Open Access at IEEE

Workflow for Authors

IEEE

Covered in this presentation

- Author Process
  - Submission process
  - Post acceptance
  - RightsLink for Scientific Communications (RLSC)

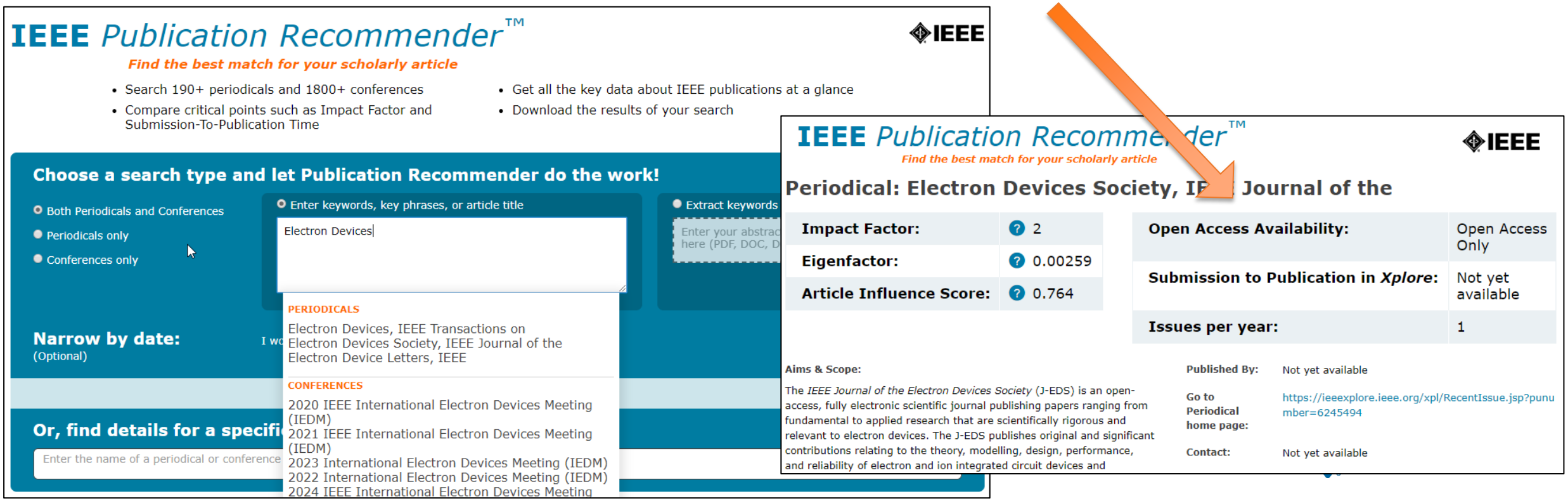
Author Process:
Submission

Submission – Step 1

https://publication-recommender.ieee.org/home

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 – Step 1 – in IEEE *Xplore*

Browse Journals & Magazines

https://ieeexplore.ieee.org/browse/periodicals/title?refinements=Publisher:IEEE&showActiveTitlesOnly=true

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Filters Applied: IEEE ×

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Show active titles only

IEEE Access

Publisher: IEEE **Years:** 2013 - Present Most Recent Issue

IEEE Aerospace and Electronic Systems Magazine

Publisher: IEEE **Years:** 1986 - Present Most Recent Issue

IEEE Transactions on Aerospace and Electronic Systems

Publisher: IEEE **Years:** 1965 - Present Most Recent Issue

IEEE

Submission – Step 1 – in IEEE *Xplore*

IEEE Open Journal of Antennas and Propagation

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The IEEE Open Journal of Antennas and Propagation covers antennas, including analysis, design, development, measurement, standards, and testing; radiation, propagation, and the interaction of electromagnetic waves with discrete and continuous media; and applications and systems pertinent to antennas, propagation, and sensing, such as applied optics, millimeter-and sub-millimeter-wave techniques, antenna signal processing and control, radio astronomy, and propagation and radiation aspects of terrestrial and space-based communication, including wireless, mobile, satellite, and telecommunications at all frequencies.

The IEEE Open Journal of Antennas and Propagation (IEEE OJAP) welcomes contributions covering aspects from theory and design to applied engineering innovations, topical review, and perspective articles. The journal publishes papers on mature topics as well as on emerging fields, including those at the nexus of other engineering and science disciplines that are dependent upon antennas and propagation. IEEE OJAP is committed to supporting open and transparent research exchange and enabling authors to embrace best practices in data and code sharing.

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rigorous peer review | rapid publication

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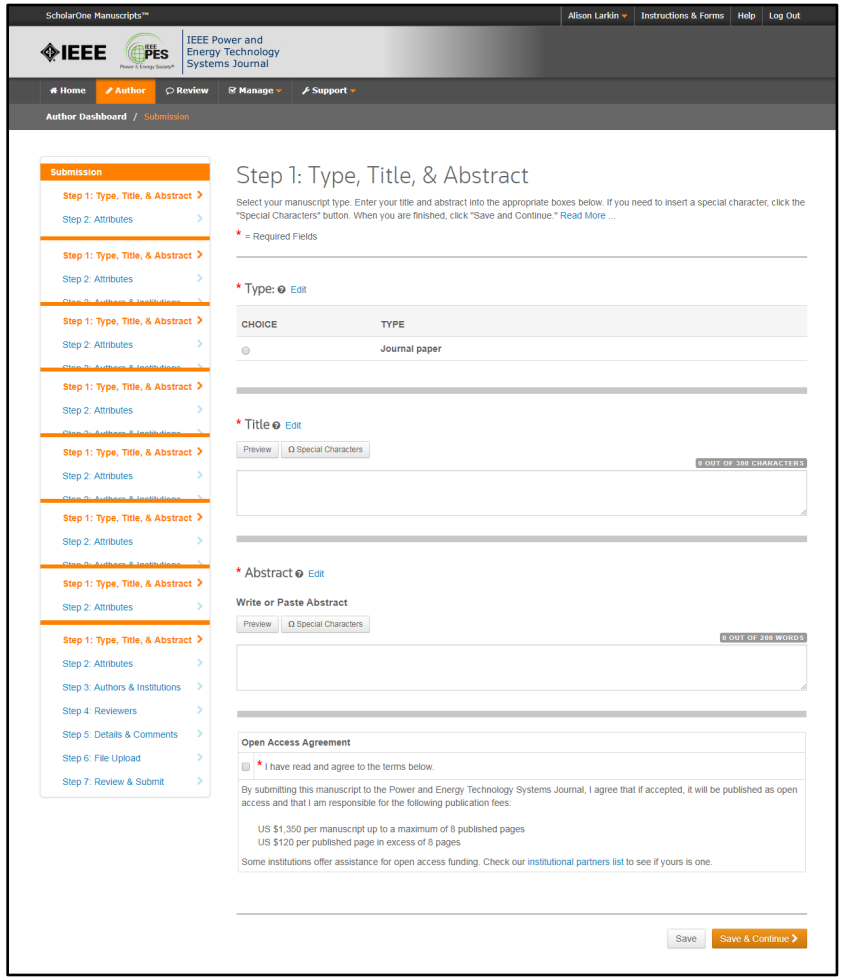
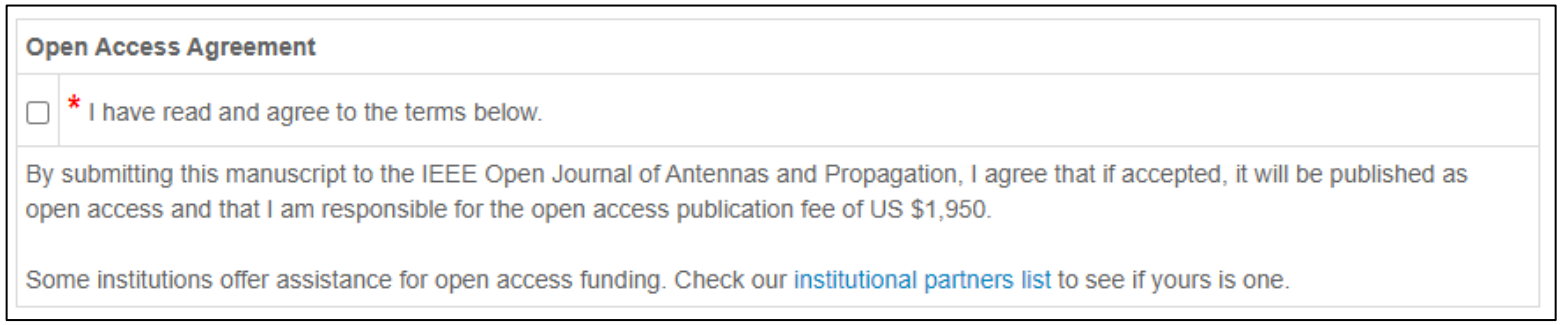
Submission process

