Open Access at IEEE

Workflow for Authors and Institutions - 2023

Purpose of the presentation

This presentation is meant for current or prospective open access account administrators.

It will show the process of open access (OA) publication from submission to post-publication reporting.

Covered in this presentation

- Author Process
  - Submission process
  - Post acceptance
  - RightsLink for Scientific Communications (RLSC)
- Administrator Process
  - Notifications
  - Responding to funding requests
  - Reports
  - Searching IEEE *Xplore* and setting alerts

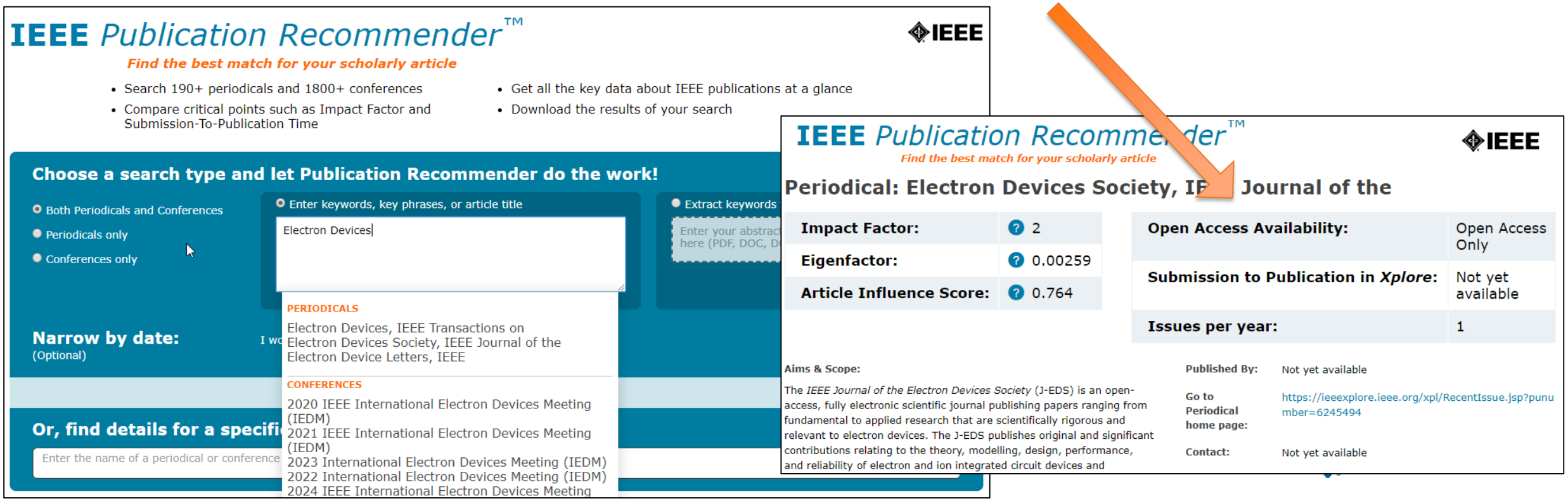
Author Process:
Submission

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

By Title | By Topic | Virtual Journals

Search by keywords

Browse Titles

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | 0 - 9 | All

Displaying Results **1-25** of **223**

Filters Applied: IEEE ×

Refine results by

Show

- All Results
- Open Access Titles Only
- Titles with Some Open Access

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

Submit Manuscript | Add Title To My Alerts | Add to My Favorites

Home | Topics | Popular | Early Access | Current Volume | All Volumes | About Journal

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.

This journal is 100% open access. Learn more.

rigorous peer review | rapid publication

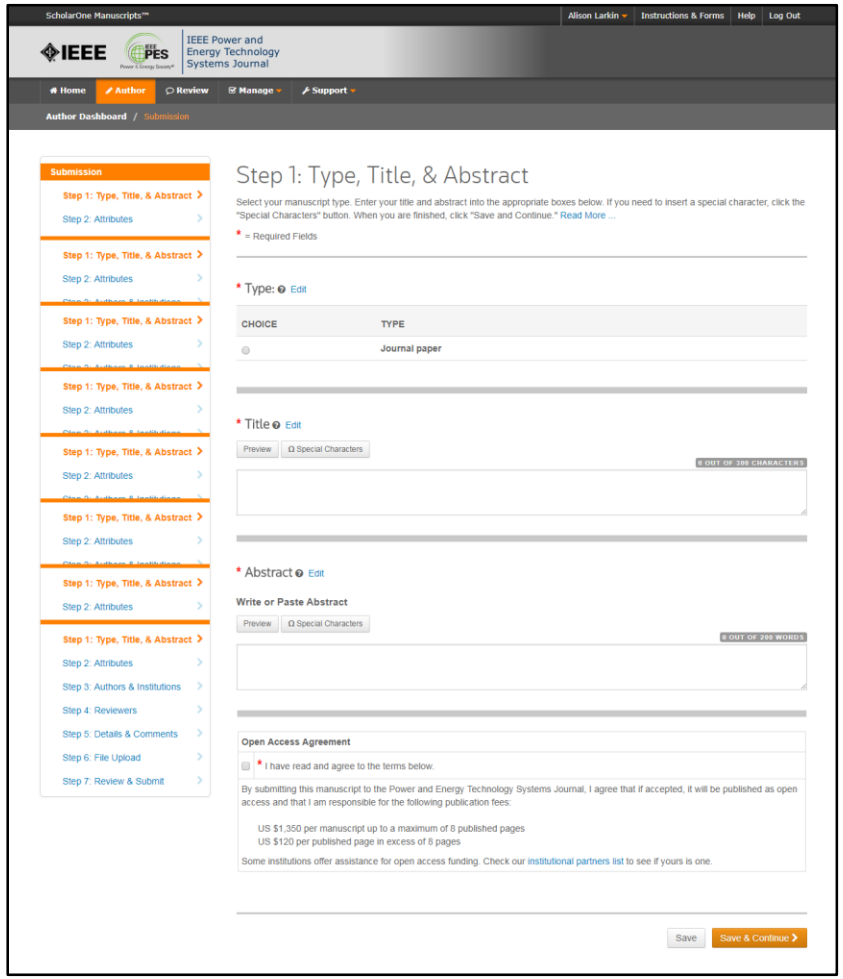
This journal is 100% open access, which means that all content is freely available without charge to users or their institutions. All articles are

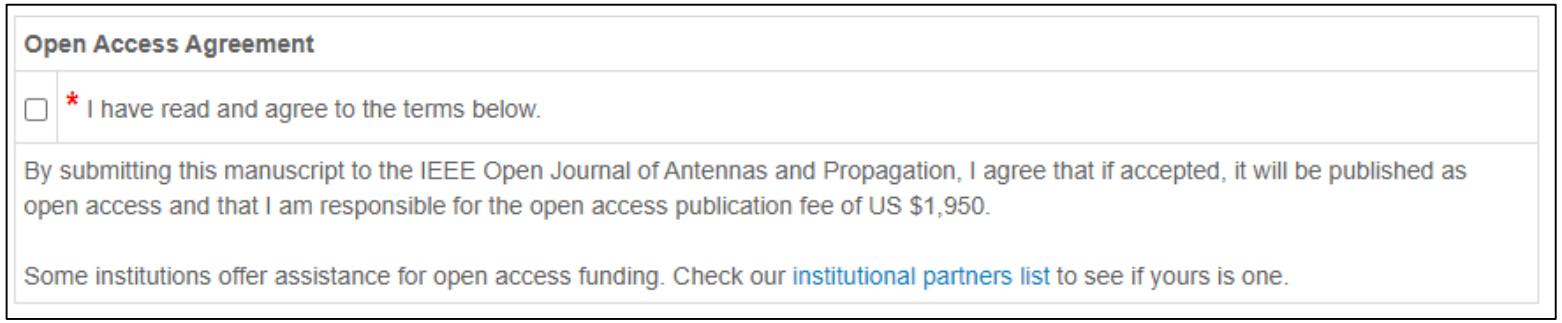
IEEE

Submission process

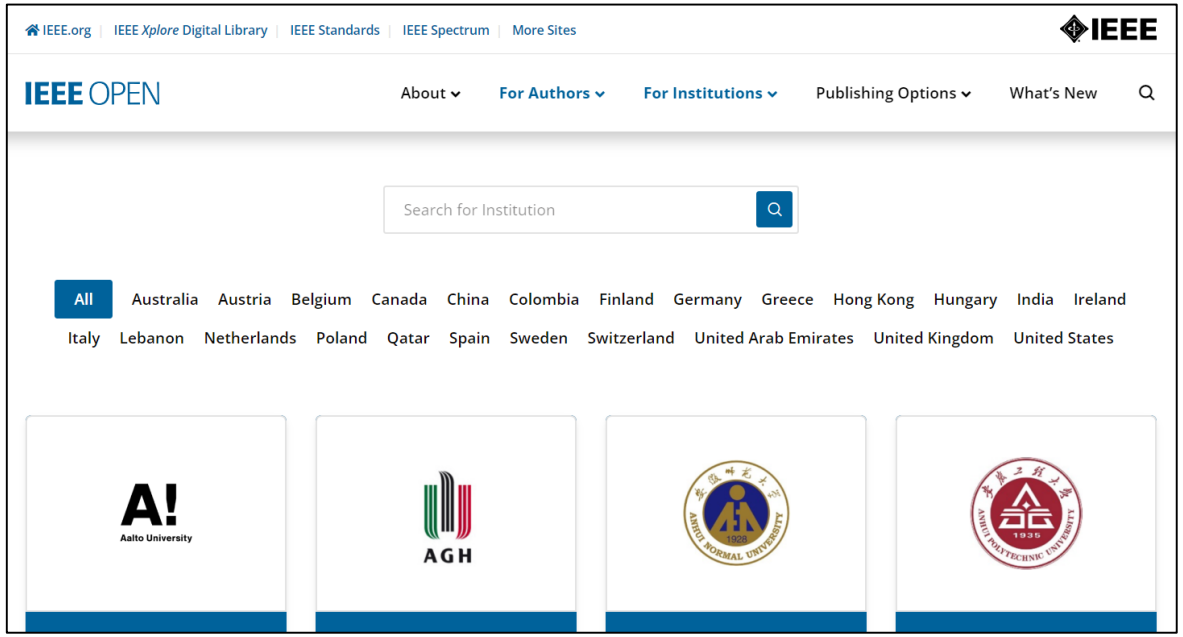
- The corresponding author will complete the submission process.
- Authors submitting to fully OA journals will be asked to accept OA terms and charges during Step 1.
- Authors submitting to hybrid journals will not be asked to select OA until after acceptance.

