

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 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

ScholarOne Manuscripts™

IEEE

IEEE Power and Energy Technology Systems Journal

PES

Power & Energy Society

Alison Larkin ▾

Instructions & Forms

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Support ▾

Author Dashboard / Submission

Submission

Step 1: Type, Title, & Abstract ▸

Step 2: Attributes ▸

Step 3: Authors & Institutions ▸

Step 4: Reviewers ▸

Step 5: Details & Comments ▸

Step 6: File Upload ▸

Step 7: Review & Submit ▸

Step 1: Type, Title, & Abstract ▸

Step 2: Attributes ▸

Step 3: Authors & Institutions ▸

Step 4: Reviewers ▸

Step 5: Details & Comments ▸

Step 6: File Upload ▸

Step 7: Review & Submit ▸

Step 1: Type, Title, & Abstract

Select your manuscript type. Enter your title and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue." [Read More ...](#)

* = Required Fields

* Type: [Edit](#)

CHOICE	TYPE
☐	Journal paper

* Title [Edit](#)

[Preview](#) [Special Characters](#)

0 OUT OF 300 CHARACTERS

* Abstract [Edit](#)

Write or Paste Abstract

[Preview](#) [Special Characters](#)

0 OUT OF 280 WORDS

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.

Save

Save & Continue ▸

I have read and agree to the terms below.

By submitting this manuscript to the Photonics Journal, I agree that, if accepted, it will be published as open access and that I am responsible for the payment of the open access article processing charge (APC):

US \$1,850 - Non Member
US \$1,758 - IEEE Member (5% Discount)
US \$1,480 - Photonics Society Member (20% Discount)

Note: There is some pricing variation among journals.

More detailed article processing charge (APC) information can be found at <https://open.ieee.org/index.php/for-authors/article-processing-charges/>.

Note:

Applicable taxes will be added to all open access charges at time of processing for bill to addresses in Canada and in all European Union countries. Bill to customers who are VAT registered in European Union countries will not have tax added when they provide their VAT registration number.

Some institutions offer assistance for open access funding. Check our [institutional partners list](#) to see if yours is one.

[IEEE.org](#)
[IEEE Xplore Digital Library](#)
[IEEE Spectrum](#)
[More Sites](#)



IEEE OPEN

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[Colombia](#)
[Finland](#)
[Germany](#)
[Greece](#)
[Hungary](#)
[Ireland](#)
[Italy](#)
[Lebanon](#)
[Netherlands](#)
[Poland](#)
[Qatar](#)
[Spain](#)
[Sweden](#)
[Switzerland](#)
[United Arab Emirates](#)
[United Kingdom](#)
[United States](#)



A!
Aalto University



AGH



UNIVERSITY OF JYVÄSKYLÄ



UNIVERSITY OF TWENTE

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



Submission – Step 1 – Hybrid journal

Note: Open Access question is not present at submission.

ScholarOne Manuscripts™

(Alison Larkin) as Christine Kurzawa

End Proxy

Instructions & Forms

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IEEE Transactions
on Geoscience and
Remote Sensing

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Administrator Center

Client Configuration Center

Author Dashboard / Submission

This is not a production environment

Submission

Step 1: Type, Title, & Abstract >

Step 2: Attributes >

Step 1: Type, Title, & Abstract >

Step 2: Attributes >

Step 2: Authors & Institutions >

Step 1: Type, Title, & Abstract >

Step 2: Attributes >

Step 2: Authors & Institutions >

Step 1: Type, Title, & Abstract >

Step 2: Attributes >

Step 2: Authors & Institutions >

Step 1: Type, Title, & Abstract >

Step 1: Type, Title, & Abstract >

Step 1: Type, Title, & Abstract >

Step 2: Attributes >

Step 3: Authors & Institutions >

Step 4: Reviewers & Editors >

Step 5: Details & Comments >

Step 6: File Upload >

Step 7: Review & Submit >

Step 1: Type, Title, & Abstract

Select your manuscript type. Enter your title, running head, and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue." [Read More ...](#)

* = Required Fields

* Type: [Edit](#)

CHOICE	TYPE
☐	Regular paper
☐	Letter to the Editor

* Title [Edit](#)

Preview

Special Characters

0 OUT OF 250 CHARACTERS

* Abstract [Edit](#)

Write or Paste Abstract

Preview

Special Characters

0 OUT OF 250 WORDS

Save

Save & Continue >



Submission – Steps 2 and 3

Step 2: the author will upload their manuscript files

Step 2: File Upload

Please only upload Word files, TIFF files and JPEG files for images. [Read More ...](#)

* = Required Fields

Files

0.00 OUT OF 50.50 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					

Update Order

File Upload

SELECTION	FILE DESIGNATION
Select File 1 ...	* Main Document
Select File 2 ...	Choose File Designation ...
Select File 3 ...	Choose File Designation ...