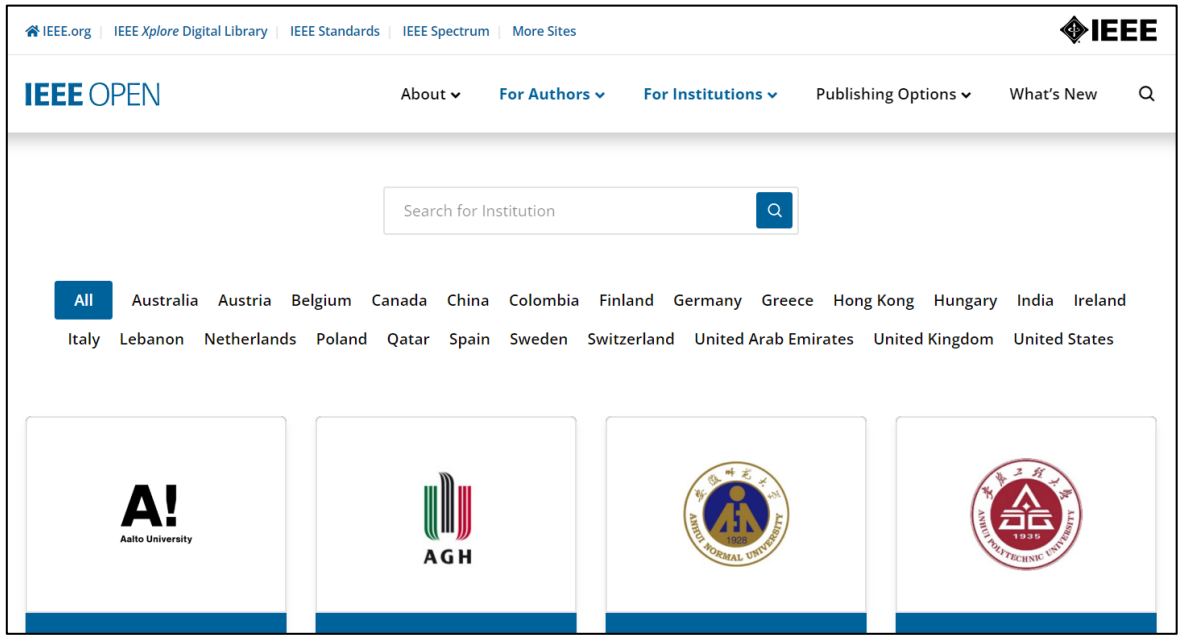
- The corresponding author will complete the submission process.
- Authors submitting to fully OA journals will be asked to accept OA terms and charges during Step 1.
- Authors submitting to hybrid journals will not be asked to select OA until after acceptance.

Submission – Step 1 – Fully OA journal

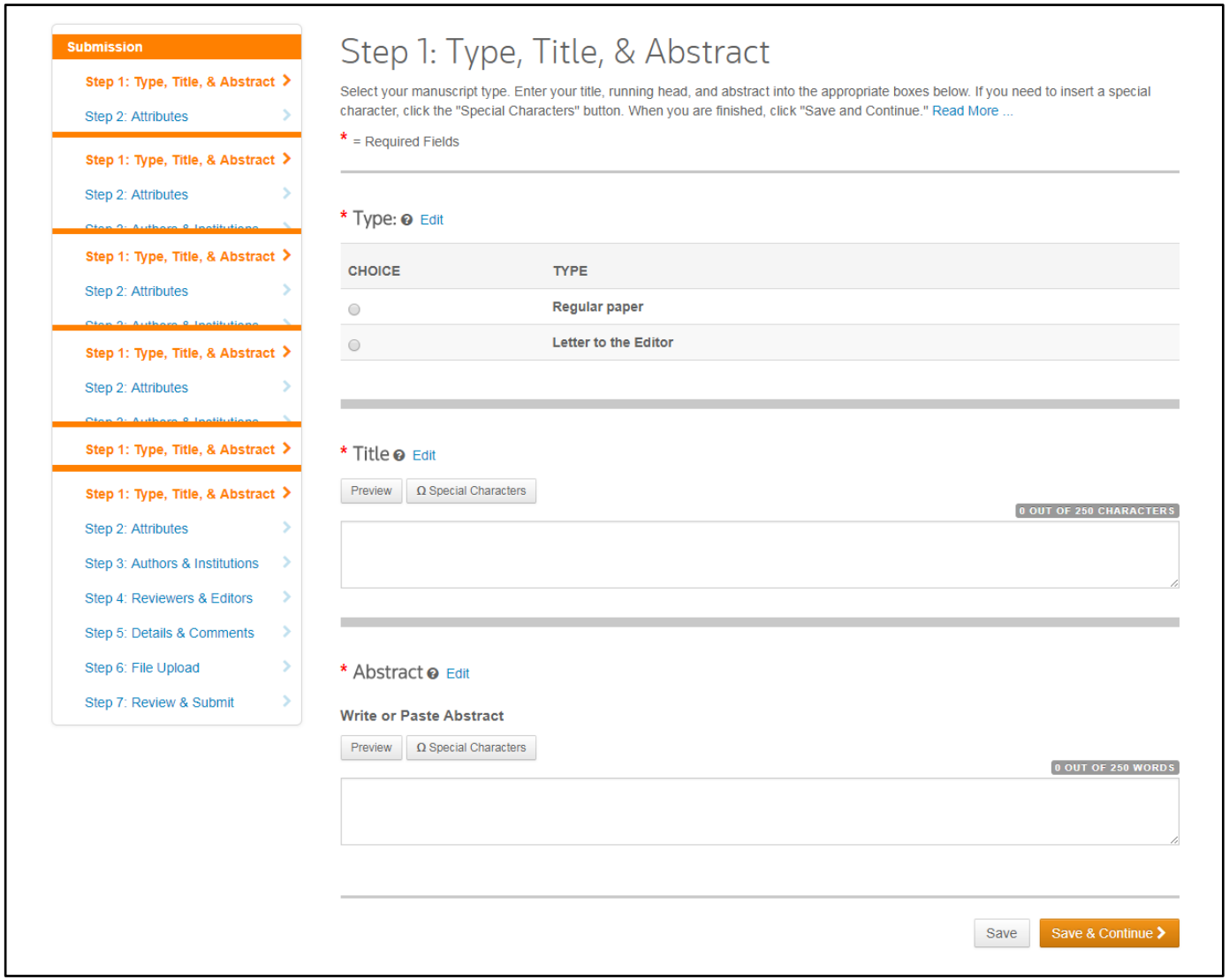




The institutional partners list goes to https://open.ieee.org/for-institutions/institutional-partners/