Submission – Step 1 – Fully OA journal

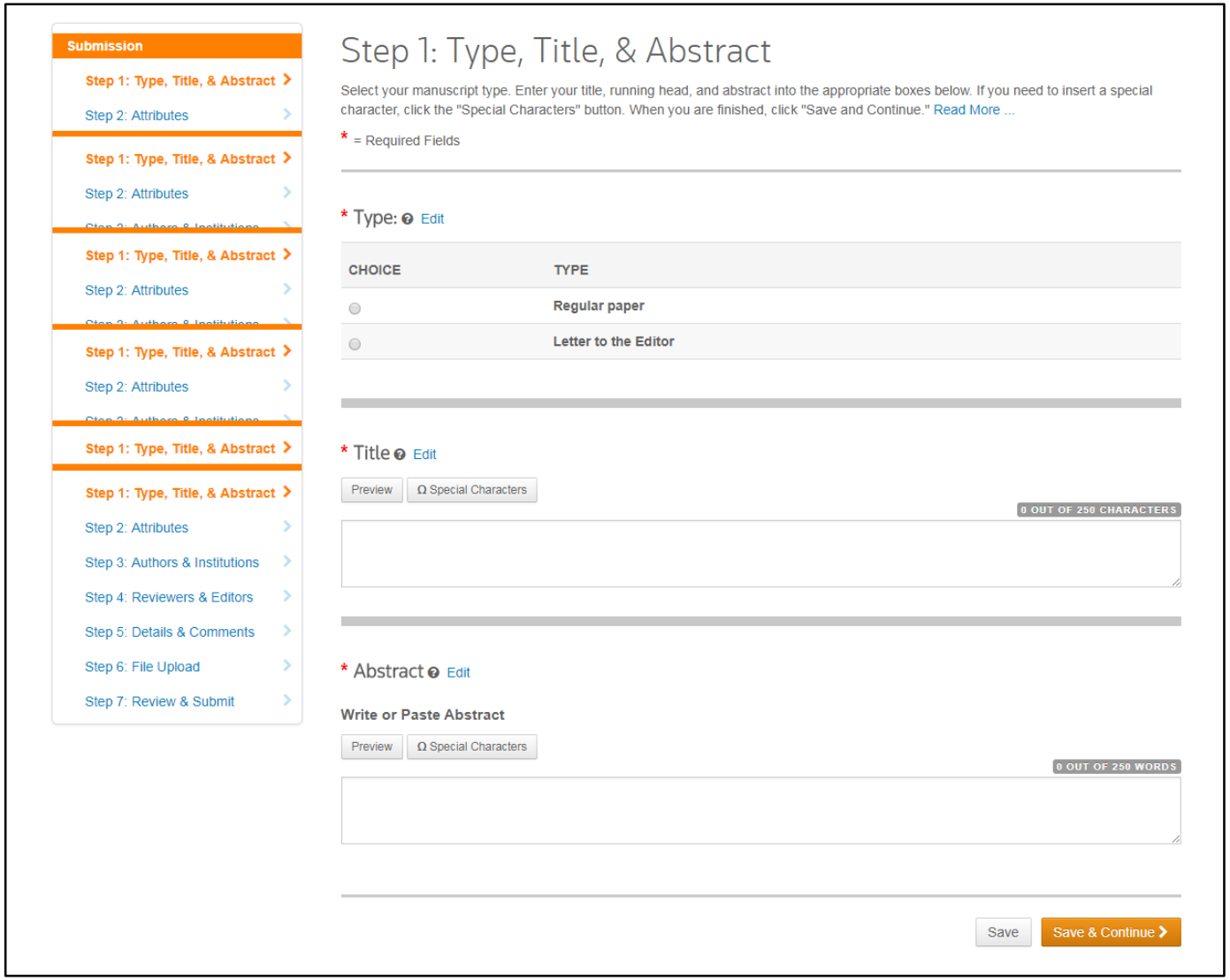




The institutional partners list goes to https://open.ieee.org/for-institutions/institutional-partners/



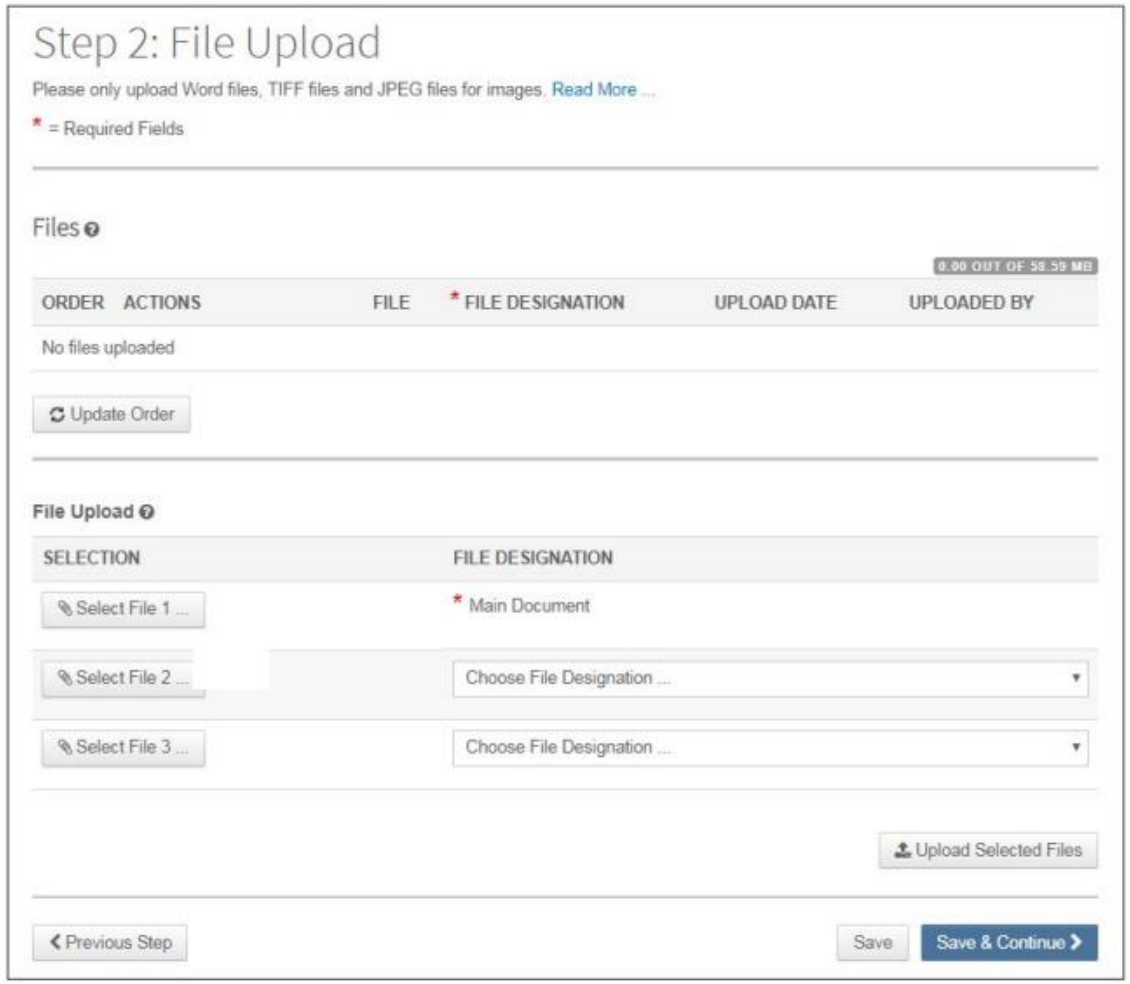
Submission – Step 1 – Hybrid journal



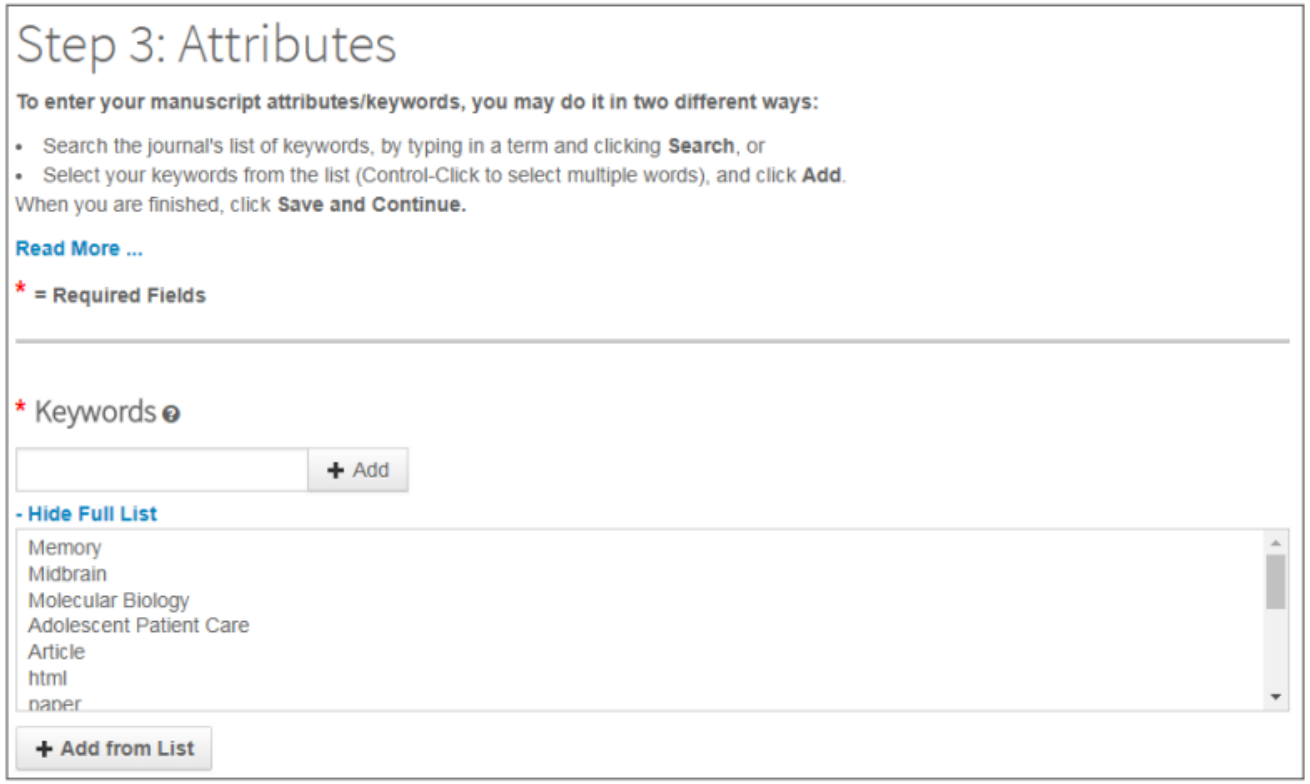
Open Access question is not present at submission for hybrid publications

