



# Open Access at IEEE

Workflow for Authors and Institutions – 2022  
CARE CRUI agreement

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## Some key points of the agreement:

**Eligible Articles: Original research articles** which are written by Eligible Authors and which are editorially accepted for publication in Publisher's journal with an acceptance date during the term of the contract in IEEE's fully OA or hybrid journals.

**Eligible Author: corresponding author** who is affiliated with an Institution, (based on RINGGOLD or email domain)

**Eligible costs:** Only open access charges are covered by the agreement.

**The unlimited open access publishing agreement** eligible for manuscripts accepted between August 1st, 2022 and December 31<sup>st</sup>, 2024.

Retrospective conversion of closed access articles published before August 1<sup>st</sup> 2022 is possible for manuscripts **PUBLISHED** online between May 1<sup>st</sup> and July 31<sup>st</sup> 2022. The request of retrospective conversion has to be reported until October 15<sup>th</sup> 2022 latest to [onlinesupport@ieee.org](mailto:onlinesupport@ieee.org).



# Publishing date of a manuscript – relevant only for the retrospective conversion in the CARE CRUI Agreement

## AIR<sub>5</sub>: Five Pillars of Artificial Intelligence Research

Publisher: IEEE

Cite This

PDF

Yew-Soon Ong  ; Abhishek Gupta  All Authors

19

Paper Citations

3681

Full Text Views



### Abstract

#### Document Sections

- I. Introduction
- II. R1: Rationalizability of AI Systems
- III. R2: Resilience of AI Systems
- IV. R3: Reproducibility of AI Systems
- V. R4: Realism of AI Systems

Show Full Outline ▾

Authors

References

Citations


### Abstract:

In this paper, we provide an overview of what we consider to be some of the most pressing research questions currently facing the fields of artificial and computational intelligence (AI and CI). While AI spans a range of methods that enable machines to learn from data and operate autonomously, CI serves as a means to this end by finding its niche in algorithms that are inspired by complex natural phenomena (including the working of the brain). In this paper, we demarcate the key issues surrounding these fields using five unique Rs, namely, rationalizability, resilience, reproducibility, realism, and responsibility. Notably, just as air serves as the basic element of biological life, the term AIR5-cumulatively referring to the five aforementioned Rs-is introduced herein to mark some of the basic elements of artificial life, for sustainable AI and CI. A brief summary of each of the Rs is presented, highlighting their relevance as pillars of future research in this arena.

**Published in:** IEEE Transactions on Emerging Topics in Computational Intelligence ( Volume: 3 , Issue: 5, October 2019)

**Page(s):** 411 - 415

**INSPEC Accession Number:** 19010934

**Date of Publication:** 31 July 2019 

**DOI:** 10.1109/TETCI.2019.2928344

**Electronic ISSN:** 2471-285X

**Publisher:** IEEE

► **Funding Agency:**

The **Date of Publication** for Journals IEEE *Xplore* represents the very first instance of public dissemination.



# IEEE - CCC RLSC Workflow Overview

- Contact [onlinesupport@ieee.org](mailto:onlinesupport@ieee.org) for specific profile questions or changes to existing profiles and CC [e.lukacs@ieee.org](mailto:e.lukacs@ieee.org) and [bianca.summa@deanet.com](mailto:bianca.summa@deanet.com)

## Step 1

Paper Submission & Peer Review

SCHOLARONE™

## Step 2

IEEE Electronic Copyright Form



## Step 3



1. **Touch-Free Workflow:** automatic APC funding requests sent to admin if author selectes OA
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



Manuscripts are often published even before approval of the funding request

# Author Process

Submission, acceptance, and seeking funding

# 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'. A search box contains 'Electron Devices', and a dropdown menu shows results under '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, a detailed view for 'Periodical: Electron Devices Society, IEEE Journal of the' is shown. It includes a table of metrics: Impact Factor (2), Eigenfactor (0.00259), and Article Influence Score (0.764). Below this is a table for 'Open Access Availability' showing 'Open Access Only', 'Submission to Publication in Xplore: Not yet available', and 'Issues per year: 1'. The 'Aims & Scope' section describes the journal as an open-access, fully electronic scientific journal. The 'Published By' and 'Contact' information is also provided.

