! Periodical: Electron Devices Society, IEEE Journal of the Enter keywords, key phrases, or article title Extract keywords Both Periodicals and Conferences Impact Factor: Open Access Availability: Open Access Only Electron Devices Periodicals only 0.00259 here (PDF, DOC, D Eigenfactor: Conferences only Submission to Publication in Xplore: Not yet Article Influence Score: 0.764 available Issues per year: 1 PERIODICALS Electron Devices, IEEE Transactions on Narrow by date: Published By: Not yet available I wo Electron Devices Society, IEEE Journal of the (Optional) Electron Device Letters, IEEE The IEEE Journal of the Electron Devices Society (J-EDS) is an open-Go to https://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punu access, fully electronic scientific journal publishing papers ranging from Periodical mber=6245494 CONFERENCES fundamental to applied research that are scientifically rigorous and home page: relevant to electron devices. The J-EDS publishes original and significant 2020 IEEE International Electron Devices Meeting contributions relating to the theory, modelling, design, performance, Contact: Not yet available (IEDM) and reliability of electron and ion integrated circuit devices and Or, find details for a specific 2021 IEEE International Electron Devices Meeting Enter the name of a periodical or conference 2023 International Electron Devices Meeting (IEDM) 2022 International Electron Devices Meeting (IEDM) 2024 IEEE International Electron Devices Meeting

Note: Open Access status clearly displayed in results.

Submission process - Step 1

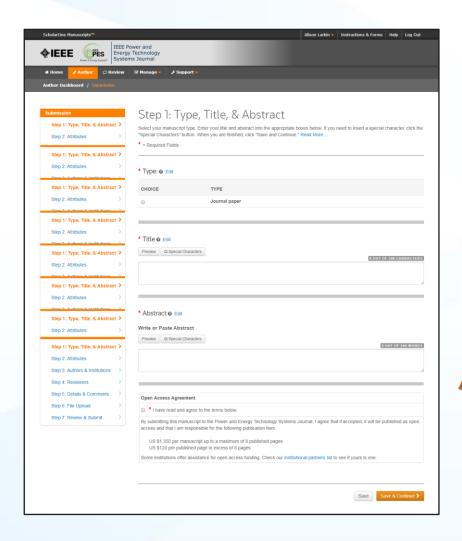
Once the author has chosen the appropriate publication, they will use the journal's submission system to submit the article for review.

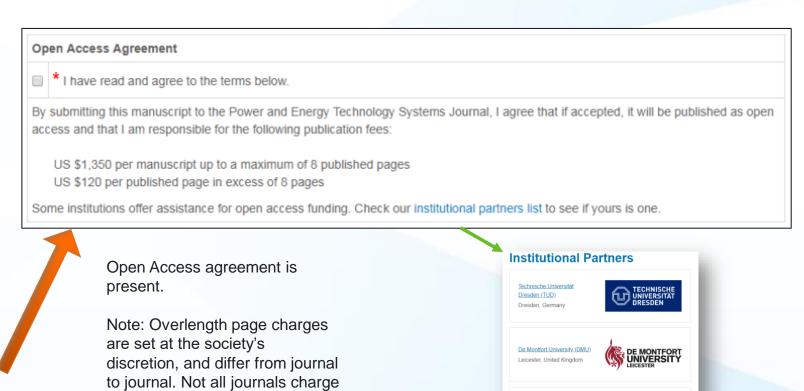
- ✓ OA Only Journal: Step 1 of the submission process for OA-Only journals will require agreement to OA charges.
- ☐ Hybrid Journals will not require agreement to OA charges. OA agreements will come after paper has been accepted for future publication.



Step 1 of Submission to an OA Only Journal (Example 1)

page charges.



