



IEEE Open Access Workflow for Authors

Hybrid and OA journals



Author Process

Submission, acceptance, and seeking funding

Submission process

- The corresponding author will complete the submission process.
- Authors submitting to **fully OA** journals will be asked to **accept** Open Access terms and charges during the **first step** of the submission process.
- Authors submitting to **hybrid journals** will not be **asked** to select Open Access until **after acceptance**.

Submission - OA journal

ScholarOne Manuscripts™ Alison Larkin Instructions & Forms Help Log Out

IEEE Power and Energy Technology Systems Journal

Home Author Review Manage Support

Author Dashboard / Submission

Submission

- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 1: Type, Title, & Abstract >
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- Step 2: Attributes >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 3: Authors & Institutions >
- Step 4: Reviewers >
- Step 5: Details & Comments >
- Step 6: File Upload >
- Step 7: Review & Submit >

Step 1: Type, Title, & Abstract

Select your manuscript type. Enter your title and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue." Read More ...

* Required Fields

* Type: [edit](#)

CHOICE	TYPE
<input type="radio"/>	Journal paper

* Title: [edit](#)

[Preview](#) [Special Characters](#) 0 out of 300 characters

* Abstract: [edit](#)

Write or Paste Abstract

[Preview](#) [Special Characters](#) 0 out of 300 words

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.

[Save](#) [Save & Continue >](#)

Open Access Agreement

* I have read and agree to the terms below.

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US \$1,350 per manuscript up to a maximum of 8 published pages
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Some institutions offer assistance for open access funding. Check our [institutional partners list](#) to see if yours is one.

Note: Page charges are set at the society's discretion and differ from journal to journal.
Not all journals charge page charges.

Submission - HYBRID journal

Open Access question is not present at submission.

ScholarOne Manuscripts™ (Alison Larkin) as Christine Kurzawa End Proxy Instructions & Forms Help Log Out

IEEE GRSS IEEE Transactions on Geoscience and Remote Sensing

Home Author Review Administrator Center Client Configuration Center

Author Dashboard / Submission This is not a production environment

Submission

- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 3: Authors & Institutions >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 3: Authors & Institutions >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 3: Authors & Institutions >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 3: Authors & Institutions >
- Step 4: Reviewers & Editors >
- Step 5: Details & Comments >
- Step 6: File Upload >
- Step 7: Review & Submit >

Step 1: Type, Title, & Abstract

Select your manuscript type. Enter your title, running head, and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue." [Read More ...](#)

* = Required Fields

* Type: [Edit](#)

CHOICE	TYPE
<input type="radio"/>	Regular paper
<input type="radio"/>	Letter to the Editor

* Title [Edit](#)

Preview [Special Characters](#) 0 OUT OF 250 CHARACTERS

* Abstract [Edit](#)

Write or Paste Abstract

Preview [Special Characters](#) 0 OUT OF 250 WORDS

Save Save & Continue >

Submission

The corresponding author adds affiliation data for all authors.

The institution data entered here will be used to match the author with an institutional OA account.

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 >

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	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

Connecting Ringgold During Submission

Create New Author [Edit](#)

Institution 1

Quick Fill [Edit](#)

Institution Number: 1

* Institution: [Edit](#) IEEE

* Department: IEEE
New York, NY, US, other/le

* Country / Region: INEE
Paris, Île-de-France, FR, ac

State/Province: IEEI
Chicago, IL, US, academic

* City: IESE
Buenos Aires, AR, academ

IESEG School of Manage
Lille, Nord-Pas-de-Calais, F

IEEE

⚠ Institution not connected to Ringgold

Your selected institution was manually entered and not connected to Ringgold. To connect your institution to Ringgold select the institution from the dropdown of institutions provided as you type.

Why is this important?

1. Ringgold IDs are used by Publishers to determine if your institutional affiliation entitles you to a discount for APCs.
2. Allows organizations to easily identify your institution from others that use similar names.

Visit our [FAQ](#) to learn more.
or
search again.

OKAY

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.

Submission – Details & Comments

Submission

- Step 1: Type, Title, & Abstract >
- Step 2: File Upload >
- Step 3: Attributes >
- ✓ Step 4: Authors & Institutions >
- Step 5: Details & Comments >
- Step 6: Review & Submit >

Write Cover Letter

Preview

0 OUT OF 32768 CHARACTERS

Funding

* Is there funding to report for this submission?

