



IEEE Open Access Workflow for Authors (Touch-Free)

OA only journals

Author Process

Submission, acceptance, and seeking funding

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 >
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- 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...](#)

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* Type: Edit

CHOICE	TYPE
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* Title Edit

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Write or Paste Abstract

0 OUT OF 200 WORDS

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Matching Author Institution with Ringgold

Author Dashboard / Submission

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- 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."

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Authors

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Connecting Ringgold During Submission

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Submission

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- ✓ Step 4: Authors & Institutions >
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Write Cover Letter

Preview Ω Special Characters

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Funding [Edit](#)

* Is there funding to report for this submission?

Yes No

Funders [Edit](#)

ACTIONS	FUNDER	GRANT / AWARD NUMBER
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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

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  IEEE Transactions on Geoscience and Remote Sensing

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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

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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

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Post acceptance – copyright selection

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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.

RightsLink for Scientific Communications (RLSC)

- All article processing charges (APCs) are handled through RLSC.
- After acceptance, RLSC will generate a funding request for the institution (if the author is affiliated with an institution that has OA agreement).
 - Institutional profiles are matched using author-provided affiliation data and Ringgold IDs.
 - In some cases, the author's email domain may also be used as a matching criterion.

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- IEEE Publication Recommender helps authors find the most suitable journal and displays journal's OA Status with submission URL

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Article Influence Score:	0.764	Issues per year:	1

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Publishing OA with IEEE: A Guide for Corresponding Authors

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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.

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