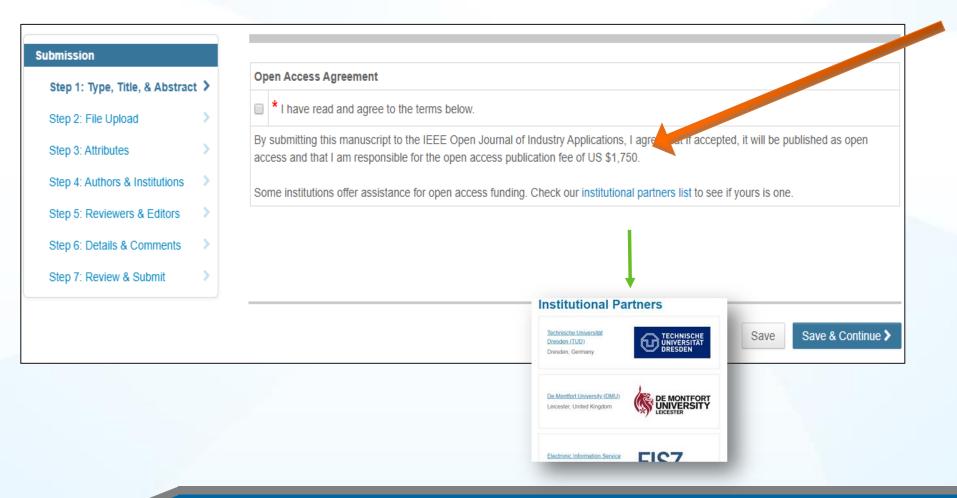




Electronic Information Service

CIC7

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.p hp/for-authors/article-processing-charges/.



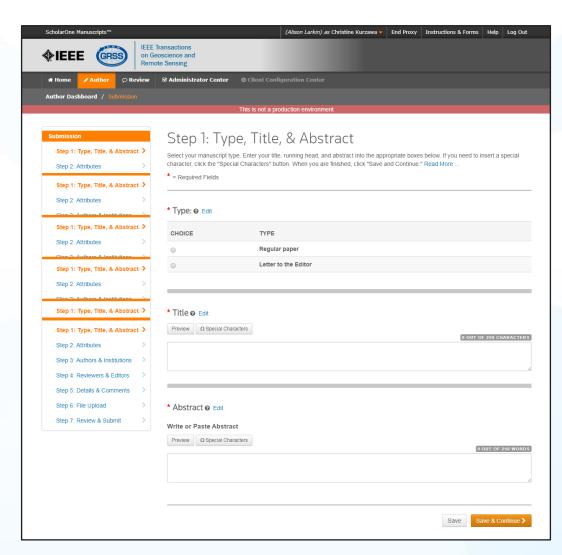
Submission process - Step 1

- □ 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



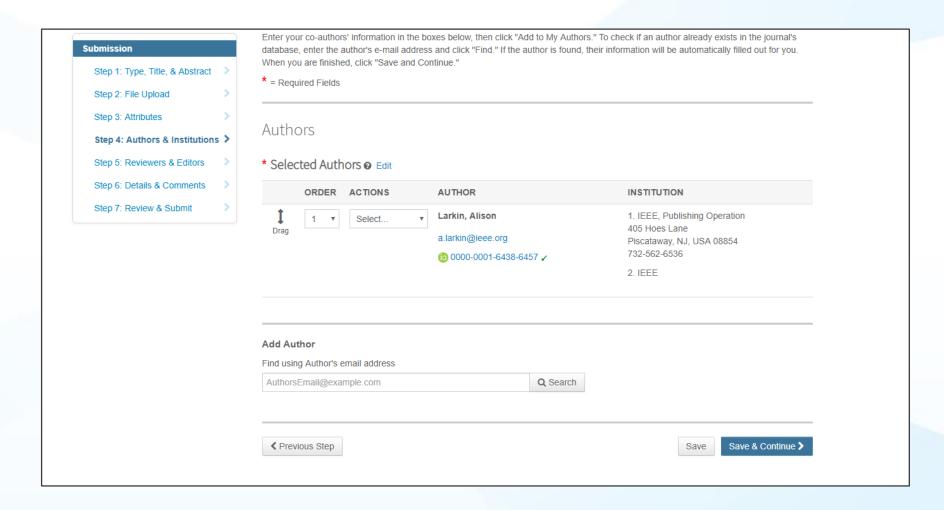
Adding Authors During Submission

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.