Upload Selected Files

Previous Step

Save

Save & Continue

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

Step 3: Attributes

To enter your manuscript attributes/keywords, you may do it in two different ways:

- Search the journal's list of keywords, by typing in a term and clicking **Search**, or
- Select your keywords from the list (Control-Click to select multiple words), and click **Add**.

When you are finished, click **Save and Continue**.

[Read More ...](#)

* = Required Fields

* Keywords

+ Add

Hide Full List

Memory
Midbrain
Molecular Biology
Adolescent Patient Care
Article
html
naner

+ Add from List

Submission – Step 4

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.**

Submission

Step 1: Type, Title, & Abstract >

Step 2: File Upload >

Step 3: Attributes >

Step 4: Authors & Institutions >

Step 5: Reviewers & Editors >

Step 6: Details & Comments >

Step 7: Review & Submit >

Enter your co-authors' information in the boxes below, then click "Add to My Authors." To check if an author already exists in the journal's database, enter the author's e-mail address and click "Find." If the author is found, their information will be automatically filled out for you. When you are finished, click "Save and Continue."

* = Required Fields

Authors

* Selected Authors [Edit](#)

ORDER	ACTIONS	AUTHOR	INSTITUTION
↑ ↓ Drag	1 Select...	Larkin, Alison a.larkin@ieee.org  0000-0001-6438-6457 ✓	1. IEEE, Publishing Operation 405 Hoes Lane Piscataway, NJ, USA 08854 732-562-6536 2. IEEE

Add Author

Find using Author's email address

< Previous Step

Save

Save & Continue >

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

Submission – Step 4

Submission

Step 1: Type, Title, & Abstract >

Step 2: File Upload >

Step 3: Attributes >

Step 4: Authors & Institutions >

Step 5: Reviewers & Editors >

Step 6: Details & Comments >

Step 7: Review & Submit >

Step 4: Authors & Institutions

Enter your co-authors' information in the boxes below, then click "Add to My Authors." To check if an author already exists in the journal's database, enter the author's e-mail address and click "Find." If the author is found, their information will be automatically filled out for you. When you are finished, click "Save and Continue."

* = Required Fields

Authors

* Selected Authors [Edit](#)

ORDER	ACTIONS	AUTHOR	INSTITUTION
↑ ↓ Drag	1 ▼ Select...	Larkin, Alison a.larkin@ieee.org 0000-0001-6438-6457 ✓	1. ⚠ This institution is not connected to Ringgold. Visit our FAQ on why a Ringgold connected institution is important. 445 Ho New Yo 732-562-6536

Add Author

Find using Author's email address

Q Search

If the affiliation entered by the author cannot be tied to a Ringgold ID, an error message appears.

If the author does not tie the affiliation to a Ringgold, a warning message appears.

Create New Author [Edit](#)

Institution 1

Quick Fill [Edit](#)

Institution Number:

1

▼

* Institution: [Edit](#)

IEEE

* Department:

IEEE

New York, NY, US, other/learned

* Country / Region

INEE

Paris, Île-de-France, FR, academic/govt

State/Province:

IEEI

Chicago, IL, US, academic/hospital

* City:

IESE

Buenos Aires, AR, academic

IESEG School of Management

Lille, Nord-Pas-de-Calais, FR, academic/bus

Ringgold IDs are integrated in the submission system



Submission – Step 5 Details & Comments

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

The screenshot shows the submission interface for Step 5: Details & Comments. On the left, a navigation menu lists steps 1 through 6, with Step 5 highlighted. An orange arrow points to the 'Funding' section. The 'Funding' section includes a question: 'Is there funding to report for this submission?' with radio buttons for 'Yes' and 'No'. Below this is a table for 'Funders' with columns 'ACTIONS', 'FUNDER', and 'GRANT / AWARD NUMBER'. The table is currently empty, and there is an 'Add Funder' button. At the bottom, there is a section for the 'IEEE Plagiarism Policy' with a checkbox and a note about reviewing the policy statements.

