IEEE Open Access Workflow for Authors and Administrators

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

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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)

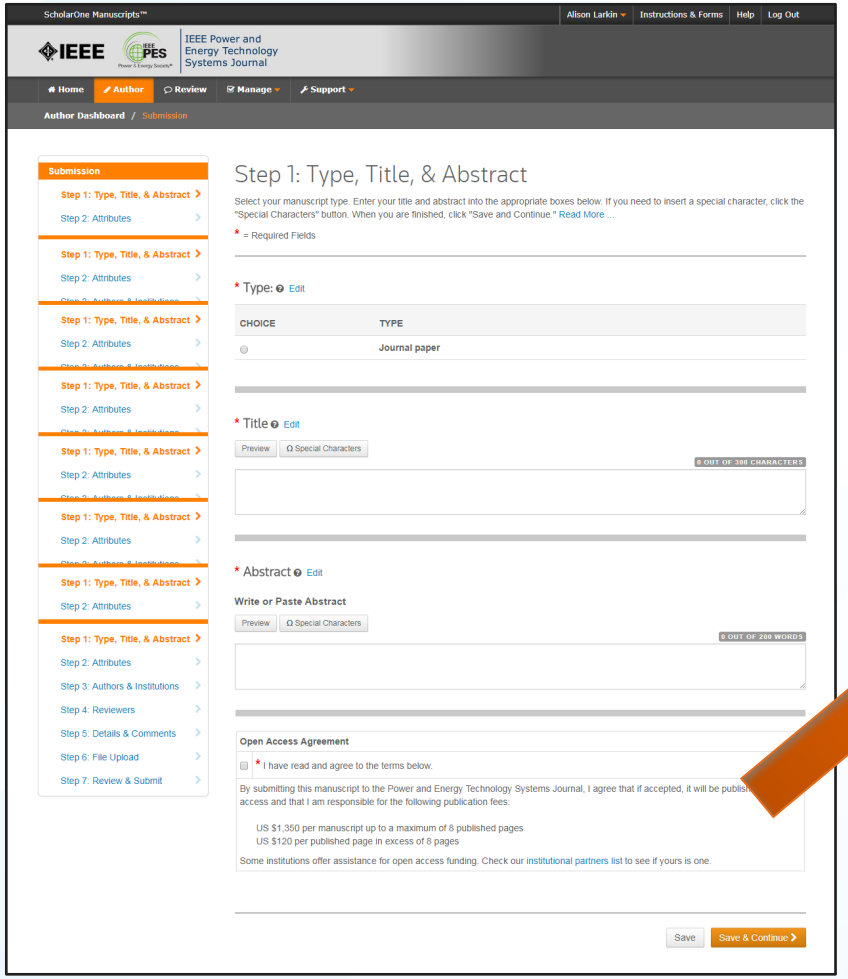
Author Process

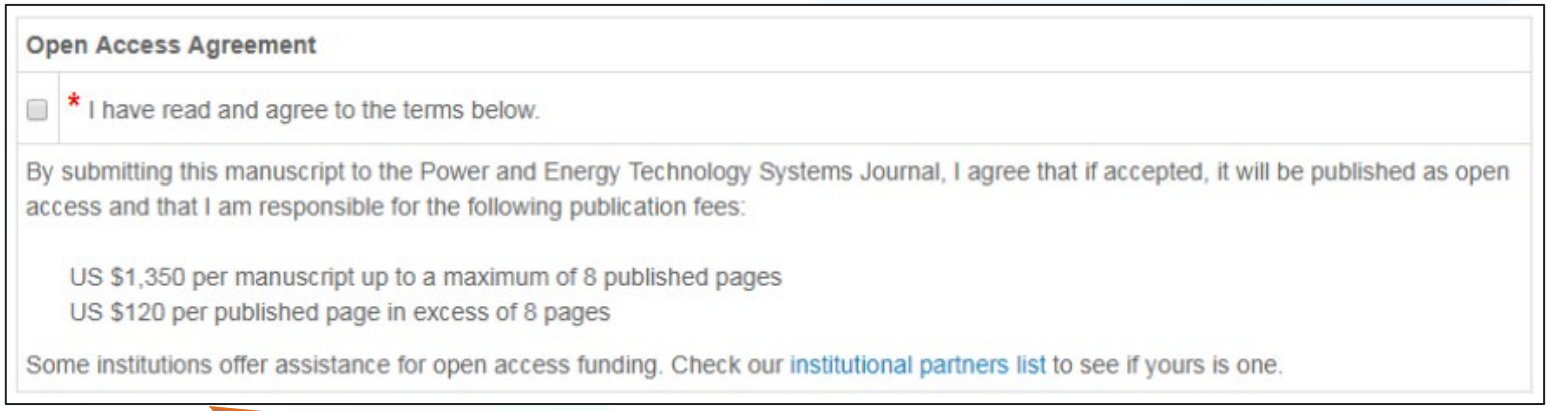
Submission, acceptance, and seeking funding

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

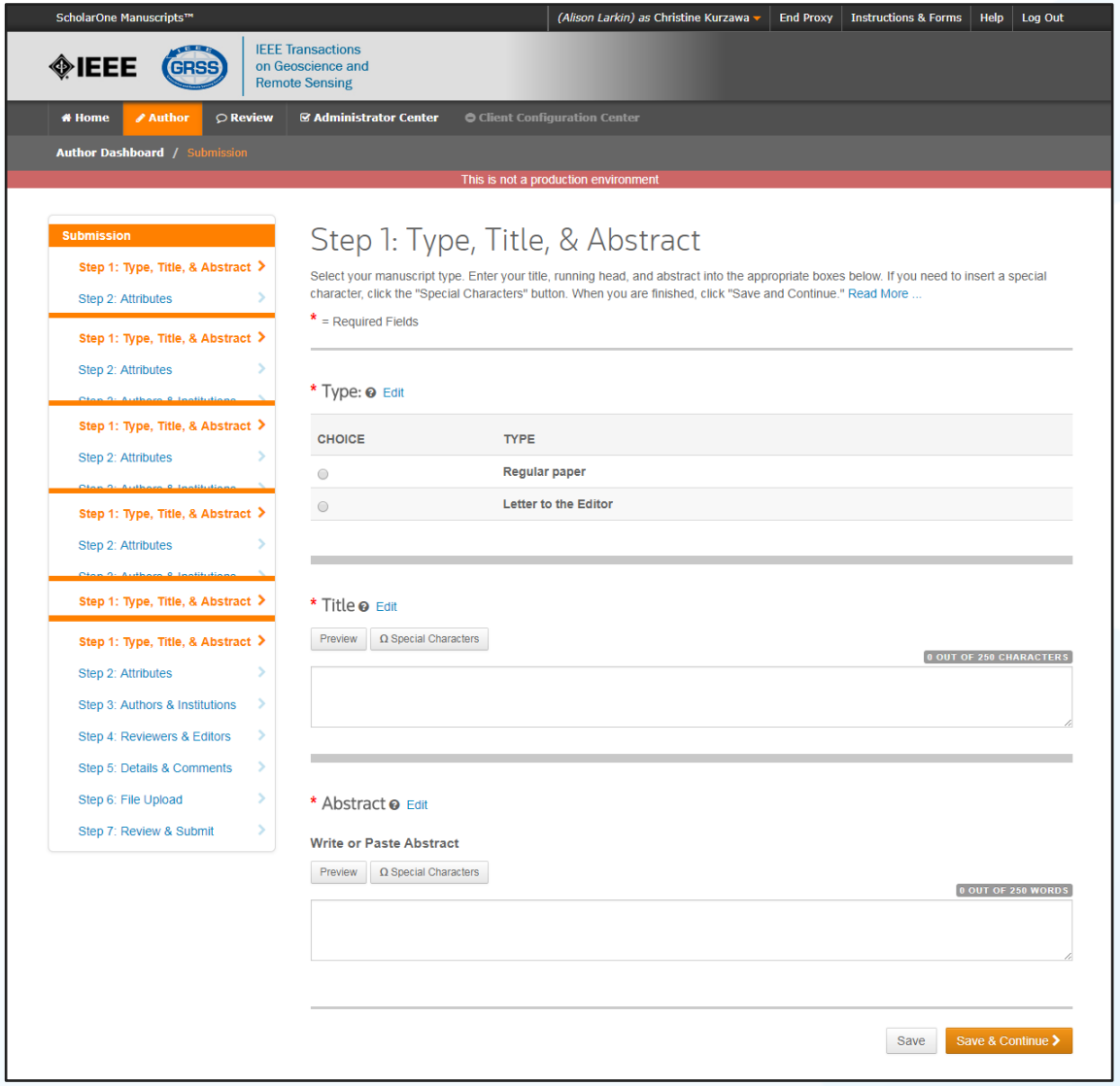




Note: Page charges are set at the society's discretion and differ from journal to journal. Not all journals charge page charges.

