



Open Access at IEEE

Workflow for Authors and Institutions - 2023

About the IEEE

- IEEE is a leading authority and trusted voice in a wide variety of areas ranging from electrical engineering, telecom, computing, aerospace, AI, semiconductors, power and energy, sustainability and more
- Not for profit “Advancing Technology For Humanity”
- World’s largest technical largest technical professional organization with over 450,000 members globally
- Core areas of activity:
 - Membership organization
 - Conferences organizer
 - Standards developer
 - Publisher of leading journals, conferences, standards, eBooks, and eLearning
- IEEE *Xplore* digital library by the numbers:
 - More than 6 million total documents
 - More than 24 million downloads per month
 - Over 8 million unique users each month



*Celebrating 140 Years of
Advancing Technology for Humanity*



IEEE Smart Village Activities

A volunteer network empowering off-grid communities through education and the creation of sustainable, affordable, locally owned entrepreneurial energy businesses serving 70,000 people in 280 villages in Cameroon, Haiti, Nigeria, Kenya, South Sudan, Himalayas, India and more.

smartvillage.ieee.org



IEEE Action on Climate Change

IEEE is committed to helping combat the effects of climate change through pragmatic and accessible technical solutions and providing engineers and technologists with a space for discussion and action. IEEE has also developed a climate change collection of articles on IEEE *Xplore*.

climate-change.ieee.org



Where To Publish OA?

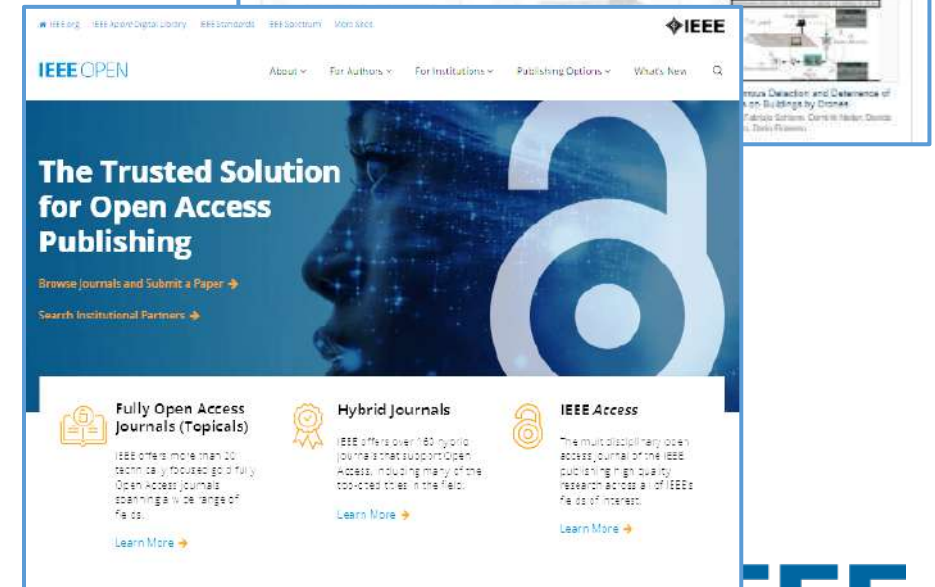
IEEE's Evolving Open Access Program

To help authors gain maximum exposure for their groundbreaking research and application-oriented articles, IEEE offers three options for open access (OA) publishing, all designed to meet the varying needs of our authors throughout their careers.

OA Publishing Options

- 1. Hybrid Journals – 180+** journals and magazines spanning an array of technology fields. These titles have Transformative Status under Plan S.
- 2. Fully Open Access Topical Journals – 30+ titles** and more coming soon
- 3. Multidisciplinary OA journal - IEEE Access**
 - IEEE's largest open access journal, over 60,000 articles since 2013
 - Highly cited journal in a range of fields
 - Rapid yet rigorous peer review process of 4 to 6 weeks.

With the above options for authors, IEEE has published over **100,000** open access articles in IEEE *Xplore*.



Institutional OA Agreements

Fully Open Access Topical Journals

Hybrid Open Access Journals

IEEE Access

IEEE Title List



IEEE Open Access Agreements with Institutions

IEEE offers open access programs designed to make it convenient for institutions and funders to support and manage costs for authors, and simplify the publishing process.

IEEE publishes more than 30 fully Open Access journals

All hosted on the IEEE Xplore® Digital Library and are fully compliant with funder mandates, including Plan S.

