



# Open Access at IEEE

Workflow for Authors - 2023

# Background

IEEE provides discounted fully OA APC Tokens for CONCERT member schools that subscribe to the IEL database: :

- ▶ 1) When an affiliated corresponding author publishes a paper in an IEEE Fully OA journal, an institutional discount offer will automatically apply.
- ▶ 2) During the submission process, the corresponding author shall enter the school email address and/or the institution data , as it will be used to match the author with an institutional OA account.
- ▶ 3) Authors can use a discounted APC Token USD1,560\*\* to publish a manuscript.
- ▶ 4) This offer cannot be combined with any other promotion.
- ▶ 5) Token Request will be submitted to the institution administrator for review and approval .
- ▶ 6) If a different APC offer is preferred, you can contact the administrator at your institution or [ieee\\_oa@hintoninfo.com](mailto:ieee_oa@hintoninfo.com) to decline the special offer. After the administrator denies the default request, the corresponding author will receive an email from RSLC to pay the APC

\* <https://open.ieee.org/about/>

IEEE Fully OA Journals include IEEE Topical Journals and IEEE *Access*

\*\*2023 Standard APC for IEEE Fully OA Journals = USD1,950

Open Access allows authors to publish in respected, high-quality, scholarly journals, while also complying with the latest open access policies. IEEE makes the transition simple by providing several options for authors to choose from:

- [Fully Open Access Topical Journals](#) →
- [Hybrid Journals](#) →
- [IEEE Access \(Multidisciplinary Open Access Journal\)](#) →

# Author Process

## Step 1 Submission process

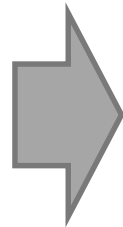
SCHOLARONE™



## Step 2 Post acceptance



IEEE Electronic Copyright Form



## Step 4 Pay OA APC in TWD

藍新金流  
NewwebPay



## Step 3 RightsLink for Scientific Communications (RLSC)



Copyright  
Clearance  
Center

RightsLink



# Submission – Step 1 – Fully OA journal

Home Author

Author Dashboard / Submission

Submission

- Step 1: Type, Title, & Abstract
- Step 2: File Upload
- Step 3: Attributes
- Step 4: Authors & Institutions
- Step 5: Details & Comments
- Step 6: Review & Submit

### Step 1: Type, Title, & Abstract

Please ensure that all figures and tables are inserted in the main text near where first cited. If you wish to submit a Communication, please be reminded to follow the required format for Communication submission in which the paper title and author list should be placed across the columns. Failing to do so may result in the unsubmission of your submitted manuscript.

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 "Next." [Read More...](#)

\* = Required Fields

\* Type:

CHOICE	TYPE
<input type="radio"/>	Regular Paper
<input type="radio"/>	Special Section: Recent Advancements in Liquid Antennas and their Applications
<input type="radio"/>	Special Section: Body-Friendly Antennas: Emerging Materials, Manufacturing Techniques, and Design Strategies
<input type="radio"/>	Special Section: Recent Advances in Computational Electromagnetics for Emerging Challenges and Applications
<input type="radio"/>	Special Section: Direct and Inverse Electromagnetic Scattering Methods
<input type="radio"/>	Special Section: Advanced Antenna Technologies for 5G Internet-of-Things Applications
<input type="radio"/>	Special Section: Electric and Magnetic Coupling for Near-Field Systems

\* Title

0 OUT OF 250 CHARACTERS

\* Abstract

Write or Paste Abstract

0 OUT OF 250 WORDS

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 \$1,850.

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 \$1,850.

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

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/>.



# Submission – Step 4

The corresponding author adds affiliation data for all authors.