Step 6 – Review & Submit

The author reviews and submits the manuscript.

The screenshot shows the 'Submission Confirmation' page. It includes a 'Print' button in the top right corner. The main text says 'Thank you for your submission'. Below this, there is a table with submission details:

Submitted to	ScholarOne University Training Workflow 1
Manuscript ID	MCU1-201803-0001-OA
Title	The process of documentation
Authors	Baker, Gwen Bryant, Luke
Date Submitted	01-Mar-2018

Articles can match a RLSC profile based on the FundRef ID in addition to the affiliation/institution provided by the author.



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 will choose whether to publish open access. Open access is “opt-in” for hybrid titles.

Post acceptance – final files upload

ScholarOne Manuscripts™

(Alison Larkin) as Christine Kurzawa ▾

End Proxy

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Author Dashboard

This is not a production environment

Author Dashboard

1 Unsubmitted and Manuscripts in Draft

1 Awaiting Final Files

Start New Submission

Legacy Instructions

5 Most Recent E-mails

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.

ACTION	STATUS	ID	TITLE	SUBMITTED	DECISIONED
	ADM: Plaza, Antonio ADM: Larkin, Alison	TGRS-2017-00761	This is a test paper	11-Jul-2017	11-Jul-2017

Submit Final Files

- Accept (11-Jul-2017)

Graphics Checker

- Accept for Final Submission

view decision letter

 **IEEE**

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 \$2,195 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](#).

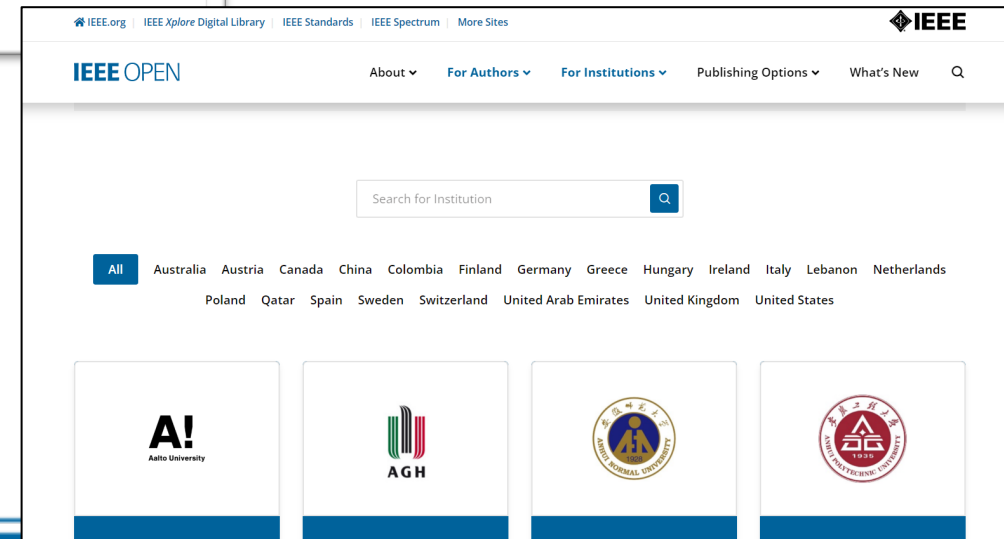
For any questions regarding IEEE open access policies, please refer to our [Frequently Asked Questions on open access](#).

- ☐ **Yes** - please make my article Open Access. I understand that there is a \$2,195 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.

IEEE supports author choice when publishing in a hybrid journal.

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

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



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, if closed access has been selected (in which copyright is transferred to the publisher and the article is published behind a paywall), or
 - 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 CC-BY 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 CC-BY or CC-BY NC-ND.

Authors should confirm any license restrictions set by the institution.

Post acceptance – hybrid journal

Authors who choose “traditional submission” in a hybrid title will receive an email informing them of the opportunity to publish OA if an active OA agreement is present based on the corresponding author’s affiliation.

Note: The email is sent only if the profile associated with the article is set a “Touch free” in RLSC.

