

# IEEE資料庫OA投稿系統

## 教育訓練

圖書館數位資源組-109. 8 .18(二)

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# • IEEE資料庫簡介

1. 資料庫內容包括IEEE 與IET 自1988 年以來出版  
- 期刊雜誌/會議論文/技術標準(不含標準草案)
2. 平均每週更新文獻
3. 全文採用PDF 格式
4. 資料庫主題：應用學科/電子/ 電機
5. 資料庫類型：全文電子期刊/標準/專利

- 本校師生在IEEE資料庫投稿狀況

2016-2019年本校教師發表在IEEE資料庫的文章篇數統計表

年度	非OA期刊發表篇數	OA期刊發表篇數	合計
2016	18	3	21
2017	26	4	30
2018	23	12	35
2019	17	11	28
合計	84	30	114

# • OA簡介

## 何謂OA

- Open Access (OA 開放取用/開放近用/開放獲取)，將學術資源開放在網路上提供使用者自由取用。
- 《布達佩斯公開取用倡議》(Budapest Open Access Initiative, 簡稱 BOAI) 是 OA 運動重要的宣言，強調允許使用者在無經濟、法律或技術層面的困擾下，合法閱讀、下載、複印、傳播、列印、搜尋作品或連結全文資料，僅需於重製或散佈時正確引述作者的作品。
- 布達佩斯公開取用宣言所定義的 OA 約略等同於創用 CC 中的 CC-BY 授權。
- Open Access Journals 是指經過同儕審查，且以免費的方式提供使用者取用之電子期刊。

	OA期刊 (Open Access)	傳統期刊 (Subscription)
作者成本	支付文章處理費 (APC)	不須支付相關費用
著作權	作者擁有著作權	出版商擁有著作權
使用權	免費取用	只限訂閱戶取用
授權方式	創用CC授權	著作權法
費用支付來源	著者研究計畫或機構補助	學校或機構經費
同儕評審機制	有	有
傳播管道	數位化網路平台	紙本印刷或數位化平台

## • 投稿OA作者端處理流程

1. 投稿流程
2. 稿件獲選
3. eCF授權
4. 補助申請

作者和原來投稿作業方式不會有太大改變

# 1. 投稿流程

- IEEE寫作指南下載：

[https://www.ieee.org/publications/authors/publishing-benefits/index.html?WT.mc\\_id=pb\\_ben\\_pub](https://www.ieee.org/publications/authors/publishing-benefits/index.html?WT.mc_id=pb_ben_pub)

- IEEE投稿流程可參考圖書館OA網頁投影片

- ORCID申請請洽圖書館網頁說明：

<http://www.lib.nchu.edu.tw/index.php/libpubservice/orcid>

- 投稿流程由**通訊作者** (Corresponding Author) 統籌處理
- 作者投稿**純OA期刊**時將於「**步驟1**」時被要求接受OA發表條款及發表費用
- 作者**綜合型期刊**時則會在「**稿件被接收**」後，才被詢問是否選擇以OA方式發表

# 1. 投稿流程 – 步驟1 – OA journal (例 1)

ScholarOne Manuscripts™ Alison Larkin Instructions & Forms Help Log Out

IEEE PES IEEE Power and Energy Technology Systems Journal

Home Author Review Manage Support

Author Dashboard / Submission

Submission

- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- 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
<input type="radio"/>	Journal paper

\* Title  Edit

Preview  Special Characters

0 OUT OF 300 CHARACTERS

\* Abstract  Edit

Write or Paste Abstract

Preview  Special Characters

0 OUT OF 200 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 >

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.

註: 單頁費用由各學會自行訂定，且不同期刊費用不同，也非所有期刊都會收取



# 1.投稿流程 – 步驟1 – OA journal (例 2)

**Open Access Agreement**

\* 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 following publication fees:

US \$1,220 for 6 or fewer published papers  
US \$1,820 for 7-10 published papers  
US \$125 per page for published pages 10 and above

Note:  
Applicable taxes will be added to all open access, overlength, voluntary page charges as well as reprint orders 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.

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註:不同期刊費用可能有所差異.

更多發表費用(APC) 相關訊息

[https://open.ieee.org/index.p\\_hp/for-authors/article-\\_processing-charges/](https://open.ieee.org/index.p_hp/for-authors/article-_processing-charges/)

**\* Impact Statement**

IEEE Photonics Journal seeks manuscripts which will be of interest to our readers and have long reaching impact on the photonics community. In less than 500 characters, including spaces, please describe the importance of your paper and how it compares to existing understanding of phenomenon or to existing devices, systems, or applications. Your description should make clear how your manuscript advances knowledge in some significant way. Your Impact Statement should quickly convince an editor or reviewer that your work is not only novel but also makes a leap in thought, performance, or application. Submissions without an Impact Statement or with Impact Statements that merely duplicate their abstract and introduction will be returned to the authors without review.

# 1.投稿流程- 步驟 1 – hybrid journal綜合型期刊

註：  
Open Access 選項於送出稿件時不會顯示

ScholarOne Manuscripts™ (Alison Larkin) as Christine Kurzawa End Proxy Instructions & Forms Help Log Out

IEEE GRSS IEEE Transactions on Geoscience and Remote Sensing

Home Author Review 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 3: Authors & Institutions >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 3: Authors & Institutions >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 3: Authors & Institutions >
- 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
<input type="radio"/>	Regular paper
<input type="radio"/>	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 >

# 1.投稿流程 – 步驟 4

通訊作者需輸入所有作者所屬機構的資訊

所屬機構資訊將會被用於和機構OA帳戶比對

**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... ▾	<b>Larkin, Alison</b> 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

---

# 1. 投稿流程 – 步驟 4

The screenshot shows the 'Author Dashboard / Submission' page for 'Step 4: Authors & Institutions'. The left sidebar highlights 'Step 4: Authors & Institutions' with a red box. The main content area includes instructions for adding co-authors and a table of 'Selected Authors'. One author, Alison Larkin, is listed with a Ringgold ID error message: 'This institution is not connected to Ringgold. Visit our FAQ on why a Ringgold connected institution is important.' Below the table is an 'Add Author' section with a search input field.