- ▶ IEEE Access
- ▶ IEEE Journal of the Electron Devices Society
- ▶ IEEE Journal of Selected Topics in Applied Earth Observations and Remote Sensing
- ▶ IEEE Journal on Exploratory Solid-State Computational Devices and Circuits
- ▶ IEEE Journal of Indoor and Seamless Positioning and Navigation
- ▶ IEEE Journal of Selected Areas in Sensors **New for 2024**
- ▶ IEEE Journal of Microwaves
- ▶ IEEE Journal of Translational Engineering in Health and Medicine
- ▶ IEEE Open Journal of Antennas and Propagation
- ▶ IEEE Open Journal of Circuits and Systems
- ▶ IEEE Open Journal of the Communications Society
- ▶ IEEE Open Journal of the Computer Society
- ▶ IEEE Open Journal of Control Systems
- ▶ IEEE Open Journal on Immersive Displays **New for 2024**
- ▶ IEEE Open Journal of Engineering in Medicine and Biology
- ▶ IEEE Open Journal of the Industrial Electronics Society
- ▶ IEEE Open Journal of Industry Applications
- ▶ IEEE Open Journal of Instrumentation and Measurement
- ▶ IEEE Open Journal of Intelligent Transportation Systems
- ▶ IEEE Open Journal of Nanotechnology
- ▶ IEEE Open Access Journal of Power and Energy
- ▶ IEEE Open Journal of Power Electronics
- ▶ IEEE Open Journal of Signal Processing
- ▶ IEEE Open Journal of the Solid-State Circuits Society
- ▶ IEEE Open Journal of Systems Engineering
- ▶ IEEE Open Journal of Ultrasonics, Ferroelectrics, and Frequency Control
- ▶ IEEE Open Journal of Vehicular Technology
- ▶ IEEE Photonics Journal
- ▶ IEEE Systems, Man, and Cybernetics Letters **New for 2024**
- ▶ IEEE Trans. on Machine Learning in Communications and Networking
- ▶ IEEE Transactions on Neural Systems and Rehabilitation Engineering
- ▶ IEEE Transactions on Privacy **New for 2024**
- ▶ IEEE Transactions on Quantum Engineering

[More information: open.ieee.org](https://open.ieee.org)



New IEEE Open Access Journals Receive First Impact Factors

Twelve of IEEE's new fully open access journals recently launched in 2020 were awarded their first Journal Impact Factors and accepted into the Web of Science Core



Collection™:

- IEEE Open Journal of Antennas and Propagation
- IEEE Open Journal of Circuits and Systems
- IEEE Open Journal of the Communications Society
- IEEE Open Journal of the Computer Society
- IEEE Open Journal of Engineering in Medicine and Biology
- IEEE Open Journal of the Industrial Electronics Society
- IEEE Open Journal of Intelligent Transportation Systems
- IEEE Open Journal of Nanotechnology
- IEEE Open Journal of Power Electronics
- IEEE Open Access Journal of Power and Energy
- IEEE Open Journal of Signal Processing
- IEEE Open Journal of Vehicular Technology

According to Clarivate, the Web of Science Core Collection™ follows a unique selection process using a set of 24 quality criteria designed to select for editorial rigor and best practice at the journal level. Journals that meet the quality criteria are entered into the Clarivate Emerging Sources Citation Index™ (ESCI).



IEEE - CCC RLSC Workflow Overview

- Contact onlinesupport@ieee.org for specific profile questions or changes to existing profiles

Step 1

Paper Submission & Peer Review

SCHOLARONE™

Step 2

IEEE Electronic Copyright Form



Step 3



1. Author requests APC funding in **Standard** (in **Touch-Free this is automatically** done)
2. Funding is approved/denied from institution within RLSC portal
3. Author receives confirmation on funding request approval/denial
4. If denied, author can pay by invoice

Step 4



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.

The screenshot displays the IEEE Publication Recommender interface. On the left, there are search options: 'Both Periodicals and Conferences', 'Periodicals only', and 'Conferences only'. Below these are sections for 'Narrow by date: (Optional)' and 'Or, find details for a specific...'. The main search area has a text input field containing 'Electron Devices' and a search button. Below the search bar, there are two sections: 'PERIODICALS' and 'CONFERENCES'. The 'PERIODICALS' section lists 'Electron Devices, IEEE Transactions on', 'Electron Devices Society, IEEE Journal of the', and 'Electron Device Letters, IEEE'. The 'CONFERENCES' section lists '2020 IEEE International Electron Devices Meeting (IEDM)', '2021 IEEE International Electron Devices Meeting (IEDM)', '2023 International Electron Devices Meeting (IEDM)', '2022 International Electron Devices Meeting (IEDM)', and '2024 IEEE International Electron Devices Meeting'. On the right, there is a detailed view of a search result for 'Periodical: Electron Devices Society, IEEE Journal of the'. This view includes a table with metrics: 'Impact Factor: 2', 'Eigenfactor: 0.00259', and 'Article Influence Score: 0.764'. Below this table, there is a section for 'Open Access Availability' with a status of 'Open Access Only', 'Submission to Publication in Xplore: Not yet available', and 'Issues per year: 1'. At the bottom, there is a section for 'Aims & Scope' and 'Published By: Not yet available'. An orange arrow points from the 'Open Access Availability' section to the 'Open Access Only' status.

IEEE Publication Recommender™
Find the best match for your scholarly article

- Search 190+ periodicals and 1800+ conferences
- Compare critical points such as Impact Factor and Submission-To-Publication Time
- Get all the key data about IEEE publications at a glance
- Download the results of your search

Choose a search type and let Publication Recommender do the work!