Submission – Steps 2 and 3

Step 2: the author will upload their manuscript files



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

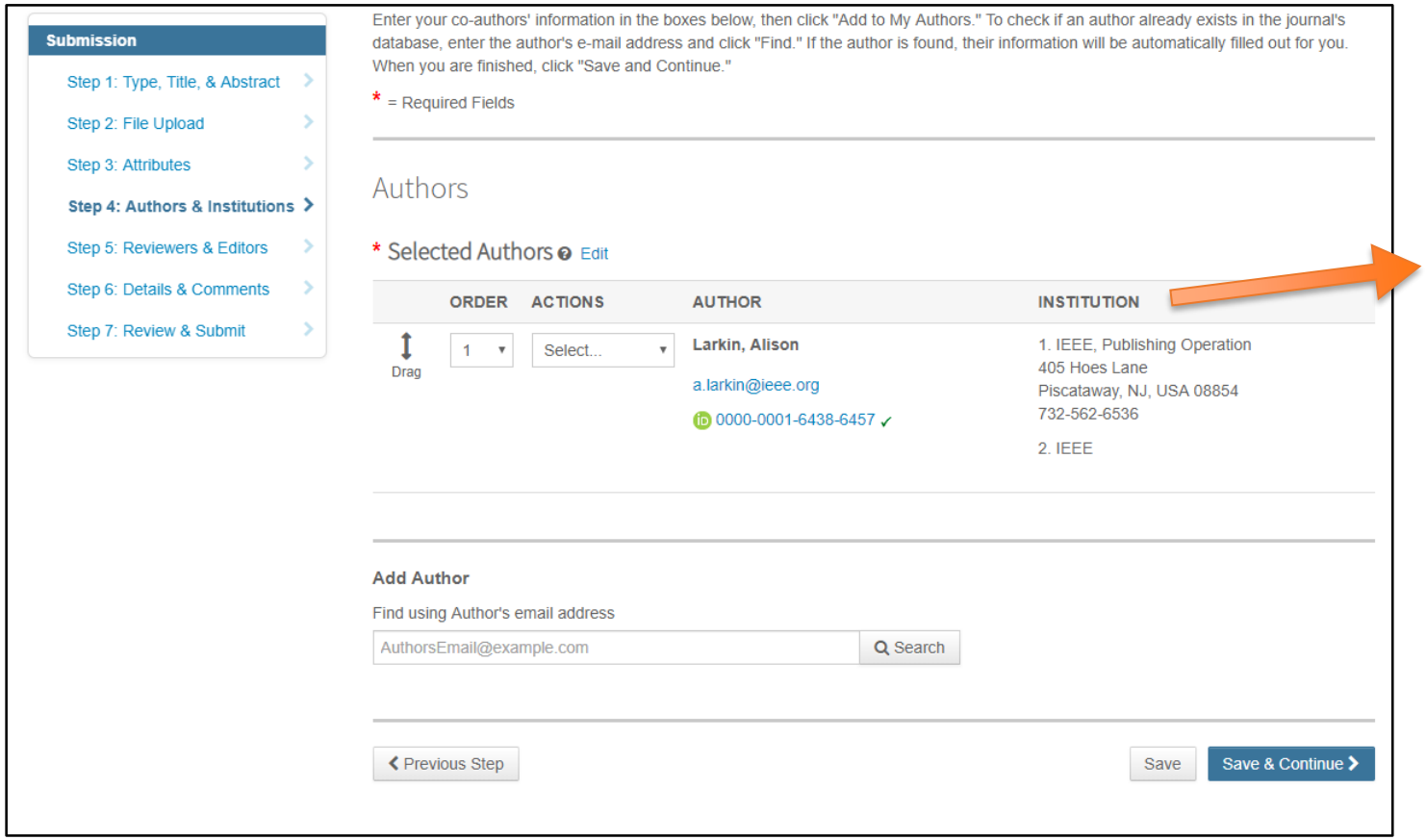


Submission – Step 4

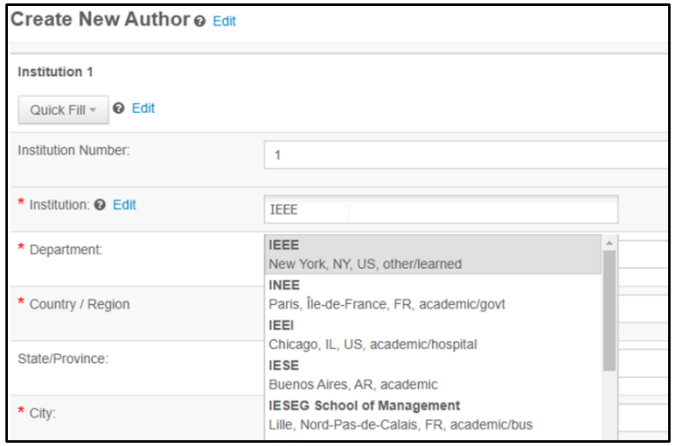
Step 4: author enters metadata

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.



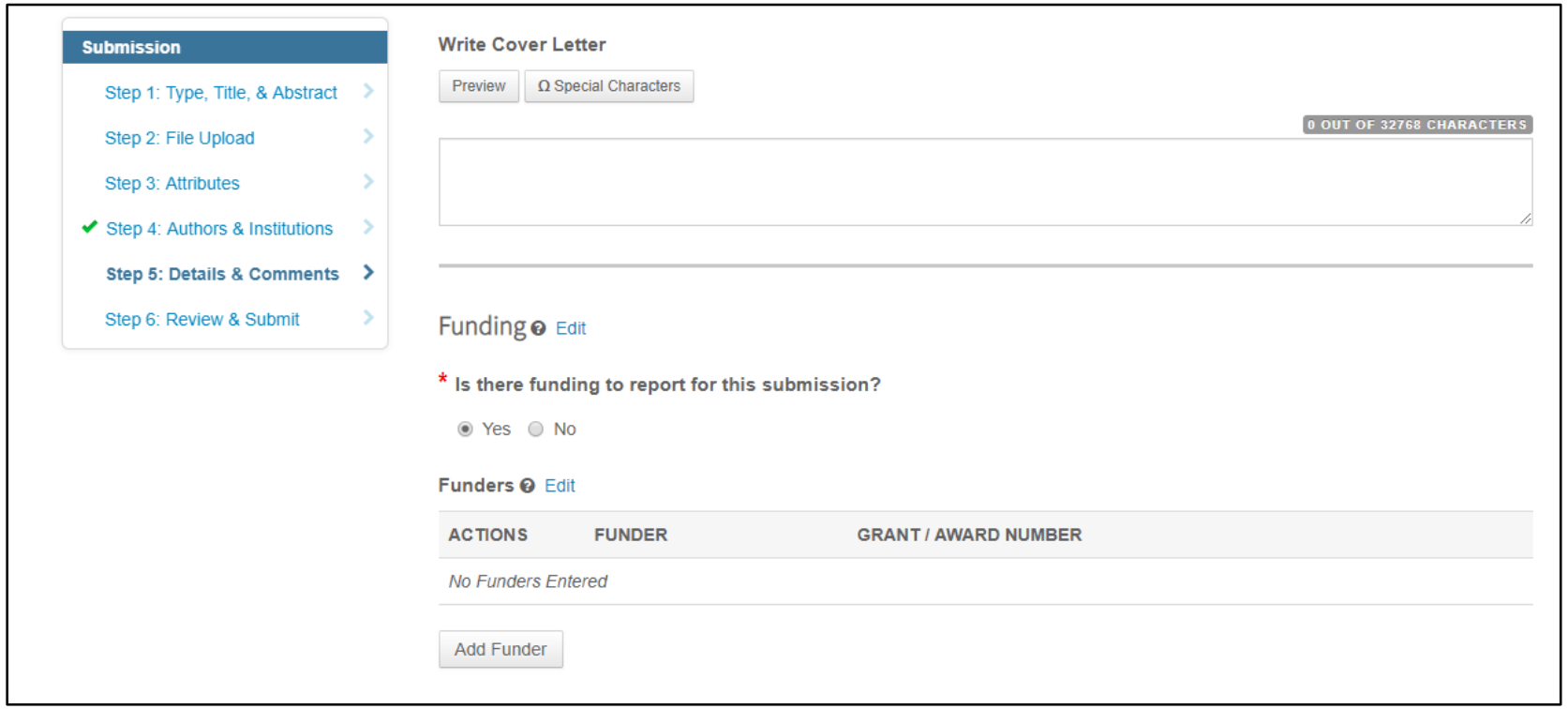
Ringgold is integrated in submission system



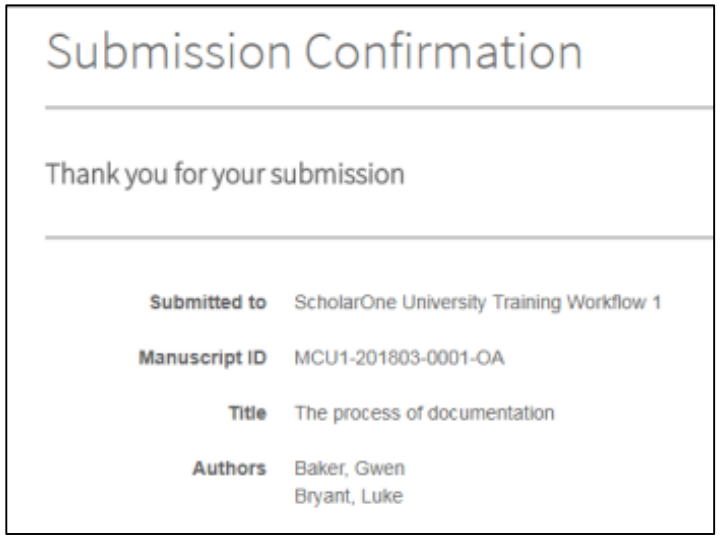
****Authors should use their institutional email address****

Submission – Step 5 & 6

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



Step 6: the author reviews and submits



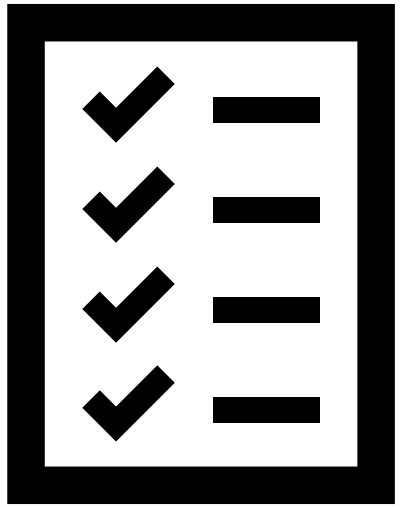
Articles can match a RLSC profile based on funder in addition to institutional affiliation

IEEE

Author Process:
Acceptance and Copyright

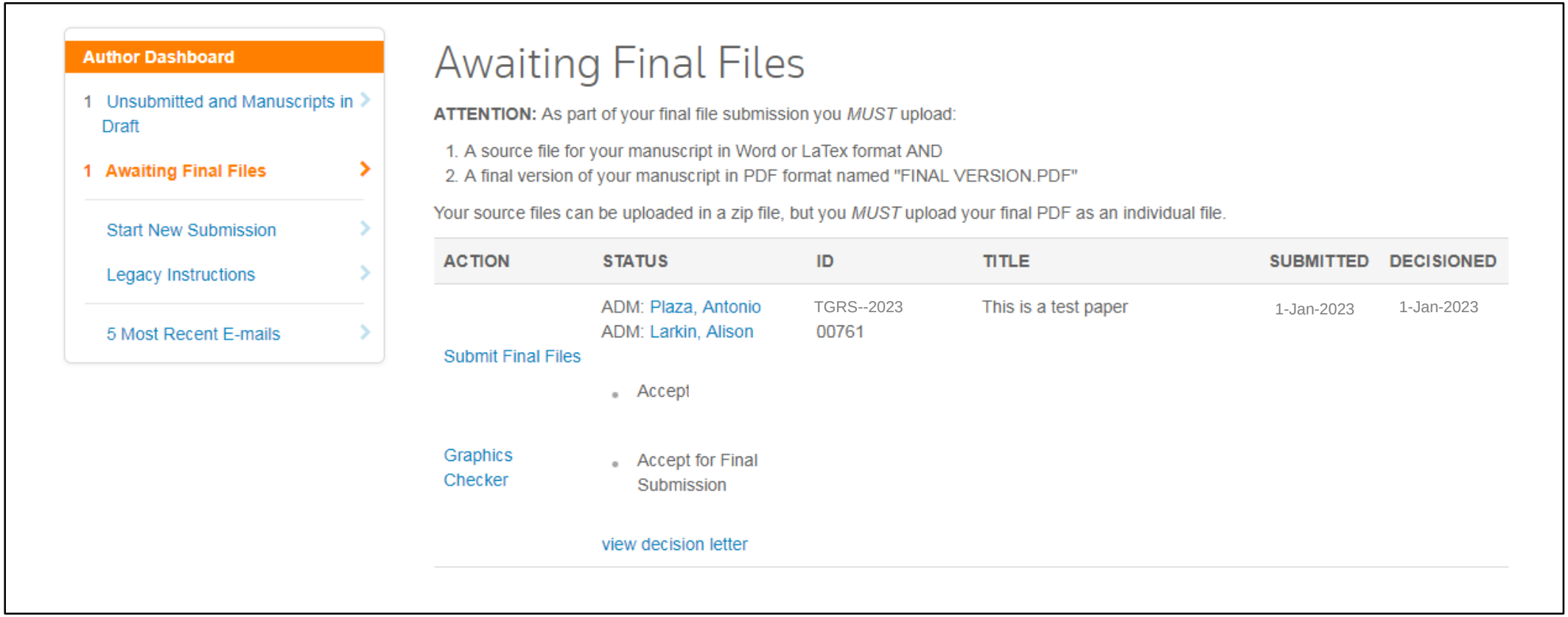
Acceptance

- 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.