Submission - **HYBRID** journal

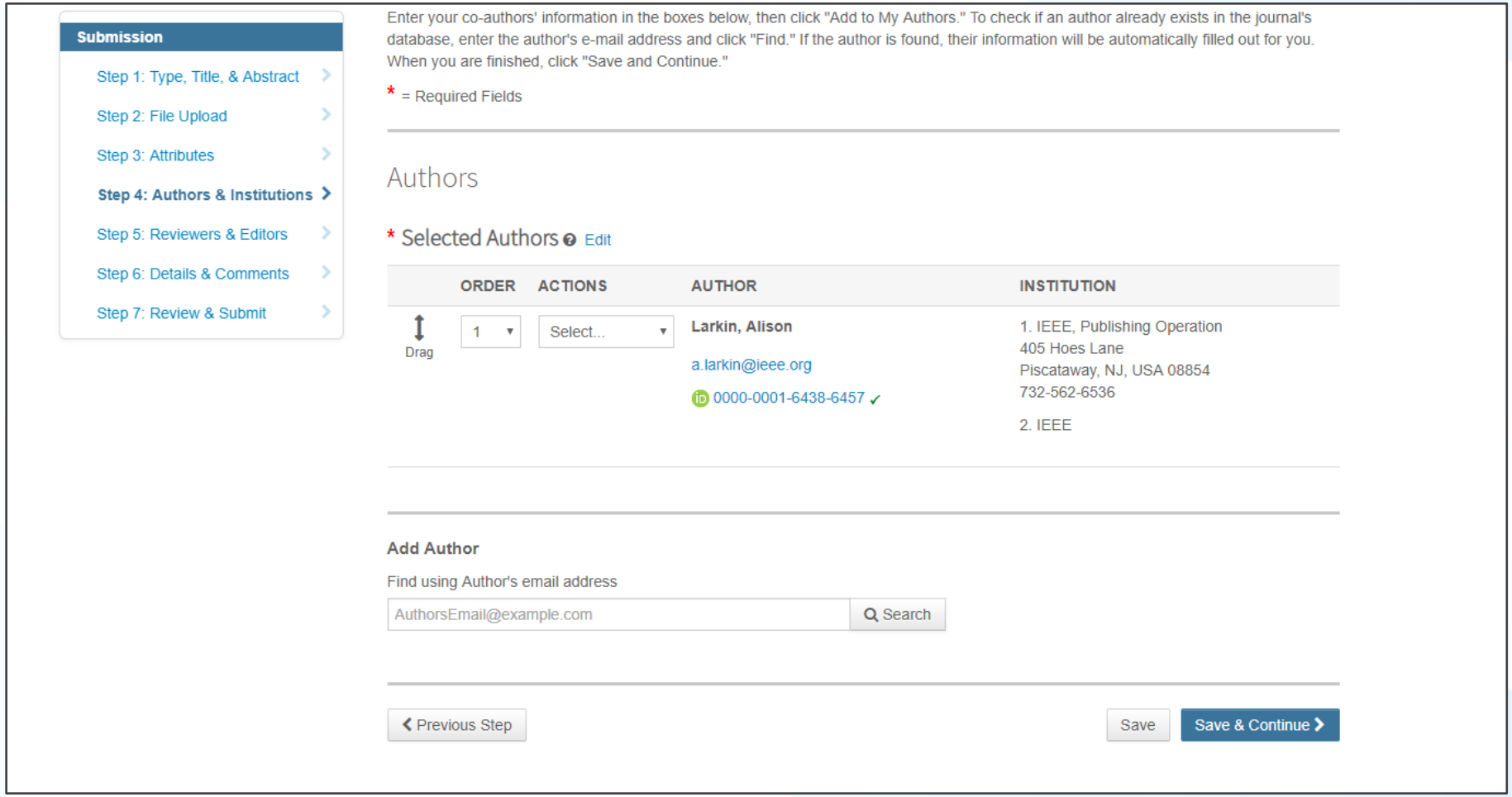
Open Access question is not present at submission.