**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

**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**

<b>Impact Factor:</b>	2
<b>Eigenfactor:</b>	0.00259
<b>Article Influence Score:</b>	0.764

<b>Open Access Availability:</b>	Open Access Only
<b>Submission to Publication in Xplore:</b>	Not yet available
<b>Issues per year:</b>	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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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

ScholarOne Manuscripts™

Alison Larkin | Instructions & Forms | Help | Log Out

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 >
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- 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 Photonics Journal, I agree that, if accepted, it will be published as open access and that I am responsible for the payment of the open access article processing charge (APC):

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 Photonics Journal, I agree that, if accepted, it will be published as open access and that I am responsible for the payment of the open access article processing charge (APC):

US \$1,850 - Non Member  
US \$1,758 - IEEE Member (5% Discount)  
US \$1,480 - Photonics Society Member (20% Discount)

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/>.

Note:

Applicable taxes will be added to all open access charges 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.

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

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A! Atto University AGH

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



# Submission – Step 1 – Hybrid journal

Note: Open Access question is not present at submission.

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 2: Authors & Institutions >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 2: Authors & Institutions >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 2: 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 >



# 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 50.50 MB

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

[Update Order](#)

---

File Upload

SELECTION	FILE DESIGNATION
<a href="#">Select File 1 ...</a>	* Main Document
<a href="#">Select File 2 ...</a>	Choose File Designation ...
<a href="#">Select File 3 ...</a>	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
- naner

[+ Add from List](#)

# Submission – Step 4

The corresponding author adds affiliation data for all authors.

The institution data entered here will be used to match the author with an institutional OA account.

**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

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



# Submission – Step 4

**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 >

## Step 4: Authors & Institutions

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	Drag	Larkin, Alison a.larkin@ieee.org 0000-0001-6438-6457 ✓	This institution is not connected to Ringgold. Visit our <a href="#">FAQ</a> on why a Ringgold connected institution is important.

**Add Author**

Find using Author's email address

AuthorsEmail@example.com

If the affiliation entered by the author cannot be tied to a Ringgold ID, an error message appears.

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

### Create New Author [Edit](#)

Ringgold IDs are integrated in the submission system

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

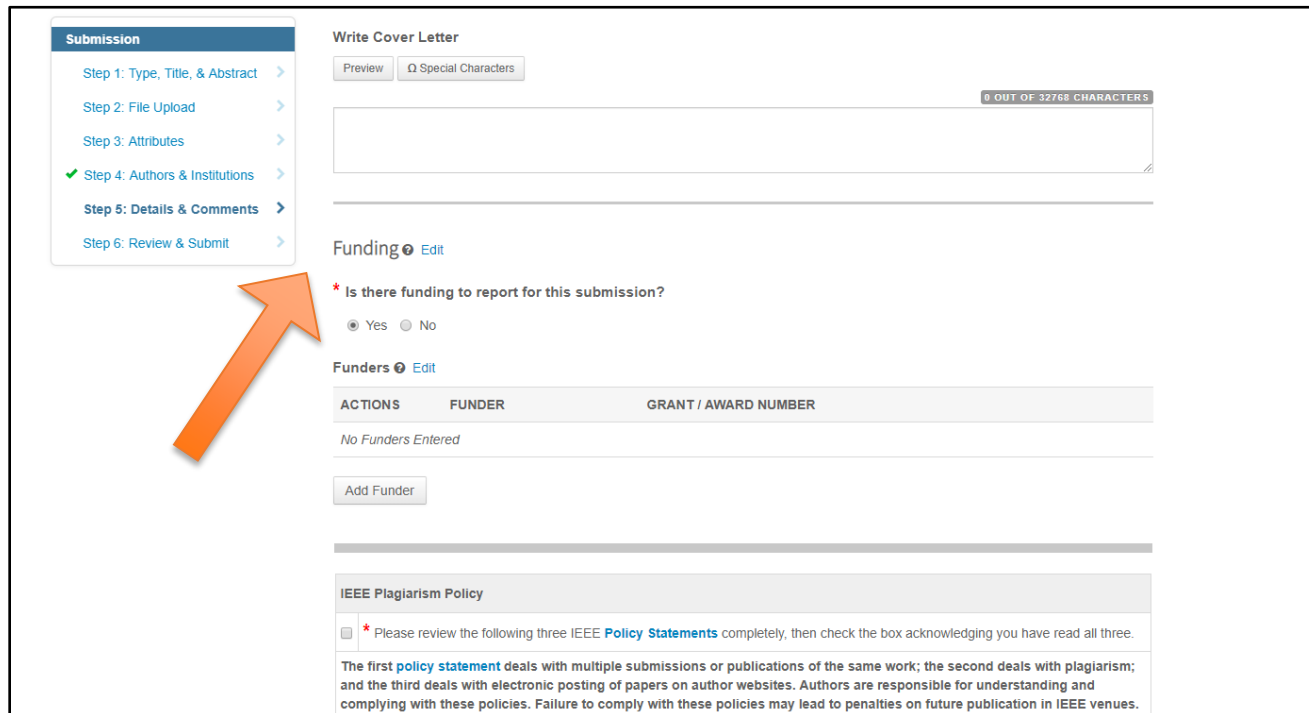
State/Province: IEEL  
Chicago, IL, US, academic/hospital