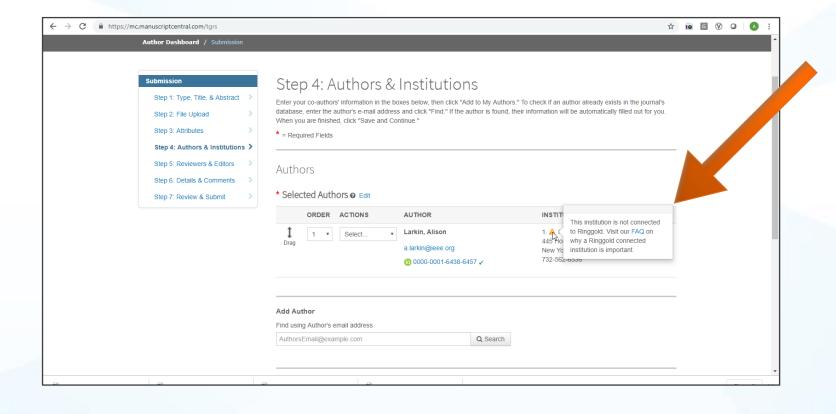
The submitting author's institution data will be used to match the author with their institutional OA account.

Note: Some institutions will not fund publication if their institution is not listed first.





Matching Author Institution with Ringgold

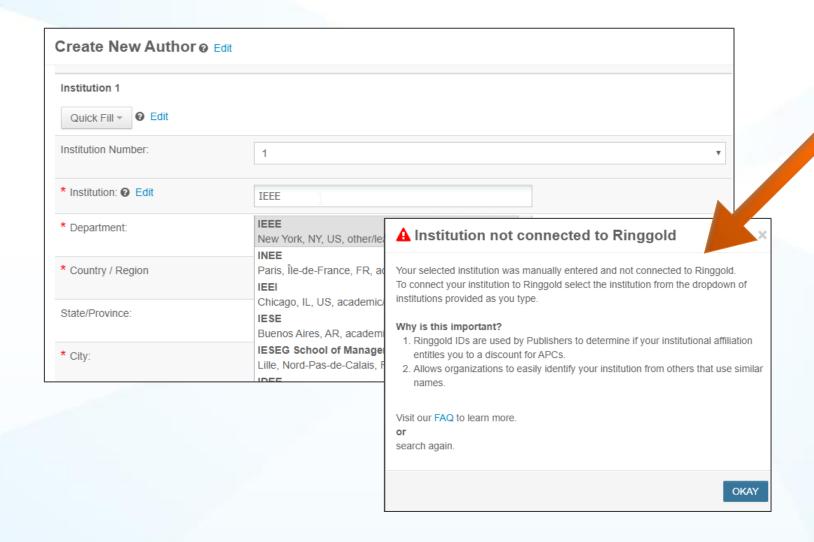


Ringgold identifiers are a list of standardized institution names and corresponding institutional IDs.

This ID is used by publishers to match an author's affiliation to any APC accounts that the institution has prepurchased.



Connecting Ringgold During Submission



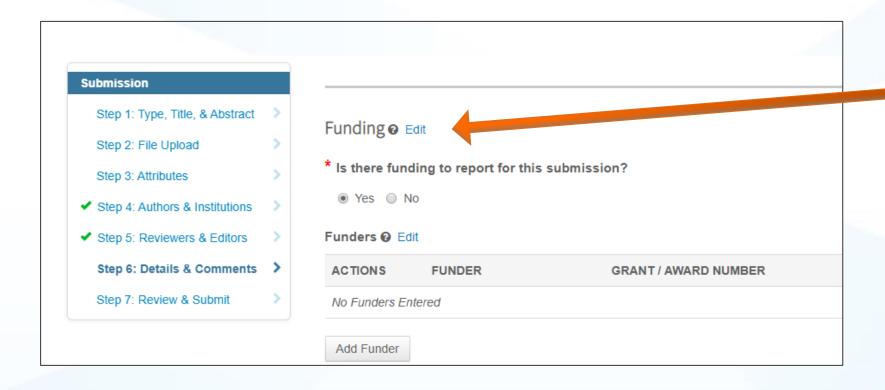
Ringgold IDs are integrated in the submission system.