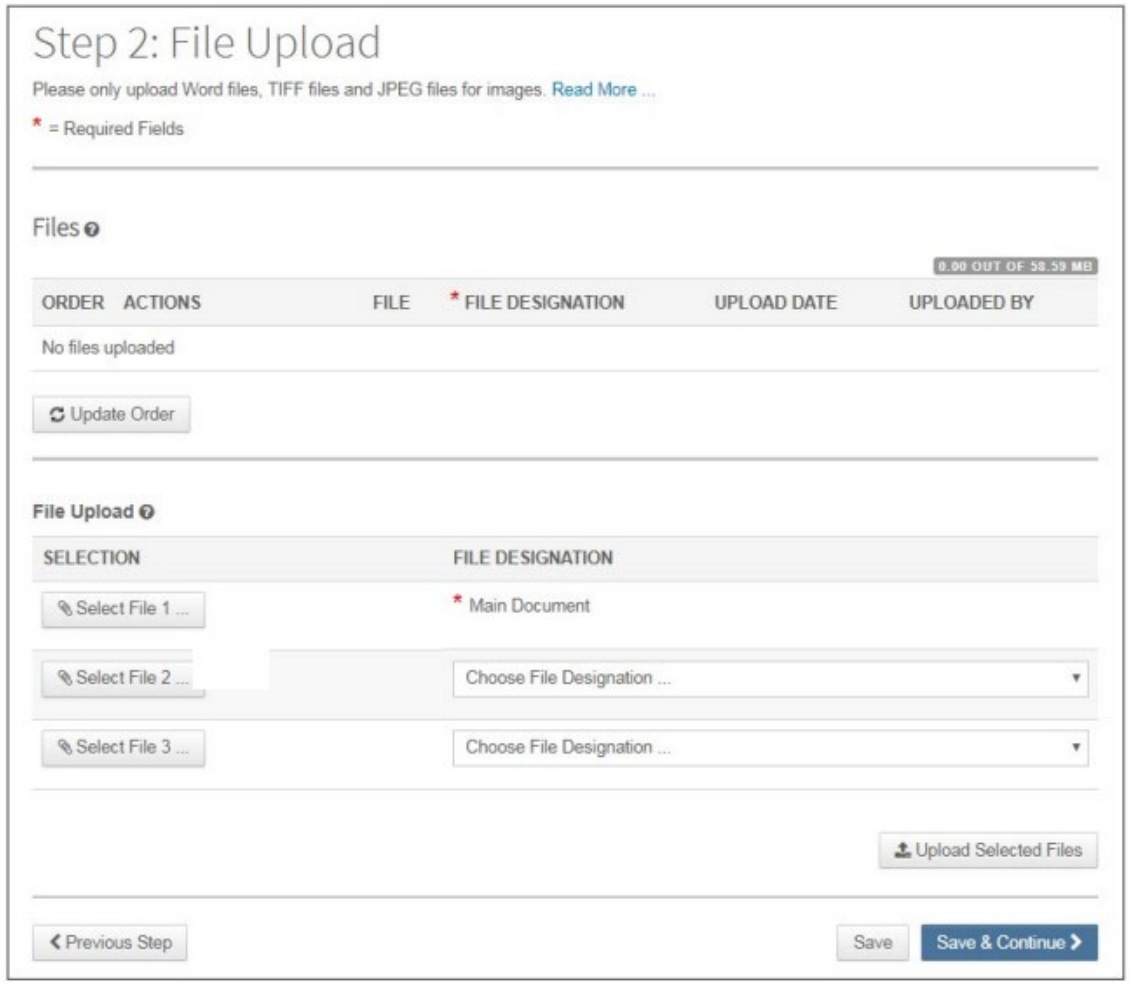
Submission – Step 1 – Hybrid journal



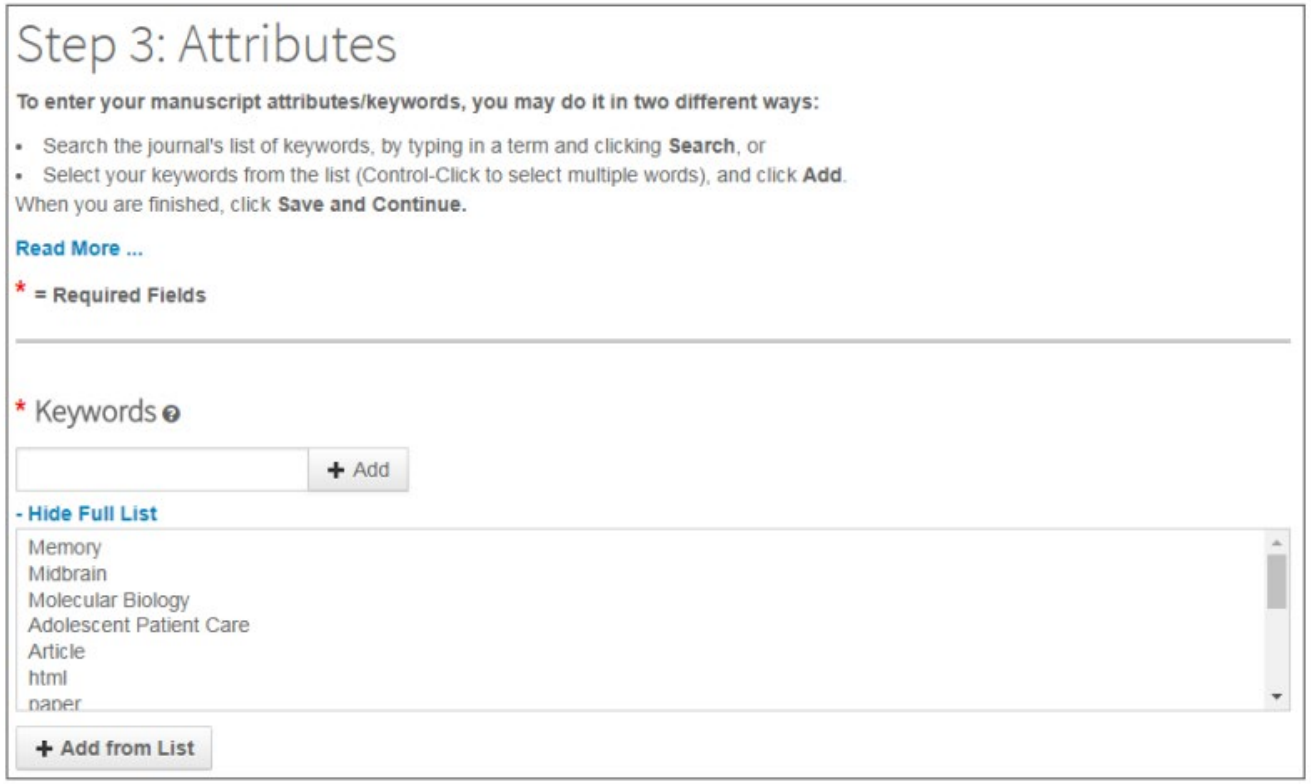
Open Access question is not present at submission for hybrid publications