The **email address** and 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

ORDER	ACTIONS	AUTHOR	INSTITUTION
<div>↑ ↓ Drag</div>	1	<div>Select...</div> <div>He, Dandan (Corresponding Author) dan.he@vip.163.com</div>	<div>1. IEEE, CSM Room 1503, South Tower, Raycom InfoTech Park C, No.2 Kexueyuan South Road, Haidian District New York, CN 10016</div>

#### Add Author

Find using Author's email address

AuthorsEmail@example.com

Q Search

< Previous Step

Save

Save & Continue >

# Submission – Step 4

Authors

\* Selected Authors

	ORDER	ACTIONS	AUTHOR	INSTITUTION
↑ Drag	1	Select...	He, Dandan (Corresponding Author) dan.he@vip.163.com	1. ⚠ Beijing, CN <div>This institution is not connected to Ringgold. Visit our <a href="#">FAQ</a> on why a Ringgold connected institution is important.</div>

Authors

\* Selected Authors

	ORDER	ACTIONS	AUTHOR	INSTITUTION
↑ Drag	1	Select... Edit Remove Author	He, Dandan (Corresponding Author) dan.he@vip.163.com	1. ⚠ IEEE Beijing Office Beijing, CN

**Ringgold IDs** are integrated in the submission system to identify institutions. If the affiliation entered by the author cannot be tied to a Ringgold ID, an error message appears.

You can edit the email address and the institution data by selecting Edit here.

# Submission – Step 4

## Edit Author

Notice: To Edit your personal information, [go to your profile.](#)

Special Characters

ORCID iD

\* E-Mail:

dan.he@vip.163.com

\* Prefix:

Ms.

\* First (Given) Name:

Dandan

Middle Name:

\* Last (Family) Name:

He

Institution 1

Quick Fill ?

Institution Number:

1

Edit author's email address by clicking "go to your profile". Authors should use their **institutional email address**.

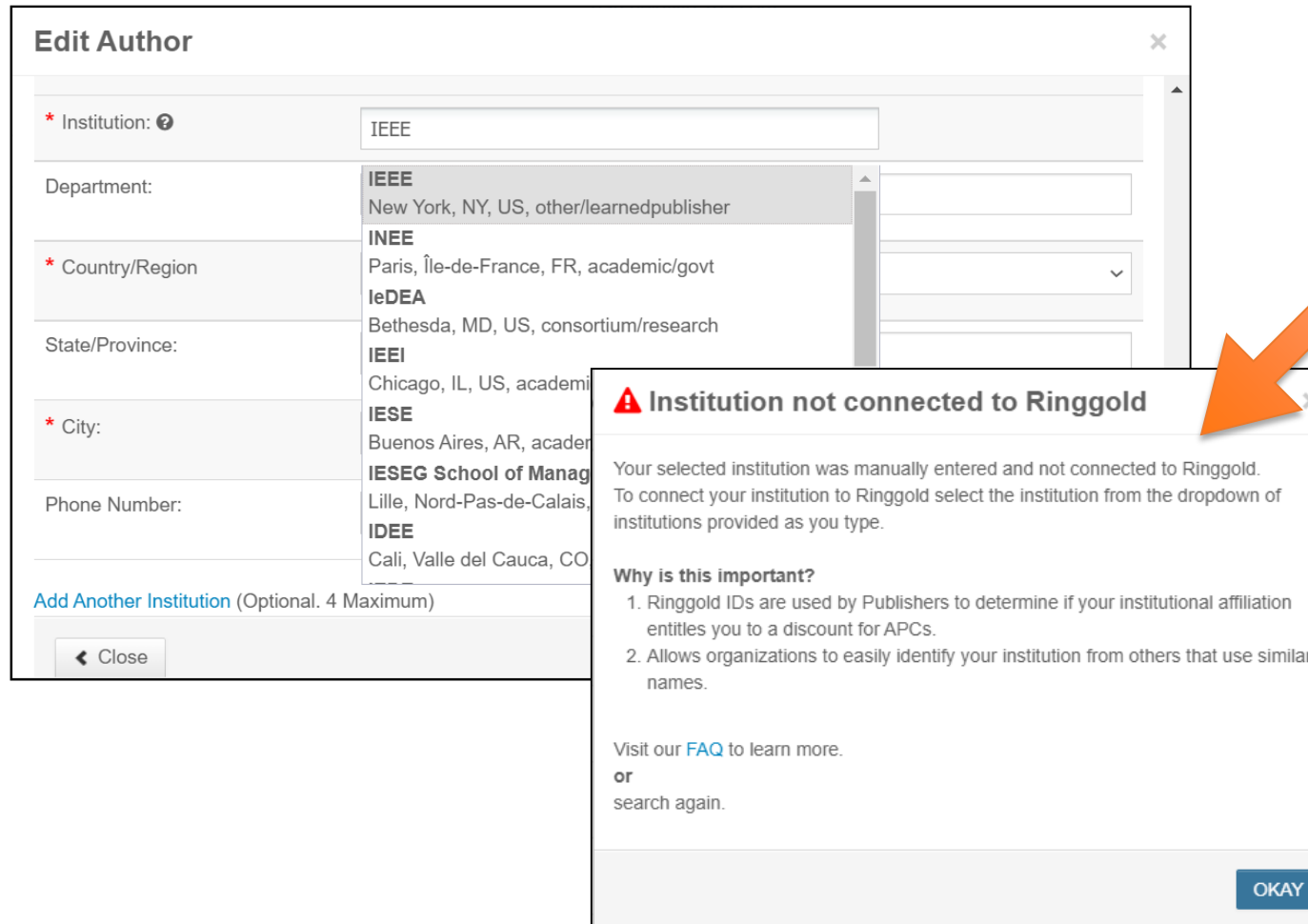
Edit author's institution data in the following Institution section.