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.



Entering Funding Information at Submission



The submitting author will be required to disclose any funding information during submission.

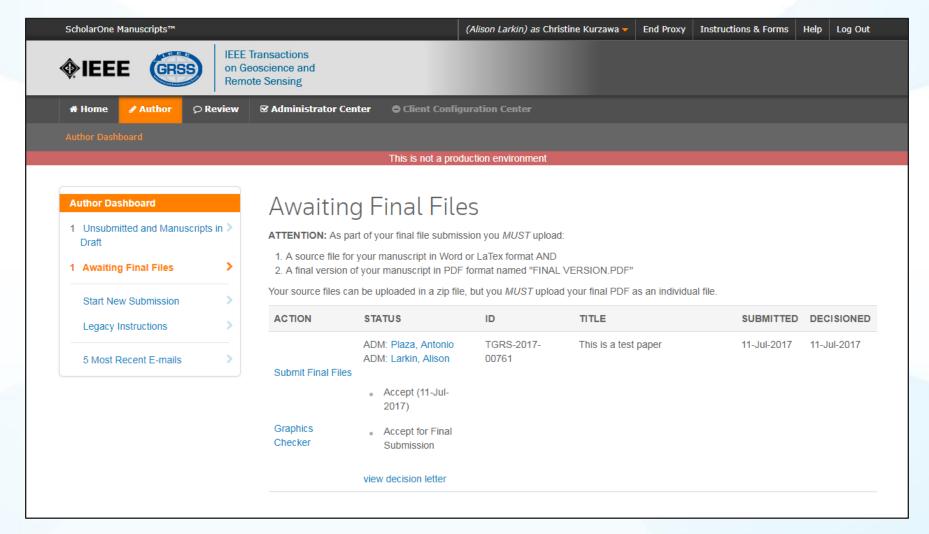


Step 3 – Acceptance and Post-Acceptance tasks

- 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





Post acceptance: Hybrid Journal review

Open Access

* This publication is a hybrid journal, giving authors the choice of making their article freely accessible to users by paying an open access article processing charge (APC), or choosing traditional article publication, allowing access to users through subscription and other purchasing options. Now that your article has been accepted for publication you may enable unrestricted public access by selecting "yes" below. If you select yes, you commit to pay the US \$2,045 APC.

Although voluntary page charges do not apply to open access article submissions, other applicable charges (such as over-length paper charges or a charge for the use of color in print format) will be billed separately once article formatting is complete (but prior to publication). Over-length paper charge details can be found here.

Some institutions offer assistance for open access funding. Check our institutional partners list to see if yours is one.

For any questions regarding IEEE open access policies, please refer to our Frequently Asked Questions on open access.

- Yes please make my article Open Access. I will pay the \$2,045 APC, as well as any other applicable charges as outlined above.
- **No** my article is a traditional submission. I understand that over-length paper charges or color charges may still apply, as outlined above.

Note: Author of papers accepted in Hybrid Journals are only asked about Open Access after acceptance, during the submission of final materials.

Institutional Partners

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Dresden (TUD)
Dresden, Germany