Submission – Steps 2 and 3

Step 2: the author will upload their manuscript files



Step 3: the author will upload their attributes, or keywords

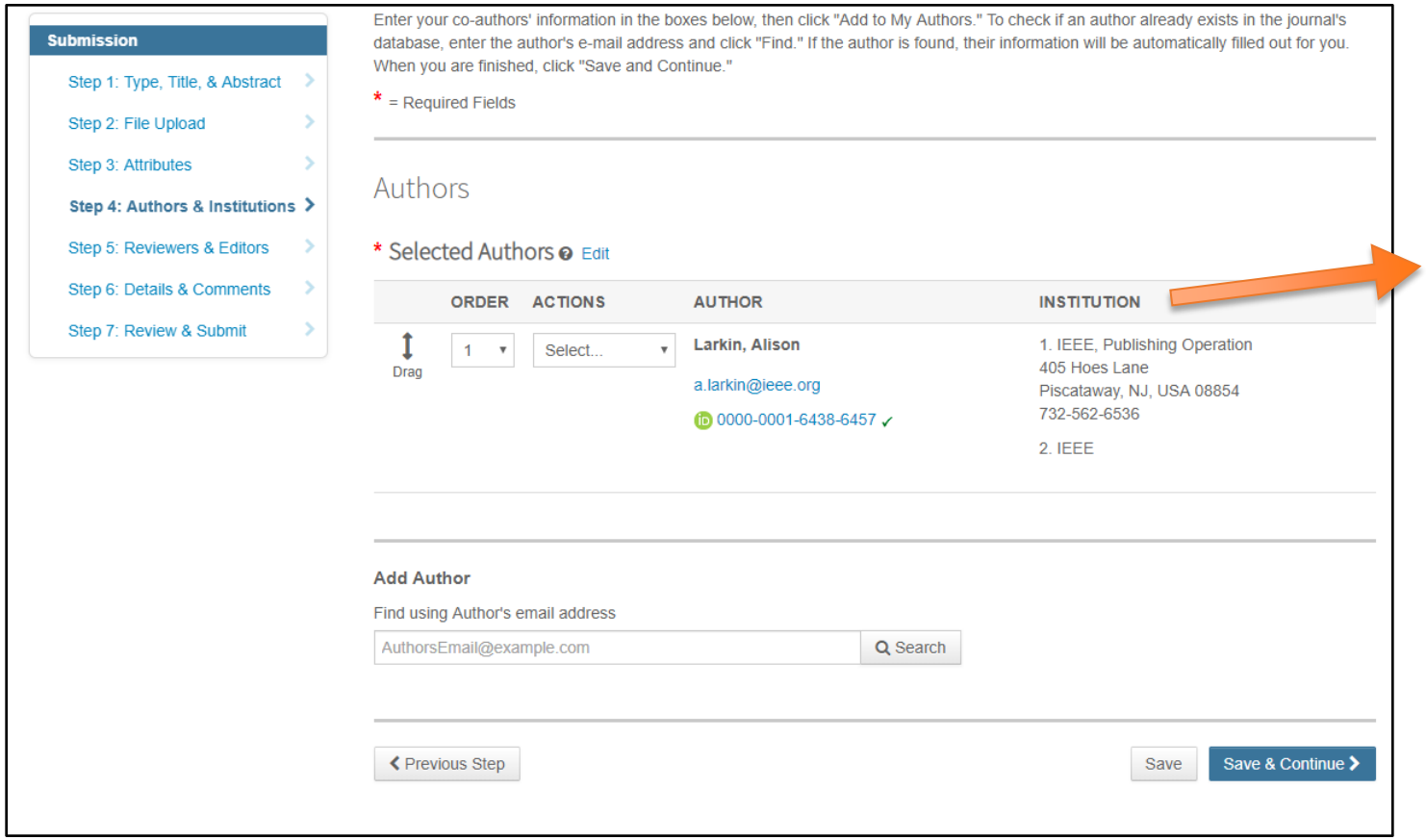


Submission – Step 4

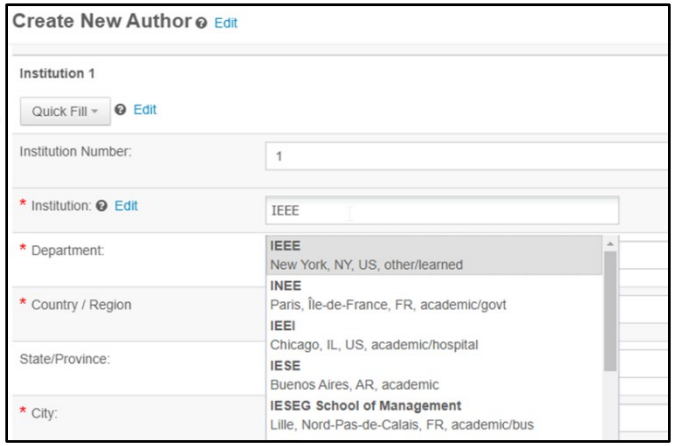
Step 4: author enters metadata

Corresponding author adds affiliation data for all authors.

The institution entered will be used to match the author with an institutional OA agreement with Ringgold API.



