# Author Process

Submission, acceptance, and seeking funding

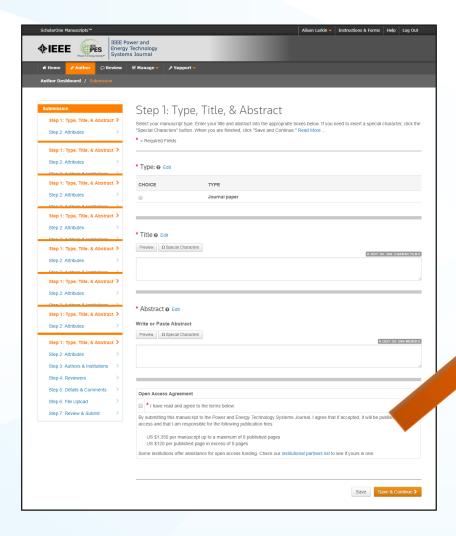


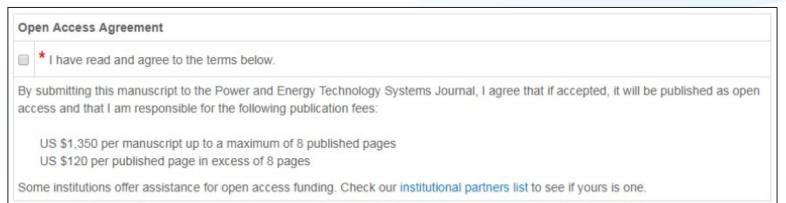
### Submission process

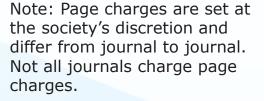
- The corresponding author will complete the submission process.
- Authors submitting to fully OA journals will be asked to accept Open Access terms and charges during the first step of the submission process.
- Authors submitting to hybrid journals will not be asked to select Open Access until after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



## Submission - OA journal



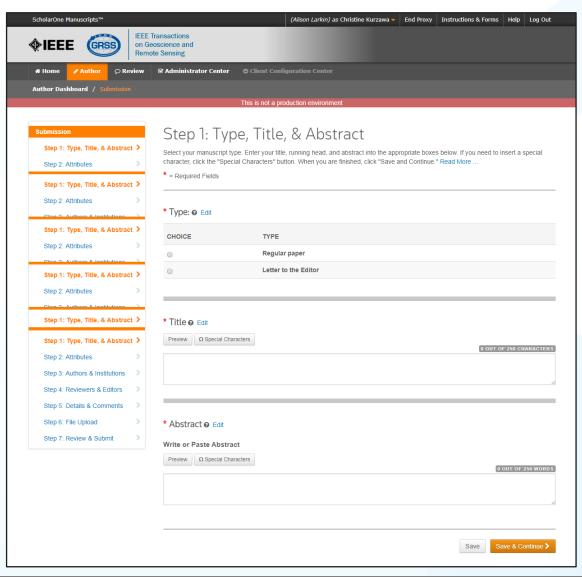






## Submission - HYBRID journal

Open Access question is not present at submission.