De Montfort University (DMU) Leicester, United Kingdom

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Save & Continue >

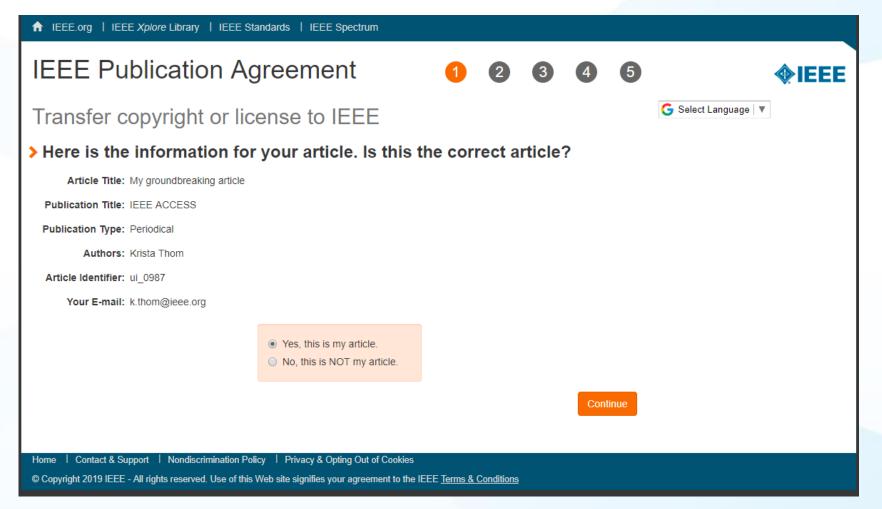


Post acceptance – copyright selection

- 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.

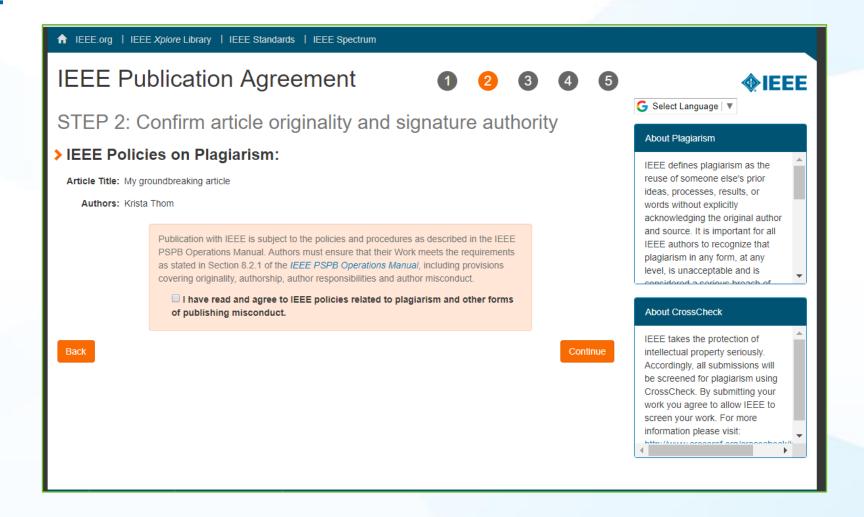


In step 1, authors confirm that the article details are correct.



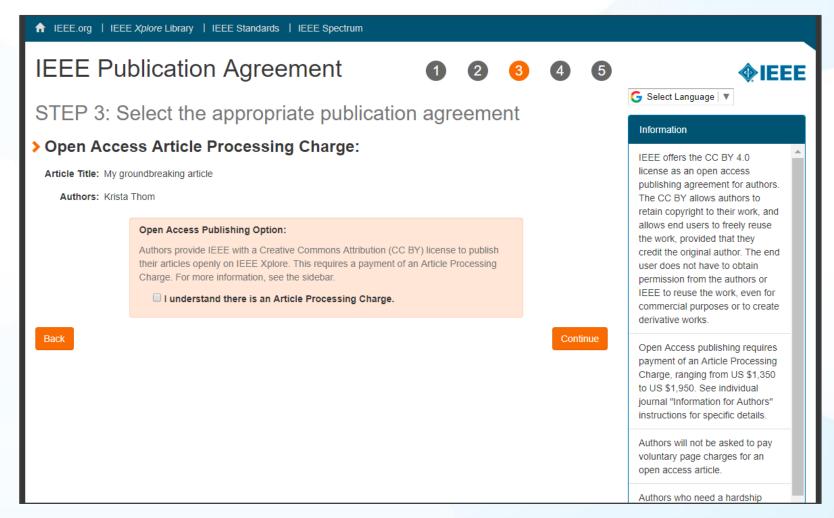


In step 2, the author confirms the paper's originality.