# Submission – Step 4

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.

**University-level Ringgold IDs** are effective. See the notification on the library website or contact us for more details.

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



**Edit Author**

\* Institution: IEEE

Department: IEEE  
New York, NY, US, other/learnedpublisher

\* Country/Region: INEE  
Paris, Île-de-France, FR, academic/govt  
leDEA  
Bethesda, MD, US, consortium/research

State/Province: IEEI  
Chicago, IL, US, academic

\* City: IESE  
Buenos Aires, AR, academic  
IESEG School of Management  
Lille, Nord-Pas-de-Calais, France  
IDEE  
Cali, Valle del Cauca, CO

Phone Number:

[Add Another Institution](#) (Optional. 4 Maximum)

[Close](#)

**⚠ Institution not connected to Ringgold**

Your selected institution was manually entered and not connected to Ringgold. To connect your institution to Ringgold select the institution from the dropdown of institutions provided as you type.

**Why is this important?**

1. Ringgold IDs are used by Publishers to determine if your institutional affiliation entitles you to a discount for APCs.
2. Allows organizations to easily identify your institution from others that use similar names.

Visit our [FAQ](#) to learn more.  
or  
search again.

[OKAY](#)



# Acceptance

- If the manuscript is accepted, the author will be prompted to upload the final files and choose a copyright license.
- After acceptance, author can contact [ieee\\_oa@hintoninfo.com](mailto:ieee_oa@hintoninfo.com) for APC Token information in your institution.

# Post acceptance – final files upload

ScholarOne Manuscripts™



(Alison Larkin) as Christine Kurzawa ▾

End Proxy

Instructions & Forms

Help

Log Out



IEEE Transactions  
on Geoscience and  
Remote Sensing

Home

Author

Review

Administrator Center

Client Configuration Center

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 – 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
  - 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 **fully OA 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

12345

Select Language ▼

Information

[Creative Commons web site](#)

[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

By clicking the checkbox at the bottom of this page you, as the author or representative of the author, confirm that your work is licensed to IEEE under the Creative Commons Attribution 4.0(CC BY 4.0). As explained by the Creative Commons web site, this license states that IEEE is free to share, copy, distribute and transmit your work under the following conditions:

- **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:

[Back](#)[Continue](#)

# RightsLink for Scientific Communications (RLSC)

- All article processing charges (APCs) are handled through CCC RLSC.
- An APC Token application is automatically sent to the institution when a manuscript matches the profile.
- Eligible authors will receive email from Hinton
- If the author is affiliated with an institution that has an OA agreement, they will be prompted to seek funding from that institution.
- 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.

# RightsLink for Scientific Communications (RLSC)

- All article processing charges (APCs) are handled through CCC RLSC.
- An APC Token application is automatically sent to the institution when a manuscript matches the profile.
- Eligible author receives an email from Hinton to ...
- 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



RightsLink®



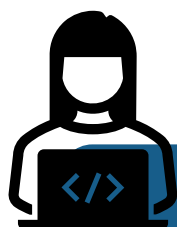


**Get Published in the**  
***IEEE Open Journals***  
**Gold OA APC Token**  
**Special Offer**

for **Co@CERT**



# APC Payment Process for Author of Institutional Partners



**Author→SCHOLARONE**  
Affiliation



**RSLC→Library  
/Hinton**  
APC Funding Request



**Hinton→Author**  
Send NewwebPay Link



**Author→Hinton**  
Pay Discounted APC via  
NewwebPay



**Hinton→Lib Admin**  
Confirm Approval



**Hinton→Author**  
Send Receipt



Submission Completed



EE



# Author received APC Payment Request email → Pay via NewwebPay

Subject Line : [IEEE APC Payment Notice]Author : (Author Name)



Dear (Author Name)

Congratulations! Your manuscript (manuscript title) was accepted and will be published in (journal title).