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

Ringgold IDs 與投稿系統整合，當作者填寫之所屬機構資訊無法對應到一組 Ringgold ID 時，將會出現錯誤訊息



# 1. 投稿流程 – 詳細資料及備註

**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 >

## Write Cover Letter

Preview    Ω Special Characters

0 OUT OF 32768 CHARACTERS

## Funding [Edit](#)

\* Is there funding to report for this submission?

Yes     No

## Funders [Edit](#)

ACTIONS	FUNDER	GRANT / AWARD NUMBER
No Funders Entered		
<input type="button" value="Add Funder"/>		

## IEEE Plagiarism Policy

\* Please review the following three IEEE [Policy Statements](#) completely, then check the box acknowledging you have read all three.

The first [policy statement](#) deals with multiple submissions or publications of the same work; the second deals with plagiarism; and the third deals with electronic posting of papers on author websites. Authors are responsible for understanding and complying with these policies. Failure to comply with these policies may lead to penalties on future publication in IEEE venues.

作者也將被要求填寫  
是否有補助支援。此  
項目出現位置依各期  
刊而有所不同

## 2.稿件獲選

- 若稿件被接受，作者將被提醒上傳最終檔案並確認所有稿件詳細資訊。
- 針對混合型期刊中的論文，作者需選擇是否以OA形式發表。

## 2.稿件獲選 – 最終檔案上傳

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](#)

## 2.稿件獲選 – 綜合型期刊

註：綜合型期刊文章作者  
只有在稿件獲選後才會被  
問及是否選擇OA方式發表

### 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](#).

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

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 will pay the \$2,045 APC, as well as any other applicable charges as outlined above.
- No** - my article is a traditional submission. I understand that over-length paper charges or color charges may still apply, as outlined above.

Save

Save & Continue >

## 2.稿件獲選 – 版權授權選擇

- 稿件獲選後，通訊作者需透過電子版權系統選擇授權方式 (eCF)
- 發表於綜合型期刊之作者需於以下兩種授權方式：
  - 傳統授權：版權轉移給出版單位，讀者需付費瀏覽
  - CC BY 4.0 授權：版權仍歸作者所有，讀者可公開取得=>OA
- 於Gold OA 期刊依規定需選擇CC BY

# 3.eCF - 步驟 1

作者確認稿件相關  
資訊是否正確

IEEE.org | IEEE Xplore Library | IEEE Standards | IEEE Spectrum

## IEEE Publication Agreement

1 2 3 4 5

IEEE

Select Language ▼

Transfer copyright or license to IEEE

► Here is the information for your article. Is this the correct article?

**Article Title:** My groundbreaking article

**Publication Title:** IEEE ACCESS

**Publication Type:** Periodical

**Authors:** Krista Thom

**Article Identifier:** ui\_0987

**Your E-mail:** k.thom@ieee.org

Yes, this is my article.

No, this is NOT my article.

Continue

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# 3.eCF - 步驟 2

## 作者確認稿件原創性

IEEE.org | IEEE Xplore Library | IEEE Standards | IEEE Spectrum

### IEEE Publication Agreement

1 2 3 4 5

#### STEP 2: Confirm article originality and signature authority

► **IEEE Policies on Plagiarism:**

**Article Title:** My groundbreaking article

**Authors:** Krista Thom

Publication with IEEE is subject to the policies and procedures as described in the IEEE PSPB Operations Manual. Authors must ensure that their Work meets the requirements as stated in Section 8.2.1 of the *IEEE PSPB Operations Manual*, including provisions covering originality, authorship, author responsibilities and author misconduct.

I have read and agree to IEEE policies related to plagiarism and other forms of publishing misconduct.

Back Continue

Select Language ▼

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IEEE takes the protection of intellectual property seriously. Accordingly, all submissions will be screened for plagiarism using CrossCheck. By submitting your work you agree to allow IEEE to screen your work. For more information please visit: <http://www.ieee.org/crosscheck/>

# 3.eCF - 步驟 3

作者以OA方式  
發表需支付文章  
處理費用APC

The screenshot shows the IEEE Publication Agreement interface at Step 3. The breadcrumb trail at the top reads: IEEE.org | IEEE Xplore Library | IEEE Standards | IEEE Spectrum. The main heading is "IEEE Publication Agreement" with a progress indicator showing steps 1, 2, 3 (highlighted), 4, and 5. A "Select Language" dropdown is visible. The current step is "STEP 3: Select the appropriate publication agreement". Below this, the section "Open Access Article Processing Charge:" is active. It displays "Article Title: My groundbreaking article" and "Authors: Krista Thom". A highlighted box titled "Open Access Publishing Option:" contains the text: "Authors provide IEEE with a Creative Commons Attribution (CC BY) license to publish their articles openly on IEEE Xplore. This requires a payment of an Article Processing Charge. For more information, see the sidebar." Below this box is a checkbox labeled "I understand there is an Article Processing Charge." which is currently unchecked. "Back" and "Continue" buttons are located at the bottom of the main content area. On the right, an "Information" sidebar provides details: "IEEE offers the CC BY 4.0 license as an open access publishing agreement for authors. The CC BY allows authors to retain copyright to their work, and allows end users to freely reuse the work, provided that they credit the original author. The end user does not have to obtain permission from the authors or IEEE to reuse the work, even for commercial purposes or to create derivative works." It also states: "Open Access publishing requires payment of an Article Processing Charge, ranging from US \$1,350 to US \$1,950. See individual journal 'Information for Authors' instructions for specific details." and "Authors will not be asked to pay voluntary page charges for an open access article." At the bottom of the sidebar, it says "Authors who need a hardship".