\* City: IESE  
Buenos Aires, AR, academic  
IESEG School of Management  
Lille, Nord-Pas-de-Calais, FR, academic/bus



# Submission – Step 5 Details & Comments

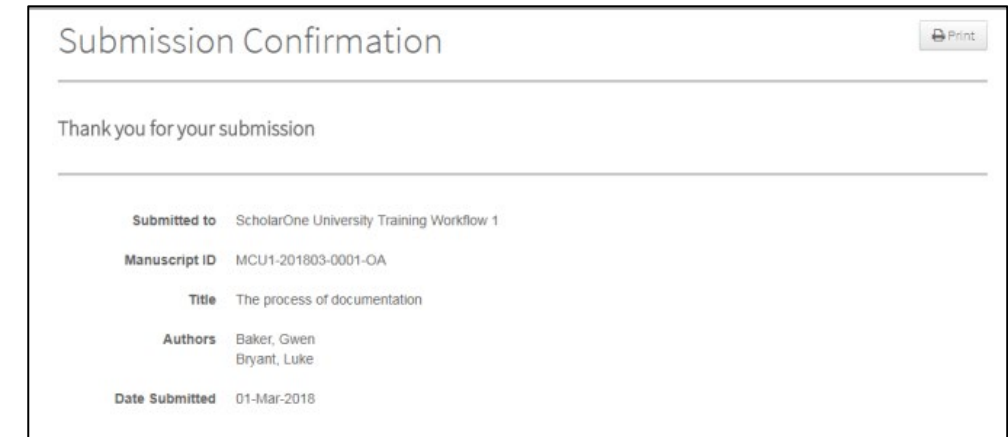
Authors will also be asked to enter their funding information. The exact location of this question differs from journal to journal.



The screenshot shows a submission interface with a sidebar on the left containing a 'Submission' menu with steps 1 through 6. Step 5, 'Details & Comments', is highlighted with a green checkmark. An orange arrow points from this step to the 'Funding' section in the main content area. The 'Funding' section includes a question: '\* Is there funding to report for this submission?' with radio buttons for 'Yes' and 'No'. Below this is a table for 'Funders' with columns for 'ACTIONS', 'FUNDER', and 'GRANT / AWARD NUMBER'. The table is currently empty with the text 'No Funders Entered' and an 'Add Funder' button. At the bottom, there is an 'IEEE Plagiarism Policy' section with a checkbox and a note: '\* 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.'