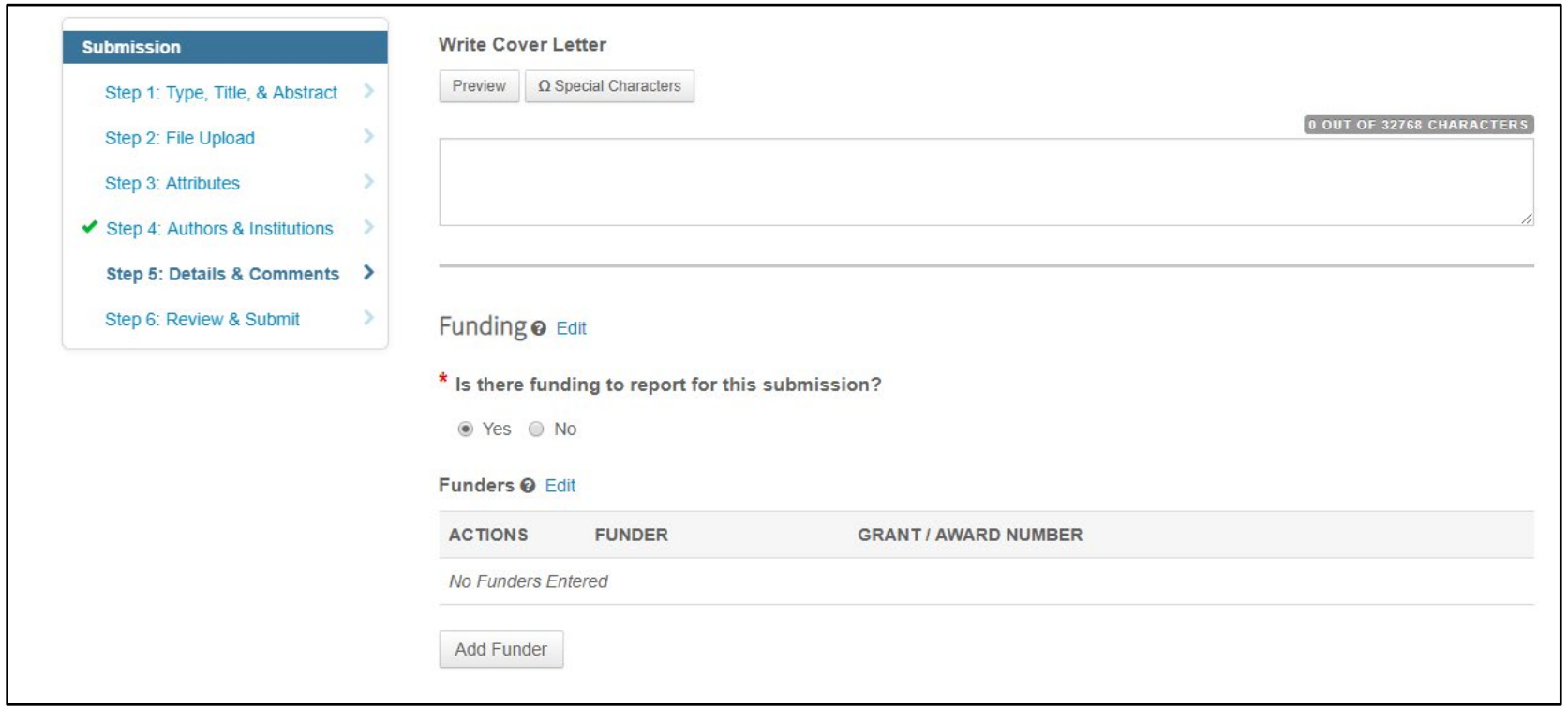
Ringgold is integrated in submission system



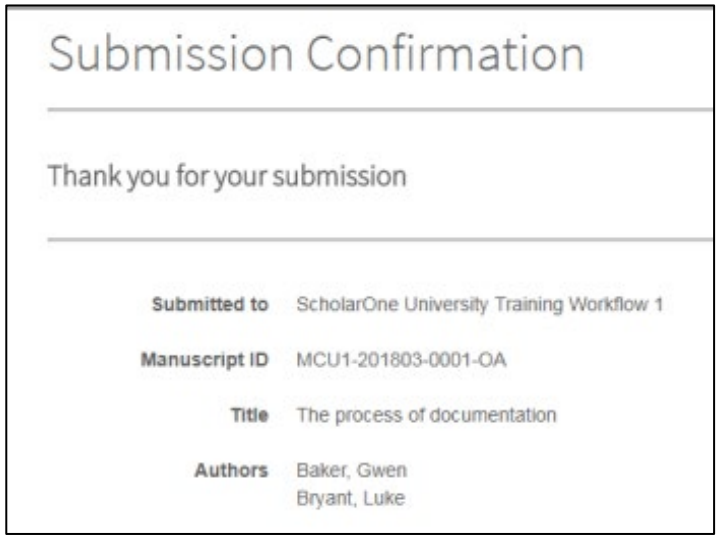
****Authors should use their institutional email address****

Submission – Step 5 & 6

Step 5: the author enters funder info (when applicable)



Step 6: the author reviews and submits



Articles can match a RLSC profile based on funder in addition to institutional affiliation

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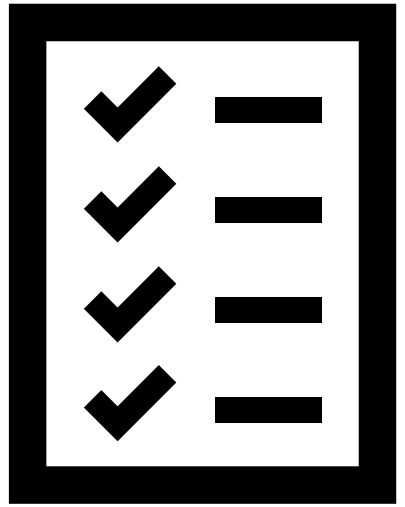
Author Process:
Acceptance and Copyright

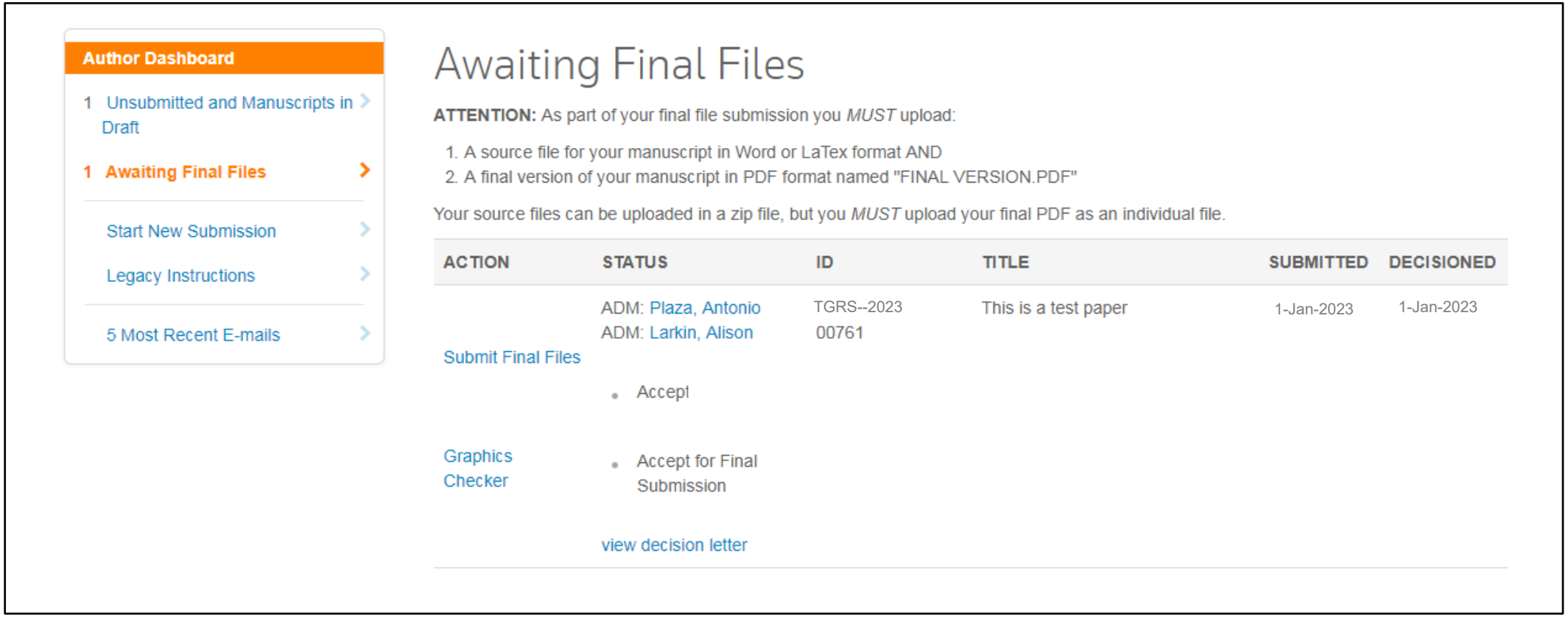
Acceptance

- If the manuscript is accepted, the author will be prompted to upload the final files and choose a copyright license.
- Hybrid journal authors will choose to publish open access or traditional (closed).