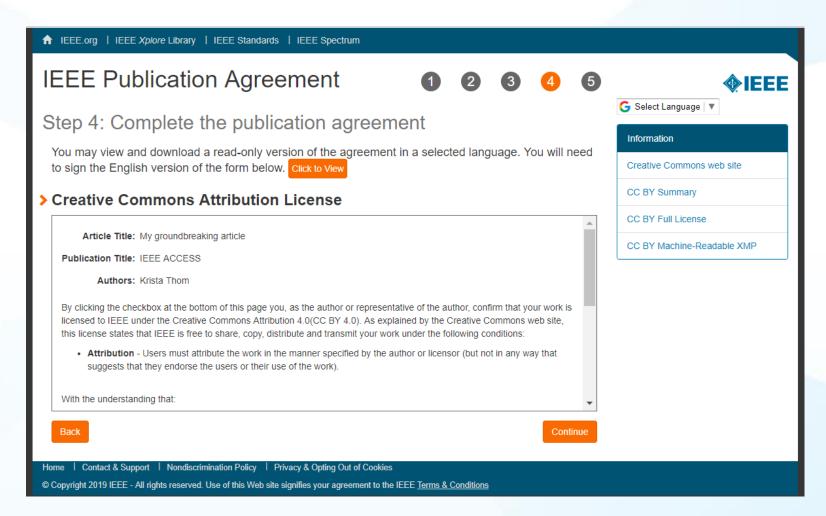


Authors of Open Access articles must agree to pay an article processing charge (APC).



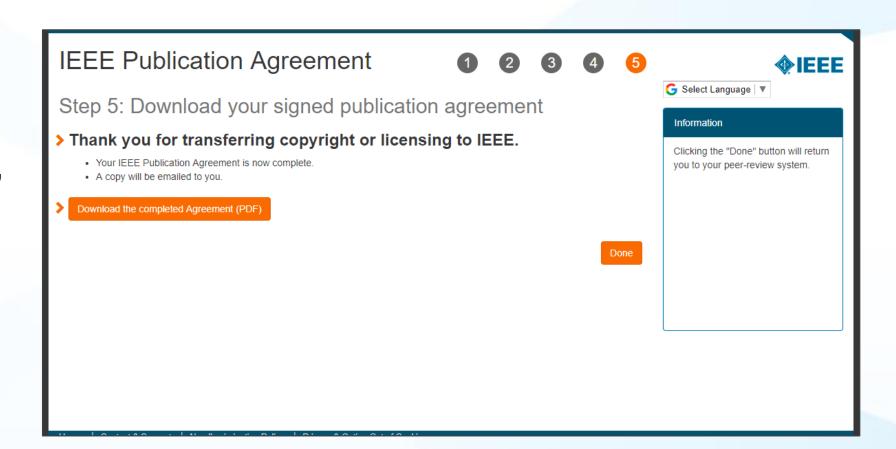


Authors of Open Access articles are prompted to sign the CC BY 4.0 license.





After the author has submitted an electronic signature, they will be able to download a copy of the license agreement.



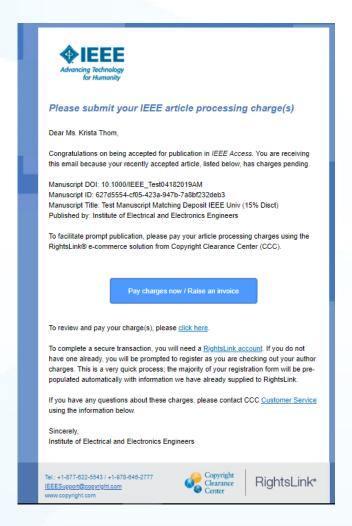


Step 4: Paying for publication using an APC

- 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.



Acceptance notification from RightsLink



Upon acceptance, authors will receive a notification email prompting them to pay charges through RLSC.