# Step 6 – Review & Submit

The author reviews and submits the manuscript.



The screenshot shows a 'Submission Confirmation' page with a 'Print' button in the top right corner. The page contains the text 'Thank you for your submission' and a list of submission details:

- Submitted to: ScholarOne University Training Workflow 1
- Manuscript ID: MCU1-201803-0001-OA
- Title: The process of documentation
- Authors: Baker, Gwen; Bryant, Luke
- Date Submitted: 01-Mar-2018

Articles can match a RLSC profile based on the FundRef ID in addition to the affiliation/institution provided by the author.



## Acceptance

- If the manuscript is accepted, the author will be prompted to upload the final files and choose a copyright license.
- After acceptance, hybrid journal authors will choose whether to publish open access. Open access is “opt-in” for hybrid titles.



# Post acceptance – final files upload

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

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](#)



# 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 \$2,195 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](#).

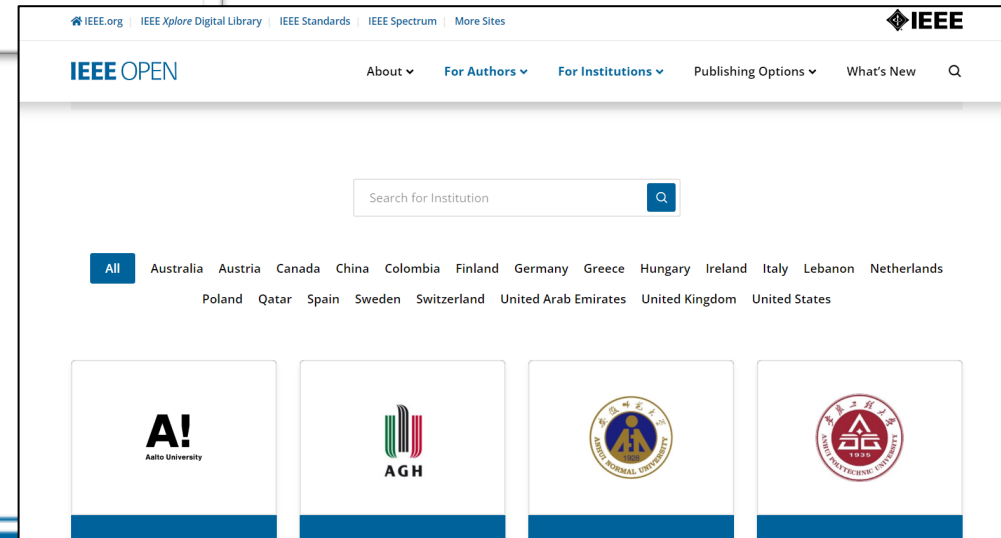
For any questions regarding IEEE open access policies, please refer to our [Frequently Asked Questions on open access](#).

- Yes** - please make my article Open Access. I understand that there is a \$2,195 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 (non-OA) after acceptance.

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



The screenshot shows the IEEE Open Access website. At the top, there is a navigation bar with links for IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, and More Sites. The main header includes the IEEE OPEN logo and navigation links for About, For Authors, For Institutions, Publishing Options, and What's New. A search bar for institutions is present. Below the search bar, a list of countries is displayed: All, Australia, Austria, Canada, China, Colombia, Finland, Germany, Greece, Hungary, Ireland, Italy, Lebanon, Netherlands, Poland, Qatar, Spain, Sweden, Switzerland, United Arab Emirates, United Kingdom, and United States. The bottom section features logos for several institutional partners, including Aalto University, AGH, and others.

# 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, if closed access has been selected (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 gold journals may choose between CC-BY or CC-BY NC-ND.

Authors should confirm any license restrictions set by the institution.

# Post acceptance – hybrid journal

Authors who choose “traditional submission” in a hybrid title will receive an email informing them of the opportunity to publish OA if an active OA agreement is present based on the corresponding author’s affiliation.

Note: The email is sent only if the profile associated with the article is set a “Touch free” in RLSC.