# 3.eCF - 步驟 4

## OA作者需簽署CC BY 4.0 授權書

IEEE.org | IEEE Xplore Library | IEEE Standards | IEEE Spectrum

### IEEE Publication Agreement

1 2 3 **4** 5

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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# 3.eCF - 步驟 5

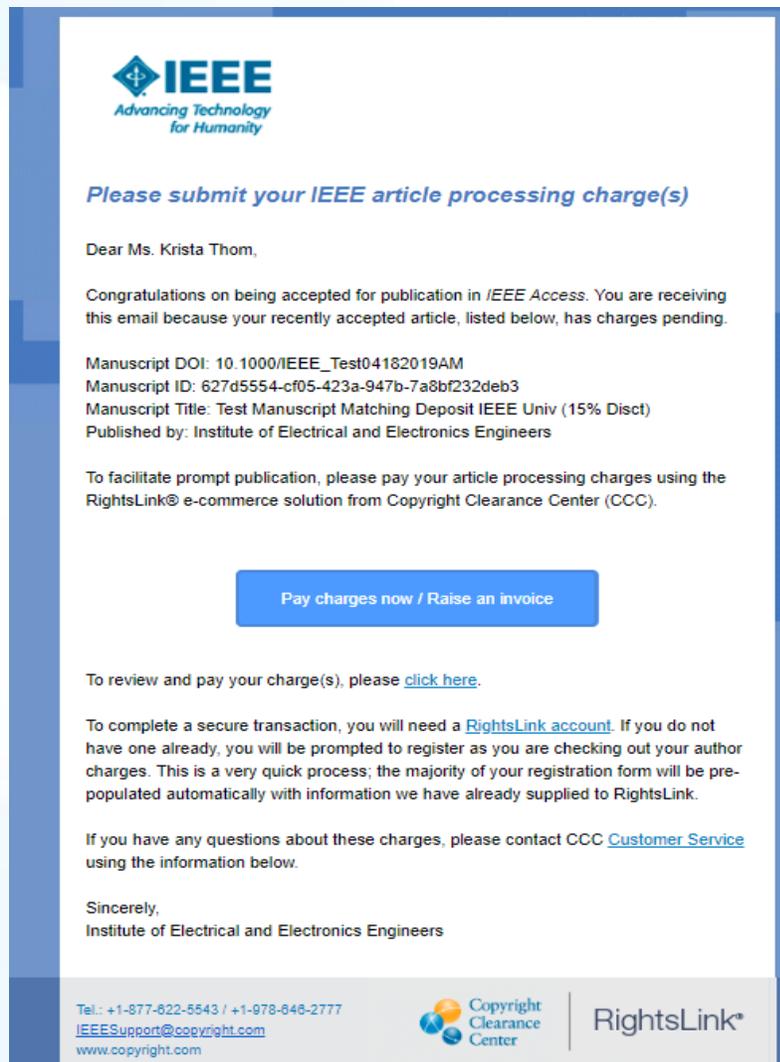
作者送出電子簽名  
後將可下載授權書

The screenshot shows the IEEE Publication Agreement interface at Step 5. The title is "IEEE Publication Agreement" with a progress indicator showing steps 1 through 5, where step 5 is highlighted. The main heading is "Step 5: Download your signed publication agreement". Below this, there is a message: "Thank you for transferring copyright or licensing to IEEE." followed by two bullet points: "Your IEEE Publication Agreement is now complete." and "A copy will be emailed to you." There is a button labeled "Download the completed Agreement (PDF)". At the bottom right, there is a "Done" button. On the right side, there is a "Select Language" dropdown menu and an "Information" box containing the text: "Clicking the 'Done' button will return you to your peer-review system." The IEEE logo is visible in the top right corner of the interface.

## 4.RightsLink Author

- 所有稿件處理費(APCs)皆透過 RightsLink Author (RLA)系統處理
- 稿件獲選後，作者將收到電子郵件通知，要求透過RLA系統支付稿件處理費
- 若作者所屬機構曾簽署機構OA協議，作者可選擇申請機構補助所屬機構將依作者所提供的所屬機構資訊及Ringgold ID判別

# 4. 獲選及繳費通知



  
Advancing Technology  
for Humanity

**Please submit your IEEE article processing charge(s)**

Dear Ms. Krista Thom,

Congratulations on being accepted for publication in *IEEE Access*. You are receiving this email because your recently accepted article, listed below, has charges pending.

Manuscript DOI: 10.1000/IEEE\_Test04182019AM  
Manuscript ID: 627d5554-cf05-423a-947b-7a8bf232deb3  
Manuscript Title: Test Manuscript Matching Deposit IEEE Univ (15% Disct)  
Published by: Institute of Electrical and Electronics Engineers

To facilitate prompt publication, please pay your article processing charges using the RightsLink® e-commerce solution from Copyright Clearance Center (CCC).