Yes No

Funders

ACTIONS	FUNDER	GRANT / AWARD NUMBER
No Funders Entered		

IEEE Plagiarism Policy

* Please review the following three IEEE [Policy Statements](#) completely, then check the box acknowledging you have read all three.

The first [policy statement](#) deals with multiple submissions or publications of the same work; the second deals with plagiarism; and the third deals with electronic posting of papers on author websites. Authors are responsible for understanding and complying with these policies. Failure to comply with these policies may lead to penalties on future publication in IEEE venues.

Authors will also be asked to enter their funding information. *(The exact location of this question differs from journal to journal)*

Acceptance

- 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 files upload

ScholarOne Manuscripts™ (Alison Larkin) as Christine Kurzawa End Proxy Instructions & Forms Help Log Out

IEEE GRSS IEEE Transactions on Geoscience and Remote Sensing

Home Author Review Administrator Center Client Configuration Center

Author Dashboard

This is not a production environment

Author Dashboard

- 1 Unsubmitted and Manuscripts in Draft
- 1 Awaiting Final Files**
- Start New Submission
- Legacy Instructions
- 5 Most Recent E-mails

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.

ACTION	STATUS	ID	TITLE	SUBMITTED	DECISIONED
	ADM: Plaza, Antonio ADM: Larkin, Alison	TGRS-2017-00761	This is a test paper	11-Jul-2017	11-Jul-2017

Submit Final Files

- Accept (11-Jul-2017)

Graphics Checker

- Accept for Final Submission

[view decision letter](#)

Post acceptance – **hybrid** review

Submission

- Step 1: Instructions & Reference Preview >
- Step 2: File Upload >
- ✓ Step 3: Attributes >
- ✓ Step 4: Authors & Institutions >
- ✓ Step 5: Details & Comments >
- Step 6: Review & Submit >

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](#).

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 understand that there is a \$2,045 APC associated with Open Access publication. Some institutions offer assistance for open access funding. Check our [institutional partners list](#) to see if yours is one.
- 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 published in hybrid journals are asked about open access after acceptance.

Save

Save & Continue >

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](#).

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- No** - my article is a traditional submission. I understand that over-length paper charges or color charges may still apply, as outlined above.

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:
 - -A traditional license (in which copyright is transferred to the publisher and the article is published behind a paywall),