- Both Periodicals and Conferences
- Periodicals only
- Conferences only

Narrow by date:
(Optional)

Or, find details for a specific

Enter the name of a periodical or conference

Enter keywords, key phrases, or article title

Electron Devices

Extract keywords

Enter your abstract here (PDF, DOC, D

PERIODICALS

- Electron Devices, IEEE Transactions on
- Electron Devices Society, IEEE Journal of the
- Electron Device Letters, IEEE

CONFERENCES

- 2020 IEEE International Electron Devices Meeting (IEDM)
- 2021 IEEE International Electron Devices Meeting (IEDM)
- 2023 International Electron Devices Meeting (IEDM)
- 2022 International Electron Devices Meeting (IEDM)
- 2024 IEEE International Electron Devices Meeting

IEEE Publication Recommender™
Find the best match for your scholarly article

Periodical: Electron Devices Society, IEEE Journal of the

Impact Factor:	2
Eigenfactor:	0.00259
Article Influence Score:	0.764

Open Access Availability: Open Access Only

Submission to Publication in Xplore: Not yet available

Issues per year: 1

Aims & Scope:

The IEEE Journal of the Electron Devices Society (J-EDS) is an open-access, fully electronic scientific journal publishing papers ranging from fundamental to applied research that are scientifically rigorous and relevant to electron devices. The J-EDS publishes original and significant contributions relating to the theory, modelling, design, performance, and reliability of electron and ion integrated circuit devices and

Published By: Not yet available

Go to Periodical home page: <https://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=6245494>

Contact: Not yet available

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



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

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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



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 screenshot shows the 'Step 1: Type, Title, & Abstract' page in the IEEE ScholarOne Manuscripts system. The page includes a sidebar with a 'Submission' menu, a main content area with 'Required Fields' for Type, Title, and Abstract, and an 'Open Access Agreement' section at the bottom. The 'Open Access Agreement' section contains a checkbox and text: '* I have read and agree to the terms below. By submitting this manuscript to the IEEE Open Journal of Antennas and Propagation, I agree that if accepted, it will be published as open access and that I am responsible for the open access publication fee of US \$1,950. Some institutions offer assistance for open access funding. Check our institutional partners list to see if yours is one.'

Open Access Agreement

* I have read and agree to the terms below.

By submitting this manuscript to the IEEE Open Journal of Antennas and Propagation, I agree that if accepted, it will be published as open access and that I am responsible for the open access publication fee of US \$1,950.

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

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



The screenshot shows the 'IEEE OPEN' institutional partners list page. It features a search bar for institutions and a list of countries: All, Australia, Austria, Belgium, Canada, China, Colombia, Finland, Germany, Greece, Hong Kong, Hungary, India, Ireland, Italy, Lebanon, Netherlands, Poland, Qatar, Spain, Sweden, Switzerland, United Arab Emirates, United Kingdom, and United States. Below the list are four logos for partner institutions: Aalto University, AGH, and two others.

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.

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
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

Ringgold is integrated in submission system

Create New Author [Edit](#)

Institution 1

Quick Fill [Edit](#)

Institution Number: 1

* Institution: [Edit](#) IEEE

* Department: IEEE
New York, NY, US, other/learned
INEE
Paris, Île-de-France, FR, academic/govt

* Country / Region: IEEE
Chicago, IL, US, academic/hospital

State/Province: IESE
Buenos Aires, AR, academic

* City: IESEG School of Management
Lille, Nord-Pas-de-Calais, FR, academic/bus

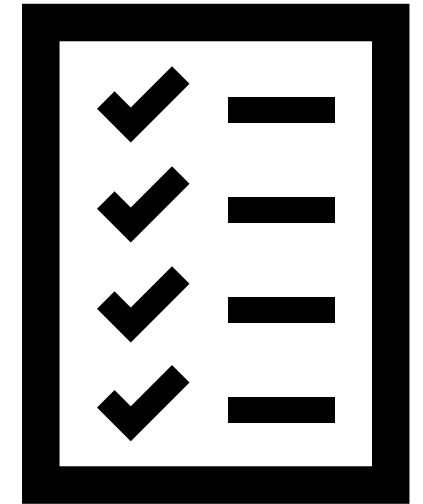
****Authors should use their institutional email address****



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.

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--2023 00761	This is a test paper	1-Jan-2023	1-Jan-2023

[Submit Final Files](#)

- Accept

[Graphics Checker](#)

- Accept for Final Submission

[view decision letter](#)

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](#).

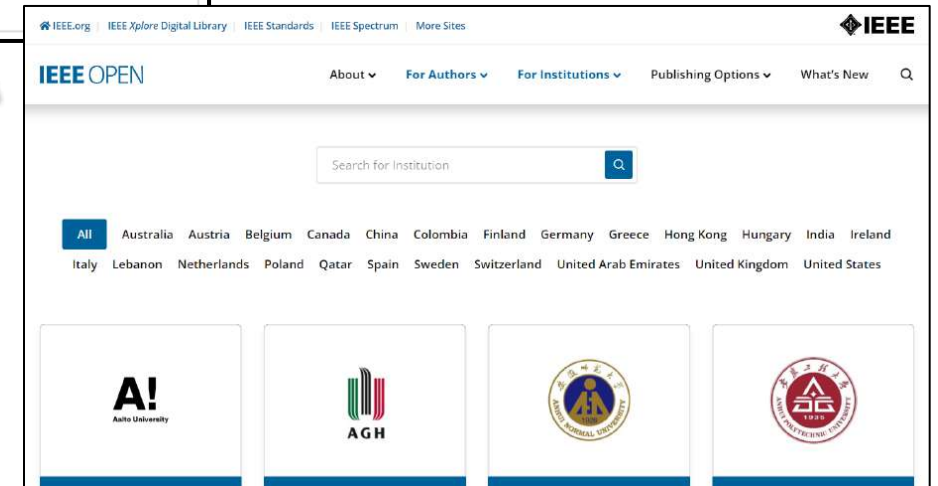
For any questions regarding IEEE open access policies, please refer to our [Frequently Asked Questions on open access](#).