Subject line: Eligibility for Open Access funding - JPV-2021-03-0098-R,  
10.1109/JPHOTOV.2021.3086455

Dear \${system/salutation} \${system/fname} \${system/lname}:

The following article has been accepted for publication by the IEEE, \${system/article\_title},  
\${system/doi} and may be eligible for open access funding.

We have identified you as belonging to an institution (\${system/institution}) that has an open access agreement with IEEE. As such, you may be eligible for open access funding which covers 100% of the Open Access charges. If you would like to take advantage of this agreement and make your article open access, please contact your Journals Production Manager, \${system/journal\_coordinator}, \${system/journal\_coordinator\_email} to request changing the publishing agreement from IEEE copyright to the Creative Commons (CCBY) license.

For more information about IEEE Open Access institutional partners visit:  
<https://institutions.open.ieee.org/for-institutions-funders/institutional-partners/>

Thank you for publishing with IEEE!  
\${system/journal\_coordinator}  
\${system/journal\_coordinator\_email}

# 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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- [CC BY Full License](#)
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## RightsLink for Scientific Communications (RLSC) in TouchFree

- All open access charges are handled through CCC RLSC.
- **Authors do not need to request funding through RLSC (in TouchFree workflow)** as this is done when a match is made between the manuscript metadata and the institution's profile in RLSC automatically
- 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.

# Overlength and Color Charges

# Overlength and color charges are not included in the agreement

- ▶ **Overlength and color charges may still apply and are not included in this agreement and have to be settled by the author.** Admins will not receive notification about overlength and color charges. These costs will not be automatically invoiced to the billing profiles.
- ▶ The author will receive separate notifications about these costs from CCC and has follow the instructions in the email:
  - All **Overlength and color charges** are handled through CCC RightsLink for Scientific Communication (RLSC)

Videos for authors available <https://www.copyright.com/rlauthorrc/>

Author receives  
email from RLSC  
and registers on  
RLSC

Authors selectes a payment  
option enters the billing  
details in RLSC and  
pays from budget according  
to internal institutional policy.

- ▶ The overlength and color charges are not included in the Transaction Summary Reports on the institutional dashboards because they are not matched to the profiles.
- ▶ More information in general on article processing charges for authors: <https://journals.ieeeauthorcenter.ieee.org/your-role-in-article-production/about-potential-article-processing-charges/>





# Additional OA resources

IEEE Open and IEEE Author Resources



# IEEE Open Access Partners

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

The screenshot shows the IEEE Open Access website. At the top left is the 'IEEE OPEN' logo. The navigation menu includes 'About', 'For Authors', 'For Institutions', 'Publishing Options', and 'What's New'. A dropdown menu under 'For Institutions' is open, with 'Institutional Partners' highlighted by a red arrow. Below the navigation is a large banner with the text 'The Trusted Solution for Open Access Publishing'. Two call-to-action buttons are present: 'Browse Journals and Submit a Paper' and 'Search Institutional Partners'. Below the banner are three columns of information:

