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.

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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.

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

Open Access Agreement

☐ * I have read and agree to the terms below.

By submitting this manuscript to the Power and Energy Technology Systems Journal, I agree that if accepted, it will be published as open access and that I am responsible for the following publication fees:

US $1,350 per manuscript up to a maximum of 8 published pages
US $120 per published page in excess of 8 pages

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

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.

Institutional Partners

Technische Universität Dresden (TUD)
Dresden, Germany

De Montfort University (DMU)
Leicester, United Kingdom

Electronic Information Service

Step 1 of Submission to an OA Only Journal
(Example 2)

Submission

Step 1: Type, Title, & Abstract >

Step 2: File Upload >

Step 3: Attributes >

Step 4: Authors & Institutions >

Step 5: Reviewers & Editors >

Step 6: Details & Comments >

Step 7: Review & Submit >

Open Access Agreement

☐ * I have read and agree to the terms below.

By submitting this manuscript to the IEEE Open Journal of Industry Applications, I agree that if accepted, it will be published as open access and that I am responsible for the open access publication fee of US $1,750.

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Save   Save & Continue >

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Dresden, Germany
TECHNISCHE UNIVERSITÄT DRESDEN

De Montfort University (DMU)
Leicester, United Kingdom
DE MONTFORT UNIVERSITY LEICESTER

Electronic Information Service
EISZ

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/.

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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

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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.

Enter your co-authors' information in the boxes below, then click "Add to My Authors." To check if an author already exists in the journal's database, enter the author's e-mail address and click "Find." If the author is found, their information will be automatically filled out for you. When you are finished, click "Save and Continue."

* = Required Fields

Authors

* Selected Authors ⓘ Edit

	ORDER	ACTIONS	AUTHOR	INSTITUTION
↕ Drag	1 ▾	Select... ▾	**Larkin, Alison** a.larkin@ieee.org ⓘ 0000-0001-6438-6457 ✓	1. IEEE, Publishing Operation 405 Hoes Lane Piscataway, NJ, USA 08854 732-562-6536 2. IEEE

Add Author

Find using Author's email address

AuthorsEmail@example.com   🔍 Search

❮ Previous Step   Save   Save & Continue ❯

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 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.

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.

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Leicester, United Kingdom

Electronic Information Service

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

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.

eCF – step 1

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

eCF – step 2

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

eCF – step 3

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

IEEE.org | IEEE *Xplore* Library | IEEE Standards | IEEE Spectrum

IEEE Publication Agreement

1 2 **3** 4 5

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STEP 3: Select the appropriate publication agreement

G Select Language | ▼

> **Open Access Article Processing Charge:**

Article Title: My groundbreaking article

Authors: Krista Thom

Open Access Publishing Option:

Authors provide IEEE with a Creative Commons Attribution (CC BY) license to publish their articles openly on IEEE Xplore. This requires a payment of an Article Processing Charge. For more information, see the sidebar.

☐ **I understand there is an Article Processing Charge.**

Back

Continue

Information

IEEE offers the CC BY 4.0 license as an open access publishing agreement for authors. The CC BY allows authors to retain copyright to their work, and allows end users to freely reuse the work, provided that they credit the original author. The end user does not have to obtain permission from the authors or IEEE to reuse the work, even for commercial purposes or to create derivative works.

Open Access publishing requires payment of an Article Processing Charge, ranging from US $1,350 to US $1,950. See individual journal "Information for Authors" instructions for specific details.

Authors will not be asked to pay voluntary page charges for an open access article.

Authors who need a hardship

eCF – step 4

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

eCF – step 5

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

IEEE Publication Agreement

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Step 5: Download your signed publication agreement

> **Thank you for transferring copyright or licensing to IEEE.**

- Your IEEE Publication Agreement is now complete.
- A copy will be emailed to you.

> Download the completed Agreement (PDF)

G Select Language ▼

Information

Clicking the "Done" button will return you to your peer-review system.

Done

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.

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Acceptance notification from RightsLink

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

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.

RightsLink – step 2

You may be eligible for funding under one or more invoicing agreements.

If you would like to seek funding approval under one of these agreements, please make the appropriate selection below. Note: the invoicing agreements will pre-populate key data elements in your transaction including currency, billing address and VAT information, if applicable, facilitating compliance with an existing agreement between your publisher and funding organization.

After you complete your open access transaction, you will be notified on the Order Confirmation screen when there are other applicable charges (such as page or color) that are offered by your publisher but not covered under your chosen agreement. A payment link will be provided so that you may review these other charges and complete a separate transaction.
If you don't wish to pay your open access charges using an existing agreement, please choose **Bill Me**.

○ **Bill Me**

○ **Seek Funding From IEEE University**
CHARGES COVERED: Open Access

Agreement Details and Organization Contact Information

IEEE University	Krista Thom
445 Hoes Ln	k.thom@ieee.org
United States	732-562-3977
08854	
Piscataway	
NJ	

OK

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.

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RightsLink – step 3

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.

RETURN TO FUNDING OPTIONS & INFO

✔ **Open Access charge:** 1,750.00 USD

DISCOUNTS APPLIED (1,750.00 USD)

TOTAL: 0.00 USD* View details

* Does not include tax/VAT. Tax/VAT is applied in the Payment Options step during checkout.

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.

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RightsLink – step 4

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.

RightsLink – step 5

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

Need additional assistance?

- ▣ IEEE Open Site
  - – 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/institution-agreement-management-resources/

- ▣ Author posting guidelines
  - – https://www.ieee.org/publications/rights/author-posting-policy.html

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