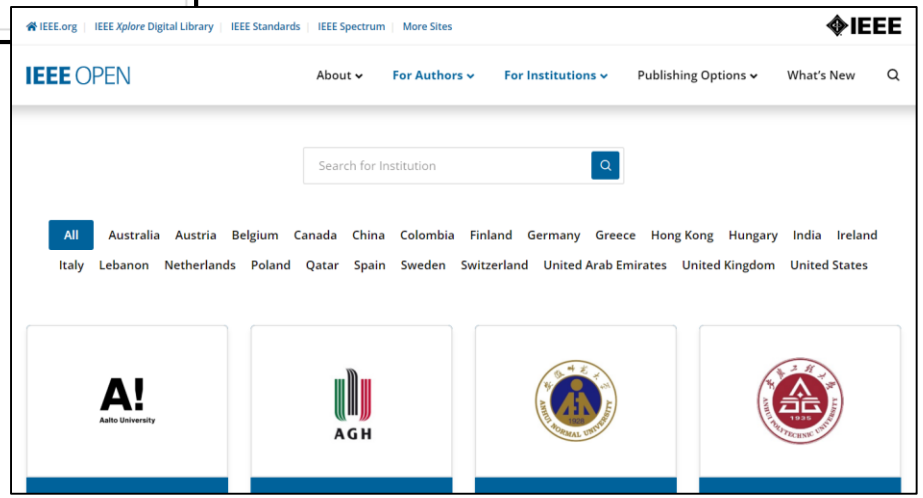
For any questions regarding IEEE open access policies, please refer to our Frequently Asked Questions on open access.

- ○ **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 co 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.

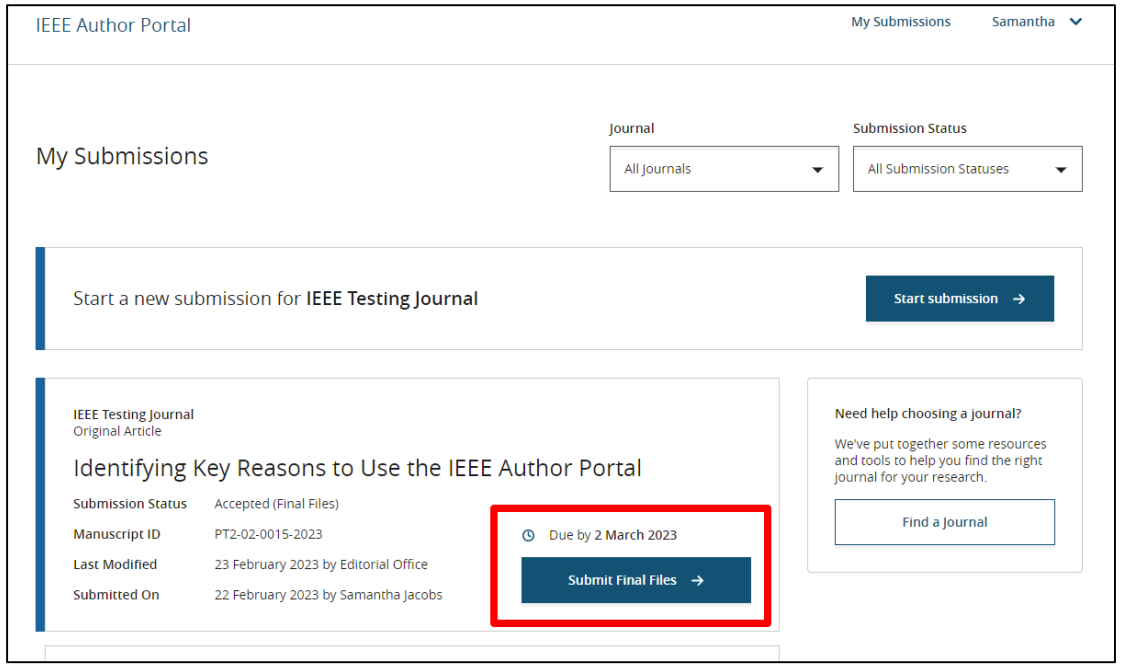
The institutional partners list goes to https://open.ieee.org/for-institutions/institutional-partners/

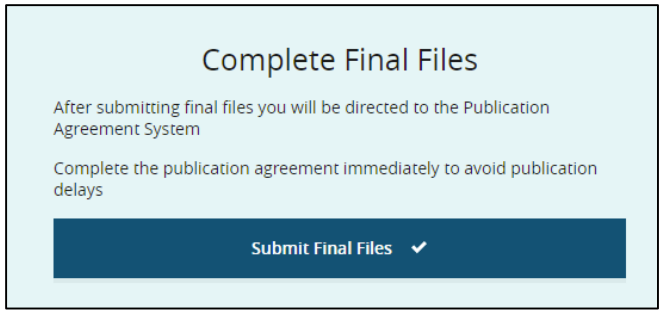


Post acceptance – upload final files in Author Portal

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.

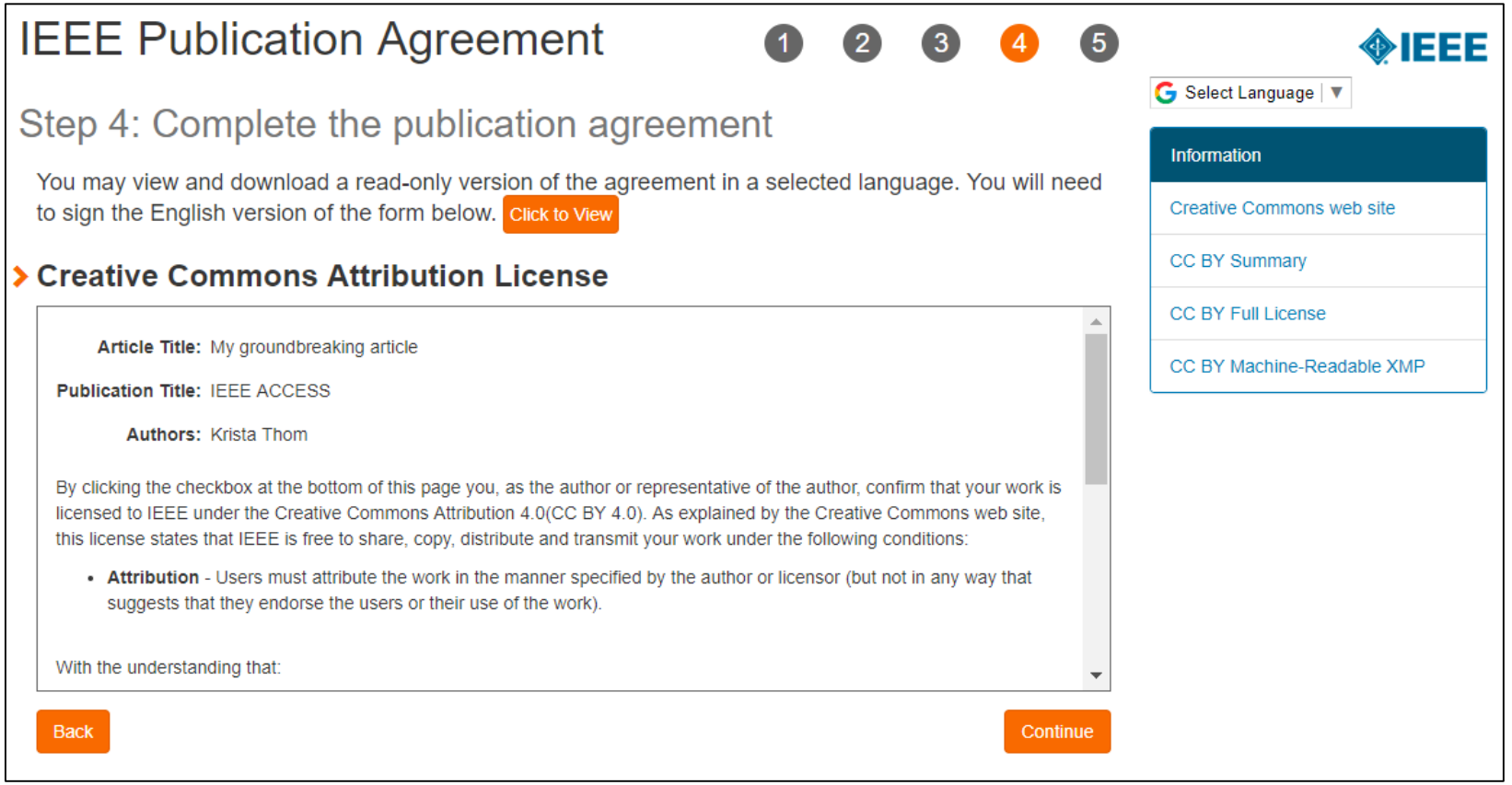
Post acceptance – copyright selection

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.

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



IEEE

Post acceptance – hybrid journal reminder of funding

Subject line: Eligibility for Open Access funding - JPV-2021-03-0098-R, 10.1109/JPHOTOV.2021.3086455

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

The following article has been accepted for publication by the IEEE, ${system/article_title}, ${system/doi} and may be eligible for open access funding.

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.

For more information about IEEE Open Access institutional partners visit:
https://institutions.open.ieee.org/for-institutions-funders/institutional-partners/

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

Authors who choose to publish traditional (non-OA) in a hybrid title will receive an email reminding them of the OA agreement with IEEE and their institution when an active OA agreement is present based on the corresponding author affiliation.

Note: Email is only sent if institutional RLSC profile matched by the article is touch-free.

IEEE

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.
- After acceptance, authors receive an email prompting them to pay all charges through RLSC.
  - In a touch-free workflow, RLSC will generate a funding request automatically when a manuscript matches an institutional profile.
- If the author is affiliated with an institution that has an OA agreement, they will be prompted to seek funding from their institution.
- 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 touch free profile.