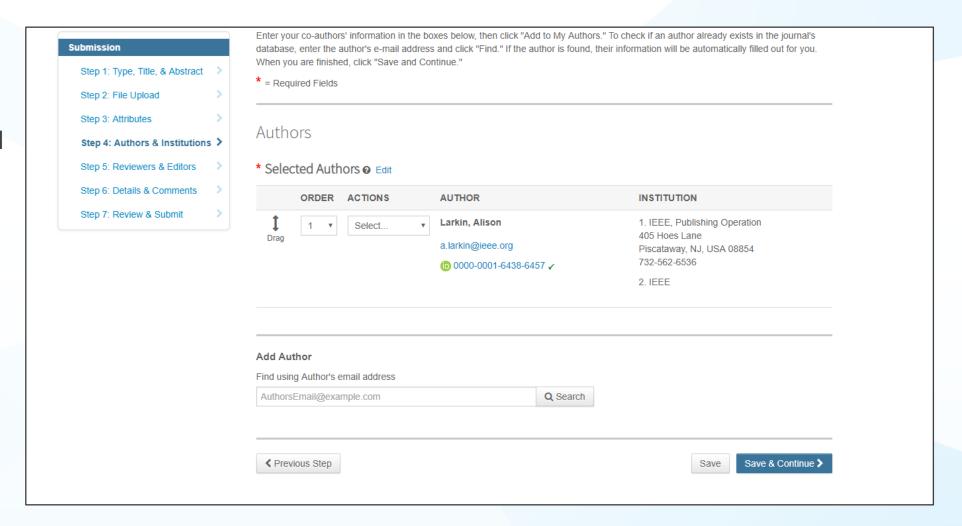




#### Submission

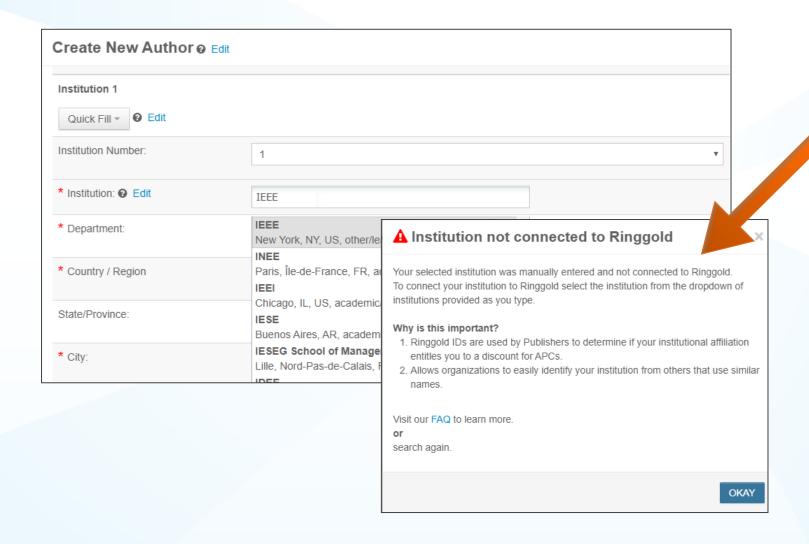
The corresponding author adds affiliation data for all authors.

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





### Connecting Ringgold During Submission



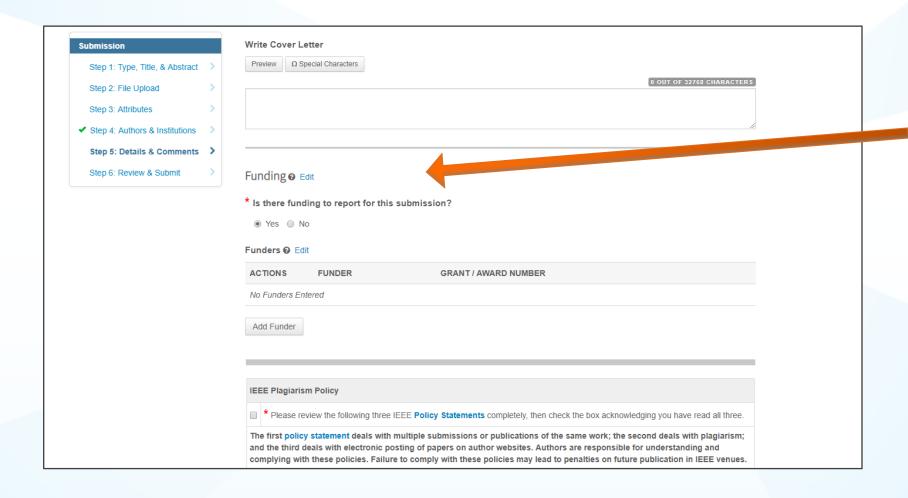
Ringgold IDs are integrated in the submission system.

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.



#### Submission – Details & Comments



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

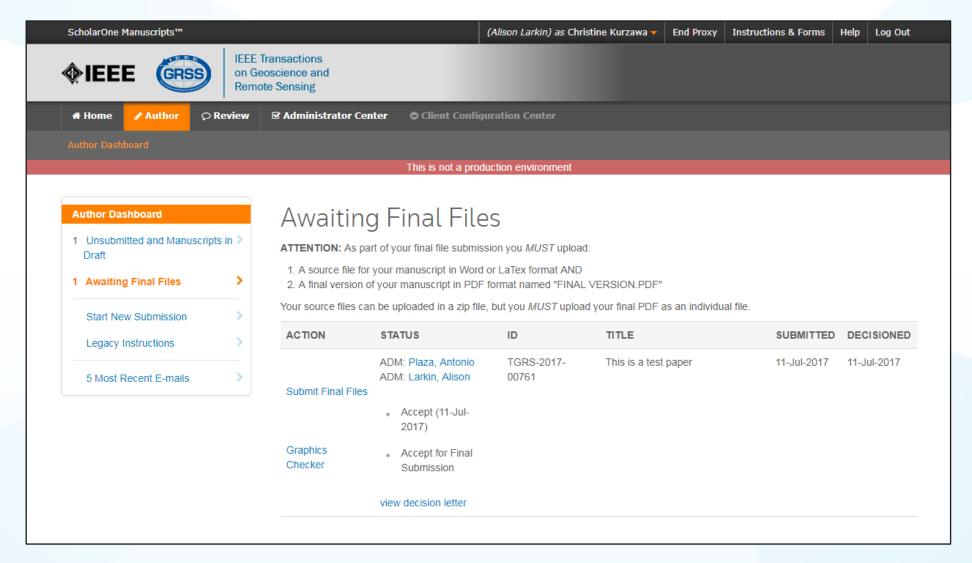


#### Acceptance

- 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.

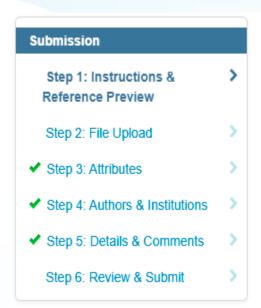


### Post acceptance – final files upload





### Post acceptance - hybrid review



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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.

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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.

Note: Author of papers published in hybrid journals are asked about open access after acceptance.

Save

Save & Continue >



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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.
- Confirm the paper's originality
- 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





# 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



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#### Publishing OA with IEEE: A Guide for Corresponding Authors

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#### 5 Easy Steps to Submitting an OA Article:

- 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.
- 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.
- 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.)
- Once the request is submitted, your institution's OA administrator will receive and review for approval.
- 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.









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