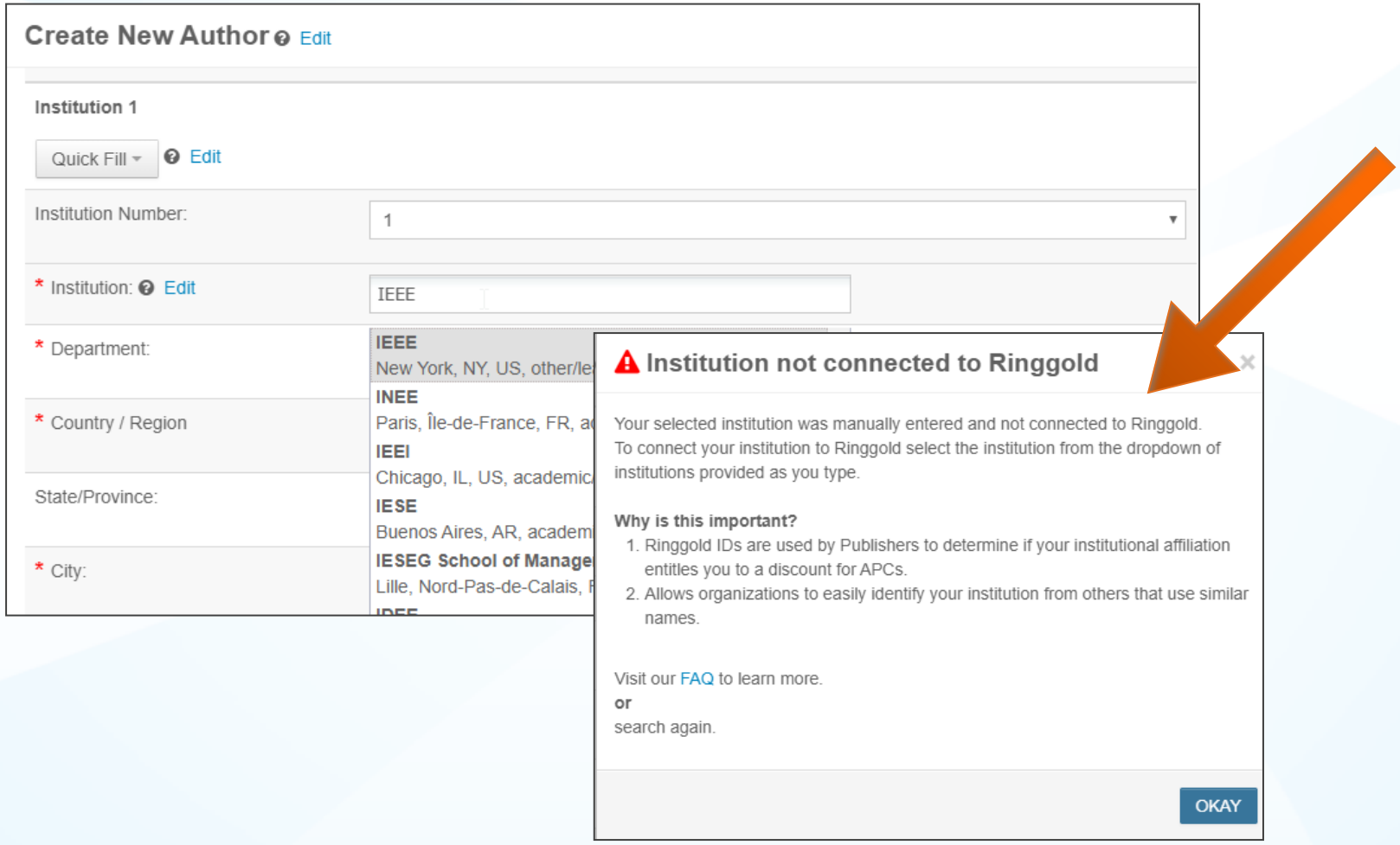
Submission

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

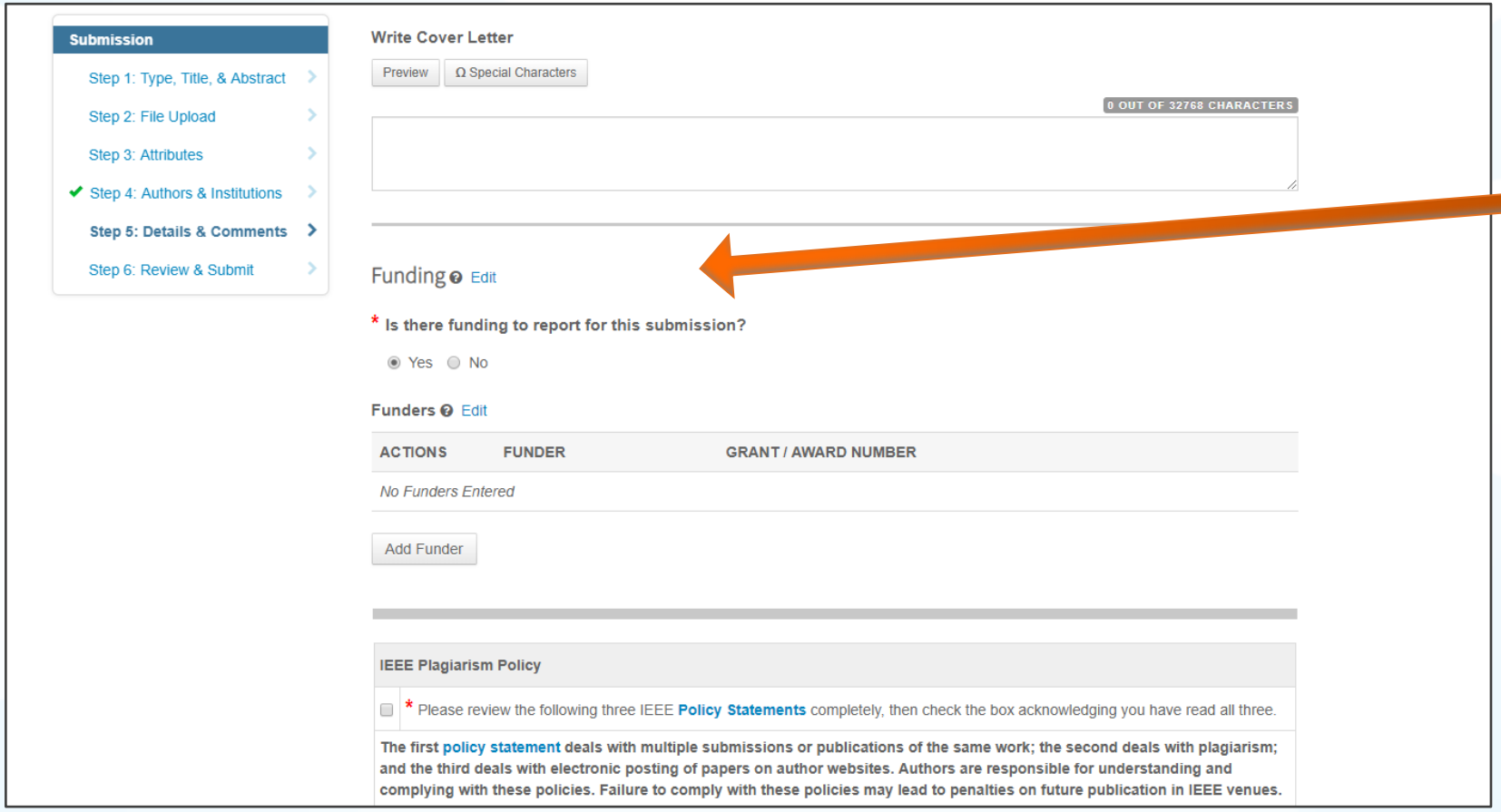


Ringgold IDs are integrated in the submission system.

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

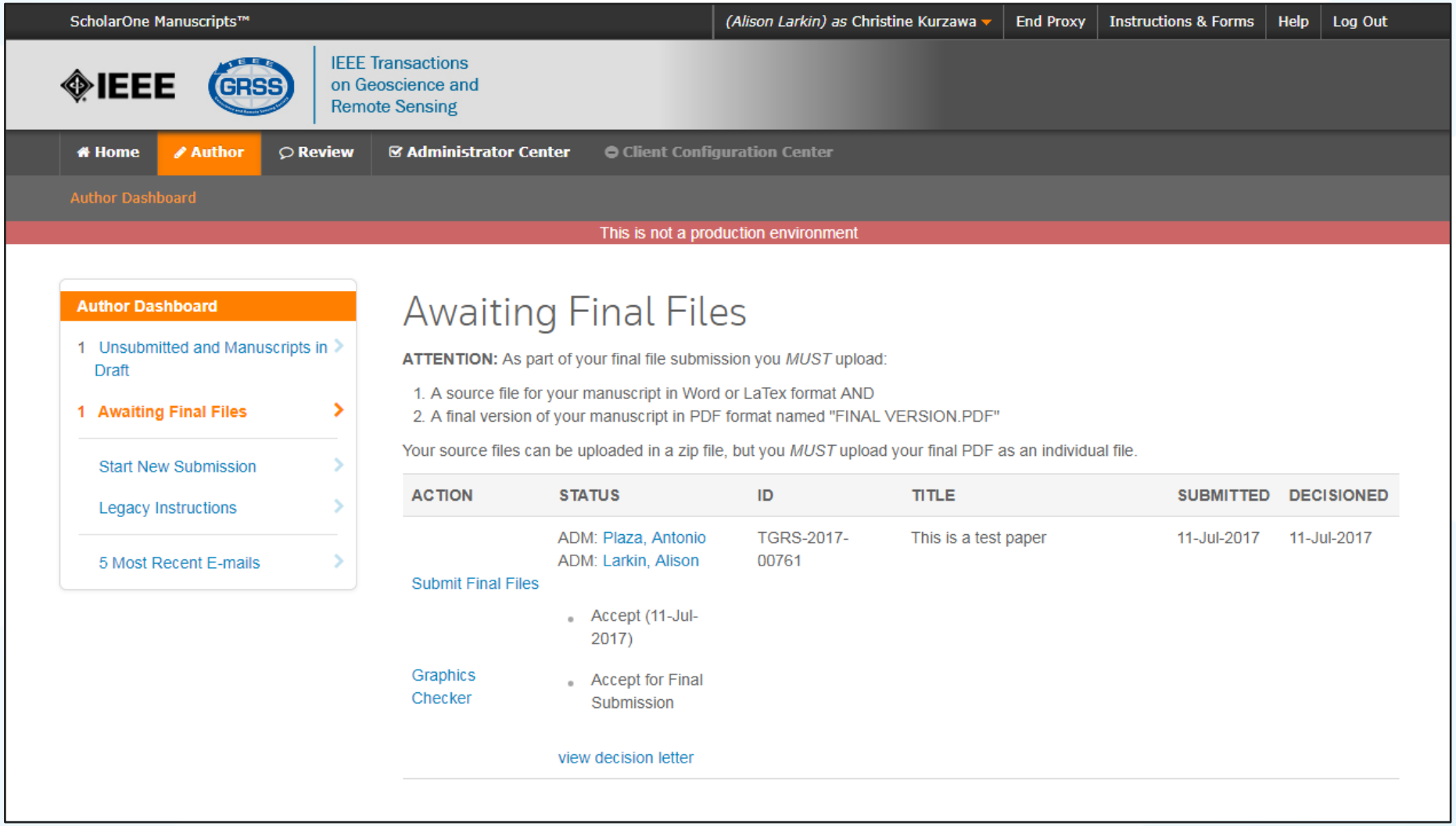


Authors will also be asked to enter their funding information. (*The exact location of this question differs from journal to journal)*