- 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 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 (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.

IEEE Author Portal My Submissions Samantha

My Submissions

Journal: All Journals Submission Status: All Submission Statuses

Start a new submission for IEEE Testing Journal Start submission →

IEEE Testing Journal Original Article

Identifying Key Reasons to Use the IEEE Author Portal

Submission Status	Accepted (Final Files)
Manuscript ID	PT2-02-0015-2023
Last Modified	23 February 2023 by Editorial Office
Submitted On	22 February 2023 by Samantha Jacobs

Due by 2 March 2023

Submit Final Files →

Need help choosing a journal? We've put together some resources and tools to help you find the right journal for your research. Find a Journal

Complete Final Files

After submitting final files you will be directed to the Publication Agreement System

Complete the publication agreement immediately to avoid publication delays

Submit 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.

Final Files sent

Next: Complete Publication Agreement

Your final files have been submitted and transferred to the journal's production team. You will be contacted shortly with instructions for accessing the IEEE Author Gateway, where you can track the progress of your manuscript through the publication process.

Next Step: Publication 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 Publication Agreement

1 2 3 4 5

Select Language | ▼

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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Information


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- [CC BY Summary](#)
- [CC BY Full License](#)
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Author Process: RightsLink for Scientific Communications (RLSC)

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.



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®



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



Your author has requested APC funding.

Dear IEEE UAT,

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% Disc)

Author(s): Sheryl Holt, Jennifer Goodrich

Please [click here](#) to view details and respond.

Sincerely,

Institute of Electrical and Electronics Engineers

Tel.: +1-877-622-5543 / +1-978-646-2777
IEEESupport@copyright.com
www.copyright.com



RightsLink®

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

This email is sent in both touch free and traditional workflows.



RLSC Institutional Portal dashboard

The screenshot shows the RLSC Institutional Portal dashboard. At the top left is the Copyright Clearance Center logo. The main header includes 'Institutional Portal' and a user greeting 'Welcome, Shannon Reville' with 'Sign Out', 'Help', and 'Live chat' options. A dropdown menu shows 'Account Name: IEEE University' and 'Account #: 7001904909'. A navigation bar has tabs for 'Billing Profiles', 'Funding Requests', and 'Reports'. A text block explains the portal's purpose and provides instructions on using the 'APPROVE' and 'DENY' buttons. Below this is a table of funding requests. The first row is highlighted, and an orange arrow points to the 'APPROVE' button in the 'Actions' column.

Welcome to the RightsLink® Institutional Portal. Use the **Billing Profiles** tab to view the special billing profiles we have on file between your institution and RightsLink® client publishers. Use the **Funding Requests** tab to review and act on your queue of funding requests for researchers affiliated with your institution. Use the **Reports** tab to search and download a report of the APC transactions associated with your account. In the future, there will be an **Invoices** tab for you to review and pay your invoices online.

Account Name: IEEE University
Account #: 7001904909

Billing Profiles | **Funding Requests** | **Reports**

The table below includes any funding requests that have been matched to one of your special billing profiles.

APPROVE When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and when a balance is due, included in your next invoice based on the schedule defined in that agreement's profile.

DENY If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author will have the opportunity to self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription model, as available.

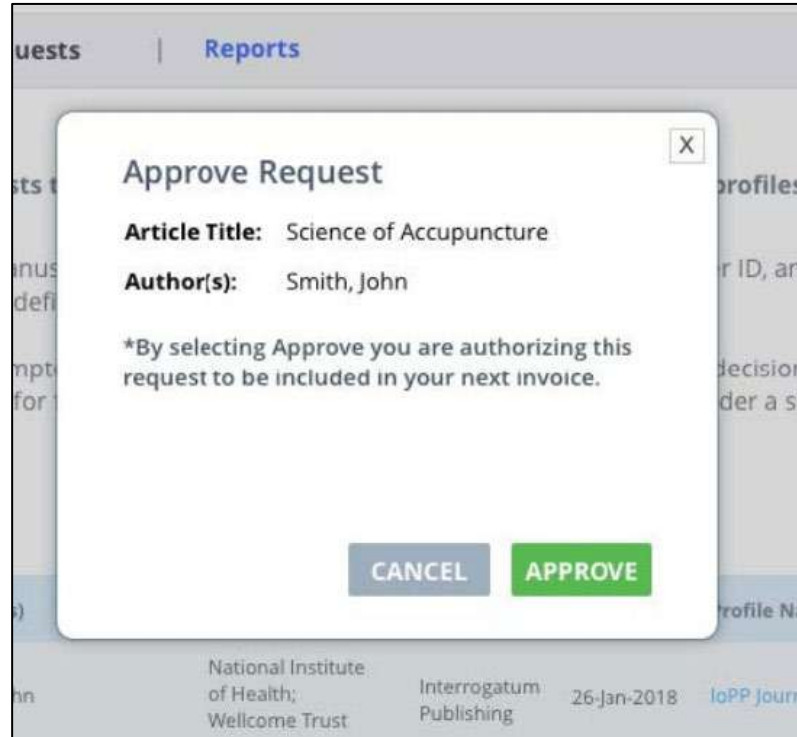
Results per page: 25 Results 1 - 25 of 240 Previous 1 2 3 4 5 Next