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}

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 Publication Agreement

1

2

3

4

5

Select Language ▼

Information

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[CC BY Summary](#)

[CC BY Full License](#)

[CC BY Machine-Readable XMP](#)

Step 4: Complete the publication agreement

You may view and download a read-only version of the agreement in a selected language. You will need to sign the English version of the form below. [Click to View](#)

► Creative Commons Attribution License

Article Title: My groundbreaking article

Publication Title: IEEE ACCESS

Authors: Krista Thom

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- **Attribution** - Users must attribute the work in the manner specified by the author or licensor (but not in any way that suggests that they endorse the users or their use of the work).

With the understanding that:

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RightsLink for Scientific Communications (RLSC) in TouchFree

- All open access charges are handled through CCC RLSC.
- **Authors do not need to request funding through RLSC (in TouchFree workflow)** as this is done when a match is made between the manuscript metadata and the institution's profile in RLSC automatically
- 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.

Overlength and Color Charges

Overlength and color charges are not included in the agreement

- ▶ **Overlength and color charges may still apply and are not included in this agreement and have to be settled by the author.** Admins will not receive notification about overlength and color charges. These costs will not be automatically invoiced to the billing profiles.
- ▶ The author will receive separate notifications about these costs from CCC and has follow the instructions in the email:
 - All **Overlength and color charges** are handled through CCC RightsLink for Scientific Communication (RLSC)

Videos for authors available <https://www.copyright.com/rlauthorrc/>

Author receives
email from RLSC
and registers on
RLSC

Authors selectes a payment
option enters the billing
details in RLSC and
pays from budget according
to internal institutional policy.

- ▶ The overlength and color charges are not included in the Transaction Summary Reports on the institutional dashboards because they are not matched to the profiles.
- ▶ More information in general on article processing charges for authors: <https://journals.ieeeauthorcenter.ieee.org/your-role-in-article-production/about-potential-article-processing-charges/>