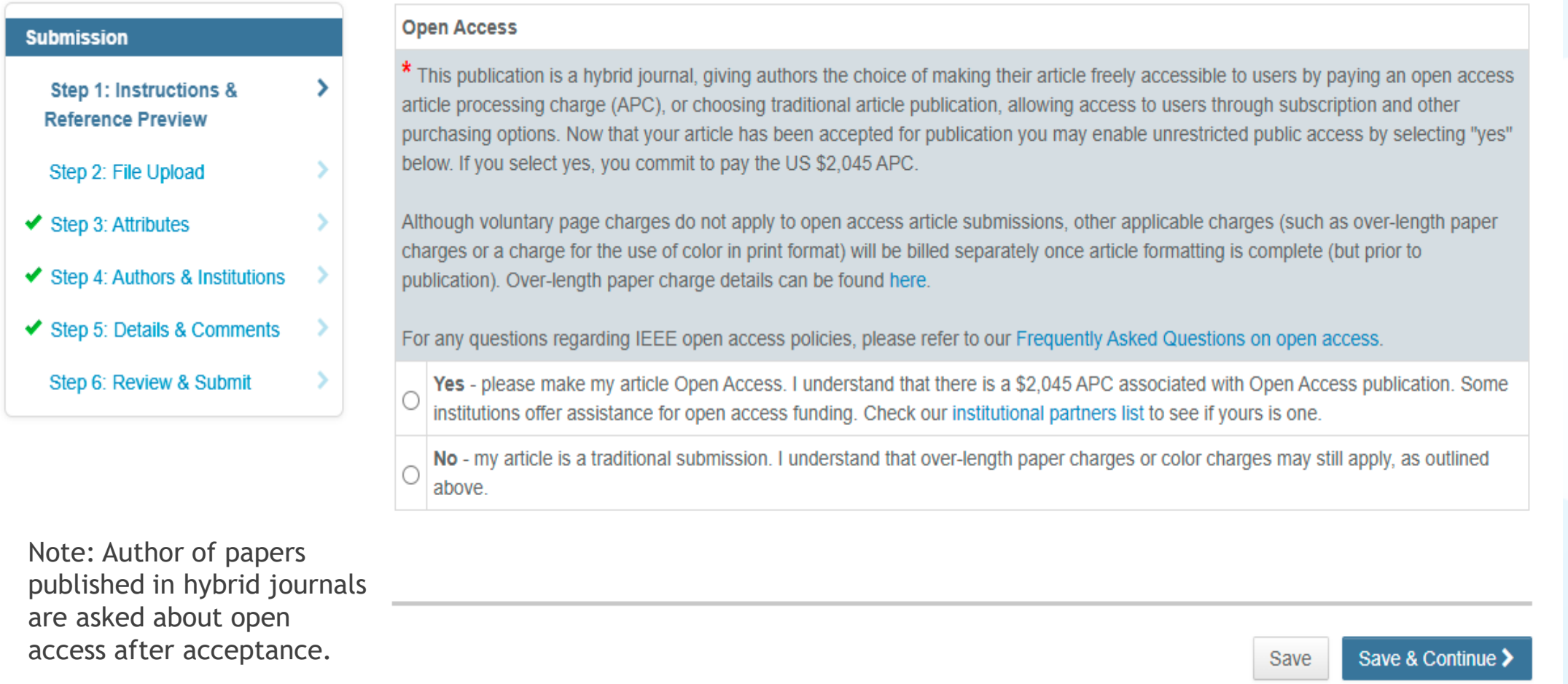
Acceptance

- 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



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.

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

IEEE

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}

RightsLink for Scientific Communications (RLSC)

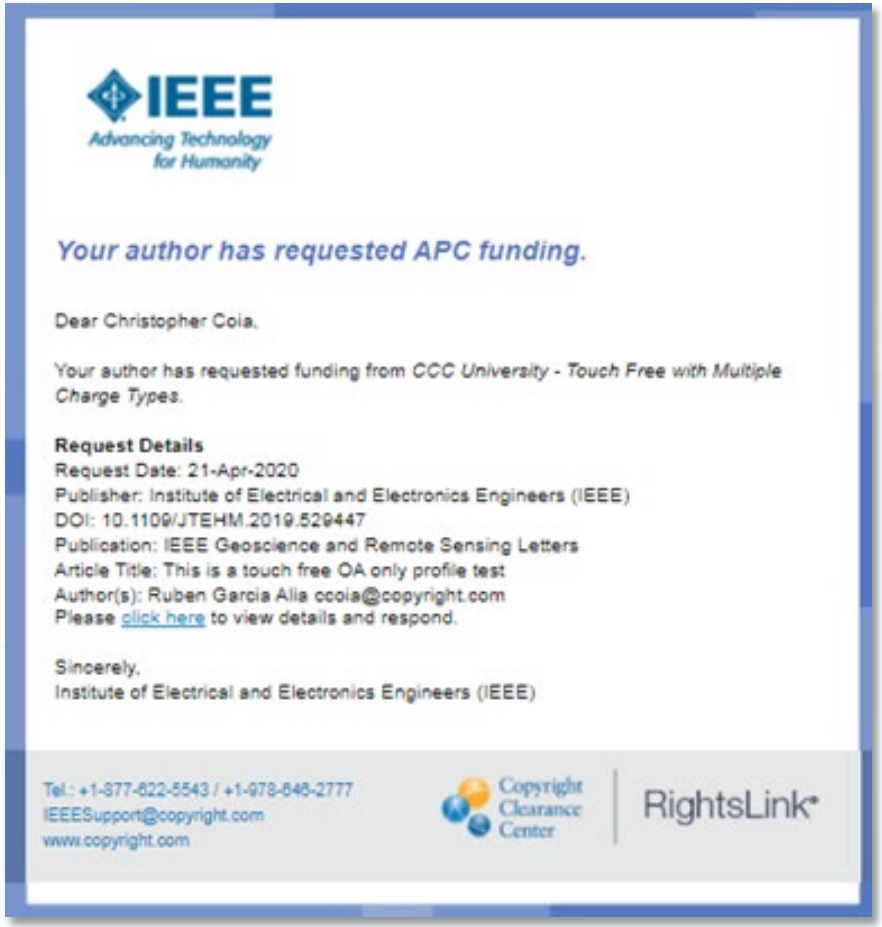
- All article processing charges (APCs) are handled through RLSC.
- After acceptance, RLSC will generate a funding request for the institution (if the author is affiliated with an institution that has OA agreement).
  - Institutional profiles are matched using author-provided affiliation data and Ringgold 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

Account Administrator capabilities

- The Institution 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 *Xplore* alerts to monitor published articles.

Notifications



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Your author has requested APC funding.

Dear Christopher Coia,

Your author has requested funding from *CCC University - Touch Free with Multiple Charge Types*.

Request Details
Request Date: 21-Apr-2020
Publisher: Institute of Electrical and Electronics Engineers (IEEE)
DOI: 10.1109/JTEHM.2019.529447
Publication: IEEE Geoscience and Remote Sensing Letters
Article Title: This is a touch free OA only profile test
Author(s): Ruben Garcia Alia ccoia@copyright.com
Please click here to view details and respond.

