

# Author Process

Submission, acceptance, and seeking funding

# IEEE publishes 25 fully Open Access journals

*In the last 18 months, we have launched 17 new journals and flipped 2 existing journals to Open Access*

- IEEE Access
- IEEE Journal of Electron Devices Society
- IEEE Journal of Exploratory Solid-State Computational Devices and Circuits
- *IEEE Journal of Microwaves - NEW!*
- *IEEE Journal of Selected Topics in Applied Earth Observations and Remote Sensing - FLIPPED!*
- IEEE Journal of Translational Engineering in Health and Medicine
- *IEEE Open Access Journal of Power and Energy - RETITLED!*
- *IEEE Open Journal of Antennas and Propagation - NEW!*
- *IEEE Open Journal of Circuits and Systems - NEW!*
- *IEEE Open Journal of Control Systems - NEW!*
- *IEEE Open Journal of Engineering in Medicine and Biology - NEW!*
- *IEEE Open Journal of Industry Applications - NEW!*
- *IEEE Open Journal of Intelligent Transportation Systems - NEW!*
- *IEEE Open Journal of Nanotechnology - NEW!*
- *IEEE Open Journal of Power Electronics - NEW!*
- *IEEE Open Journal of Signal Processing - NEW!*
- *IEEE Open Journal of the Communications Society - NEW!*
- *IEEE Open Journal of the Computer Society - NEW!*
- *IEEE Open Journal of the Industrial Electronics Society - NEW!*
- *IEEE Open Journal of the Solid-State Circuits Society - NEW!*
- *IEEE Open Journal of Ultrasonics, Ferroelectrics, and Frequency Control - NEW!*
- *IEEE Open Journal of Vehicular Technology - NEW!*
- IEEE Photonics Journal (flipped in 2012)
- *IEEE Transactions on Neural Systems and Rehabilitation Engineering - FLIPPED!*
- *IEEE Transactions on Quantum Engineering - NEW!*

# Submission process

- The corresponding author will complete the submission process.
- Authors submitting to **fully OA** journals will be asked to **accept** Open Access terms and charges during the **first step** of the submission process.

# Submission - OA journal

ScholarOne Manuscripts™ Allison 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

0 OUT OF 300 CHARACTERS

\* Abstract  Edit

Write or Paste Abstract

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.

### 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.

Note: Page charges are set at the society's discretion and differ from journal to journal. Not all journals charge page charges.

# Matching Author Institution with Ringgold

Author Dashboard / Submission

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	Select...	Larkin, Alison a.larkin@ieee.org 0000-0001-6438-6457 ✓	1. 445 Ho New Yo 732-562-0000

This institution is not connected to Ringgold. Visit our [FAQ](#) on why a Ringgold connected institution is important.

#### Add Author

Find using Author's email address

AuthorsEmail@example.com

Ringgold identifiers are a list of standardized institution names and corresponding institutional IDs.

This ID is used by publishers to match an author's affiliation to any APC accounts that the institution has pre-purchased.

# Connecting Ringgold During Submission

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

**Institution 1**

Quick Fill [Edit](#)

Institution Number: 1

\* Institution: [Edit](#) IEEE

\* Department: IEEE  
New York, NY, US, other/le  
INEE  
Paris, Île-de-France, FR, ac  
IEEI  
Chicago, IL, US, academic  
IESE  
Buenos Aires, AR, academ  
\* Country / Region: IESEG School of Manage  
Lille, Nord-Pas-de-Calais, F  
IDEE

State/Province:

\* City:

**⚠ Institution not connected to Ringgold**

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

**Why is this important?**

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

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

or  
search again.

**OKAY**

Ringgold IDs are integrated in the submission system.

When adding an author's institution information, the system will present the author with a list of institutions that most closely match what the author has entered.

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

# Submission – Details & Comments

**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		

[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.

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



# Acceptance

- If the manuscript is accepted, the author will be prompted to upload the final files and choose a copyright license.



# Post acceptance – final files upload

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

  IEEE Transactions on Geoscience and Remote Sensing

Home Author Review Administrator Center Client Configuration Center

Author Dashboard

This is not a production environment

### Author Dashboard

- 1 Unsubmitted and Manuscripts in Draft >
- 1 Awaiting Final Files >**
- Start New Submission >
- Legacy Instructions >
- 5 Most Recent E-mails >

## Awaiting Final Files

**ATTENTION:** As part of your final file submission you *MUST* upload:

1. A source file for your manuscript in Word or LaTeX format AND
2. A final version of your manuscript in PDF format named "FINAL VERSION.PDF"

Your source files can be uploaded in a zip file, but you *MUST* upload your final PDF as an individual file.

ACTION	STATUS	ID	TITLE	SUBMITTED	DECISIONED
	ADM: Plaza, Antonio ADM: Larkin, Alison	TGRS-2017-00761	This is a test paper	11-Jul-2017	11-Jul-2017

Submit Final Files

- Accept (11-Jul-2017)

Graphics Checker

- Accept for Final Submission

[view decision letter](#)

# Post acceptance – copyright selection

After acceptance, authors will be prompted to choose their copyright license using the **Electronic Copyright Form** (eCF).

- Authors publishing in gold journals may choose between CCBY or CCBY NC-ND :
  - - 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 CCBY in that the article may not be reused for commercial purposes, nor may the article be changed in any way.)

Authors should confirm any license restrictions set by the institution.

# 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 CCBY license type
5. Download a copy of the agreement

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 thank you 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)". On the right side, there is a "Done" button and an "Information" box that states: "Clicking the 'Done' button will return you to your peer-review system." The IEEE logo is visible in the top right corner, and there is a "Select Language" dropdown menu.

# Notifications



  
Advancing Technology  
for Humanity

*Your author has requested APC funding.*

Dear Christopher Coia,

Your author has requested funding from *CCC University - Touch Free with Multiple Charge Types*.

**Request Details**  
Request Date: 21-Apr-2020  
Publisher: Institute of Electrical and Electronics Engineers (IEEE)  
DOI: 10.1109/JTEHM.2019.529447  
Publication: IEEE Geoscience and Remote Sensing Letters  
Article Title: This is a touch free OA only profile test  
Author(s): Ruben Garcia Alia [ccoia@copyright.com](mailto:ccoia@copyright.com)  
Please [click here](#) to view details and respond.

Sincerely,  
Institute of Electrical and Electronics Engineers (IEEE)

Tel.: +1-877-822-5543 / +1-978-848-2777  
[IEEESupport@copyright.com](mailto:IEEESupport@copyright.com)  
[www.copyright.com](http://www.copyright.com)

 Copyright  
Clearance  
Center

 RightsLink®

Administrators will receive an email when an article is matched and paper has been accepted for publication.

# Article Acceptance

The author receives an email when the request is approved or denied by the institution.



***Your article has been accepted and will be published open access***

Dear Mr. Ruben Garcia Alia,

Congratulations on being accepted for publication in *IEEE Geoscience and Remote Sensing Letters* for the following manuscript:

Manuscript DOI: 10.1109/JTEHM.2019.529447

Manuscript ID: TNS-003417-445

Manuscript Title: This is a touch free OA only profile test

Published by: Institute of Electrical and Electronics Engineers (IEEE)

Total Charges Covered: 2045.00 USD

**Funding for your open access publication charges has been covered by CCC University based on an agreement between CCC University and Institute of Electrical and Electronics Engineers (IEEE).**

If there are any additional publication charges available to you, such as page or color charges, we will send a payment link for those charges under separate cover.

Sincerely,  
Institute of Electrical and Electronics Engineers (IEEE)

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



RightsLink®