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

IEEE
Advancing Technology for Humanity

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
IEEESupport@copyright.com
www.copyright.com

Copyright Clearance Center | RightsLink®

IEEE

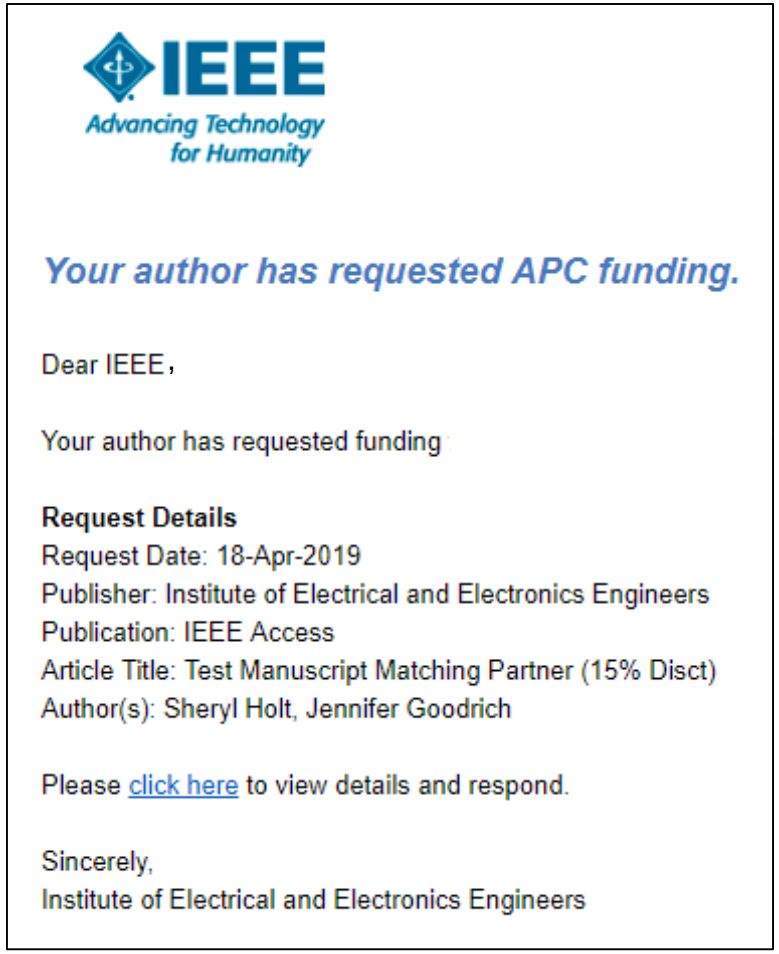
Administrator Process

Responding to funding requests, reporting, and setting alerts

Account Administrator capabilities

- The Institutional Portal in RightsLink for Scientific Communications (RLSC) allows administrators to:
  - View pending transactions
  - Approve or deny funding requests
  - Manage notifications
  - Pull transaction reports
- Administrators can also set IEEE *Xplore* alerts to monitor published articles

Notifications



IEEE
Advancing Technology for Humanity

Your author has requested APC funding.

Dear IEEE,

Your author has requested funding

Request Details
Request Date: 18-Apr-2019
Publisher: Institute of Electrical and Electronics Engineers
Publication: IEEE Access
Article Title: Test Manuscript Matching Partner (15% Disct)
Author(s): Sheryl Holt, Jennifer Goodrich

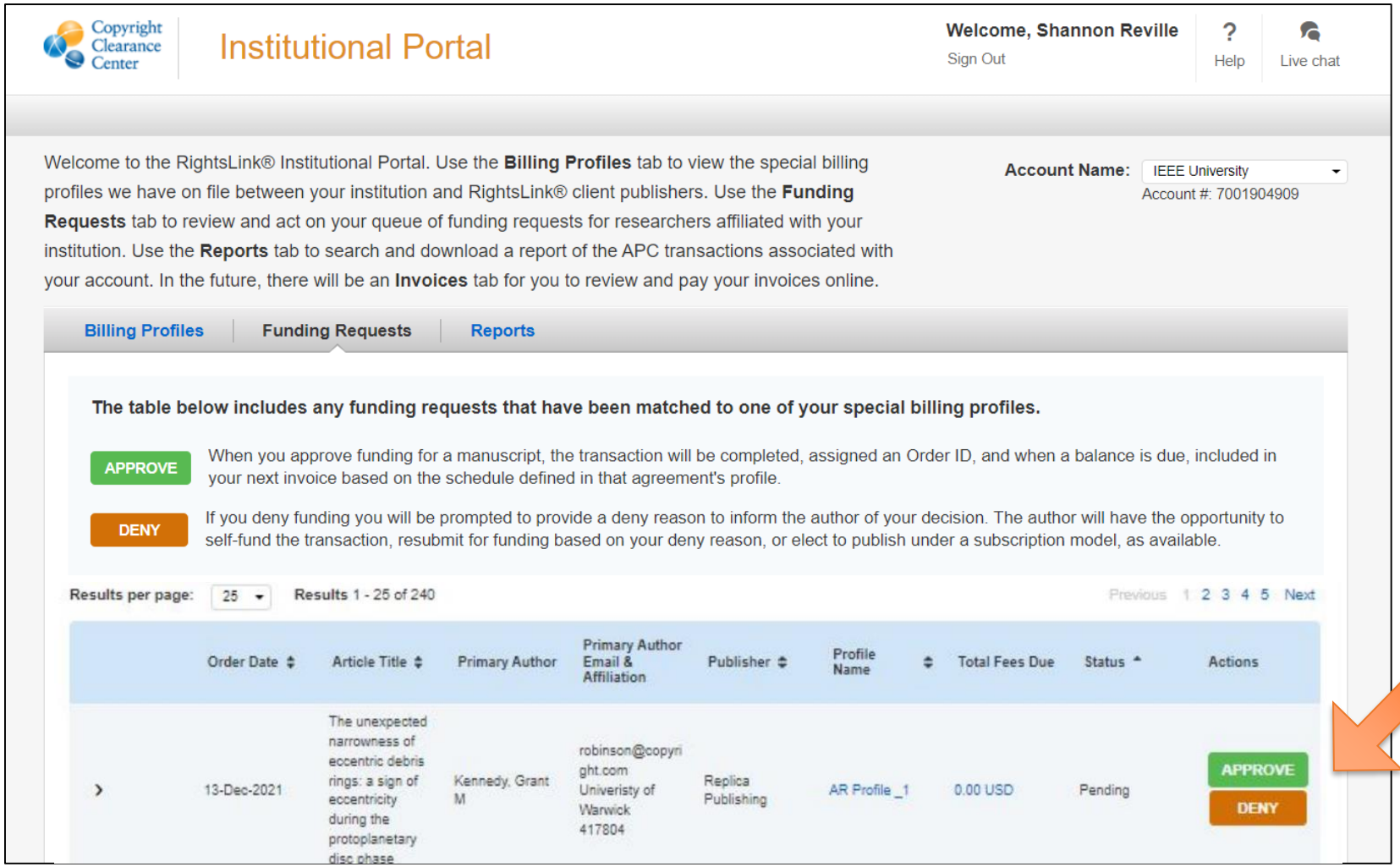
Please click here to view details and respond.

Sincerely,
Institute of Electrical and Electronics Engineers

Administrators will receive an email when an eligible author chooses to seek funding under their account.