Sincerely,
Institute of Electrical and Electronics Engineers (IEEE)

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IEEESupport@copyright.com
www.copyright.com

Copyright Clearance Center | RightsLink

Administrators will receive an email

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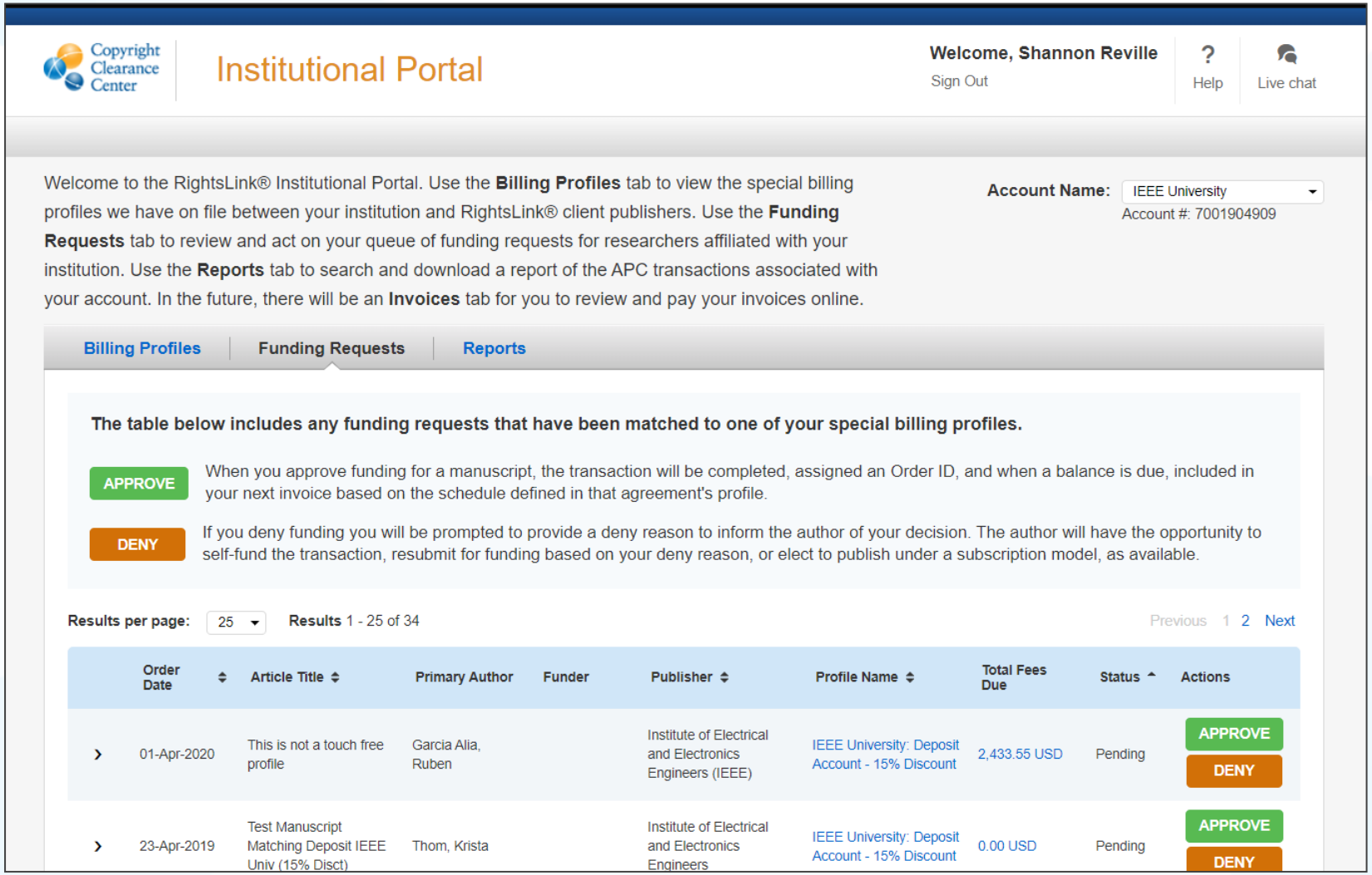
Account dashboard



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

Responding to funding requests

	Order Date	Article Title	Primary Author	Funder	Publisher	Profile Name	Total Fees Due	Status	Actions
⌄	01-Apr-2020	This is not a touch free profile	Garcia Alia, Ruben		Institute of Electrical and Electronics Engineers (IEEE)	IEEE University: Deposit Account - 15% Discount	2,433.55 USD	Pending	APPROVE DENY
	Secondary Author(s)	Tali, Maris; Cecchetto, Matteo; Cerutti, Francesco; Coronetti, Andrea; Danzeca, Salvatore; Esposito, Luigi; Fernandez Martinez, Pablo; Gilardoni, Simone; Infantino, Angelo; Kastriotou, Maria; KERBOUB, Nourdine; Lerner, Giuseppe; Wyrwoll, Vanessa; Ferlet-Cavrois, Veronique; boatella polo, cesar; Javanainen, Arto; Kettunen, Heikki; Garcia, Yolanda; MARTIN-HOLGADO, PEDRO; Gaillard, Remi; Wrobel, Frederic; Cazzaniga, Carlo; Alexandrescu, Dan; Glorieux, Maximilien; Puchner, Helmut; Brugger, Markus							
	Journal	IEEE Geoscience and Remote Sensing Letters							
	DOI	10.1109/JTEHM.2019.294557							
	License	CC BY							
	Manuscript Type	reg							
	Submission Date	04-Jul-2020							
	Acceptance Date	01-Apr-2020							
›	23-Apr-2019	Test Manuscript Matching Deposit IEEE Univ (15% Disct)	Thom, Krista		Institute of Electrical and Electronics Engineers	IEEE University: Deposit Account - 15% Discount	0.00 USD	Pending	APPROVE DENY
›	23-Apr-2019	Test Manuscript Matching Deposit IEEE Univ (15% Disct)	Thom, Krista		Institute of Electrical and Electronics Engineers	IEEE University: Deposit Account - 15% Discount	0.00 USD	Pending	APPROVE DENY

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

Clicking the number in the “Total Fees” column will bring up the order confirmation page with manuscript details.