[Pay charges now / Raise an invoice](#)

To review and pay your charge(s), please [click here](#).

To complete a secure transaction, you will need a [RightsLink account](#). If you do not have one already, you will be prompted to register as you are checking out your author charges. This is a very quick process; the majority of your registration form will be pre-populated automatically with information we have already supplied to RightsLink.

If you have any questions about these charges, please contact CCC [Customer Service](#) using the information below.

Sincerely,  
Institute of Electrical and Electronics Engineers

Tel.: +1-877-822-5543 / +1-978-646-2777  
[IEEESupport@copyright.com](mailto:IEEESupport@copyright.com)  
[www.copyright.com](http://www.copyright.com)

 Copyright Clearance Center

 RightsLink®

稿件獲選後，作者將收到電子郵件通知，要求透過RLA系統支付稿件處理費



**Please submit your IEEE article processing charge(s)**

Dear Ms. Krista Thom,

Congratulations on being accepted for publication in *IEEE Access*. You are receiving this email because your recently accepted article, listed below, has charges pending.

Manuscript DOI: 10.1000/IEEE\_Test04182019AM  
Manuscript ID: 627d5554-cf05-423a-947b-7a8bf232deb3  
Manuscript Title: Test Manuscript Matching Deposit IEEE Univ (15% Disct)  
Published by: Institute of Electrical and Electronics Engineers

To facilitate prompt publication, please pay your article processing charges using the RightsLink® e-commerce solution from Copyright Clearance Center (CCC).



## 4. 登入RightsLink 作者帳號

[Need to register?](#)

### Sign In

Username:

Password:

[Forgot your password?](#)

**SIGN IN**

RightsLink Author 系統由 Copyright Clearance Center 直接管理，使用者需建立 RightsLink 帳號以查看紀錄及付費

## 4.補助申請提醒

### You may be eligible for funding under one or more invoicing agreements.

If you would like to seek funding approval under one of these agreements, please make the appropriate selection below. Note: the invoicing agreements will pre-populate key data elements in your transaction including currency, billing address and VAT information, if applicable, facilitating compliance with an existing agreement between your publisher and funding organization.

After you complete your open access transaction, you will be notified on the Order Confirmation screen when there are other applicable charges (such as page or color) that are offered by your publisher but not covered under your chosen agreement. A payment link will be provided so that you may review these other charges and complete a separate transaction.

If you don't wish to pay your open access charges using an existing agreement, please choose **Bill Me**.

**Bill Me**

**Seek Funding From IEEE University**

CHARGES COVERED: Open Access

#### Agreement Details and Organization Contact Information

IEEE University  
445 Hoes Ln  
United States  
08854  
Piscataway  
NJ

Krista Thom  
k.thom@ieee.org  
732-562-3977

OK

作者輸入所屬機構資訊與既有機構資訊吻合時，作者將會於彈跳式視窗中看到補助申請提醒

若作者選擇“Bill Me”自行支付，將依一般流程處理，不會列入機構案件

# 4. 應付費用明細

### Pay Author Charges

CHARGES ESTIMATE    PAYMENT OPTIONS    ORDER REVIEW    CONFIRMATION



**Test Manuscript Matching Deposit IEEE Univ (15% Disc't)**

Publication:	IEEE Electron Device Letters	Publisher:	Institute of Electrical and Electronics E...
Publication ID:	0045900	Author:	Krista Thom
Manuscript DOI:	10.1000/IEEE_Test04222019AM	ORCID® ID:	14326821581
Manuscript ID:		Institution:	IEEE University
Publication Date:	01-Aug-2019	Institution ID:	RINGGOLD-5824
OA License(s):	CC BY	Co-Authors:	Jennifer Goodrich

Even though there is no charge, *your order is not yet complete*. Please select the **NEXT** button to complete the quick, 2-step process of accepting your publisher's Terms and Conditions and then **submitting your order**. Note: You will need to log in or register with CCC to complete the process. Your registration form is pre-filled with metadata from your publisher.

#### CHARGES ESTIMATE

Welcome. IEEE has partnered with Copyright Clearance Center's RightsLink service to offer a convenient way to pay your author charges. The charges associated with publishing your manuscript are listed below.

Initial discounts have been passed based on information from your publisher. Visit the [Apply Discounts](#) window to add or verify discount information, including promo codes. ✕

[RETURN TO FUNDING OPTIONS & INFO](#)

✓ <b>Open Access charge:</b>	2,045.00 USD
<i>DISCOUNTS APPLIED</i>	<i>(2,045.00 USD)</i>
<b>TOTAL:</b>	<b>0.00 USD*</b> <a href="#">View details</a>

\* Does not include tax/VAT. Tax/VAT is applied in the Payment Options step during checkout.

[APPLY DISCOUNTS](#)    [NEXT](#)

Select [Apply Discounts](#) to enter promo codes and any other information needed to ensure your pricing reflects all author discounts available to you. Applied discounts will be reflected in your charges estimate above.

Even though your balance due is zero, please select the **Next** button to complete and create a record of your transaction.

作者選擇付款方式後，將可看到包含各項目費用和折扣的明細

即使應付金額為零，作者仍須完成結帳流程

RETURN TO FUNDING OPTIONS & INFO

✓ **Open Access charge:** 1,750.00 USD

DISCOUNTS APPLIED (1,750.00 USD)

**TOTAL:** 0.00 USD\* [View details](#)

\* Does not include tax/VAT. Tax/VAT is applied in the Payment Options step during checkout.