Please submit your IEEE article processing charge(s)

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

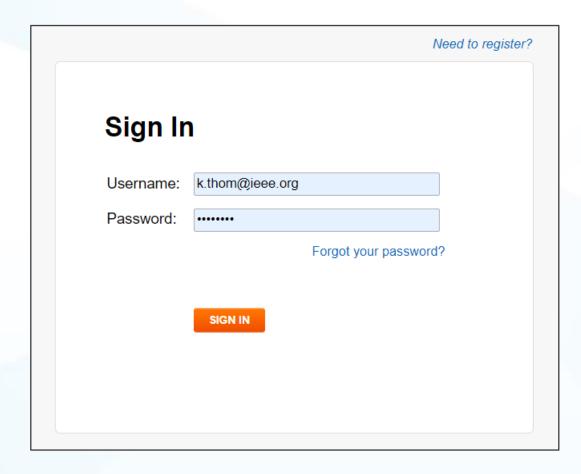
Manuscript ID: 627d5554-cf05-423a-947b-7a8bf232deb3

Manuscript Title: Test Manuscript Matching Deposit IEEE Univ (15% Disct)

Published by: Institute of Electrical and Electronics Engineers

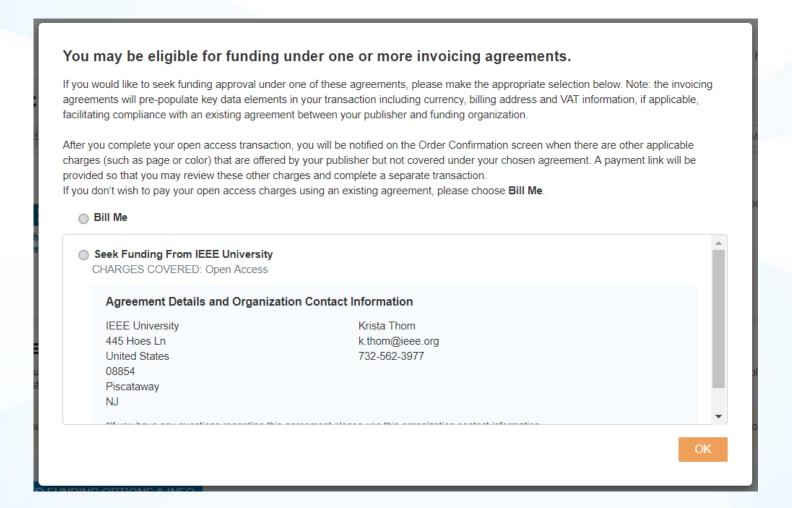
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RightsLink is managed by Copyright Clearance Center and not by IEEE. Authors will need to create a separate RightsLink account to view or pay charges.

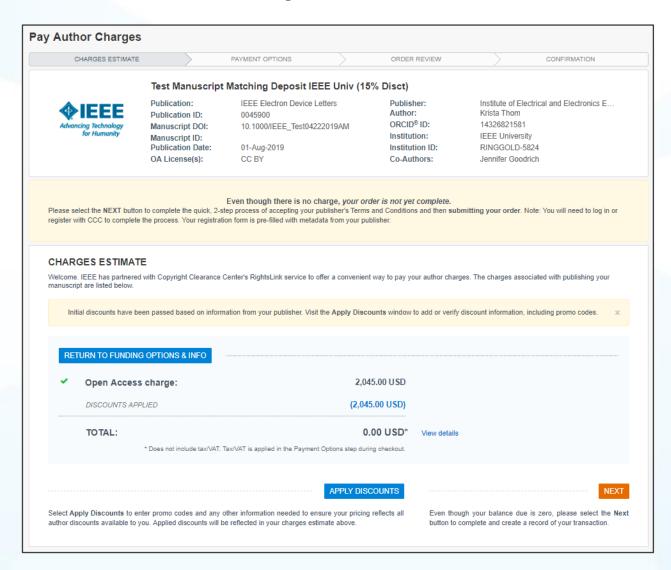




If the affiliation data entered by an author matches an existing institutional profile, authors will see a pop-up prompting them to seek funding from their institution.