Order Date	Article Title	Primary Author	Primary Author Email & Affiliation	Publisher	Profile Name	Total Fees Due	Status	Actions
13-Dec-2021	The unexpected narrowness of eccentric debris rings: a sign of eccentricity during the protoplanetary disc phase	Kennedy, Grant M	robinson@copyright.com University of Warwick 417804	Replica Publishing	AR_Profile_1	0.00 USD	Pending	APPROVE DENY

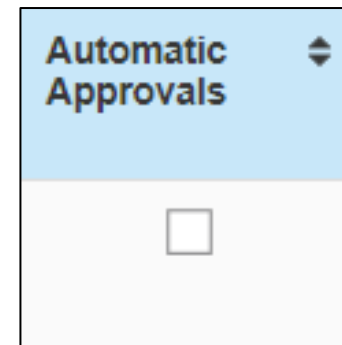
When administrators log in, they will be able to view and respond to outstanding requests.



Approving requests

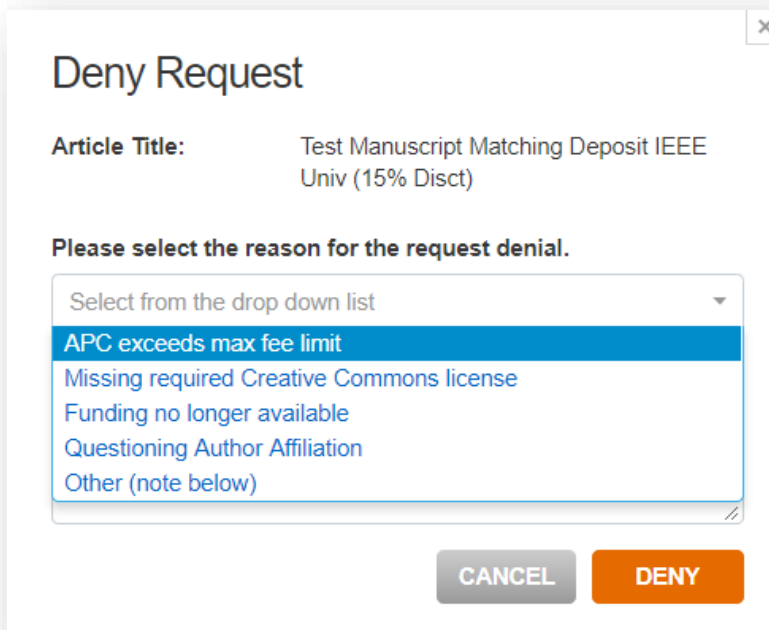


Administrators can also choose to approve requests automatically under the "Billing Profiles" tab.



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



Deny Request

Article Title: Test Manuscript Matching Deposit IEEE Univ (15% Disct)

Please select the reason for the request denial.

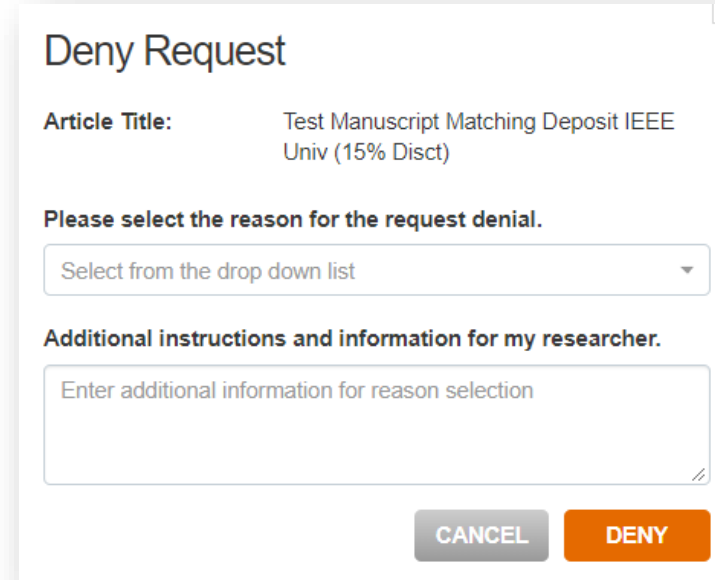
Select from the drop down list

- APC exceeds max fee limit
- Missing required Creative Commons license
- Funding no longer available
- Questioning Author Affiliation
- Other (note below)

CANCEL **DENY**

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.)



Deny Request

Article Title: Test Manuscript Matching Deposit IEEE Univ (15% Disct)

Please select the reason for the request denial.

Select from the drop down list

Additional instructions and information for my researcher.