目前本校方案為8折

作者選擇以機構帳戶發表之畫面(折扣幅度視方案內容而定)

作者選擇“Bill Me”時的畫面

RETURN TO FUNDING OPTIONS & INFO

✓ **Open Access charge:** 1,750.00 USD

**TOTAL:** 1,750.00 USD\* [View details](#)

\* Does not include tax/VAT. Tax/VAT is applied in the Payment Options step during checkout.

# 4. 訂單內容明細

下一步，作者將能回顧訂單內容確認接受相關條款  
若資料皆正確，作者需點選“SUBMIT FOR APPROVAL.”

**ORDER REVIEW** **TOTAL DUE: 0.00 USD**

Charge	Original Fee	Discounts	Tax/VAT *	Total Due
Open Access	2,045.00 USD	(2,045.00 USD)	0.00 USD	0.00 USD
<b>TOTAL</b>	<b>2,045.00 USD</b>	<b>(2,045.00 USD)</b>	<b>0.00 USD</b>	<b>0.00 USD</b>

\* Tax/VAT may be based on the customer location and is the customer's responsibility.

**Billing address:** Peter Tuohy  
IEEE University  
445 Hoes Ln  
Piscataway, NJ 08854  
United States

**Customer location:** Krista Thom ?  
Route de Meyrin 385  
Geneve 23, CH-1211  
Switzerland

**TOTAL DUE:** **0.00 USD**  
**APC organizational contact:** Krista Thom  
k.thom@ieee.org  
732-562-3977

**Order reference number:**  *Optional*

I have read and accept the [terms and conditions](#)

[Cancel order](#) **SUBMIT FOR APPROVAL**

若機構要求填寫PO或其他追蹤編號時，作者須依規定填寫此欄位



# 4. 訂單確認

## ORDER CONFIRMATION

[Print Friendly Format](#)

**Order number:** *Not available until funding is approved.*

**Order date:** 23-Apr-2019

**TOTAL DUE: 0.00 USD**

**Thank you for your order! We have requested funding approval from your institution.**

If approved, you will receive a request confirmation email with your order number.

If not, we will notify you of the reason your institution has not funded your request and you will be invited to pay your order on your own.

Charge	Original Fee	Discounts	Tax/VAT *	Total Due
Open Access	2,045.00 USD	(2,045.00 USD)	0.00 USD	0.00 USD
<b>TOTAL</b>	<b>2,045.00 USD</b>	<b>(2,045.00 USD)</b>	<b>0.00 USD</b>	<b>0.00 USD</b>

\* Tax/VAT may be based on the customer location and is the customer's responsibility.

**Billing address:** Peter Tuohy  
IEEE University  
445 Hoes Ln  
Piscataway, NJ 08854  
United States

**Customer location:** Krista Thom  
Route de Meyrin 385  
Geneve 23, CH-1211  
Switzerland

**TOTAL DUE: 0.00 USD**

**APC organizational  
contact:**

Krista Thom  
k.thom@ieee.org  
732-562-3977

[Terms and conditions](#)

[Invoice payment instructions](#)

送出訂單  
後，作者  
將會看到  
確認畫面



國立中興大學圖書館  
National Chung Hsing University Library



- 投稿OA系統管理者處理流程

- 1.機構帳號管理權限
- 2.通知管理
- 3.帳戶控制頁面
- 4.回覆申請：核可/回絕
- 5.付款資訊
- 6.產出報表

# 1.機構帳戶管理者權限

- RightsLink Author系統中的機構帳戶讓管理者能進行以下操作：
  - 瀏覽未結(待處理) 交易紀錄
  - 核可或拒絕補助申請
  - 管理通知
  - 產出交易報表
- 提醒: 管理者還可透過設定 Xplore 通知掌握發表情形

## 2.通知管理

當某篇即將被發表的論文經系統辨識為特定機構所屬時，管理者將收到電子郵件通知

註：系統依論文作者所提供之機構資訊比對 Ringgold ID後判定  
本校 Ringgold ID：34916



The screenshot shows an email from IEEE. At the top is the IEEE logo with the tagline "Advancing Technology for Humanity". Below the logo is the subject line: "One of your researchers has had a manuscript accepted for publication." The body of the email starts with "Dear IEEE UAT," followed by a paragraph explaining that a recently accepted manuscript has been matched to a special APC billing profile for Carleton University. It mentions the RightsLink platform and the opportunity to request funding. A "Manuscript Details" section follows, listing the accept date (18-Apr-2019), publisher (IEEE), publication title, article title, and author (Nidhi Swami). At the bottom, there is a "Please click here" link to preview APC charges, a "Sincerely, IEEE" sign-off, and contact information for IEEE support. Logos for Copyright Clearance Center and RightsLink are also visible at the bottom of the email content area.

A recently accepted manuscript has been matched to your special APC billing profile, Carleton University: Partner Discount. 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.

點選信中“Funding Requests”連結將會導向機構帳戶頁面

# 2.通知管理- Ringgold ID

**RINGGOLD** Home Search Ringgold Support Request Demo  Search

Welcome, Guest User. You could be seeing so much more if you signed up for the full Identify Online service. As a guest, you will not have access to the features or detailed institutional information provided to our customers. [More information!](#) Or you can [Request a Demo.](#)

**Identify Online**

**Results should include ?**

name = (National Chung Hsing University) OR Ringgold id = (National Chung Hsing University) OR isni = (National Chung Hsing University)

24 results found

10 results shown. As a full Identify Online customer you would have access to 24 results plus reporting, analysis tools, and full institutional metadata.