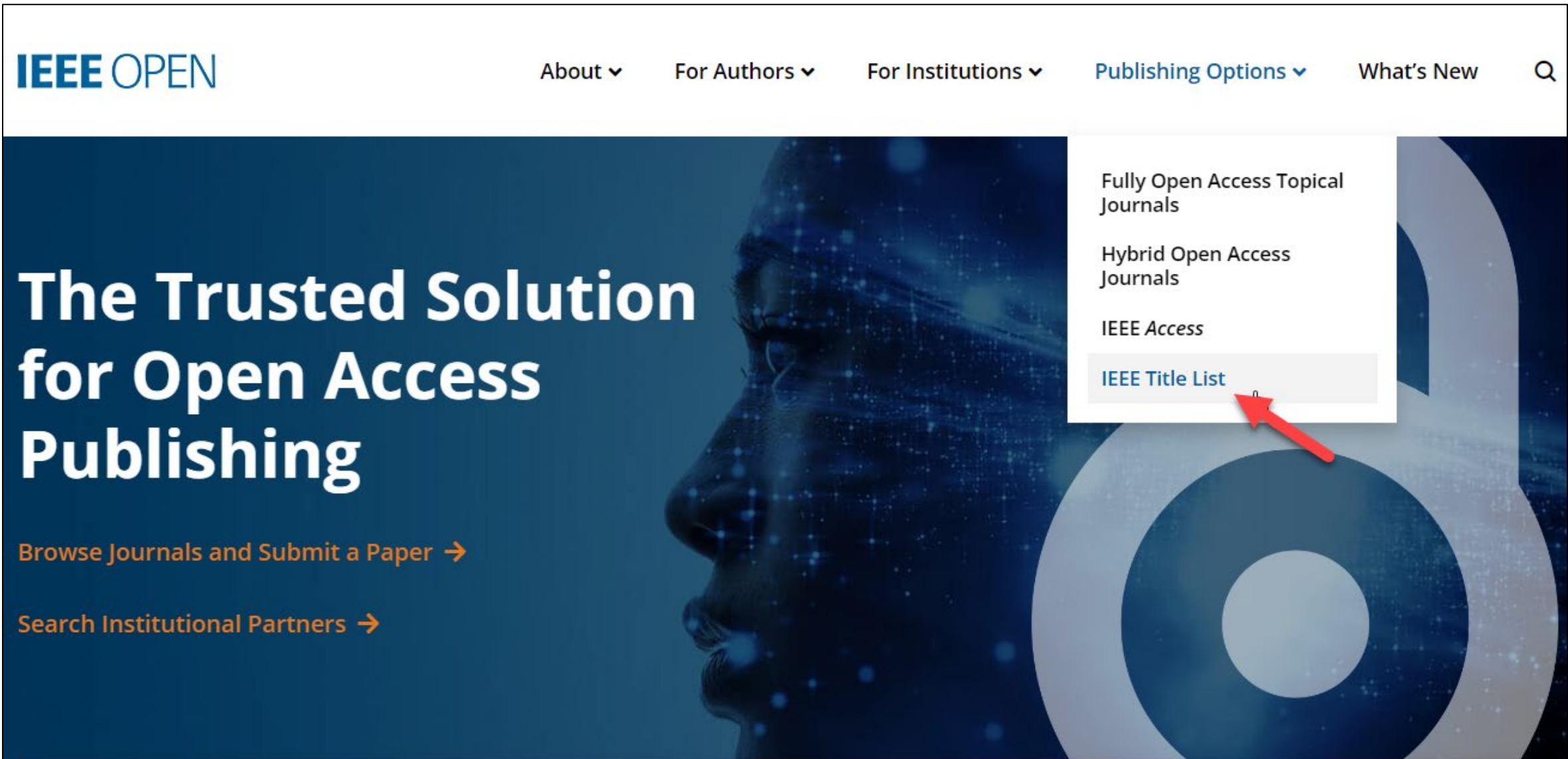
- Fully Open Access Topical Journals:** Represented by a padlock icon. Text: 'IEEE offers more than 20 technically focused gold fully open access journals spanning a wide range of fields.'
- Hybrid Open Access Journals:** Represented by a ribbon icon. Text: 'IEEE offers over 160 hybrid journals that support open access, including many of the top-cited titles in the field.'
- IEEE Access:** Represented by a padlock icon. Text: 'The multidisciplinary, gold fully open access journal of the IEEE, publishing high quality research across all of IEEE's fields of interest.'

This screenshot shows the 'Institutional Partners' page for Switzerland. It features a search bar at the top with the text 'Search for Institution'. Below the search bar is a horizontal list of countries: 'All', 'Australia', 'Austria', 'Canada', 'China', 'Colombia', 'Finland', 'Germany', 'Greece', 'Hungary', 'Ireland', 'Italy', 'Lebanon', 'Netherlands', 'Poland', 'Qatar', 'Spain', 'Sweden', 'Switzerland', 'United Arab Emirates', 'United Kingdom', and 'United States'. The 'Switzerland' button is highlighted with a red arrow. Below the country list are four partner cards:

- Berner Fachhochschule:** Bern, Switzerland. A red arrow points to this card.
- CERN:** Geneva, Switzerland.
- Eastern Switzerland University of Applied Sciences:** Rapperswil-Jona.
- Eawag - Swiss Federal Institute of Aquatic Science and Technology:** Dübendorf, Switzerland.