Post acceptance – upload final files in ScholarOne

Most IEEE Publications use ScholarOne for submission of final files.



Post acceptance – hybrid 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 $2,350 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.

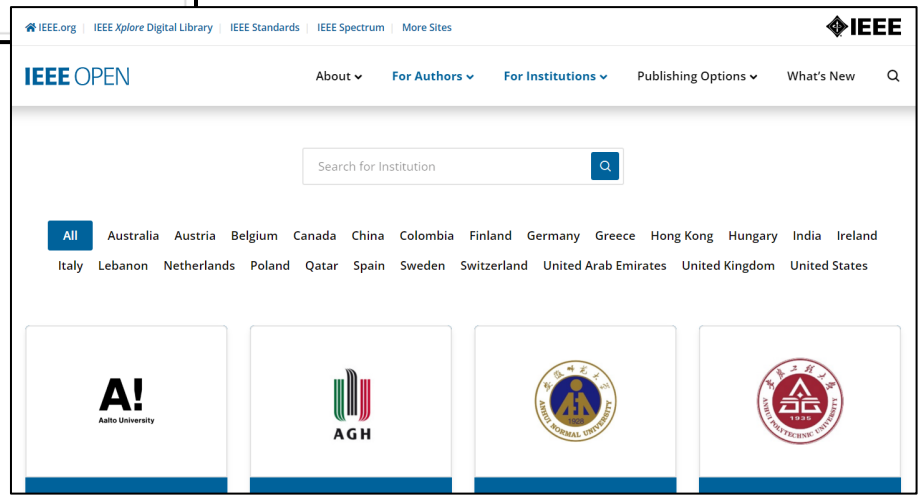
○ **Yes** - please make my article Open Access. I understand that there is a $2,350 APC associated with Open Access publication. Some institutions offer assistance for open access funding. Check our institutional partners list to see if yours is one.

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

IEEE supports author choice when publishing in a hybrid journal.

Hybrid journal authors are asked to select open access or traditional (closed) after acceptance.

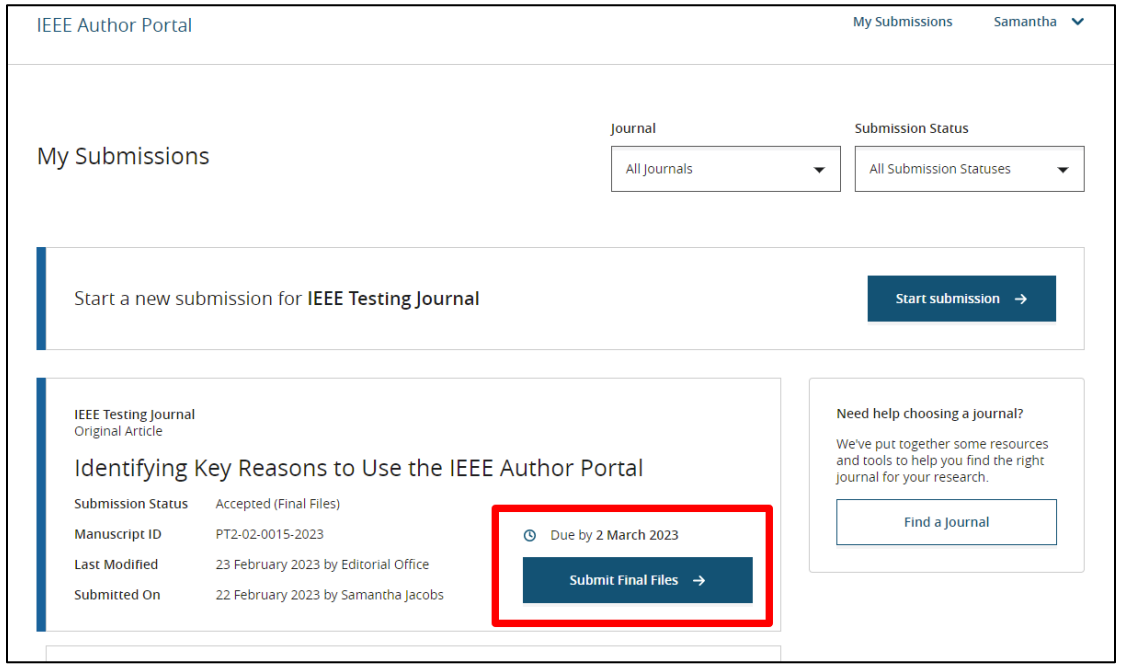
The institutional partners list goes to https://open.ieee.org/for-institutions/institutional-partners/

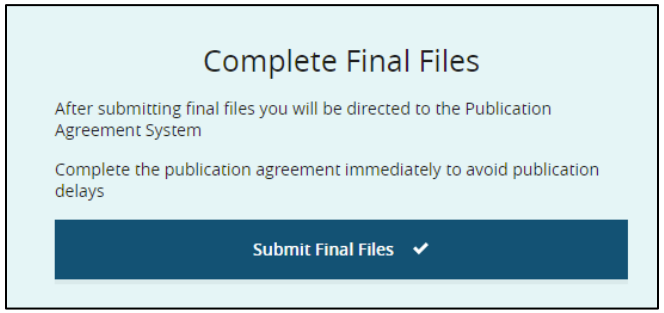


Post acceptance – upload final files in Author Portal

Some IEEE Publications have migrated to the IEEE Author Portal, a new and streamlined interface for authors.

Main Landing Page (what an author sees when they login to Author Portal and have a submission awaiting Final Files.





Once they submitted final files, the author is met with a screen that gives them a prompt to click and sign off on the Publishing Agreement.

Post acceptance – copyright selection

After acceptance, authors will be prompted to choose a copyright license using the IEEE Electronic Copyright Form (eCF).

- Authors publishing in hybrid journals may choose between:
  - **CC-BY**: author retains copyright and the article is published open access
  - **CC-BY NC-ND**: author retains copyright in a more restrictive license than CC-BY in that the article may not be reused for commercial purposes, nor may the article be changed in any way
  - **Traditional** license in which copyright is transferred to the publisher and the article is published behind a paywall
- Authors publishing in gold journals may choose between **CC-BY** or **CC-BY NC-ND**.
- Authors should confirm any license restrictions set by the institution.