We are glad to inform you that your submission is eligible for the Taiwan consortium CONCERT special offer. You can enjoy the APC Token special rate at USD \$ 1,560, choose the suitable payment method, and get an electronic receipt for filing for reimbursement.

Please select the payment method via NewwebPay payment link and complete the transaction according to the on-screen instructions (the amount displayed has been converted into Taiwanese dollars). Once the transaction is complete, you will receive 1) a payment confirmation email from NewwebPay, 2) a funding approval email form RSLC and 3) a copy of the electronic receipt.

If you need any assistance during the process, please contact your school admin(email) and/or our customer service team at IEEE\_OA@hintoninfo.com, and we will walk you through it as soon as possible.

NewwebPay 藍新金流



IEEE Gold OA APC

人氣:0



- ▶ [https://core.newwebpay.com/EPG/ieee\\_oa\\_apc/mOQb9c](https://core.newwebpay.com/EPG/ieee_oa_apc/mOQb9c)



# Author fill in payer info and pay APC online

## Payer Info \*為必填欄位

\* Name :

\* Phone :

\* Address 1 :

Address2 :

\*City :

\*State/Region :

\*ZIP/Postal Code :

\*Country :

\* Email :

Invoice/Receipt Information : ☒ Invoice ☐ Receipt

Receipt invoice details : ☐ Triplicate Uniform Invoice Issuance

Invoice/Receipt Title :

VAT Number/Company :   
Registration Number

- ▶ Your email address here must match the one used for article submission
- ▶ Please provide the Tax ID Number of your institution if you need to file for reimbursement
- ▶ You will receive a payment confirmation email from NewwebPay



# Author receive ezPay eReceipt & RSLC Approval email

ezPay電子發票 <info-inv@ezpay.com.tw>

Wed, Dec 28, 2022, 11:20 AM (8 days ago)

to me ▼

## 電子發票開立通知信

親愛的 涵堂資訊有限公司，您好：

ezPay電子發票加值服務平台 使用ezPay電子發票平台，開立一張電子發票給您，電子發票資訊如下：

商店代號：	2	
商店自訂編號：	0	7
發票號碼：	1	
隨機碼：	0	
發票金額：	\$	
開立日期：	2	4

欲查看此張發票明細資料，請您點此查看 [【發票明細】](#) 並自行列印電子發票，ezPay電子發票加值服務平台將不再另行寄送紙本發票。

您也可前往[ezPay電子發票加值中心/幫助中心/查詢專區](#)輸入欲查詢之發票資料，進行單筆發票查詢。




# Administrator Process

Responding to funding requests, reporting, and setting alerts

# 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 IEEE *Xplore* alerts to monitor published articles.

# Notifications



*One of your researchers has had a manuscript accepted for publication.*

Dear Test Orgcontact,


A recently accepted manuscript has been matched to your special APC billing profile, TEST OAUltd Liverpool John Moores. The author(s) will be notified of acceptance and given the opportunity through the RightsLink platform to request funding from you for applicable APC charges. If they do, you will have the opportunity to approve or deny the request from your RightsLink [Funding Requests](#) page.

**Manuscript Details**  
Accept Date: 08-Jan-2020  
Publisher: Institute of Electrical and Electronics Engineers  
DOI: 10.1000/IEEE\_Test01082019a  
Publication: IEEE Access  
Article Title: Test Manuscript Test01082019a  
Author(s): Scott Allison [sallison@copyright.com](mailto:sallison@copyright.com)


Please [click here](#) to preview the APC charges.