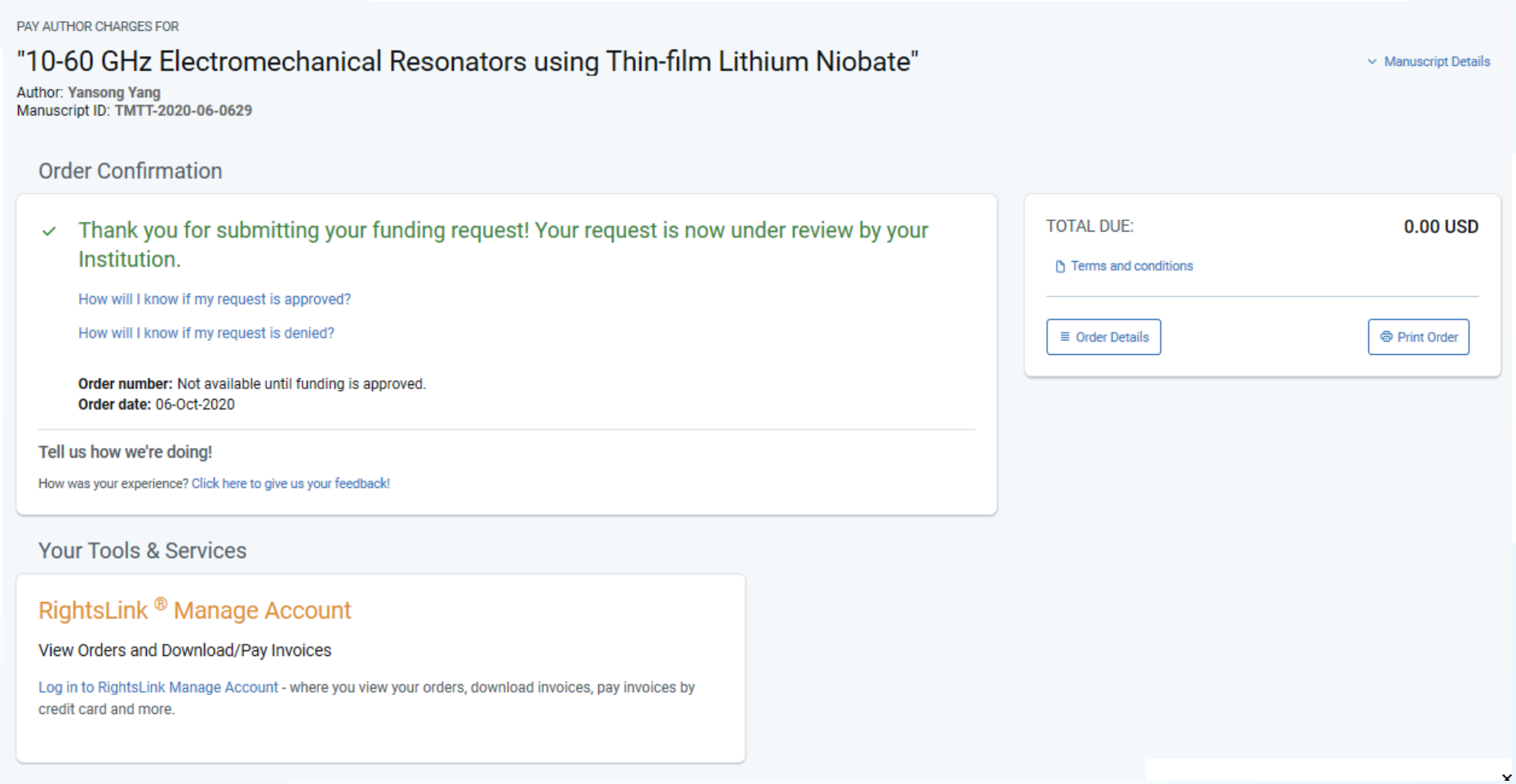
Reviewing manuscript details

›	16-Nov-2020	free test with multiple charge types	Garcia Alia, Ruben	IEEE University 1810	Electrical and Electronics Engineers (IEEE)			DENY
⌄	07-Jul-2020	Upper Body Pose Estimation Using Wearable Inertial Sensors and Multiplicative Kalman Filter	Individual, Thomas	ieeeuat@copyright.com IEEE University 5824	Institute of Electrical and Electronics Engineers (IEEE)	IEEE University: Deposit Account - 15% Discount	0.00 USD	Approved	APPROVE DENY

Total Fees is a link to the Order Confirmation screen with rich metadata about the manuscript and complete order data.

DOI	10.1109/TAC.2013.2266751
Manuscript Type	scanning the technology
Submission Date	18-Jul-2012
Acceptance Date	07-Jul-2020
Journal	IEEE Transactions on Automatic Control
License	CC BY
Funder(s) & Grant ID(s)	National Natural Science Foundation of China Fundamental Research\nFunds for the Central Universities SZSTI\nBasic Research Program Royal Society of Edinburgh Royal Society of Edinburgh
APC Token or Threshold Value	2,045.00 USD

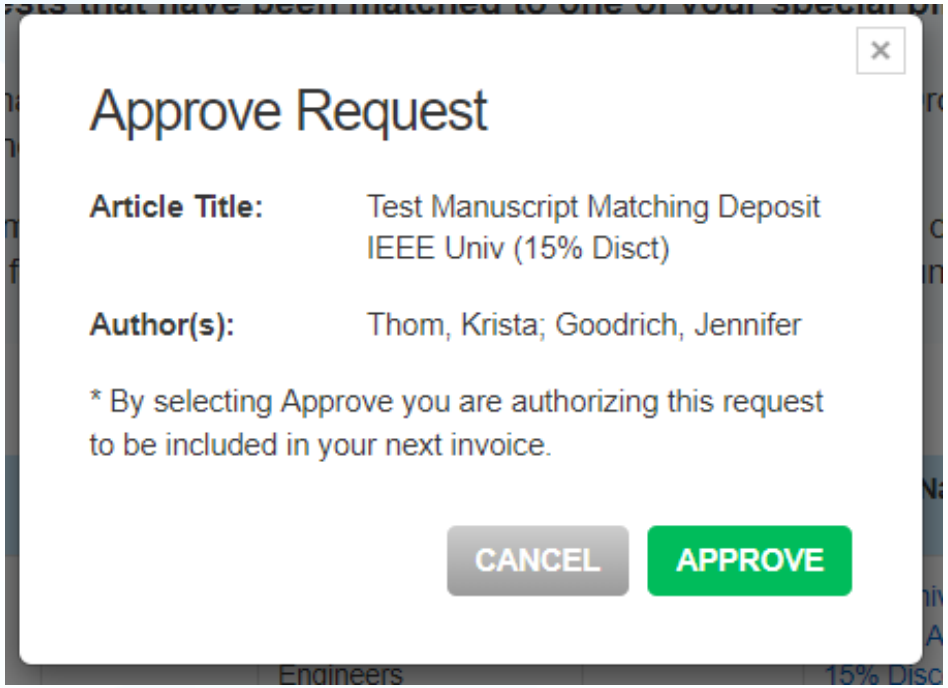
Manuscript details page



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

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

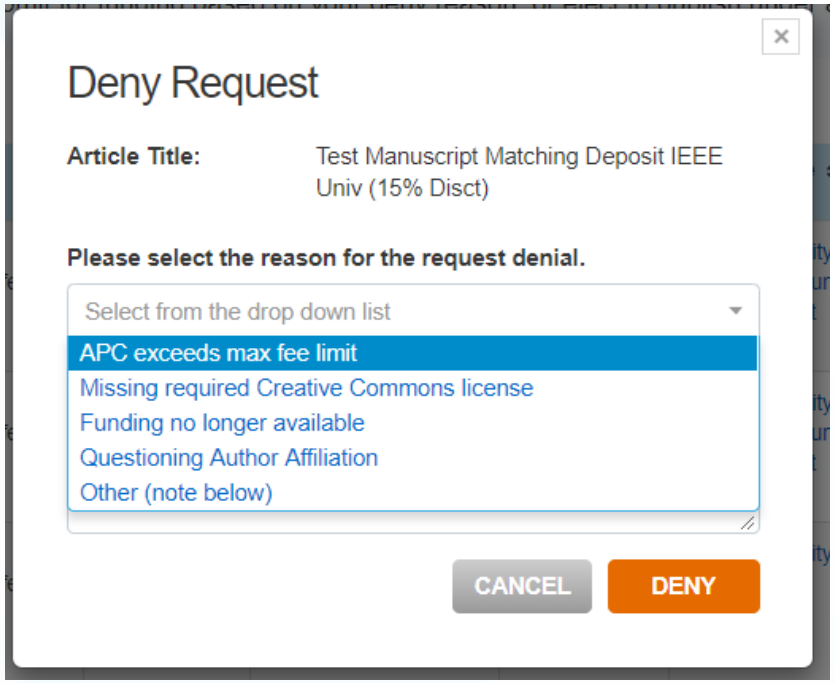
Approving requests



Clicking “Approve” will launch a pop-up box that prompts the administrator to confirm approval.

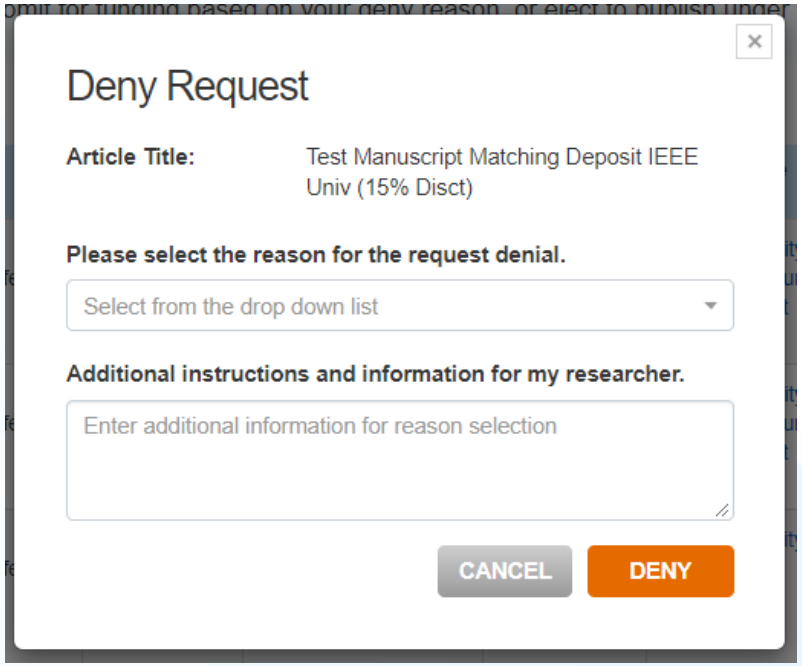
Administrators can also choose to approve requests automatically under the “Billing Profiles” tab.

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.)