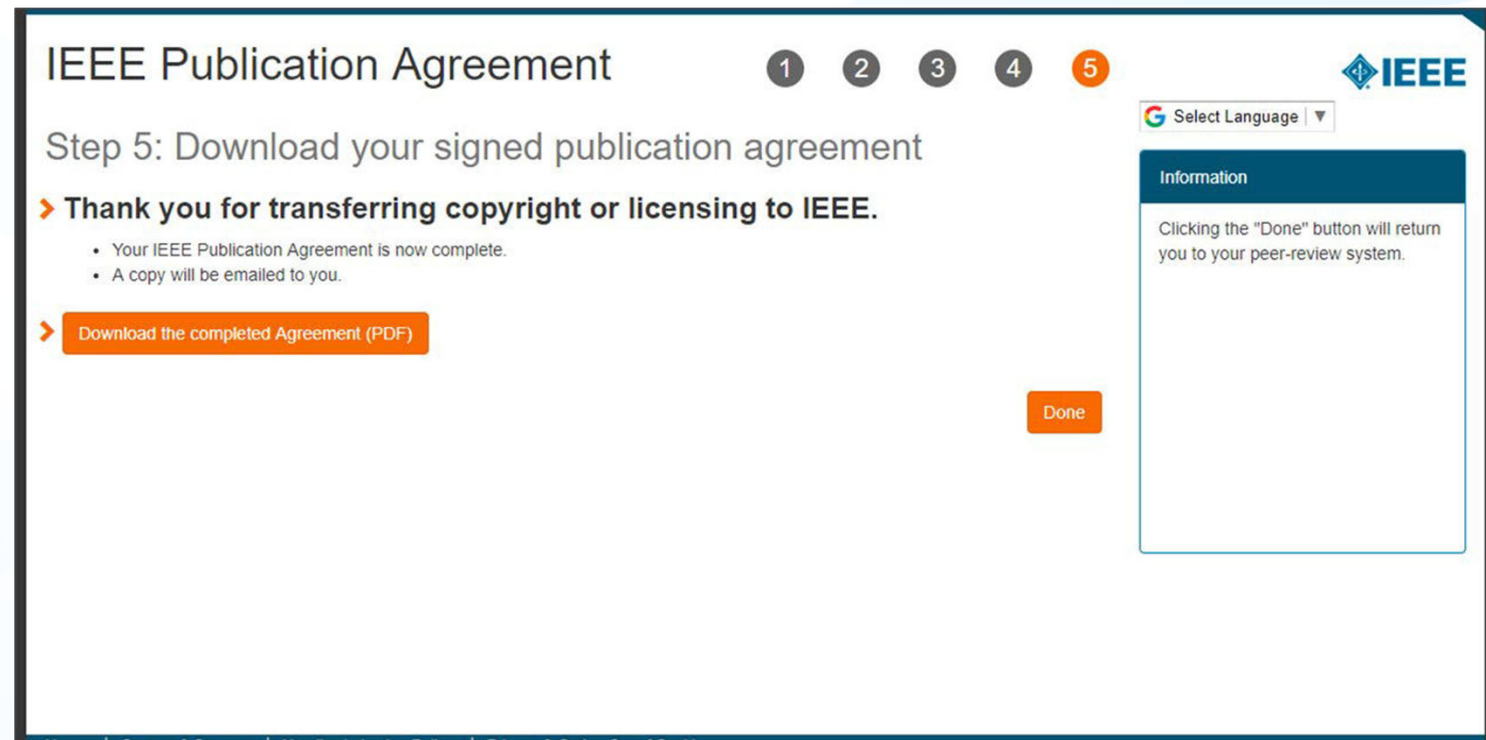
or if the choose to publish open access choose between:

 - -A CC BY 4.0 license (in which the author retains copyright and the article is published open access).
 - -A CC BY NC-ND license (a more restrictive license than CCBY in that the article may not be reused for commercial purposes, nor may the article be changed in any way.)
- Authors publishing in gold journals may choose between CCBY or CCBY NC-ND.

Authors should confirm any license restrictions set by the institution.

Electronic Copyright Form (eCF)

1. Confirm that the article details are correct.
2. Confirm the paper's originality
3. OA Authors must agree "to pay" an APC (Article Processing Charge)
4. Select and sign CCBY license type
5. Download a copy of the agreement



The screenshot displays the IEEE Publication Agreement interface at Step 5. The title is "IEEE Publication Agreement" with a progress indicator showing five steps, with the fifth step highlighted. The main heading is "Step 5: Download your signed publication agreement". Below this, there is a confirmation message: "Thank you for transferring copyright or licensing to IEEE." followed by two bullet points: "Your IEEE Publication Agreement is now complete." and "A copy will be emailed to you." An orange button labeled "Download the completed Agreement (PDF)" is visible. On the right side, there is a "Done" button and an "Information" box containing the text: "Clicking the 'Done' button will return you to your peer-review system." The IEEE logo is present in the top right corner of the interface.

Email sent from WMS to authors who did not sign the copyright or those who chose traditional IEEE copyright instead of CCBY.

Dear `${system/salutation}` `${system/fname}` `${system/lname}`:

The following article has been accepted for publication by the IEEE, `${system/article_title}`, `${system/doi}`.

We have identified you as belonging to an institution (`${system/institution}`) that has an open access agreement with IEEE. As such, you may be eligible for open access funding which covers 100% of the Open Access charges. If you would like to take advantage of this agreement and make your article open access, please contact your Journals Production Manager, `${system/journal_coordinator}`, `${system/journal_coordinator_email}` to request changing the publishing agreement from IEEE copyright to the Creative Commons (CCBY) license.

