



Open Access at IEEE

Workflow for Authors and Institutions

Purpose of the presentation

This presentation is meant for current or prospective open access account administrators. It will show the process of open access (OA) publication from submission to post-publication reporting.

Covered in this presentation

- Author Process
 - Submission process
 - Post acceptance
 - RightsLink for Scientific Communications (RLSC)
- Administrator Process
 - Notifications
 - Responding to funding requests
 - Reports
 - Searching IEEE *Xplore* and setting alerts

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, a sidebar allows users to 'Choose a search type and let Publication Recommender do the work!' with options for 'Both Periodicals and Conferences', 'Periodicals only', and 'Conferences only'. Below this, a 'Narrow by date' section is available. The main search area includes a text input for keywords (containing 'Electron Devices') and a button to 'Extract keywords'. The search results are divided into '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 several IEEE International Electron Devices Meetings (IEDM) from 2020 to 2024. On the right, a detailed view for the 'Periodical: Electron Devices Society, IEEE Journal of the' is shown. This view includes a table with 'Impact Factor: 2', 'Eigenfactor: 0.00259', and 'Article Influence Score: 0.764'. It also displays 'Open Access Availability: Open Access Only', 'Submission to Publication in Xplore: Not yet available', and 'Issues per year: 1'. A large orange arrow points from the 'Open Access Availability' text in the note above to the 'Open Access Availability' field in the results table.

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 publication
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, DOCX)

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

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 x

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

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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.

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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 IEEE ScholarOne Manuscripts submission interface. The top navigation bar includes the IEEE logo, the journal name "IEEE Power and Energy Technology Systems Journal", and user links like "Alison Larkin", "Instructions & Forms", "Help", and "Log Out". Below this is a secondary navigation bar with "Home", "Author", "Review", "Manage", and "Support". The main content area is titled "Step 1: Type, Title, & Abstract" and includes instructions for selecting a manuscript type, entering title and abstract information, and a sidebar with a list of steps from "Step 1: Type, Title, & Abstract" to "Step 7: Review & Submit". The "Open Access Agreement" section is visible at the bottom of the form.

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 page. The top navigation bar includes the IEEE logo and links to "IEEE.org", "IEEE Xplore Digital Library", "IEEE Standards", "IEEE Spectrum", and "More Sites". The main content area features a search bar labeled "Search for Institution" and a list of countries/regions: 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 of institutional partners: Aalto University, AGH, and two others.

Submission – Steps 2 and 3

Step 2: the author will upload their manuscript files

Step 2: File Upload

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

* = Required Fields

Files

0.00 OUT OF 50.59 MB

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

Update Order

File Upload

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

Upload Selected Files

Previous Step

Save

Save & Continue

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

Step 3: Attributes

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

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

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

[Read More ...](#)

* = Required Fields

* Keywords

+ Add

- Hide Full List

Memory
Midbrain
Molecular Biology
Adolescent Patient Care
Article
html
paper

+ Add from List

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

Drag

Add Author

Find using Author's email address

AuthorsEmail@example.com

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

* Country / Region: INEE
Paris, Île-de-France, FR, academic/govt
IEEI
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****



Submission – Step 5 & 6

Step 5: the author enters funder info (when applicable)

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		
<div>Add Funder</div>		

Step 6: the author reviews and submits

Submission Confirmation

Thank you for your submission

Submitted to

ScholarOne University Training Workflow 1

Manuscript ID

MCU1-201803-0001-OA

Title

The process of documentation

Authors

Baker, Gwen
Bryant, Luke

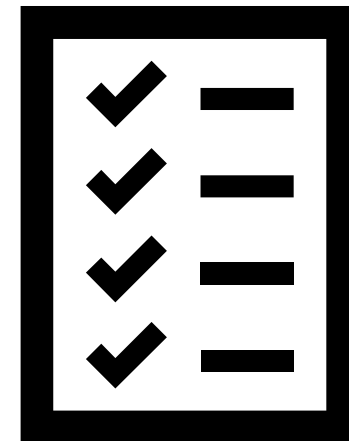
Articles can match a RLSC profile based on funder in addition to institutional affiliation



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 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

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1. Confirm that the article details are correct.
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3. OA Authors must agree "to pay" an APC (Article Processing Charge)
4. Select and sign CC-BY license type
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Article Title: My groundbreaking article

Publication Title: IEEE ACCESS

Authors: Krista Thom

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