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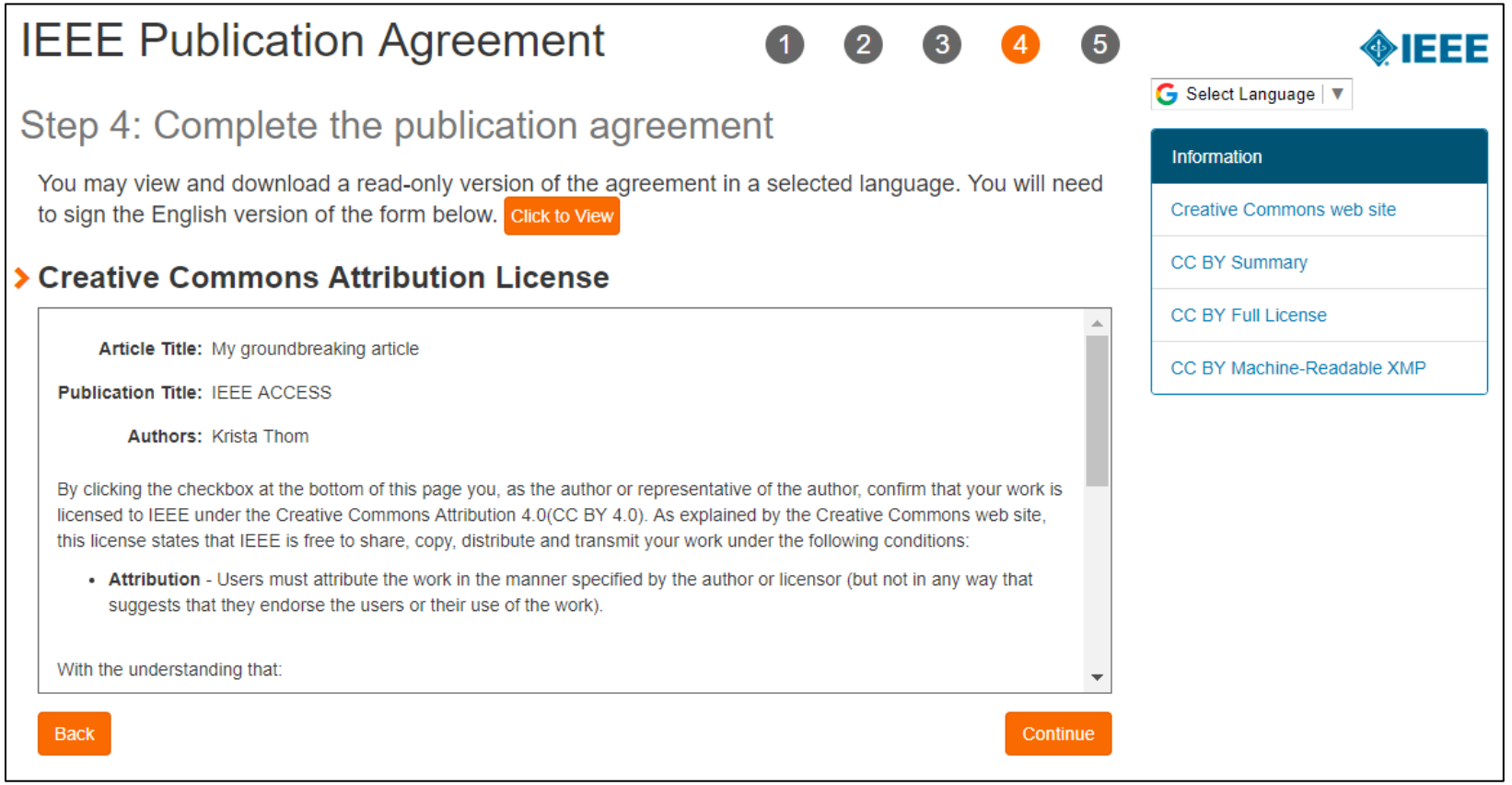
IEEE Electronic Copyright Form (eCF)

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 CC-BY license type
5. Download a copy of the agreement



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Author Process:

RightsLink for Scientific Communications (RLSC)

RightsLink for Scientific Communications (RLSC)

- All article processing charges (APCs) are handled through CCC RLSC on behalf of IEEE.
- RLSC will generate a funding request automatically when a manuscript matches an institutional profile.
- Institutional profiles are matched using author-provided affiliation data including email domains and/or Ringgold IDs. Wild cards can also be used when matching on email domain.

Article Acceptance

A funding request is automatically sent to the institution when a manuscript matches the institution's profile.

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

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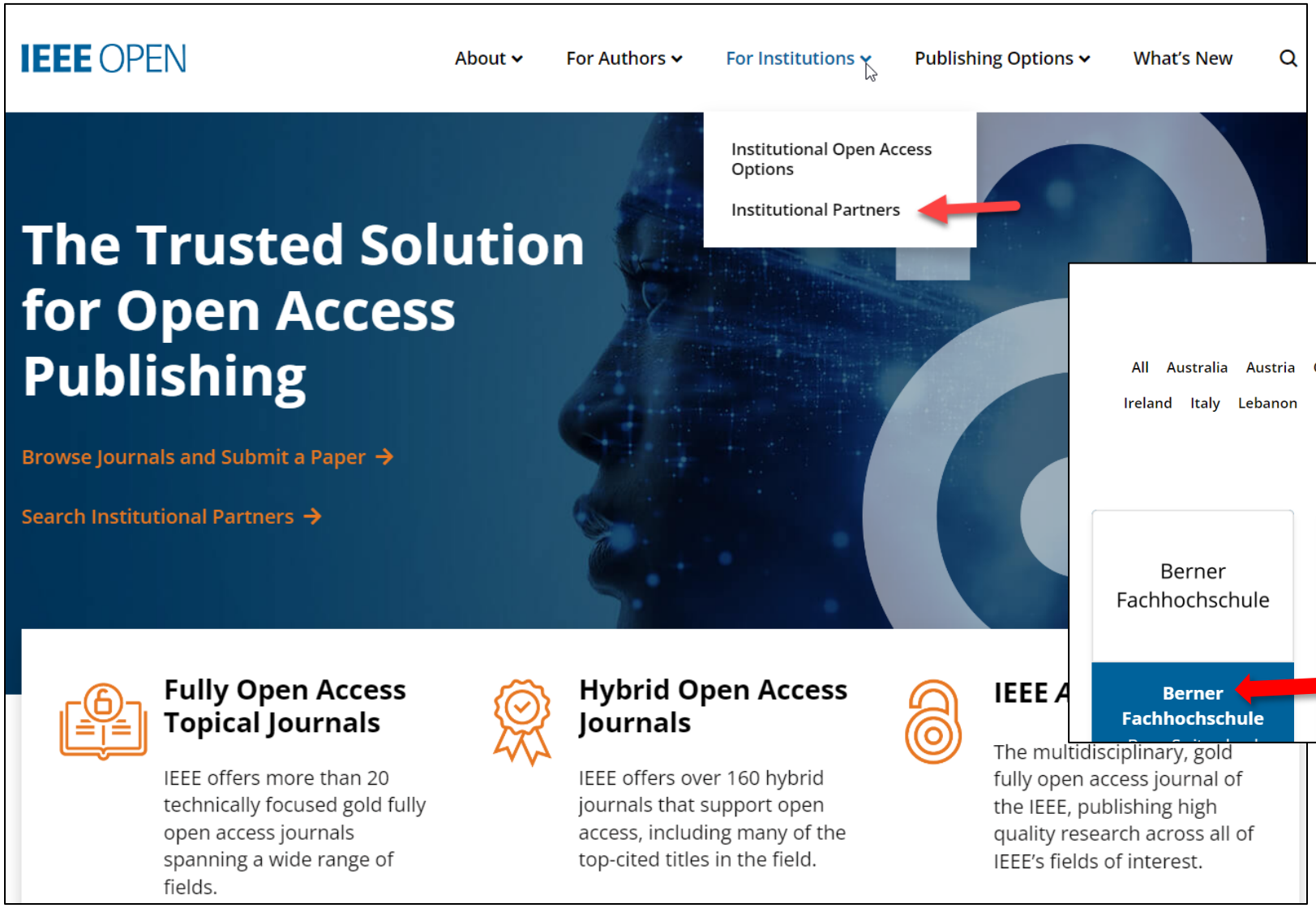
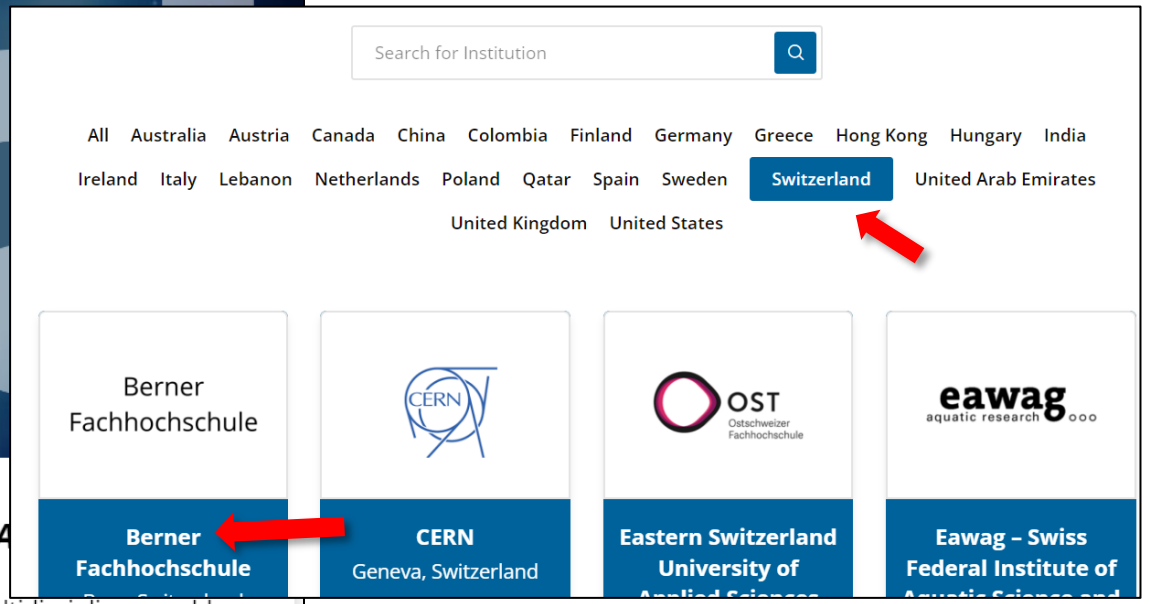
IEEE Open and IEEE Author Resources

