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.
Note: Page charges are set at the society’s discretion and differ from journal to journal. Not all journals charge page charges.
Open Access question is not present at 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.
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

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.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>STATUS</th>
<th>ID</th>
<th>TITLE</th>
<th>SUBMITTED</th>
<th>DECISIONED</th>
</tr>
</thead>
</table>

Submit Final Files

- Accept [11-Jul-2017]

Graphics Checker

- Accept for Final Submission

view decision letter
Post acceptance – **hybrid** review

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

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.

[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.

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.
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
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}
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

Administrators (APC.bibliotecadigitale@unmi.it) will receive an email.
Approving requests

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

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.)
The author receives an email when the request is approved or denied by the institution.
https://open.ieee.org/

The Trusted Solution for Open Access Publishing

Browse Journals and Submit a Paper ➔

Search Institutional Partners ➔

Fully Open Access Journals (Topicals)
IEEE offers more than 20 technically focused gold Fully Open Access journals spanning a wide range of fields.

Learn More ➔

Hybrid Journals
IEEE offers over 160 hybrid journals that support Open Access, including many of the top-cited titles in the field.

Learn More ➔

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

Learn More ➔
Publishing OA 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 Access Publishing Options

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.

A hybrid journal is a subscription-based journal that provides authors the choice to publish their accepted articles as open access. IEEE offers over 150 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 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, visit: https://institutions.open.ieee.org/for-institutions-funders/institutional-partner/

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 or team 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 homepage 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 you 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 the 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 the 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 the approval.

5. To ensure accurate processing, please be sure to use your institution’s name from the drop-down 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://ieeeauthorcenter.ieee.org/

- RightsLink for Scientific Communications: Resources for Institutions
  - http://www.copyright.com/publishers/rightslink-scientific/institution-agreement-management-resources/

- Author posting guidelines