Enter additional information for reason selection

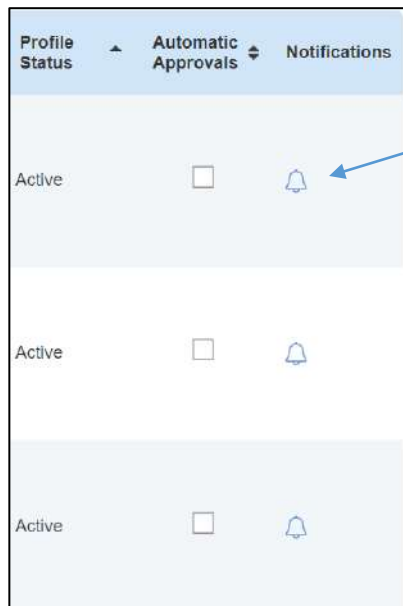
CANCEL **DENY**

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

A screenshot of a web form titled '1. SELECT CONTACTS'. It has a dropdown menu for 'Select Contact' and two input fields: 'Contact Name' (with 'Jon Smith' entered) and 'Email Address' (with 'test@ieee.org' entered). Below these is a consent checkbox that is checked, with the text: 'I consent to the use of my contact information for the purposes of sending this custom notification. If I am entering contact information on behalf of another party, I have obtained any necessary consents from that party to provide you with such information for the purposes of sending this custom notification.' The second section is '2. SELECT TRIGGER'. It has a label 'Trigger this email when' followed by four radio button options: 'Amount Approved for Invoicing', 'Number of APC Tokens Used', 'Number of APC Tokens Remaining' (which is selected), and 'APC Threshold - Funds Remaining'. Below this is a label 'has reached' followed by an input field containing the number '3'. A note below the input field says: 'This number is the threshold that will trigger your custom email.' At the bottom, there are two buttons: 'CANCEL' and 'SAVE'. A blue arrow points from the text 'Step 2: Add notification contact' to the 'Contact Name' field, and another blue arrow points from 'Step 3: Set threshold for alert' to the 'has reached' input field.

Billing Profiles

Billing Profiles | Funding Requests | Reports

Below you will find a list of special billing profiles that publishers have setup with your organization.

From this page you can:

- Select any Profile Name to view the details of that profile.
- Assign an internal nickname to each profile. This value will appear on your invoices to ease identification.
- Double-click on any existing nicknames to make changes.
- Enroll a profile in automatic approvals. Please note, checking the automatic approvals box will approve funding for any manuscript that is matched and submitted under that billing profile.

Results 1 - 17 of 17

Profile Nickname	Profile Name	Agreement Name	Publisher	Invoicing Frequency	Profile Start Date	Profile End Date	Profile Status	Automatic Approvals	Notifications
> <input type="button" value="Click to add"/>	APCTEST1		APCHQ (Association provinciale des constructeurs d'habitation du Quebec)	Monthly	08-Aug-2019	N/A	Active	<input type="checkbox"/>	
> <input type="button" value="Click to add"/>	CZ Deposit Account - 5% Discount		The Institute of Electrical and Electronics Engineers, Incorporated (IEEE)	Monthly	01-Oct-2019	N/A	Active	<input checked="" type="checkbox"/>	
> <input type="button" value="Click to add"/>	Special Deposit Account - 10% Discount	Deposit Account - 10% Discount	The Institute of Electrical and Electronics Engineers, Incorporated (IEEE)	Monthly	19-May-2020	28-Feb-2022	Active	<input type="checkbox"/>	

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

IEEE University: Deposit Account - 15% Discount IEEE - INST OF ELECTRICAL AND ELECTRONICS ENGRS

This profile is currently active.

Last modified: 25-Jun-2021 05:24:13 by TTS-55104

CREATE NOTIFICATION

Update Special Billing Profile

Use this form to view the special billing arrangement between your organization and a publishing house. You can also update contact information for your organization, assign a primary organization contact, and choose to suppress email notifications as needed.

- If you have more than one agreement with a publisher that varies by journal, you should expect to see separate profiles for each agreement.
- Note under the *Profile Attributes* section, you can see if the agreement applies to all journals or a subset.

CONTACTS

WORKFLOW OPTIONS

CONFIRM & SAVE

BILLING

PROFILE INFORMATION

Profile Name *	IEEE University: Deposit Account - 15% Discount	Profile Type	Deposit
Agreement Name *	Scott's Test Agreement		

ORGANIZATION DETAILS

BILLING ADDRESS

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

Billing Profiles | Funding Requests | Reports

Report type: Transaction Summary Report ⓘ Time zone: ⓘ RightsLink (Eastern) Local

Transaction Summary Report

Manuscript ID:	<input type="text"/>	Primary Author first name:	<input type="text"/>
Manuscript name:	<input type="text"/>	Primary Author last name:	<input type="text"/>
Publisher name:	<input type="text"/>	Primary Author ID:	<input type="text"/>
Promotion name:	<input type="text"/>	Primary Author Institution:	<input type="text"/>
Funder name:	<input type="text"/>	Funding status: ⓘ	All ▾
Invoice number:	<input type="text"/>	Payment status: ⓘ	All ▾
Order ID:	<input type="text"/>	Order date:	In last 30 days ▾

Run Report Clear

- 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.

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

Full reports are sent by email in XLS format.

Funding status: ⓘ All ▾

Payment status: ⓘ All ▾

Order date: In last 30 days ▾

Run Report Clear

Request Full Report

Order Date	Order ID	Total Order Amount	Currency	Funding status	Payment Status
31-Jan-2019	10000071712	0.00	USD	Approved	Closed