Ringgold ID	Organization Name	Region	Country	Admin Level	City	ISNI
34916	☰ National Chung Hsing University	East Asia	Taiwan (Province of China)	Taichung City	Taichung	0000 0004 0532 3749
216868	☰ National Chung Hsing University Institute of Biochemistry	East Asia	Taiwan (Province of China)	Taichung City	Taichung	0000 0004 0458 0911
166305	National Chung Hsing University Department of Chemistry	East Asia	Taiwan (Province of China)	Taichung City	Taichung	0000 0004 0392 8410
201902	National Chung Hsing University Department of Physics	East Asia	Taiwan (Province of China)	Taichung City	Taichung	0000 0004 0496 2637
135104	☰ National Chung Hsing University College of Engineering	East Asia	Taiwan (Province of China)	Taichung City	Taichung	0000 0004 0405 9253
172672	☰ National Chung Hsing University Department of Forestry	East Asia	Taiwan (Province of China)	Taichung City	Taichung	0000 0004 0368 054X
166306	National Chung Hsing University College of Science	East Asia	Taiwan (Province of China)	Taichung City	Taichung	0000 0004 0392 8461
175175	National Chung Hsing University Department of Finance	East Asia	Taiwan (Province of China)	Taichung City	Taichung	0000 0004 0384 3812
196552	National Chung Hsing University Department of History	East Asia	Taiwan (Province of China)	Taichung City	Taichung	0000 0004 0459 9807
93804	☰ National Chung Hsing University Department of Foreign Languages and Li	East Asia	Taiwan (Province of China)	Taichung City	Taichung	0000 0004 0637 7511

## 2.通知管理



  
Advancing Technology  
for Humanity

**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't)  
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)

 Copyright  
Clearance  
Center

 RightsLink®

當符合資格的作者選擇於機構帳戶發表時，管理者將收到電子郵件通知



# 3. 帳戶控制頁面

The screenshot shows the RightsLink Institutional Portal interface. At the top left is the Copyright Clearance Center logo. The main header features the RightsLink logo and a user welcome message: "Welcome, Krista Thom" with options for "Sign Out", "Help", and "Live chat". Below the header, a navigation bar includes "Billing Profiles", "Funding Requests", and "Reports". The main content area contains a welcome message and a dropdown menu for "Account Name" set to "IEEE University" with account number "7001904909". A section titled "The table below includes any funding requests that have been matched to one of your special billing profiles." contains "APPROVE" and "DENY" buttons with explanatory text. Below this is a table of results showing one entry for a manuscript matching deposit.

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 1 - 10 of 10

Order Date	Article Title	Author(s)	Funder	Publisher	Accept Date	Profile Name	Total Fees	Status	Actions
19-Apr-2019	Test Manuscript Matching Deposit IEEE Univ (15% Disc)	Thom, Krista; Goodrich, Jennifer		Institute of Electrical and Electronics Engineers	18-Apr-2019	IEEE University: Deposit Account - 15% Discount	0.00 USD	Pending	<b>APPROVE</b> <b>DENY</b>

管理者登入後  
將可瀏覽並回  
覆未處理申請



# 4. 回應補助申請

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 1 - 15 of 15

Order Date	Article Title	Author(s)	Funder	Publisher	Accept Date	Profile Name	Total Fees	Status	Actions
22-Apr-2019	Test Manuscript Matching Deposit IEEE Univ (15% Disc)	Thom, Krista; Goodrich, Jennifer		Institute of Electrical and Electronics Engineers	18-Apr-2019	IEEE University: Deposit Account - 15% Discount	0.00 USD	Pending	<b>APPROVE</b> <b>DENY</b>
22-Apr-2019	Test Manuscript Matching Deposit IEEE Univ (15% Disc)	Thom, Krista; Goodrich, Jennifer		Institute of Electrical and Electronics Engineers	18-Apr-2019	IEEE University: Deposit Account - 15% Discount	0.00 USD	Pending	<b>APPROVE</b> <b>DENY</b>
22-Apr-2019	Test Manuscript Matching Deposit IEEE Univ (15% Disc)	Thom, Krista; Goodrich, Jennifer		Institute of Electrical and Electronics Engineers	18-Apr-2019	IEEE University: Deposit Account - 15% Discount	0.00 USD	Pending	<b>APPROVE</b> <b>DENY</b>