IEEE

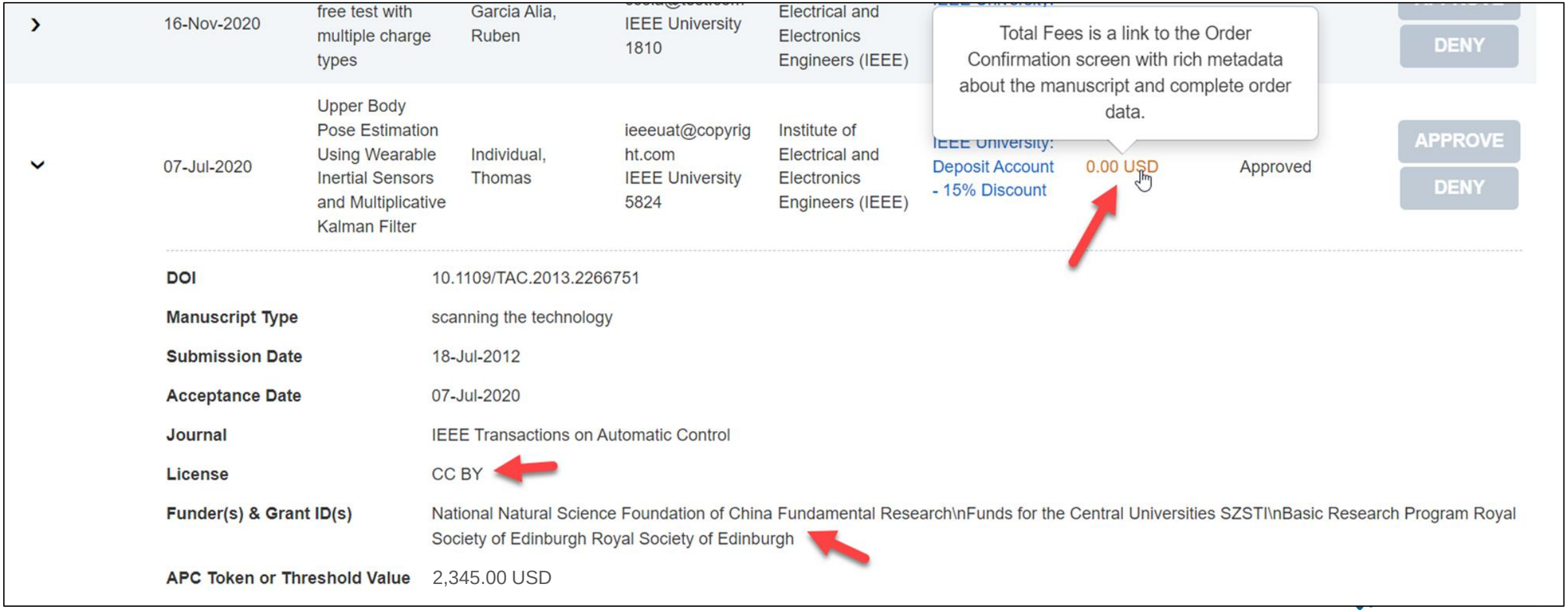
RLSC Institutional Portal dashboard



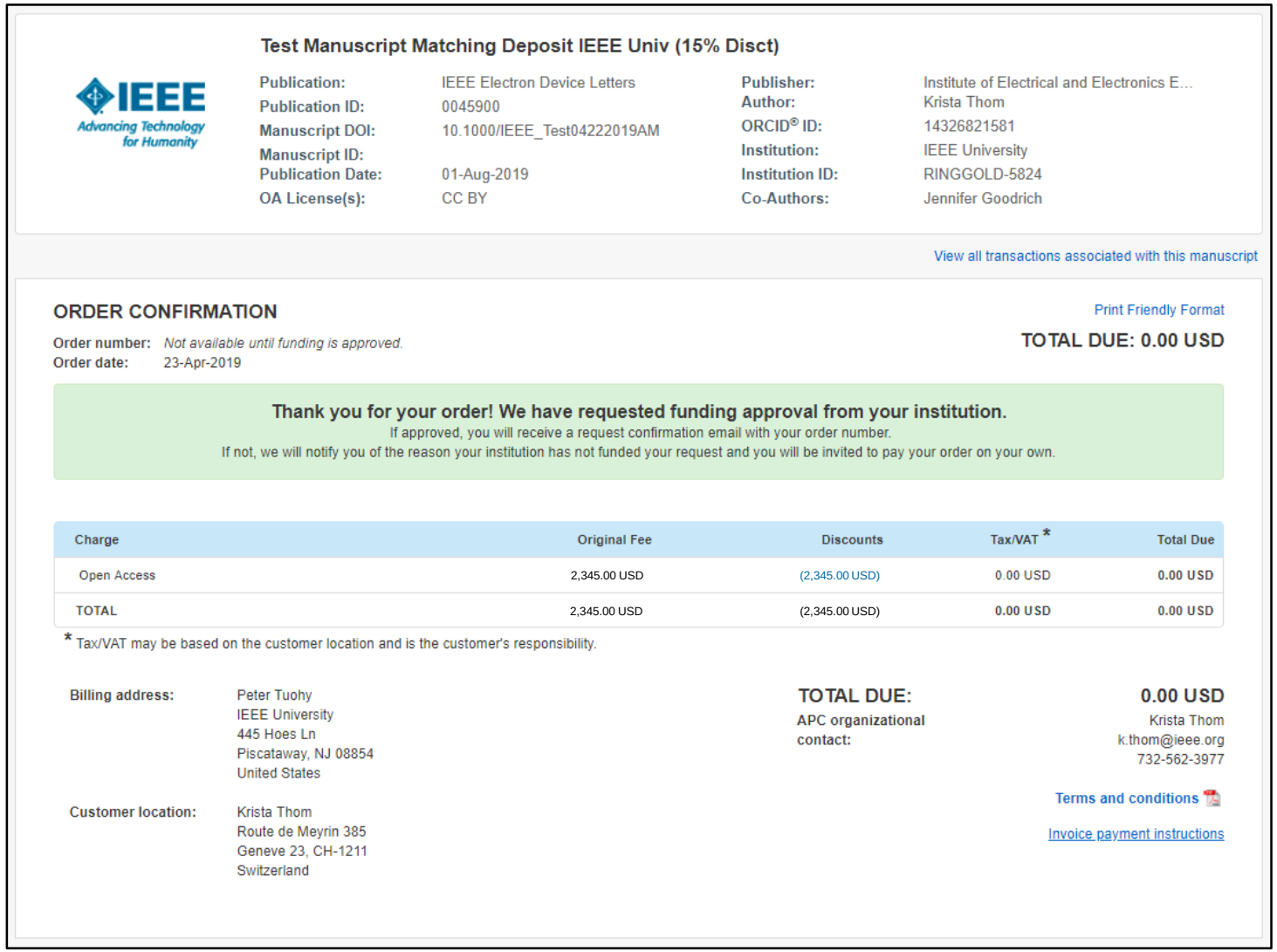
When administrators log in, they will be able to view and respond to outstanding requests.

Responding to funding requests

Pending articles will be shown at the top of the page by default.



Manuscript details page



Test Manuscript Matching Deposit IEEE Univ (15% Disct)

Publication:	IEEE Electron Device Letters	**Publisher:**	Institute of Electrical and Electronics E…
Publication ID:	0045900	**Author:**	Krista Thom
Manuscript DOI:	10.1000/IEEE_Test04222019AM	**ORCID® ID:**	14326821581
Manuscript ID:		**Institution:**	IEEE University
Publication Date:	01-Aug-2019	**Institution ID:**	RINGGOLD-5824
OA License(s):	CC BY	**Co-Authors:**	Jennifer Goodrich

View all transactions associated with this manuscript

ORDER CONFIRMATION

Print Friendly Format

Order number: *Not available until funding is approved.*
Order date: 23-Apr-2019

TOTAL DUE: 0.00 USD

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	2,345.00 USD	(2,345.00 USD)	0.00 USD	0.00 USD
TOTAL	2,345.00 USD	(2,345.00 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: **0.00 USD**

APC organizational contact:
Krista Thom
k.thom@ieee.org
732-562-3977

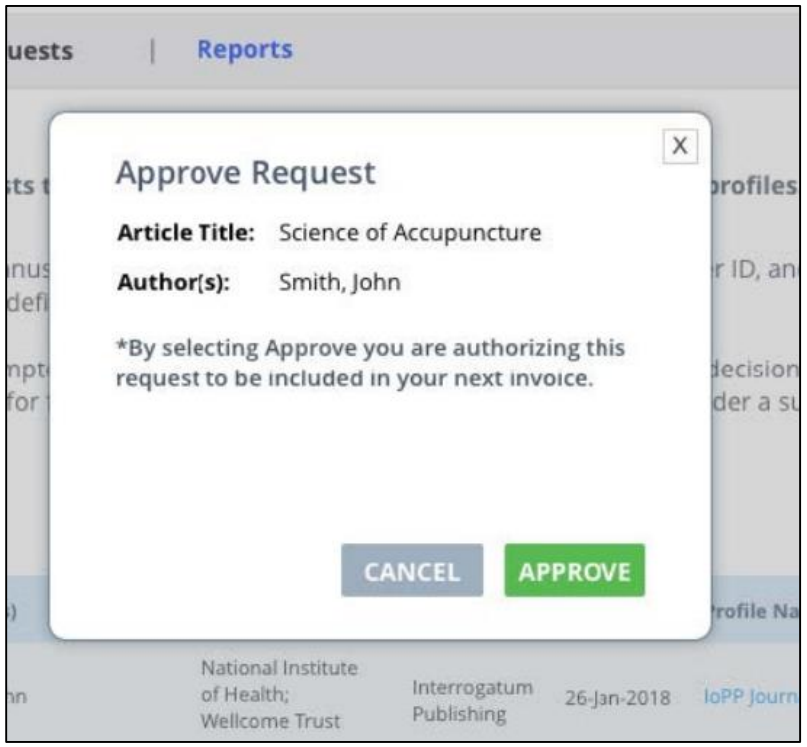
Terms and conditions

Invoice payment instructions

The detailed order confirmation page is available to both authors and administrators.

It includes information on article license type, discounts, and pricing.

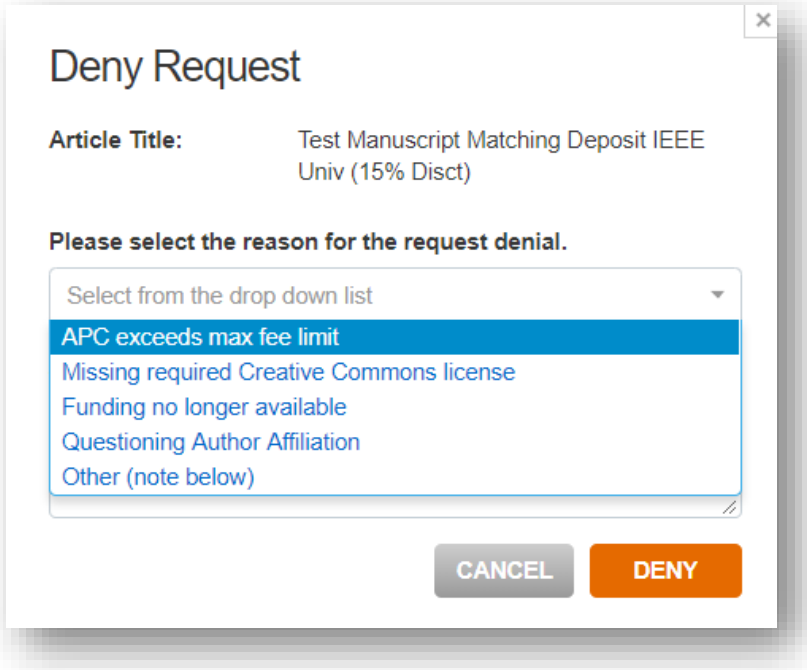
Approving requests



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

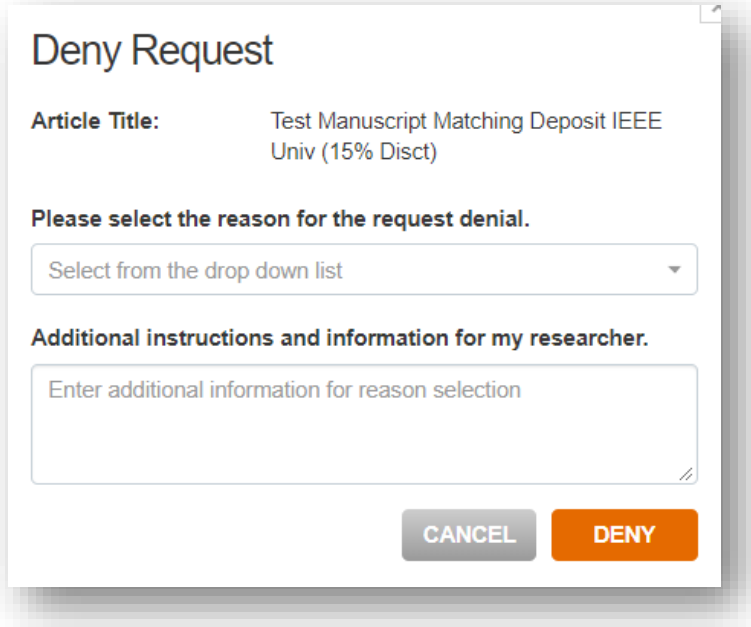
Clicking “Approve” will launch a pop-up box that prompts the administrator to confirm approval. As further confirmation, the author also receives a Funding Approved email.

Denying requests



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.)

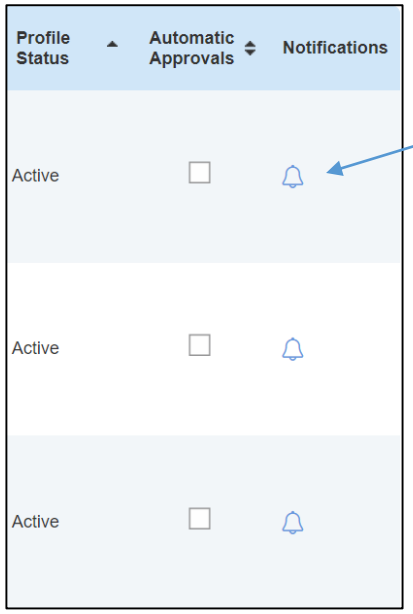


Adding Custom Notifications

Custom Notifications can be created so that a contact or contacts can be notified when a profile has met a set value.

This is often used as an alert when the profile has only a few APCs remaining.

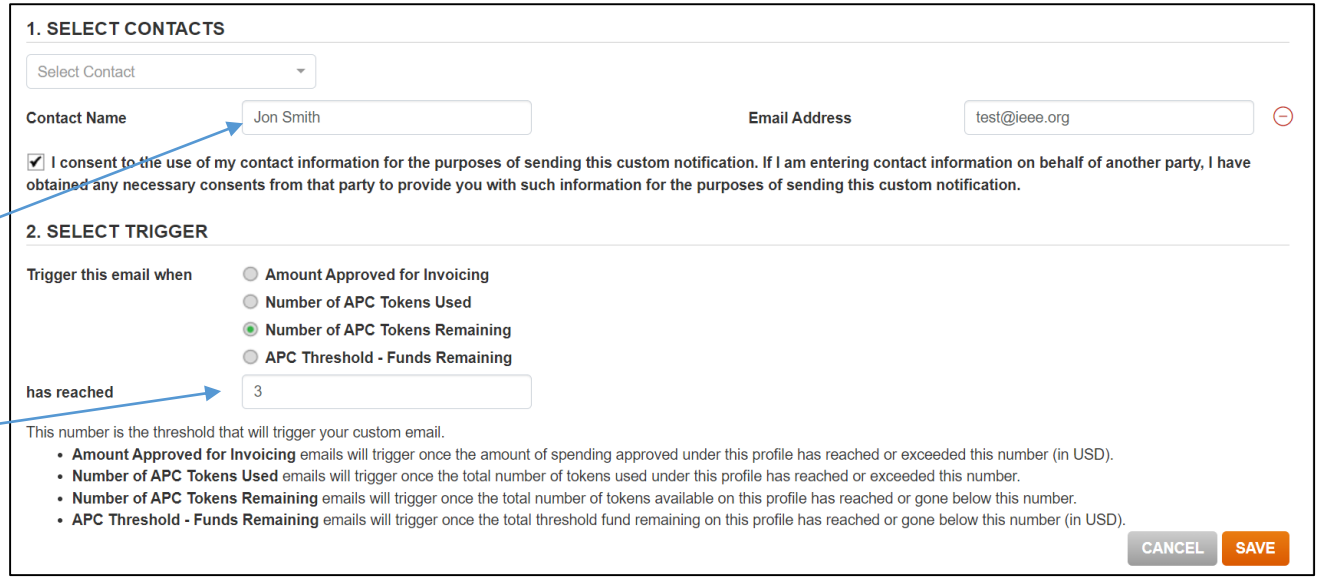
A notification will alert a contact or contacts by email that a value has been reached.