Sincerely,  
Institute of Electrical and Electronics Engineers

Tel.: +1-877-622-5543 / +1-978-646-2777  
[IEEEsupport@copyright.com](mailto:IEEEsupport@copyright.com)  
[www.copyright.com](http://www.copyright.com)



Copyright  
Clearance  
Center



RightsLink®

- When an article eligible to be published under an institutional agreement is identified, the administrator will receive a notification email.
- The email is sent in a standard workflow when the author has selected OA.
- Eligible articles are identified using author-supplied affiliation data and matched using Ringgold IDs and, in some cases, email domains.

A recently accepted manuscript has been matched to your special APC billing profile, TEST OAUltd Liverpool John Moores. The author(s) will be notified of acceptance and given the opportunity through the RightsLink platform to request funding from you for applicable APC charges. If they do, you will have the opportunity to approve or deny the request from your RightsLink [Funding Requests](#) page.

Clicking on the “Funding Requests” link will bring administrators to their RLSC institutional portal.



# 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](mailto:IEEESupport@copyright.com)  
[www.copyright.com](http://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.



# Account dashboard

 **Institutional Portal**

Welcome, Shannon Reville  
Sign Out

? Help

Live chat

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.

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

**Account Name:** IEEE University  
Account #: 7001904909

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

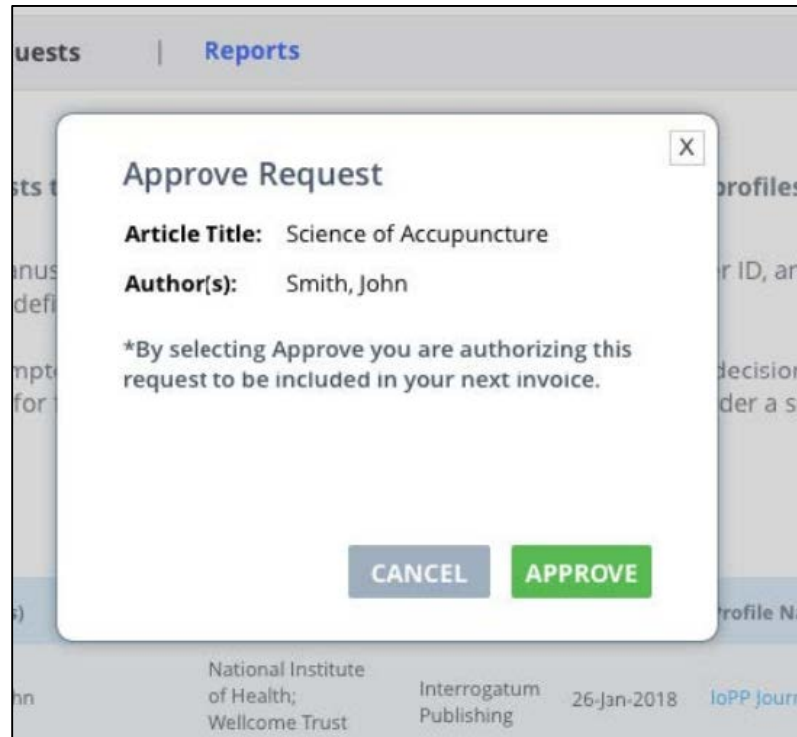
Order Date	Article Title	Primary Author	Primary Author Email & Affiliation	Publisher	Profile Name	Total Fees Due	Status	Actions
13-Dec-2021	The unexpected narrowness of eccentric debris rings: a sign of eccentricity during the protoplanetary disc phase	Kennedy, Grant M	robinson@copyright.com University of Warwick 417804	Replica Publishing	AR Profile_1	0.00 USD	Pending	<b>APPROVE</b> <b>DENY</b>

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

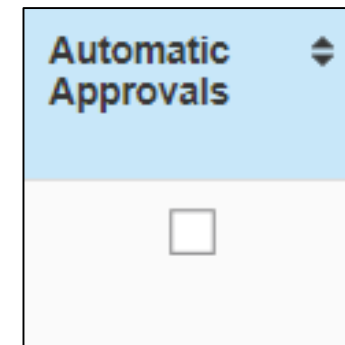




# Approving requests



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.

# Additional Resources

## **IEEE Open**

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

## **CCC RLSC: Resources for Authors**

<https://www.copyright.com/rlauthorrc/>

## **IEEE Author Center**

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

## **IEEE Author Posting Guidelines**

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