未處理論文預設為顯示於頁面上方

點選“Total Fees”欄位之數字將會帶出包含文稿資訊的訂單確認頁面

# 4. 回應補助申請 - 範例

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 34

Previous 1 2 Next

Order Date	Article Title	Primary Author	Funder	Publisher	Profile Name	Total Fees Due	Status	Actions
02-Apr-2020	This is not a touch free profile	Garcia Alia, Ruben		Institute of Electrical and Electronics Engineers (IEEE)	IEEE University: <input type="text"/>	<input type="text"/>	Pending	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>
<b>Secondary Author(s)</b>		Tali, Maris; Cecchetto, Matteo; Cerutti, Francesco; Coronetti, Andrea; Danzeca, Salvatore; Esposito, Luigi; Fernandez Martinez, Pablo; Gilardoni, Simone; Infantino, Angelo; Kastriotou, Maria; KERBOUB, Nouridine; Lerner, Giuseppe; Wyrwoll, Vanessa; Ferlet-Cavrois, Veronique; boatella polo, cesar; Javanainen, Arto; Kettunen, Helkki; Garcia, Yolanda; MARTIN-HOLGADO, PEDRO; Galliard, Remi; Wrobel, Frederic; Cazzaniga, Carlo; Alexandrescu, Dan; Giorieux, Maximilien; Puchner, Helmut; Brugger, Markus						
<b>Journal</b>		IEEE Geoscience and Remote Sensing Letters						
<b>DOI</b>		10.1109/JTEHM.2019.294557						
<b>License</b>		CC BY						
<b>Manuscript Type</b>		reg						
<b>Submission Date</b>		04-Jul-2020						
<b>Acceptance Date</b>		02-Apr-2020						
>	23-Apr-2019	<input type="text"/>	Thom, Krista		Institute of Electrical and Electronics Engineers	0.00 USD	Pending	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>
>	23-Apr-2019	<input type="text"/>	Thom, Krista		Institute of Electrical and Electronics Engineers	0.00 USD	Pending	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>
>	23-Apr-2019	<input type="text"/>	Thom, Krista		Institute of Electrical and Electronics Engineers	0.00 USD	Pending	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>
>	23-Apr-2019	<input type="text"/>	Thom, Krista		Institute of Electrical and Electronics Engineers	0.00 USD	Pending	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>
>	02-Apr-2020	This is not a touch free profile	Garcia Alia, Ruben		Institute of Electrical and Electronics Engineers (IEEE)	<input type="text"/>	Approved	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>
>	27-Nov-2019	Payment API	Fellow, Alwyn		Institute of Electrical and Electronics Engineers (IEEE)	<input type="text"/>	Approved	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>
>	27-Nov-2019	Payment API test 2	Fellow, Alwyn		Institute of Electrical and Electronics Engineers	<input type="text"/>	Approved	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>

# 4.稿件資訊頁面



**Test Manuscript Matching Deposit IEEE Univ (15% Disc)**

Publication:	IEEE Electron Device Letters	Publisher:	Institute of Electrical and Electronics E...
Publication ID:	0045900	Author:	Krista Thom
Manuscript DOI:	10.1000/IEEE_Test04222019AM	ORCID® ID:	14326821581
Manuscript ID:		Institution:	IEEE University
Publication Date:	01-Aug-2019	Institution ID:	RINGGOLD-5824
OA License(s):	CC BY	Co-Authors:	Jennifer Goodrich

作者及管理者可查看詳細的交易確認畫面

[View all transactions associated with this manuscript](#)

**ORDER CONFIRMATION** [Print Friendly Format](#)

Order number: *Not available until funding is approved.* **TOTAL DUE: 0.00 USD**  
Order date: 23-Apr-2019

**Thank you for your order! We have requested funding approval from your institution.**  
If approved, you will receive a request confirmation email with your order number.  
If not, we will notify you of the reason your institution has not funded your request and you will be invited to pay your order on your own.

Charge	Original Fee	Discounts	Tax/VAT *	Total Due
Open Access	2,045.00 USD	(2,045.00 USD)	0.00 USD	0.00 USD
<b>TOTAL</b>	<b>2,045.00 USD</b>	<b>(2,045.00 USD)</b>	<b>0.00 USD</b>	<b>0.00 USD</b>

\* Tax/VAT may be based on the customer location and is the customer's responsibility.

<b>Billing address:</b>	Peter Tuohy IEEE University 445 Hoes Ln Piscataway, NJ 08854 United States	<b>TOTAL DUE:</b>	<b>0.00 USD</b>
<b>Customer location:</b>	Krista Thom Route de Meyrin 385 Geneve 23, CH-1211 Switzerland	<b>APC organizational contact:</b>	Krista Thom k.thom@ieee.org 732-562-3977

[Terms and conditions](#) 

[Invoice payment instructions](#)

頁面資訊包含授權方式、折扣及發表費金額等

## 4.核可申請

### Approve Request

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

**Author(s):** Thom, Krista; Goodrich, Jennifer

\* By selecting Approve you are authorizing this request to be included in your next invoice.