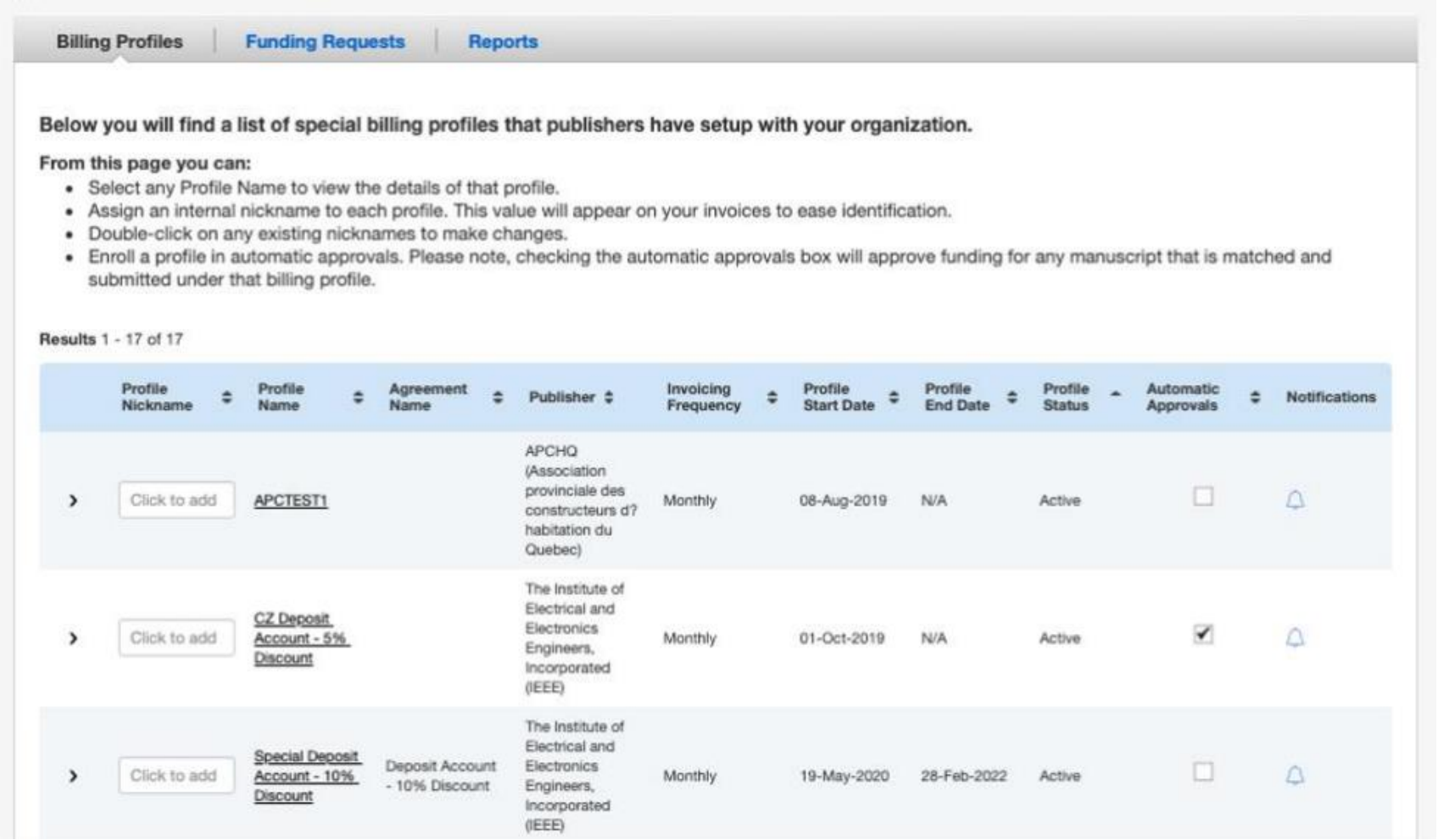
Step 1: Click Bell under "Notifications"

Step 2: Add notification contact

Step 3: Set threshold for alert



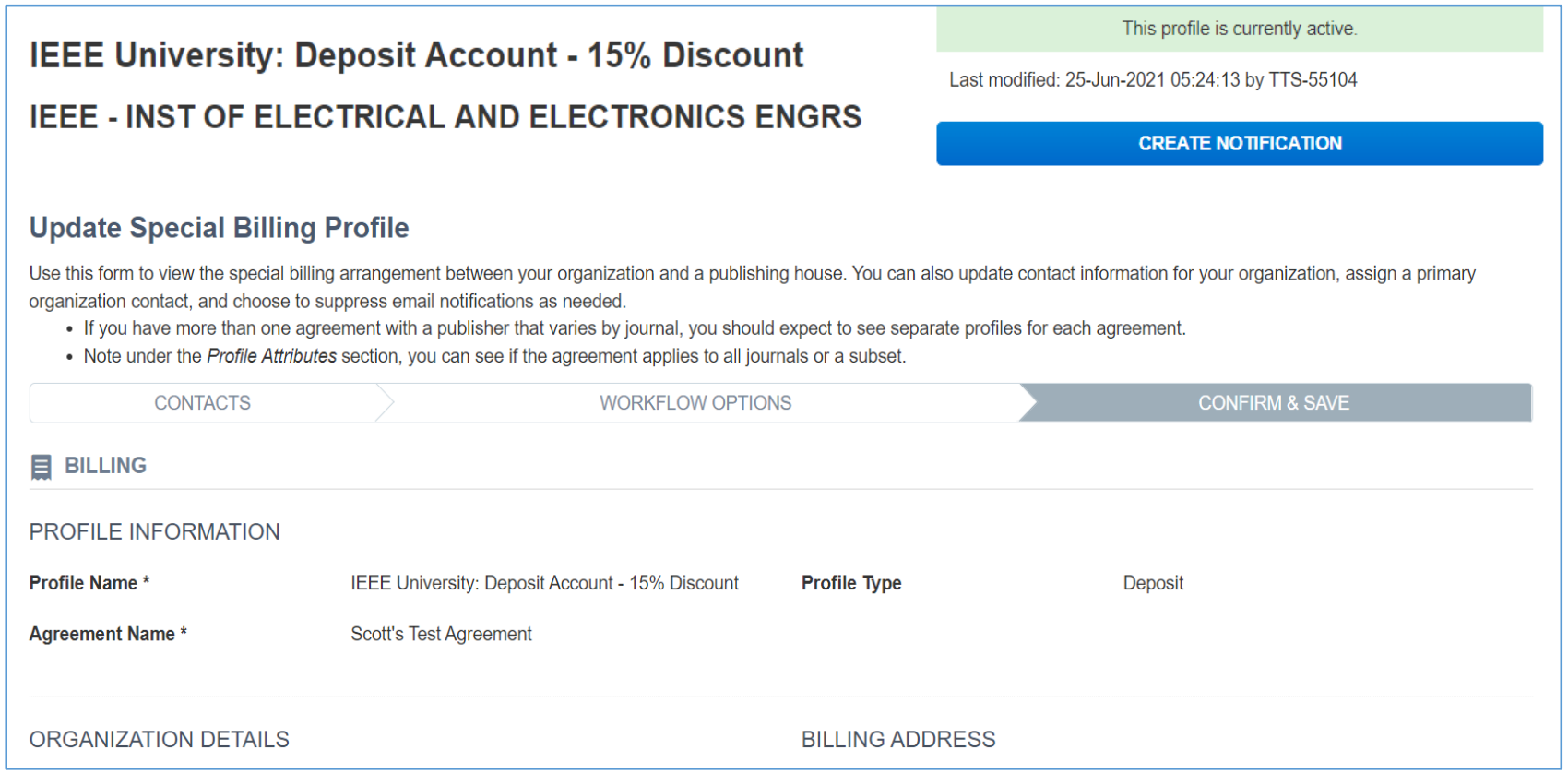
Billing Profiles



If an institution has agreements with multiple publishers that use RLSC, they will be able to access all profiles from the “Billing Profiles” tab.

Administrators can also set automatic approvals, manage notifications, and view agreement details.

Billing Profiles

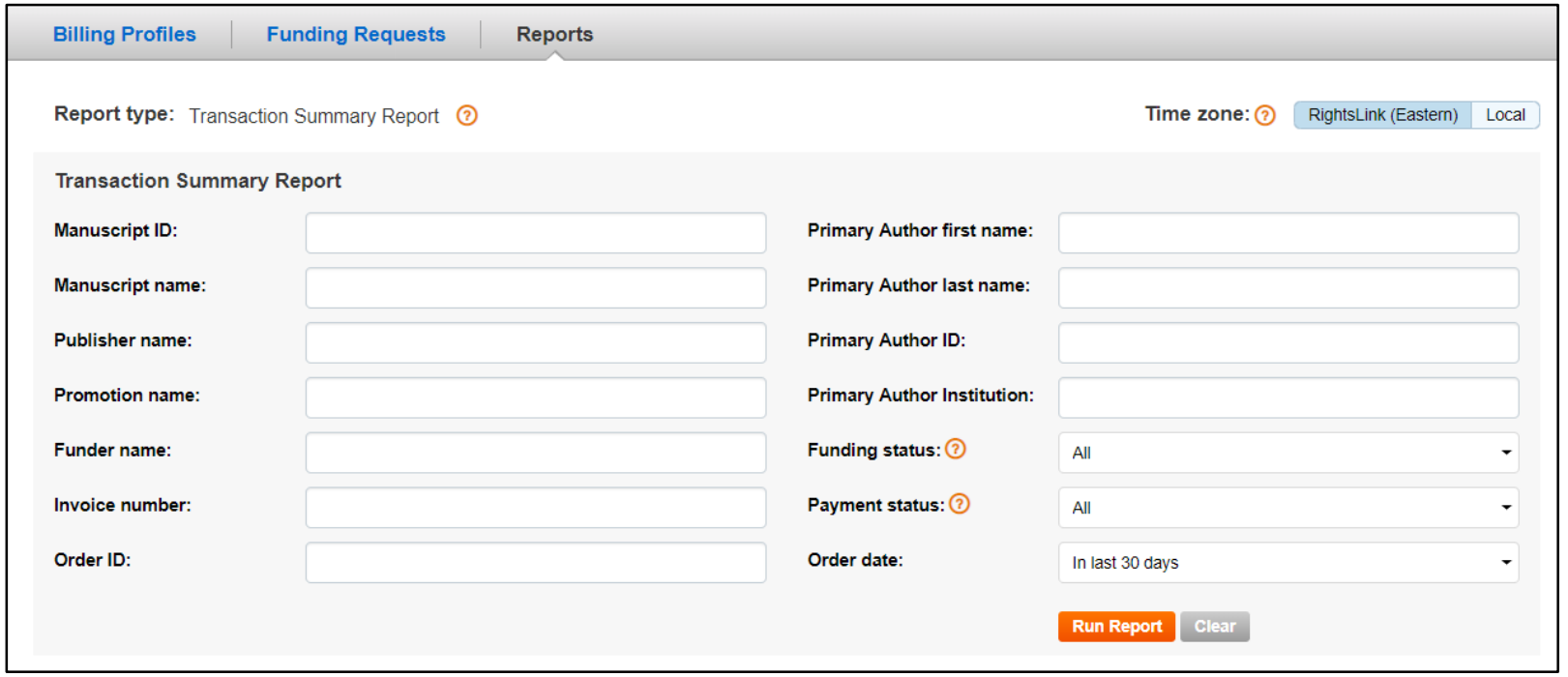


Clicking on a specific profile will bring up agreement details.