# 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 the "Publishing Options" link, listing four categories: "Fully Open Access Topical Journals", "Hybrid Open Access Journals", "IEEE Access", and "IEEE Title List". The "IEEE Title List" option is highlighted with a light blue background and is pointed to by a red arrow.

**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 →](#)

[Search Institutional Partners →](#)

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

# IEEE Open Access Author Guide

## Publishing Open Access with IEEE: A Guide for Corresponding Authors

Now you can benefit from the IEEE open access agreement with [Institution Name]. This agreement allows authors to publish open access articles in IEEE's industry-leading journals and provides reading access to over five million documents from the IEEE Xplore Digital Library. The agreement makes it more convenient for authors to publish open access articles with IEEE as eligible authors pay no access charges as these costs are covered by [Institution Name] under the agreement.

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- Rigorous peer review following IEEE's established publishing principles and quality standards
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- Enhanced discoverability of author works with abstracting and indexing providers such as Elsevier, EBSCO, OCLC, Clarivate, ProQuest, IET, and NLM
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## Publishing OA with IEEE: A Guide for Corresponding Authors

### IEEE Open Access Publishing Options



IEEE offers a growing portfolio of gold fully open access journals spanning a wide range of topical focus areas. Publish faster online and reach a larger potential audience with a rapid, yet thorough, peer-review process.



A hybrid journal is a subscription-based journal that provides authors the choice to publish their accepted article as open access. IEEE offers over 160 hybrid journals that span an array of technology fields and offer the benefits of a respected reputation of publishing the leading research in the field.



IEEE Access is a multidisciplinary, open access journal that features a rapid, yet rigorous peer review process of 4 to 6 weeks. With over 50,000 articles to date, the journal also offers discipline-specific special sections aligned with IEEE technical communities.

For more information on current IEEE institutional partners, please visit:  
<https://institutions.open.ieee.org/for-institutions-funders/institutional-partners/>

For information on choosing the right publication for your research submission, please visit:  
<https://publication-recommender.ieee.org/home>

Please note: Prior to submission, please check with your institution's administrator to learn if your institution has any specific funding policies on author publishing. Some institutions only fund articles published in fully open access journals due to funder mandates. Regardless, IEEE has many open access publishing options suitable for all authors that meet these policies and are mandate compliant.

### 5 Easy Steps to Submitting an OA Article:

- 1 Once you find a publication to submit your paper to, click "Submit Manuscript" to start the submission process from the journal home page on IEEE Xplore and follow the ScholarOne manuscript system prompts.
- 2 In the Author and Affiliations step, enter the name of your institution in the "Edit Account Information" screen and select from the results that are displayed along with the corresponding RINGGOLD IDs. The results shown will help to match your article to an open access agreement as a primary authentication method. Be sure to use your institutional email, which will be used as a secondary option to match your manuscript to an open access agreement.
- 3 If your article is accepted and you publish your article as open access, you will receive an email notification regarding APC/open access payment processes to submit a funding request. (Note: In some agreements, an open access administrator may receive this funding request automatically and you would not receive an email notification.)
- 4 Once the request is submitted, your institution's OA administrator will receive and review for approval.
- 5 To ensure accurate processing, please be sure to use your institution's name from the dropdown menu as well as your own institutional email address for all forms and submissions.

IEEE OPEN

open.ieee.org • ieeeauthorcenter.ieee.org



# 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://journals.ieeauthorcenter.ieee.org/become-an-ieee-journal-author/publishing-ethics/guidelines-and-policies/post-publication-policies/>