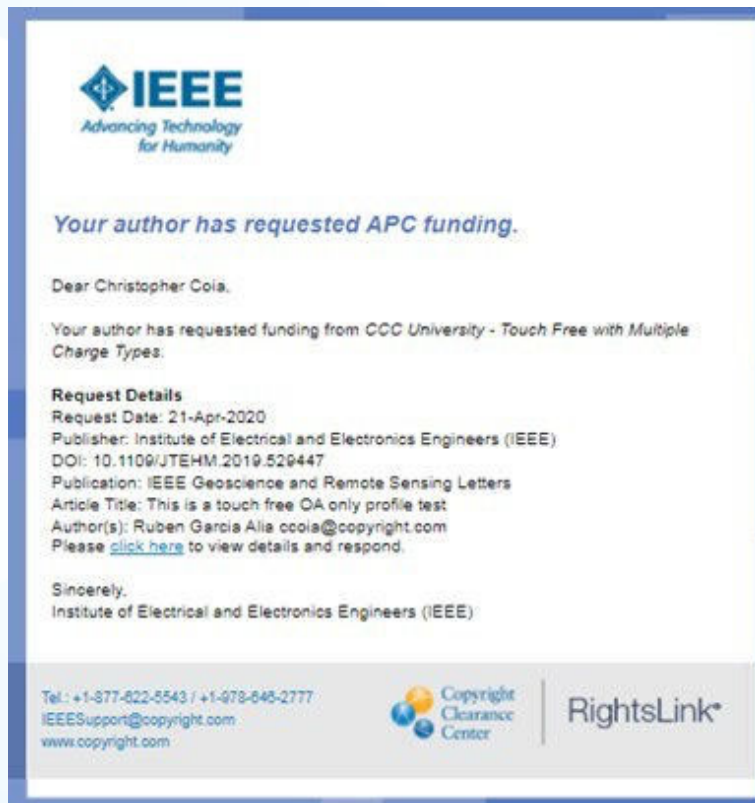
Thank you for publishing with IEEE!
`${system/journal_coordinator}`
`${system/journal_coordinator_email}`


RightsLink for Scientific Communications (RLSC)

- ❑ All article processing charges (APCs) are handled through RLSC.
- ❑ After acceptance, RLSC will generate a funding request for the institution (if the author is affiliated with an institution that has OA agreement).
 - 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.

Authors do not need to request funding through RLSC as this is done when a match is made between the manuscript metadata and the institution's profile in RLSC

Notifications




Advancing Technology
for Humanity

Your author has requested APC funding.


Dear Christopher Coia,


Your author has requested funding from *CCC University - Touch Free with Multiple Charge Types*.

Request Details
Request Date: 21-Apr-2020
Publisher: Institute of Electrical and Electronics Engineers (IEEE)
DOI: 10.1109/JTEHM.2019.529447
Publication: IEEE Geoscience and Remote Sensing Letters
Article Title: This is a touch free OA only profile test
Author(s): Ruben Garcia Alia coia@copyright.com
Please [click here](#) to view details and respond.

Sincerely,
Institute of Electrical and Electronics Engineers (IEEE)

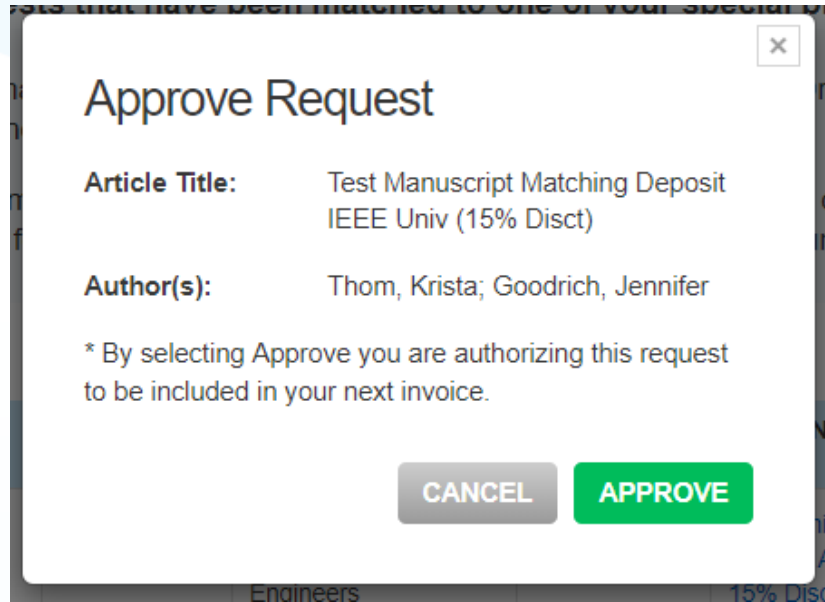
Tel.: +1-877-622-5543 / +1-978-648-2777
IEEESupport@copyright.com
www.copyright.com