Additional OA resources

IEEE Open and IEEE Author Resources

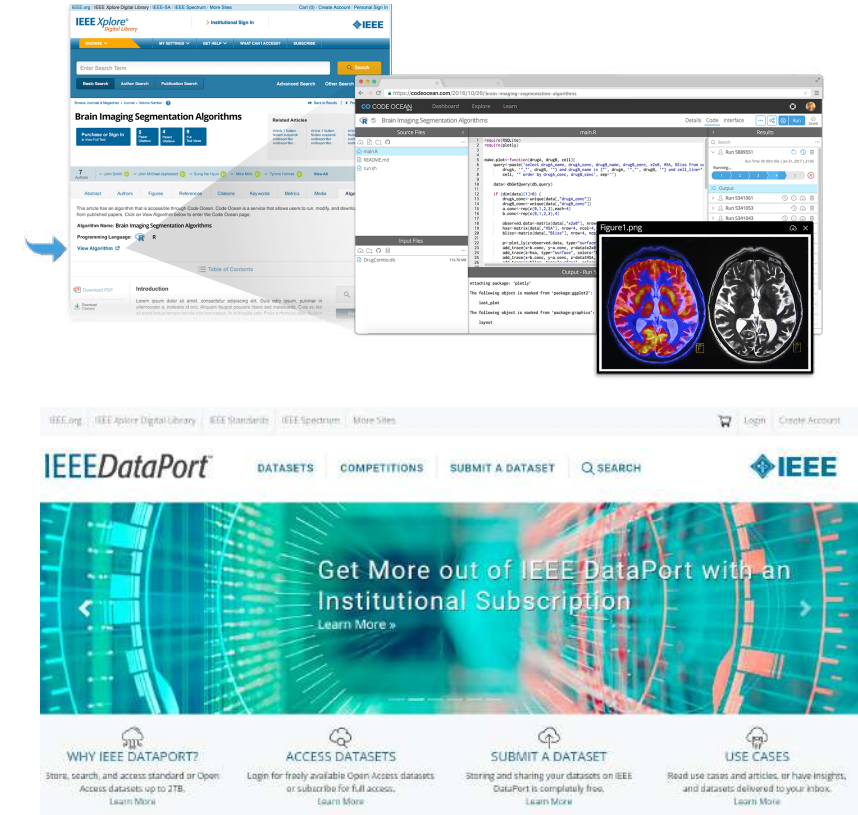


IEEE Supports Open Science and Reproducible Research

In addition to the full-text article, users also want access to data and research artifacts to try to reproduce the results and see if the hypothesis holds. So IEEE introduced:

- **Code Ocean** – Allows authors to publish code or algorithms associated with research articles in a computable environment and linked to IEEE *Xplore*. Authors can upload code free of charge and users can access code without a subscription.
- **IEEE DataPort** – Enables authors to publish large data sets associated with their research. **Institutional subscription options now available** offering many benefits that help institutions comply with funding agency requirements and maintain best practices for data management, storage, while providing other researchers with access to your data.
- **TechRxiv** – IEEE launched a new Preprint Server for Engineering and Technology, a service that lets authors post early and fully open versions of their articles, prior to peer review and prior to being published.

These enhancements improve the extent we can help researchers communicate the value of their research by facilitating the communication and availability of their research findings online.

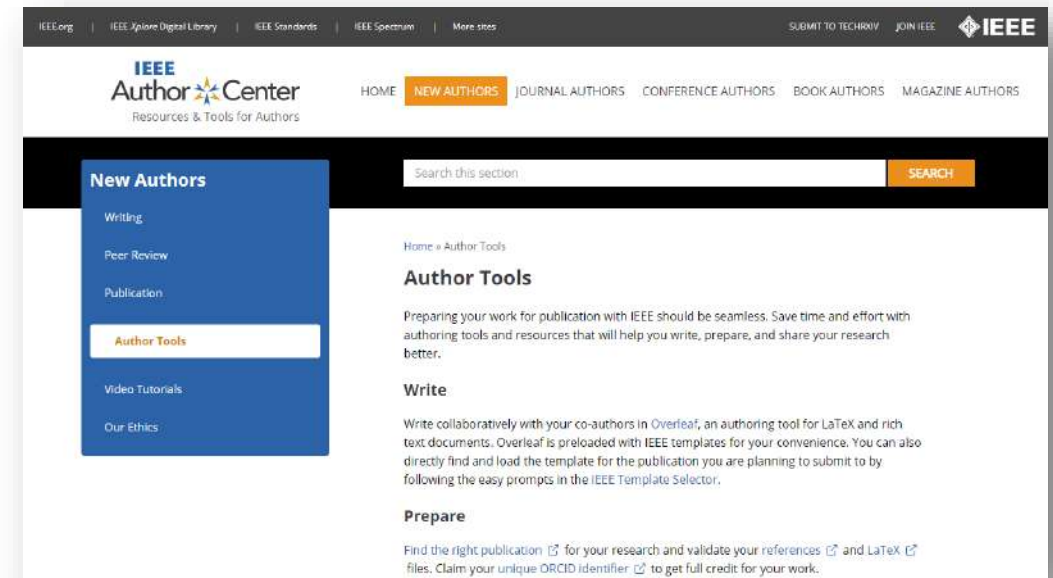


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- Test if your article will display properly in IEEE *Xplore*[®] Digital Library with the **IEEE PDF Checker**



IEEE Author Center:
ieeauthorcenter.ieee.org



IEEE Open Access Partners

The screenshot shows the top navigation bar of the IEEE Open Access website. The navigation items are: About, For Authors, For Institutions, Publishing Options, and What's New. A red arrow points to the 'For Institutions' dropdown menu, which is open and shows two options: 'Institutional Open Access Options' and 'Institutional Partners'. Below the navigation is a large banner with the text 'The Trusted Solution for Open Access Publishing'. On the left side of the banner, there are two links: 'Browse Journals and Submit a Paper' and 'Search Institutional Partners'.