Article Acceptance

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

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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)

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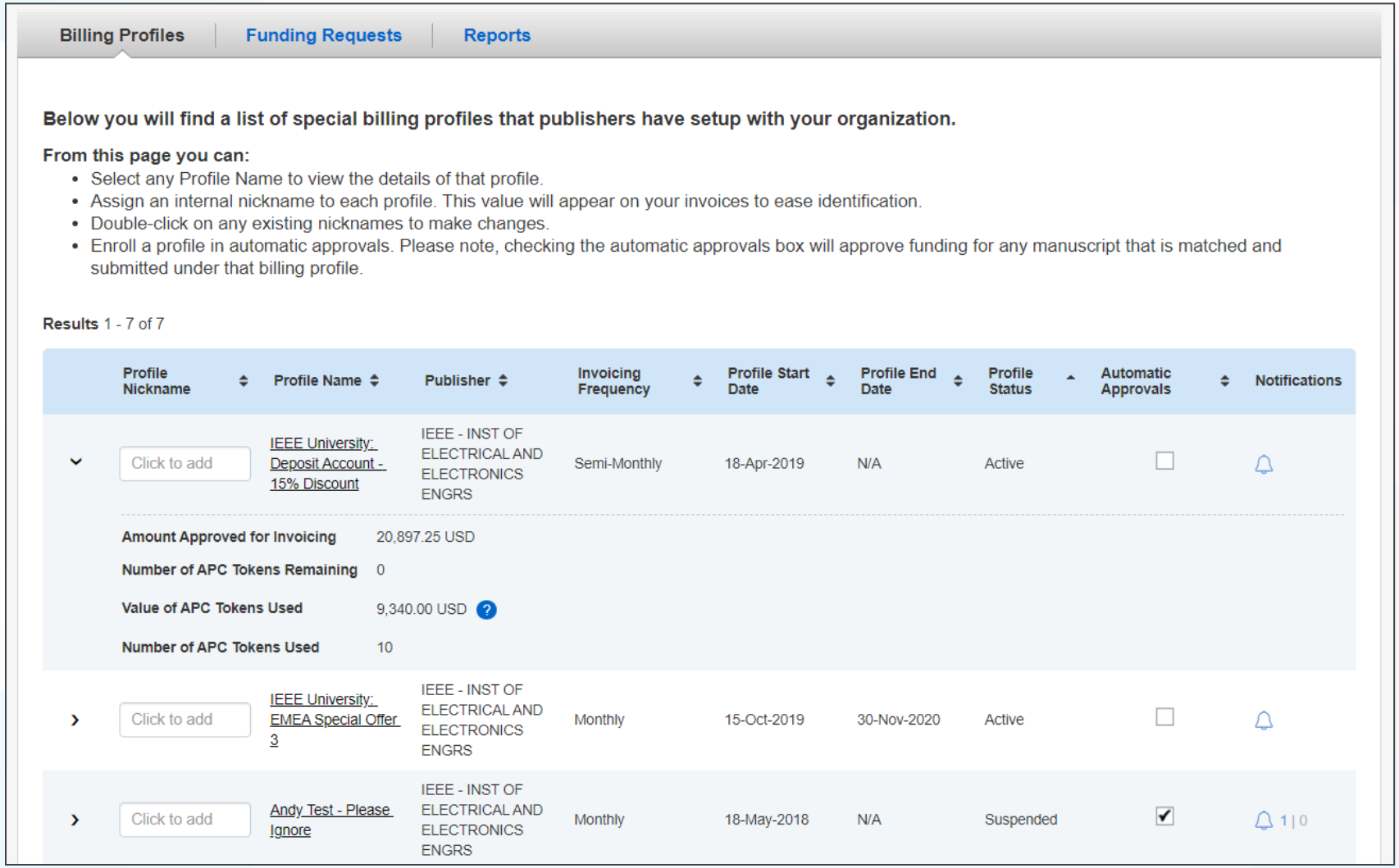
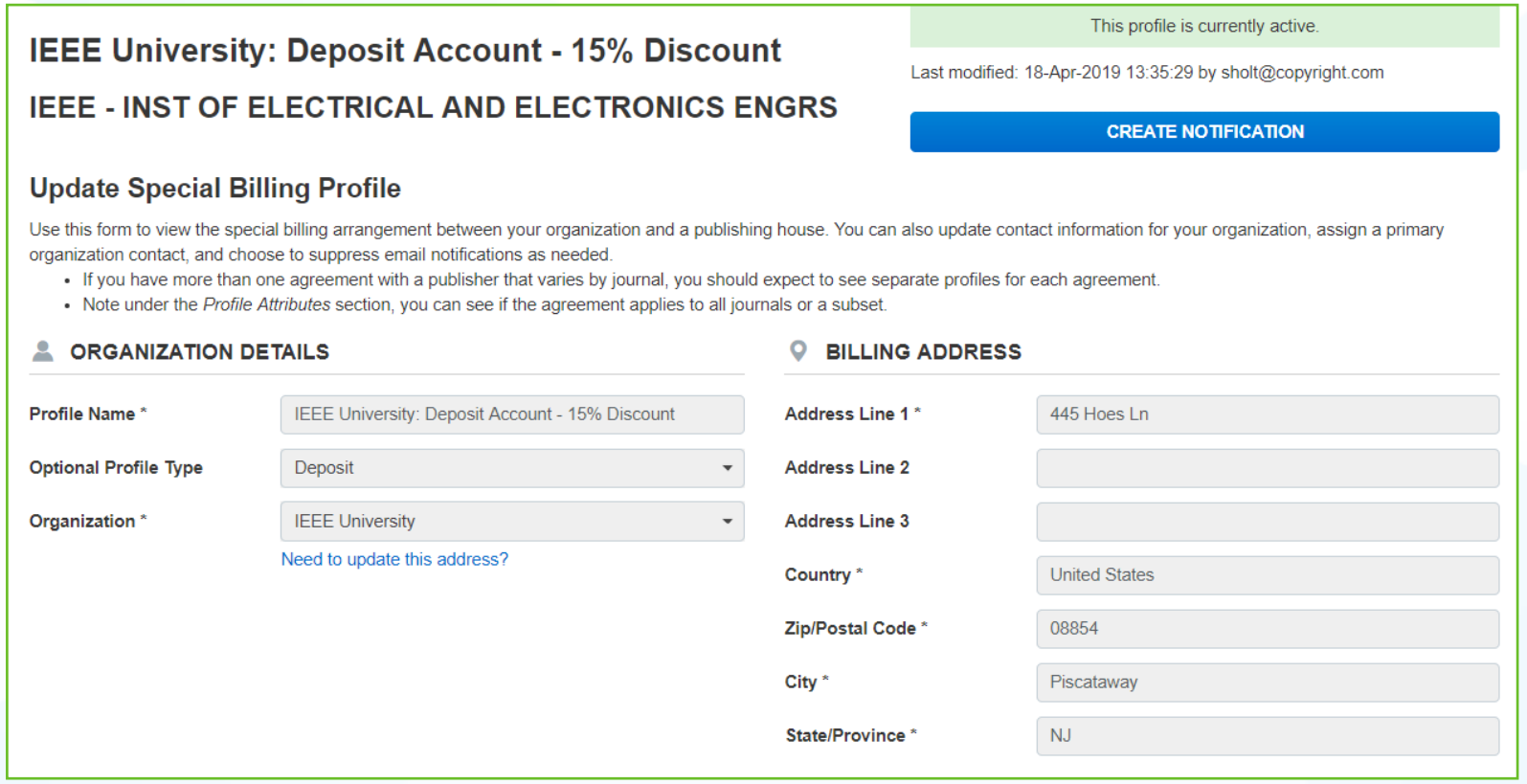
Billing Profiles