CANCEL

APPROVE

點選“Approve”後將跳出要求管理者  
確認之視窗

管理者可於“Billing  
Profiles”分頁選擇自動核可申請

Automatic Approvals



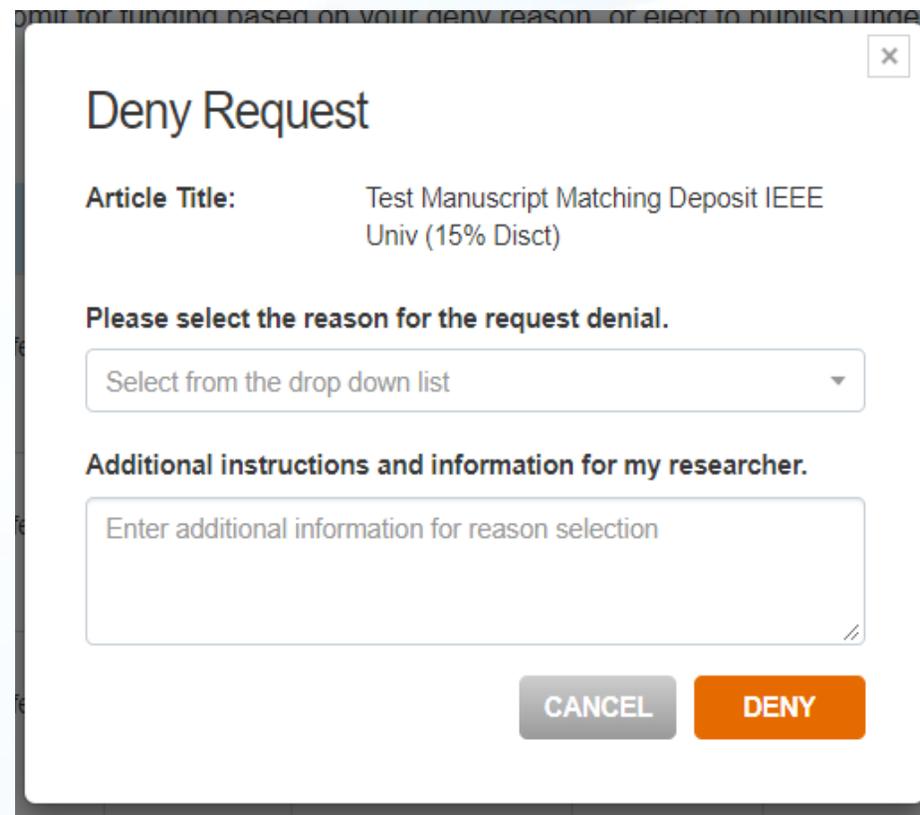
## 4.回絕申請

拒絕申請時，管理者可由下拉式選單選擇預建理由。拒絕原因將會出現在回覆作者的通知信中。



The screenshot shows a 'Deny Request' dialog box. At the top, it displays the 'Article Title' as 'Test Manuscript Matching Deposit IEEE Univ (15% Discr)'. Below this, a prompt asks the user to 'Please select the reason for the request denial.' A dropdown menu is open, showing several options: 'Select from the drop down list', 'APC exceeds max fee limit' (which is highlighted in blue), 'Missing required Creative Commons license', 'Funding no longer available', 'Questioning Author Affiliation', and 'Other (note below)'. At the bottom of the dialog, there are two buttons: a grey 'CANCEL' button and an orange 'DENY' button.

管理者也可補充說明或提供進一步指示。(下拉式選單選擇“Other”時，本欄位必填)



This screenshot shows the same 'Deny Request' dialog box, but with the dropdown menu closed. The 'Article Title' remains the same. Below the selection prompt, there is a text input field labeled 'Additional instructions and information for my researcher.' with the placeholder text 'Enter additional information for reason selection'. The 'CANCEL' and 'DENY' buttons are still present at the bottom.

# 5.付款帳戶資訊

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 - 6 of 6

Profile Nickname	Profile Name	Publisher	Invoicing Frequency	Spending Amount Approved	Remaining APC Tokens	Profile Start Date	Profile End Date	Profile Status	Automatic Approvals	Notifications
Click to add	<a href="#">IEEE University Test 02 (CERN)</a>	IEEE - INST OF ELECTRICAL AND ELECTRONICS ENGRS	Monthly	759.37 USD	N/A	17-May-2018	N/A	Suspended	<input type="checkbox"/>	
Click to add	<a href="#">IEEE University Test 01 (Aberystwyth University)</a>	IEEE - INST OF ELECTRICAL AND ELECTRONICS ENGRS	Monthly	506.25 USD	N/A	17-May-2018	N/A	Suspended	<input checked="" type="checkbox"/>	

若機構同時與多家使用 RLA系統之出版單位有協議時，管理者將可由“Billing Profiles”分頁連結所有帳戶

管理者可設定自動核可、管理通知及確認合約細節

# 5.付款帳戶資訊

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

This profile is currently active.  
Last modified: 18-Apr-2019 13:35:29 by sholt@copyright.com

**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.

 ORGANIZATION DETAILS	 BILLING ADDRESS
Profile Name * IEEE University: Deposit Account - 15% Discount	Address Line 1 * 445 Hoes Ln
Optional Profile Type Deposit	Address Line 2
Organization * IEEE University	Address Line 3
<a href="#">Need to update this address?</a>	Country * United States
	Zip/Postal Code * 08854
	City * Piscataway
	State/Province * NJ

點選特定帳戶即可瀏覽合約細節

多數資訊僅供瀏覽無法修改。管理者可修改聯絡人資訊、管理通知、增加給作者的特殊註記和選擇要求交易編號

# 6.產出報表

在“Reports”分頁，管理者可以不同條件產出交易紀錄報表

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](#)

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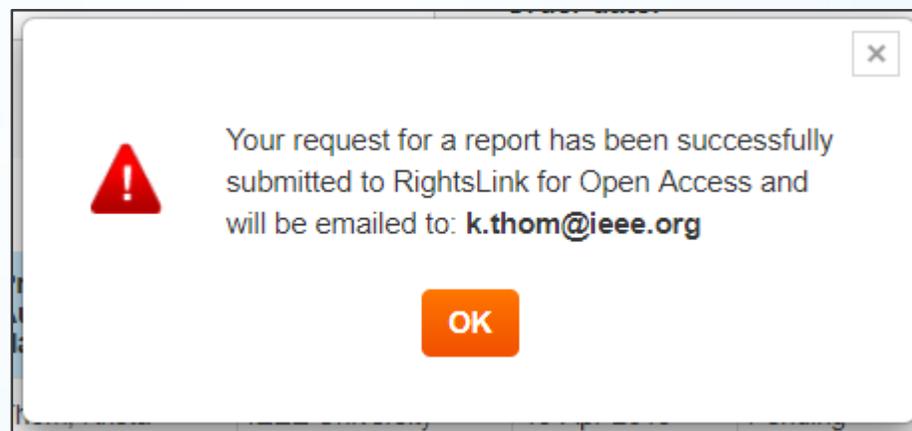
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