Additional OA resources

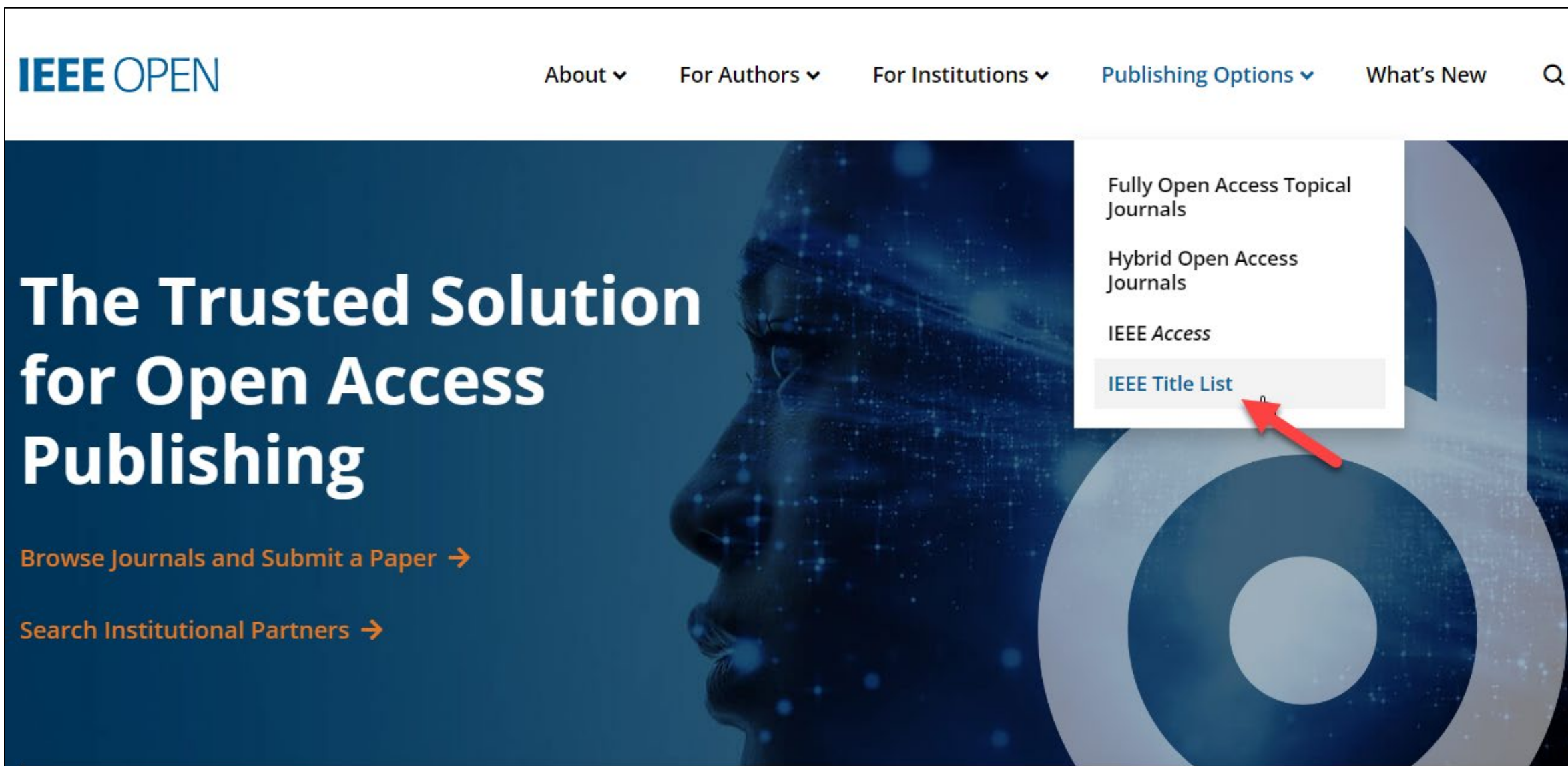
IEEE Open and IEEE Author Resources

IEEE Open Access Partners

<https://open.ieee.org/>

The screenshot displays the IEEE Open Access website. The main navigation bar includes links for 'About', 'For Authors', 'For Institutions', 'Publishing Options', and 'What's New'. The 'For Institutions' dropdown menu is open, showing 'Institutional Open Access Options' and 'Institutional Partners'. The main banner features the text 'The Trusted Solution for Open Access Publishing' and links to 'Browse Journals and Submit a Paper' and 'Search Institutional Partners'. Below the banner, there are three sections: 'Fully Open Access Topical Journals', 'Hybrid Open Access Journals', and 'IEEE Access'. The 'Institutional Partners' section is highlighted, showing a list of countries and a grid of partner institutions including Berner Fachhochschule, CERN, Eastern Switzerland University of Applied Sciences, and Eawag - Swiss Federal Institute of Aquatic Science and Technology.

IEEE Title List on IEEE Open



The screenshot displays the IEEE Open website interface. The top navigation bar includes the IEEE OPEN logo on the left and a series of links with dropdown arrows: About, For Authors, For Institutions, Publishing Options, and What's New. A search icon is located on the far right. The main content area features a large blue banner with the text "The Trusted Solution for Open Access Publishing". Below this banner are two orange links: "Browse Journals and Submit a Paper" and "Search Institutional Partners", both followed by right-pointing arrows. On the right side of the banner, a dropdown menu is open under the "Publishing Options" link. This menu lists four options: "Fully Open Access Topical Journals", "Hybrid Open Access Journals", "IEEE Access", and "IEEE Title List". The "IEEE Title List" option is highlighted with a light gray background, and a red arrow points directly to it.

IEEE OPEN

About ▾ For Authors ▾ For Institutions ▾ Publishing Options ▾ What's New 🔍

The Trusted Solution for Open Access Publishing

[Browse Journals and Submit a Paper →](#)

[Search Institutional Partners →](#)

- Fully Open Access Topical Journals
- Hybrid Open Access Journals
- IEEE Access
- IEEE Title List**

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



Publishing OA with IEEE: A Guide for Corresponding Authors

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 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 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



Summary of what we've covered

- ▶ **Key points of the agreement**
- ▶ **Author Process (TouchFree)**
 - Submission (difference between fully OA and hybrid titles)
 - How are manuscripts identified and matched to admin dashboards
 - Post-acceptance/copyright selection
- ▶ **Administrator Process**
 - View pending transactions
 - Approve or deny funding requests
 - Manage notifications
 - Transaction reports
- ▶ **Additional IEEE open access resources**
- ▶ **Q & A**

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://journals.ieeeauthorcenter.ieee.org/become-an-ieee-journal-author/publishing-ethics/guidelines-and-policies/post-publication-policies/>