This screenshot shows the 'Search Institutional Partners' page. At the top, there is a search bar labeled 'Search for Institution'. Below the search bar is a list of countries: All, Australia, Austria, Canada, China, Colombia, Finland, Germany, Greece, Hong Kong, Hungary, India, Ireland, Italy, Lebanon, Netherlands, Poland, Qatar, Spain, Sweden, Switzerland, and United Arab Emirates. A red arrow points to the 'Switzerland' button. Below the country list is a grid of four institutional partner cards. Each card has a logo at the top and the name of the institution at the bottom. The cards are: Berner Fachhochschule, CERN, OST, and eawag. A red arrow points to the 'Berner Fachhochschule' card.



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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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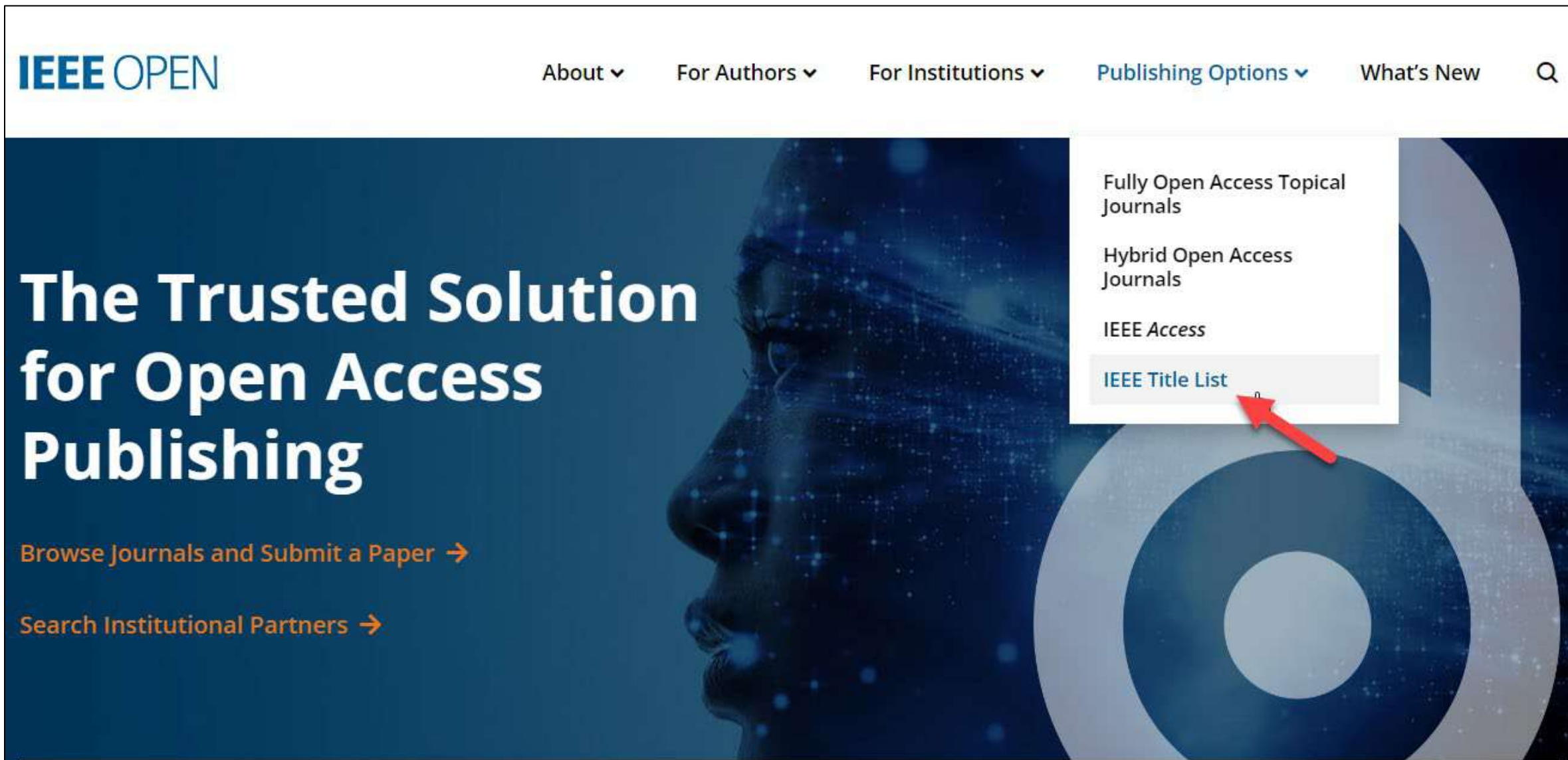


IEEE Access

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



IEEE Title List on IEEE Open



The screenshot shows the IEEE Open website interface. The top navigation bar includes the IEEE OPEN logo on the left and several menu items: About, For Authors, For Institutions, Publishing Options, and What's New, each with a dropdown arrow. 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 with right-pointing arrows. A dropdown menu is open under "Publishing Options", listing "Fully Open Access Topical Journals", "Hybrid Open Access Journals", "IEEE Access", and "IEEE Title List". A red arrow points to the "IEEE Title List" option.

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 →](#)

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

IEEE Open Access Author Guide

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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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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://ieeauthorcenter.ieee.org/>

IEEE Author Posting Guidelines

<https://www.ieee.org/publications/rights/author-posting-policy.html>