 Copyright
Clearance
Center

 RightsLink®

Administrators will receive an email

Approving requests



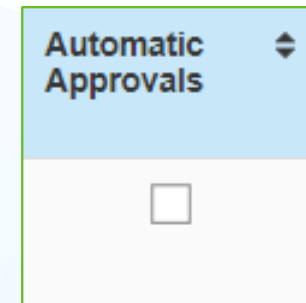
The screenshot shows a modal dialog box titled "Approve Request" with a close button (X) in the top right corner. The dialog contains the following information:

- Article Title:** Test Manuscript Matching Deposit
IEEE Univ (15% Disc)
- Author(s):** Thom, Krista; Goodrich, Jennifer

Below the information, there is a disclaimer: "* By selecting Approve you are authorizing this request to be included in your next invoice." At the bottom of the dialog, there are two buttons: a grey "CANCEL" button and a green "APPROVE" button.

Clicking "Approve" will launch a pop-up box that prompts the administrator to confirm approval.

Administrators can also choose to approve requests automatically under the "Billing Profiles" tab.



Denying requests



Deny Request

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

Please select the reason for the request denial.

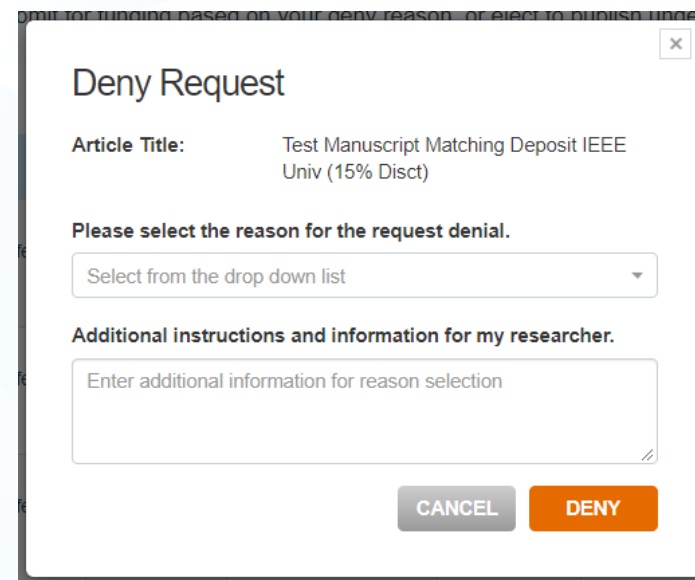
Select from the drop down list

- APC exceeds max fee limit
- Missing required Creative Commons license
- Funding no longer available
- Questioning Author Affiliation
- Other (note below)

CANCEL **DENY**

If a funding request is denied, administrators can select the reason from the pre-populated dropdown list. The reason will be included in the notification email sent to the author.

Administrators can also add an explanation or further instructions. (If “Other” is selected from the dropdown menu, this field is mandatory.)



Deny Request

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

Please select the reason for the request denial.

Select from the drop down list

Additional instructions and information for my researcher.

Enter additional information for reason selection

CANCEL **DENY**

Article Acceptance

The author receives an email when the request is approved or denied by the institution.



Your article has been accepted and will be published open access

Dear Mr. Ruben Garcia Alia,

Congratulations on being accepted for publication in *IEEE Geoscience and Remote Sensing Letters* for the following manuscript:

Manuscript DOI: 10.1109/JTEHM.2019.529447

Manuscript ID: TNS-003417-445

Manuscript Title: This is a touch free OA only profile test

Published by: Institute of Electrical and Electronics Engineers (IEEE)

Total Charges Covered: 2045.00 USD

Funding for your open access publication charges has been covered by CCC University based on an agreement between CCC University and Institute of Electrical and Electronics Engineers (IEEE).

If there are any additional publication charges available to you, such as page or color charges, we will send a payment link for those charges under separate cover.

