IEEE Open Access Workflow for Authors and Administrators

Touch free
Hybrid and OA journals
One consortial agreement – billing profiles for all members

Eszter Lukács
IEEE Client Services Manager
e.lukacs@ieee.org

IEEE

Overview

- Care Crui consortium using open access tokens from IEEE and the agreement will cover open access charges for **Gold OA and hybrid journals**.

- The consortium members will **share a pool of open access tokens (?)**.

- There will be one agreement set up (consortia) with several billing profiles for each member institution.The administrators of each member institution will approve funding requests for their own institution only.

- **Matching criteria:** corresponding author affiliated with RINGGOLD IDs OR email domains (subdomains needed as well)

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

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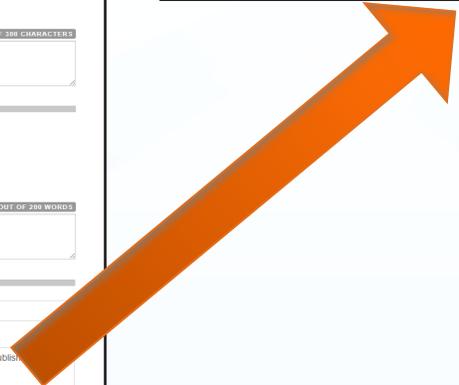
Note: Page charges are set at the society's discretion and differ from journal to journal. Not all journals charge page charges.

Submission - **HYBRID** journal

Open Access question is
not present at submission.

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

Write Cover Letter

Preview | Ω Special Characters

0 OUT OF 32768 CHARACTERS

Funding ❓ Edit

* **Is there funding to report for this submission?**

⦿ Yes ◯ No

Funders ❓ Edit

ACTIONS	FUNDER	GRANT / AWARD NUMBER
No Funders Entered		

Add Funder

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.

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

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

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.

Save   Save & Continue >

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

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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.

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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

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
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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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