If an author chooses "Bill Me" instead, they will go through the standard workflow, and will not use institutional funds.

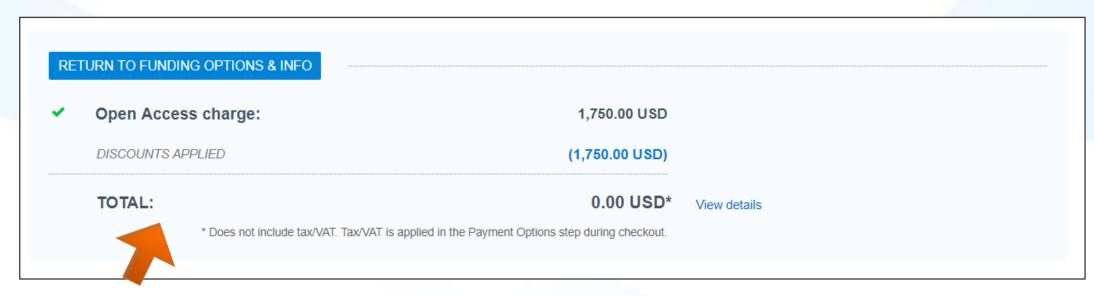




After the author chooses a payment method, they will see a summary of the charges, including any discounts.

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."

RETURN TO FUNDING OPTIONS & INFO

Open Access charge:

1,750.00 USD

TOTAL:

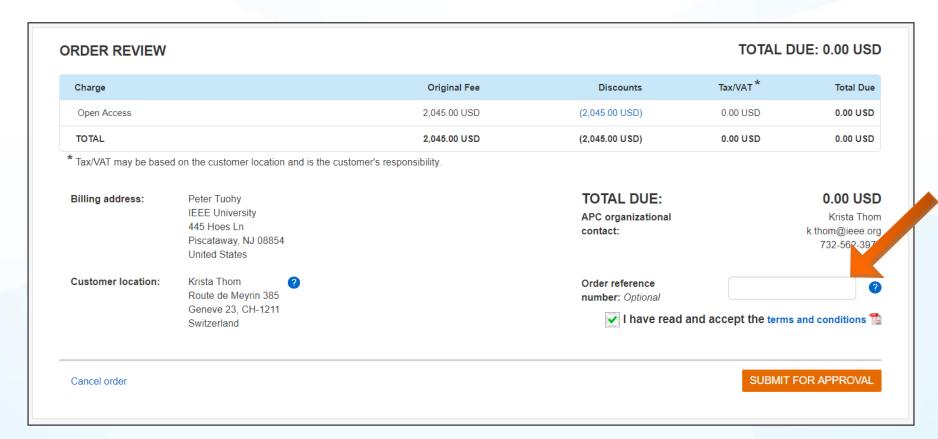
1,750.00 USD*

View details

* 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.



ORDER CONFIRMATION

Print Friendly Format

Order number: Not available until funding is approved.

TOTAL DUE: 0.00 USD

Order date: 23-Apr-2019

Thank you for your order! We have requested funding approval from your institution.

If approved, you will receive a request confirmation email with your order number.

If not, we will notify you of the reason your institution has not funded your request and you will be invited to pay your order on your own.

Charge	Original Fee	Discounts	Tax/VAT *	Total Due
Open Access	2,045.00 USD	(2,045.00 USD)	0.00 USD	0.00 USD
TOTAL	2,045.00 USD	(2,045.00 USD)	0.00 USD	0.00 USD

^{*} 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:

APC organizational

contact:

0.00 USD

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

Terms and conditions 📆

Invoice payment instructions

After submitting their order, the author will see a confirmation page.



Need additional assistance?

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 - https://open.ieee.org/
- IEEE Author Center
 - https://ieeeauthorcenter.ieee.org/
- RightsLink for Scientific Communications: Resources for Institutions
 - http://www.copyright.com/publishers/rightslink-scientific/institutionagreement-management-resources/
- Author posting guidelines
 - https://www.ieee.org/publications/rights/author-posting-policy.html