Most of the data is read-only.

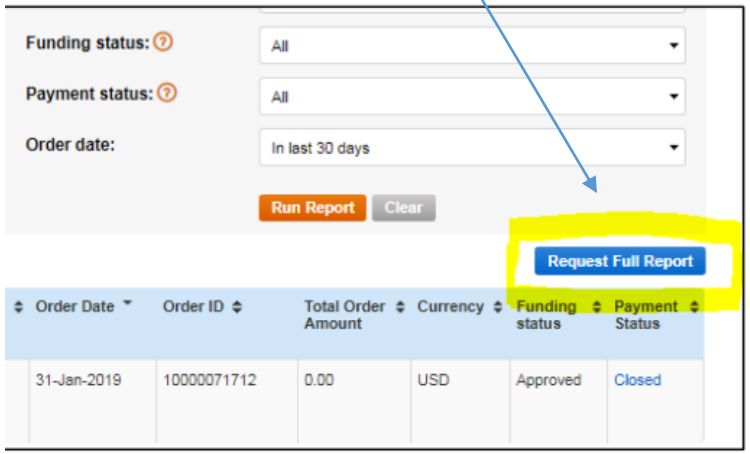
Administrators can add contacts, manage notifications, add a special note to authors, and choose to require an order number.

Reports



In the “Reports” tab, administrators can run Transaction Summary Reports based on various criteria.

Full reports are sent by email in XLS format.

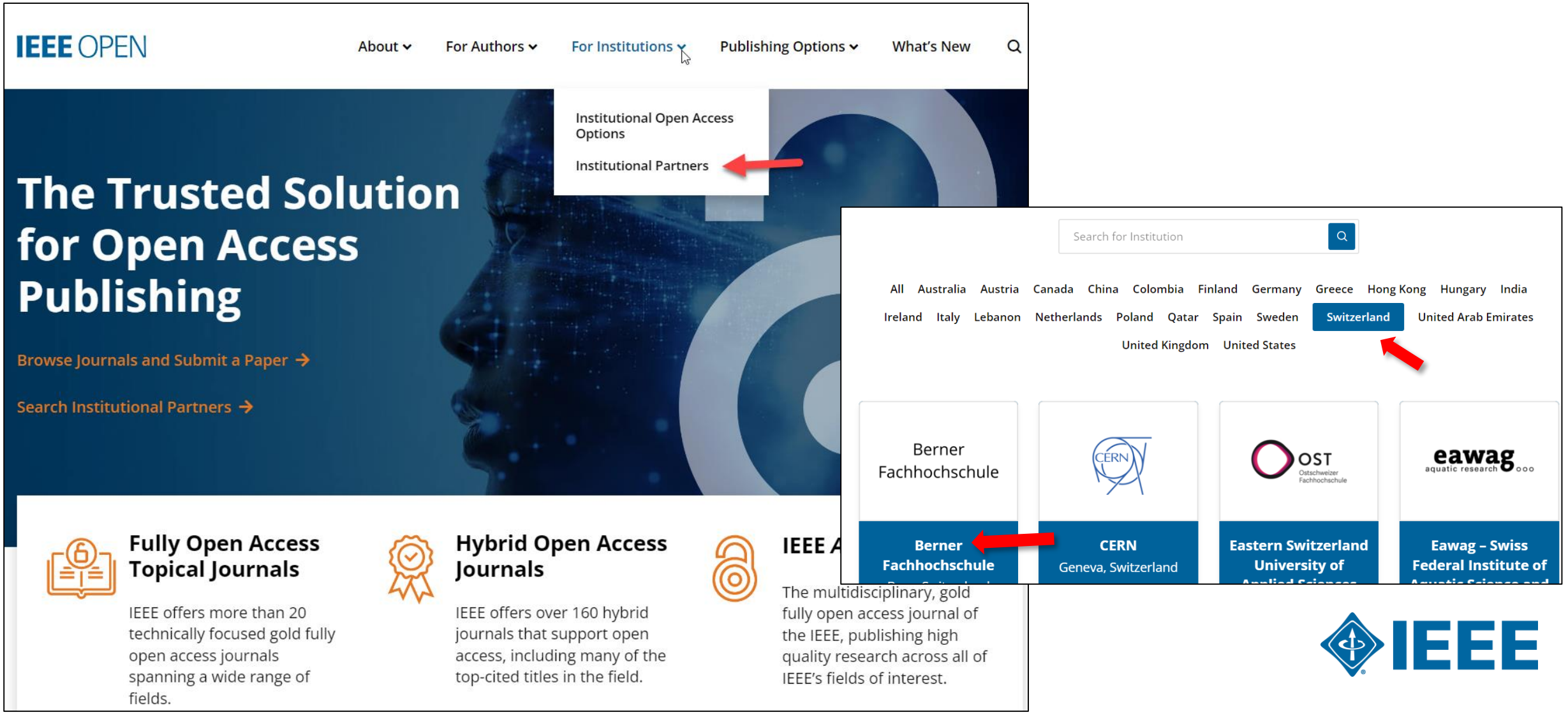


- If an institution has profiles with multiple publishers, manuscripts from all publishers will be shown by default. Users can select to limit results to a single publisher.
- Transaction Summary Report data is refreshed hourly.
- RLSC reports do not include traditionally published articles.

Additional OA resources

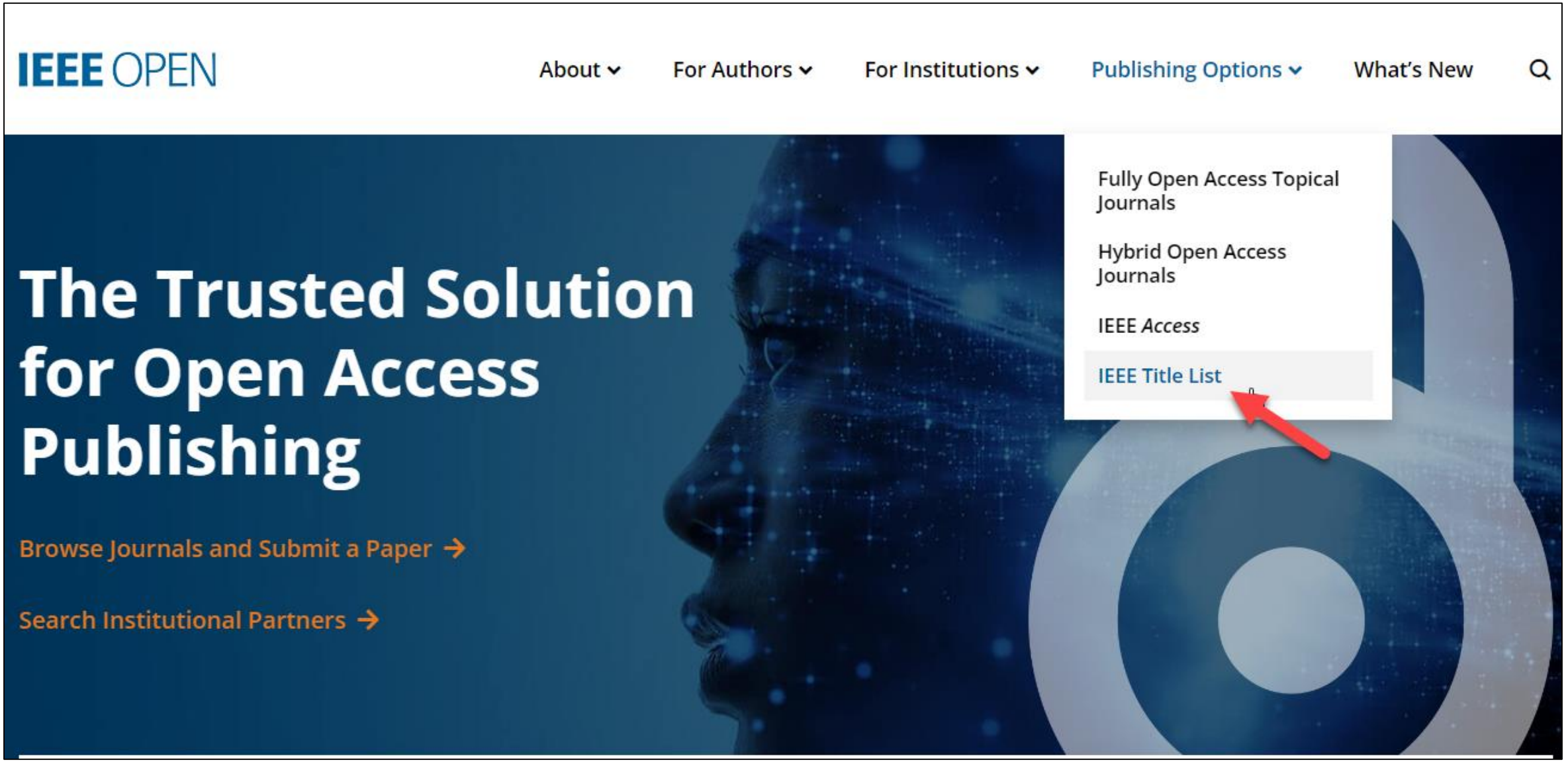
IEEE Open and IEEE Author Resources

IEEE Open Access Partners



IEEE

IEEE Title List on IEEE Open



IEEE Open Access Author Guide

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.

Benefits of Publishing Open Access with IEEE

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*)

IEEE OPEN open.ieee.org • ieeeauthorcenter.ieee.org IEEE

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.

IEEE OPEN open.ieee.org • ieeeauthorcenter.ieee.org IEEE

IEEE

Summary of what we've covered

- **Author Process**
  - Submission process
  - Post acceptance
  - RightsLink for Scientific Communications (RLSC)
- **Administrator Process**
  - Notifications
  - Responding to funding requests
  - Reports
  - Additional IEEE open access resources

Additional Resources

IEEE Open
https://open.ieee.org/

CCC RLSC: Resources for Institutions
https://www.copyright.com/rlinstitutionalportalrc/

IEEE Author Center
https://ieeeauthorcenter.ieee.org/

IEEE Author Posting Guidelines
https://www.ieee.org/publications/rights/author-posting-policy.html