Sincerely,

Institute of Electrical and Electronics Engineers (IEEE)

Tel.: +1-877-622-5543 / +1-978-646-2777

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www.copyright.com



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The multidisciplinary open access journal of the IEEE, publishing high quality research across all of IEEE's fields of interest.

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Publishing Open Access with IEEE: A Guide for Corresponding Authors

Now you can benefit from the IEEE open access agreement with [Institution Name]. This agreement allows authors to publish open access articles in IEEE's industry-leading journals and provides reading access to over five million documents from the IEEE *Xplore* Digital Library. The agreement makes it more convenient for authors to publish open access articles with IEEE as eligible authors pay no access charges as these costs are covered by [Institution Name] under the agreement.

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IEEE journals are trusted, respected, and rank among the most highly cited in their fields. We aim to provide our authors with an outstanding publishing experience and offer numerous benefits to facilitate this.

- The advantage of being published by IEEE, whose journals are trusted, respected, and rank among the most highly cited in their fields
- Maximum visibility and global reach to millions of users of the IEEE *Xplore* Digital Library
- Rigorous peer review following IEEE's established publishing principles and quality standards
- Rapid decisions to get your research exposed faster with many titles targeting a publication time frame of a matter of weeks for most accepted papers
- Enhanced discoverability of author works with abstracting and indexing providers such as Elsevier, EBSCO, OCLC, Clarivate, ProQuest, IET, and NLM
- A variety of multimedia integration options (video abstracts, etc.) as well as the ability to publish code (Code Ocean) and add datasets (IEEE *Dataport*)



Publishing OA with IEEE: A Guide for Corresponding Authors

IEEE Open Access Publishing Options

FULLY OPEN Journals

IEEE offers a growing portfolio of gold fully open access journals spanning a wide range of topical focus areas. Publish faster online and reach a larger potential audience with a rapid, yet thorough, peer-review process.

HYBRID Journals

A hybrid journal is a subscription-based journal that provides authors the choice to publish their accepted article as open access. IEEE offers over 160 hybrid journals that span an array of technology fields and offer the benefits of a respected reputation of publishing the leading research in the field.

IEEE Access

IEEE Access is a multidisciplinary, open access journal that features a rapid, yet rigorous peer review process of 4 to 6 weeks. With over 50,000 articles to date, the journal also offers discipline-specific special sections aligned with IEEE technical communities.

For more information on current IEEE institutional partners, please visit:
<https://institutions.open.ieee.org/for-institutions-funders/institutional-partners/>

For information on choosing the right publication for your research submission, please visit:
<https://publication-recommender.ieee.org/home>

Please note: Prior to submission, please check with your institution's administrator to learn if your institution has any specific funding policies on author publishing. Some institutions only fund articles published in fully open access journals due to funder mandates. Regardless, IEEE has many open access publishing options suitable for all authors that meet these policies and are mandate compliant.

5 Easy Steps to Submitting an OA Article:

- 1 Once you find a publication to submit your paper to, click "Submit Manuscript" to start the submission process from the journal home page on IEEE *Xplore* and follow the ScholarOne manuscript system prompts.
- 2 In the Author and Affiliations step, enter the name of your institution in the "Edit Account Information" screen and select from the results that are displayed along with the corresponding RINGGOLD IDs. The results shown will help to match your article to an open access agreement as a primary authentication method. Be sure to use your institutional email, which will be used as a secondary option to match your manuscript to an open access agreement.
- 3 If your article is accepted and you publish your article as open access, you will receive an email notification regarding APC/open access payment processes to submit a funding request. (Note: In some agreements, an open access administrator may receive this funding request automatically and you would not receive an email notification.)
- 4 Once the request is submitted, your institution's OA administrator will receive and review for approval.
- 5 To ensure accurate processing, please be sure to use your institution's name from the dropdown menu as well as your own institutional email address for all forms and submissions.

Need additional assistance?

- IEEE Open Site
 - <https://open.ieee.org/>
- IEEE Author Center
 - <https://ieeauthorcenter.ieee.org/>
- RightsLink for Scientific Communications: Resources for Institutions
 - <http://www.copyright.com/publishers/rightslink-scientific/institution-agreement-management-resources/>
- Author posting guidelines
 - <https://journals.ieeauthorcenter.ieee.org/become-an-ieee-journal-author/publishing-ethics/guidelines-and-policies/post-publication-policies/>