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

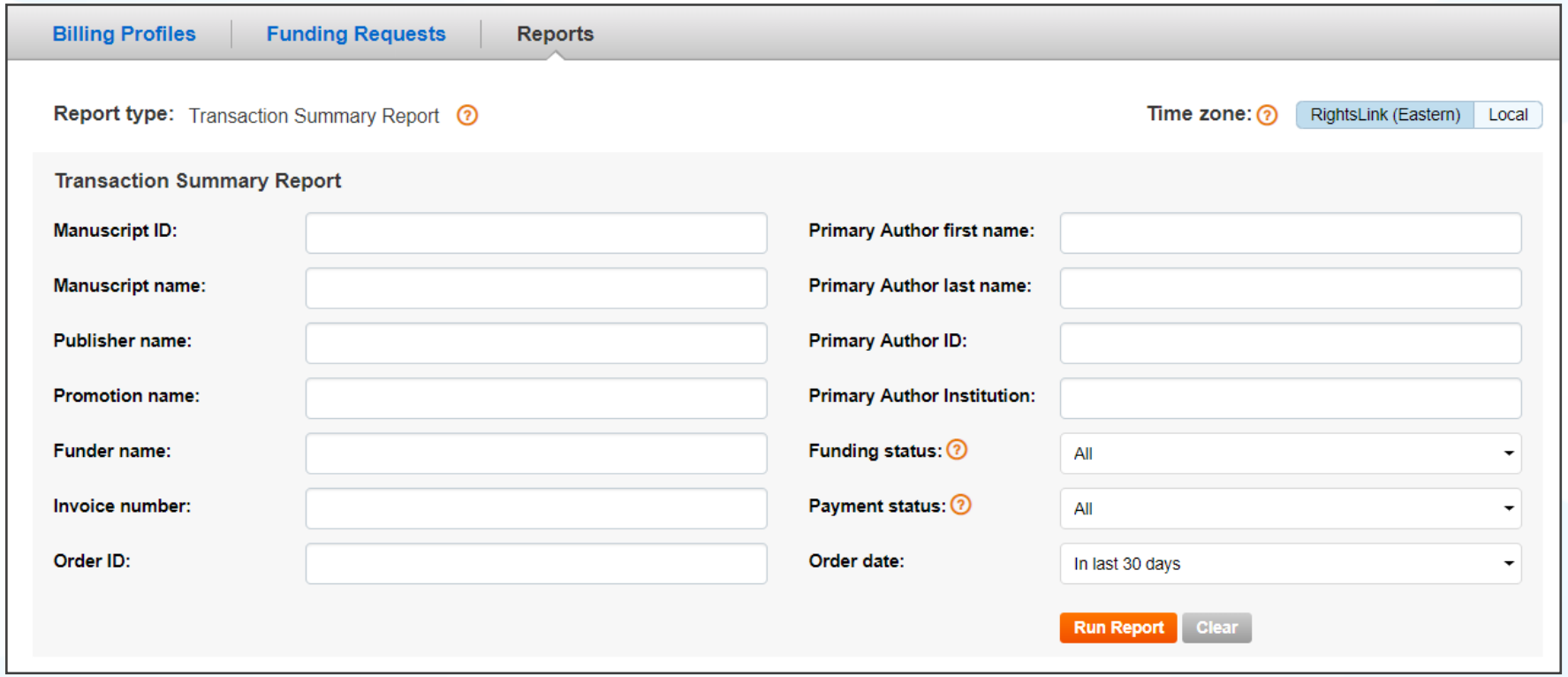


Clicking on a specific profile will bring up agreement details.

Most of the data will be read-only. However, administrators can add contacts, manage notifications, add a special note to authors, and choose to require an order number.

Reporting

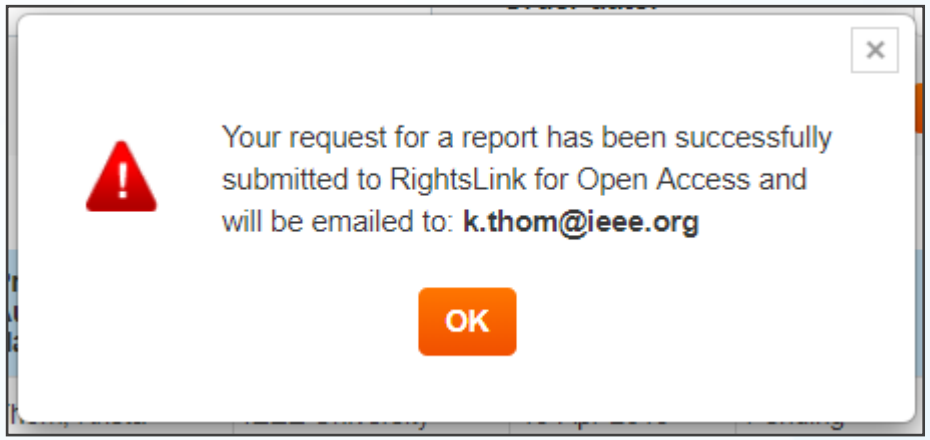
Reports



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

Reports

- If an institution has profiles with multiple publishers, manuscripts from all publishers will be shown by default. However, it is also possible to limit results to a single publisher.
- Transaction Summary Report data is refreshed hourly.
- Full reports will be sent by email.



Important questions to check

- OA on Hybrid journals is always authors choice (in standard workflow or in „touch free“)
- Additional reports about articles published traditionally (closed) are included in a different report and can be shared quarterly

IEEE OPEN

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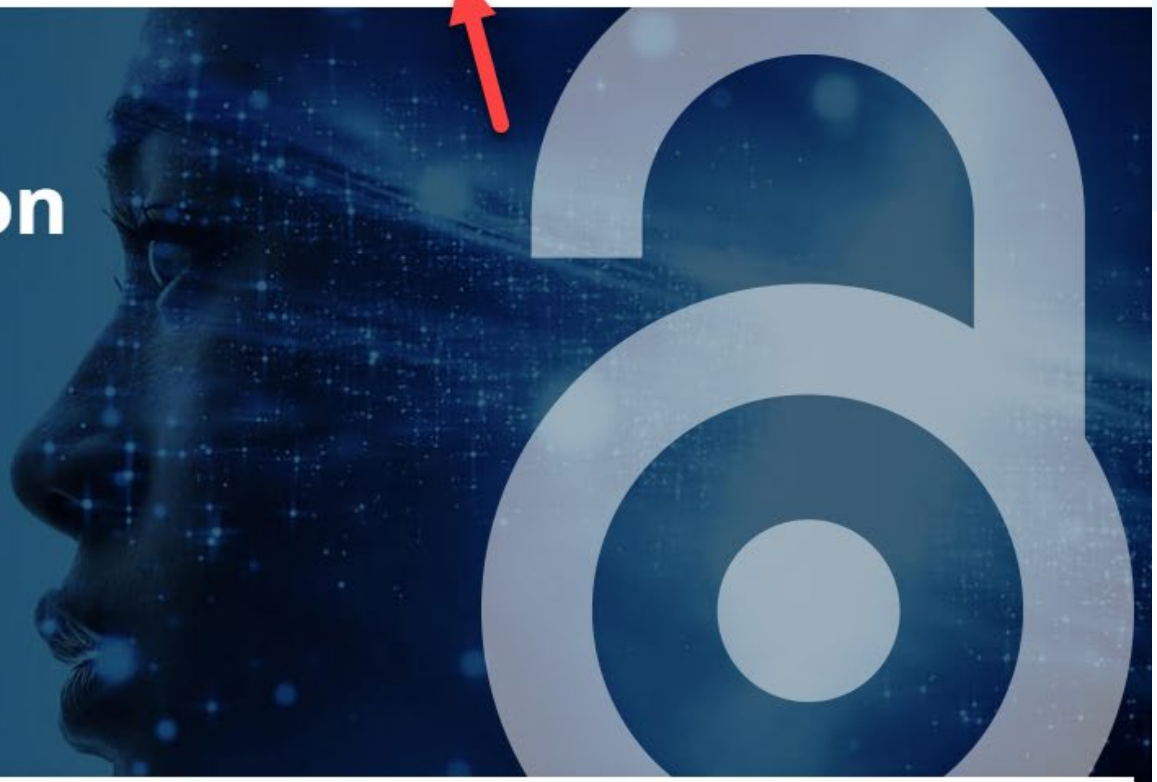
The Trusted Solution for Open Access Publishing



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IEEE offers more than 20 technically focused gold fully Open Access journals spanning a wide range of fields.

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

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Geneva, Switzerland

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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.

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- Maximum visibility and global reach to millions of users of the IEEE *Xplore* Digital Library
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- 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

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.

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