IEEE Open Access Partners





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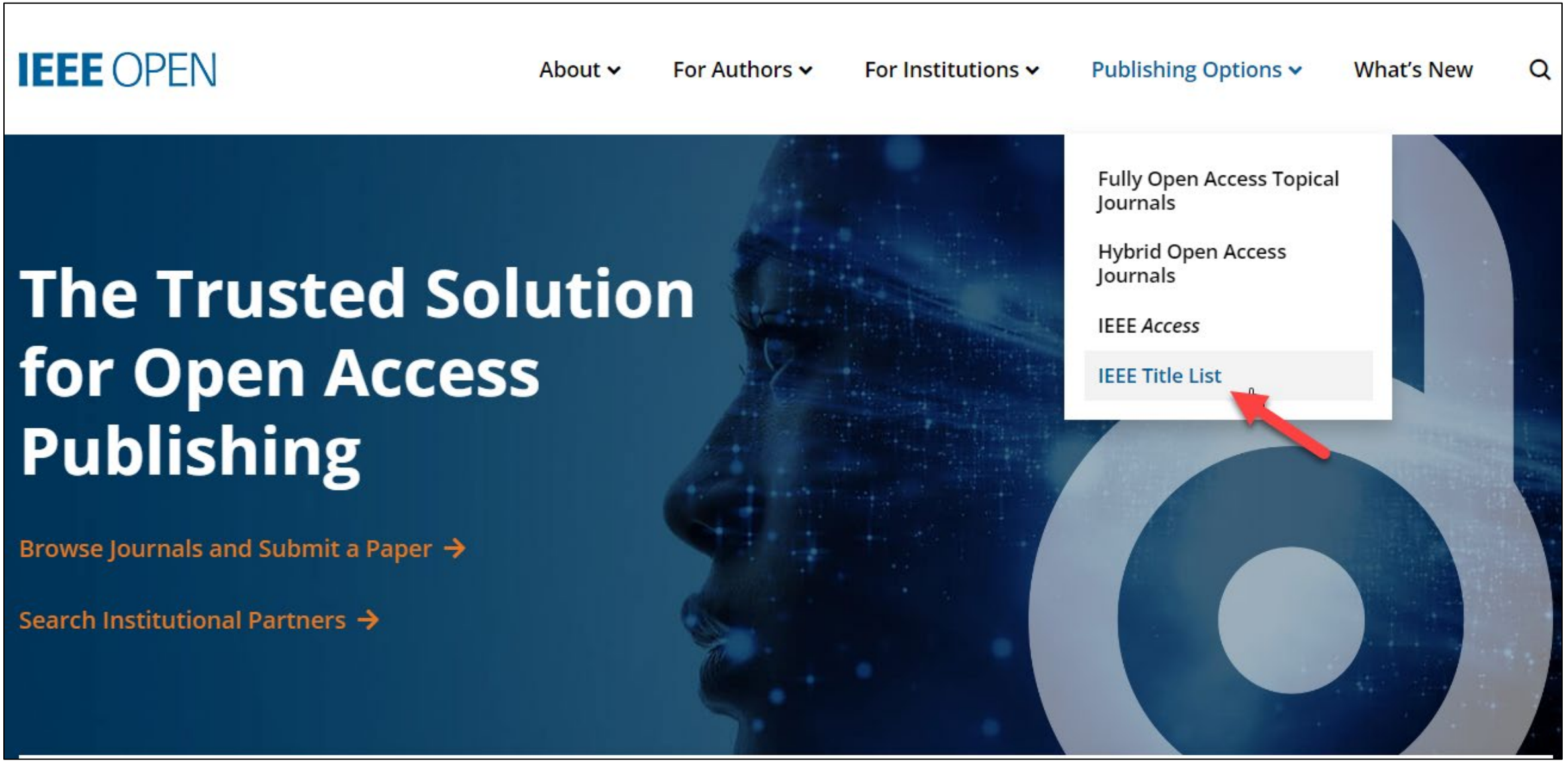
IEEE Title List on IEEE Open



IEEE Open Access Author Guide

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A Guide for Corresponding Authors

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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.

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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.

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Additional Resources

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https://open.ieee.org/

CCC RLSC: Resources for Institutions
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IEEE Author Center
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