



Open Access at IEEE

Workflow for Authors and Institutions – 2022
CARE CRUI agreement

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Covered in this presentation

- ▶ **Key points of the agreement**
- ▶ **Author Process (TouchFree)**
 - Submission (difference between fully OA and hybrid titles)
 - How are manuscripts identified and matched to admin dashboards
 - Post-acceptance/copyright selection
- ▶ **Administrator Process**
 - View pending transactions
 - Approve or deny funding requests
 - Manage notifications
 - Transaction reports
- ▶ **Additional IEEE open access resources**
- ▶ **Q & A**

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 31st, 2024.

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



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

AIR₅: 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.



Each member institution is approving their own manuscripts

**CARE CRUI Consortium
Agreement**

**Institution A
Profile**

**Institution B
Profile**

**Institution C
Profile**

IEEE - CCC RLSC Workflow Overview

- Contact onlinesupport@ieee.org for specific profile questions or changes to existing profiles and CC e.lukacs@ieee.org and 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'. Below these are sections for 'Narrow by date: (Optional)' and 'Or, find details for a specific...'. The main search area has a text input with 'Electron Devices' and a search button. Below the input, search results are listed under 'PERIODICALS' and 'CONFERENCES'. The 'PERIODICALS' section shows '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 with 'Impact Factor: 2', 'Eigenfactor: 0.00259', and 'Article Influence Score: 0.764'. Below this table, it states 'Open Access Availability: Open Access Only', 'Submission to Publication in Xplore: Not yet available', and 'Issues per year: 1'. At the bottom right, it says 'Published By: Not yet available', 'Go to Periodical home page: https://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=6245494', and 'Contact: Not yet available'. An orange arrow points from the 'Open Access Availability' section to the 'Open Access Availability' text in the note above.

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

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, D

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

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 

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 >
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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

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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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IEEE OPEN

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All Australia Austria Canada China Colombia Finland Germany Greece Hungary Ireland Italy Lebanon Netherlands Poland Qatar Spain Sweden Switzerland United Arab Emirates United Kingdom United States

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
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
- 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...	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

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 FAQ 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

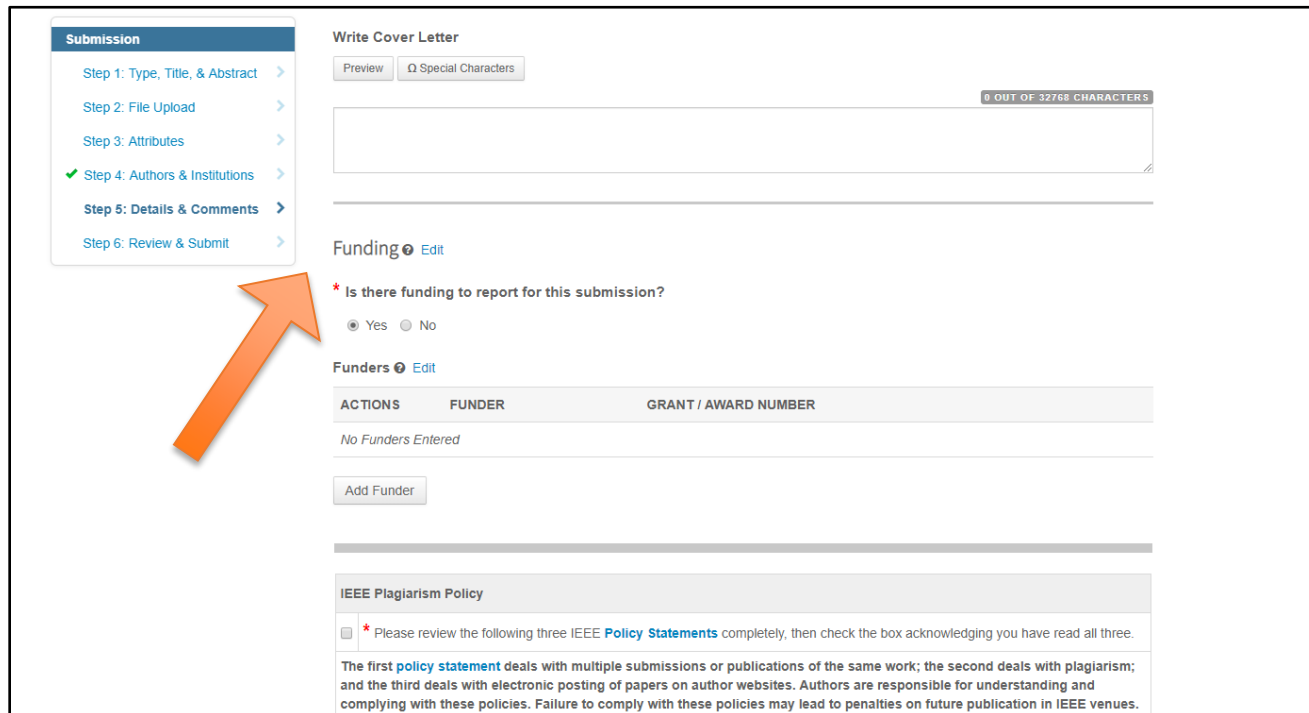
State/Province: IEEL
Chicago, IL, US, academic/hospital

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



Submission – Step 5 Details & Comments

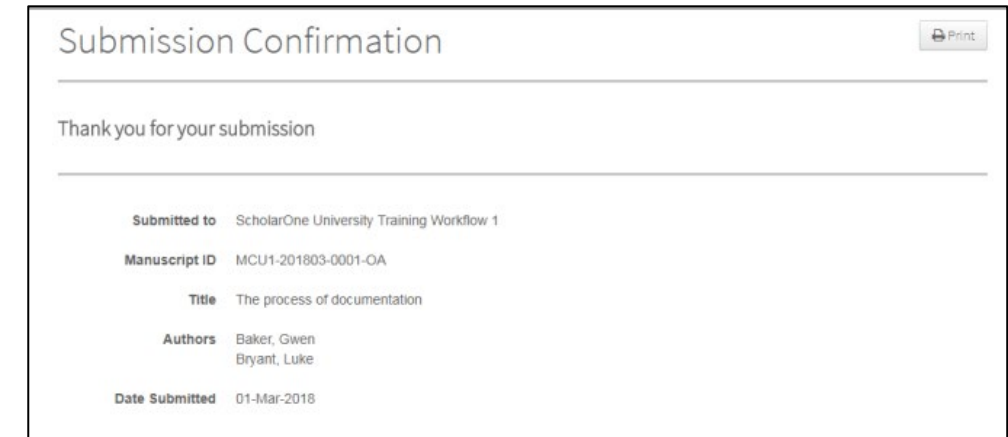
Authors will also be asked to enter their funding information. The exact location of this question differs from journal to journal.



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. It includes a 'Print' button in the top right corner. The main text says 'Thank you for your submission'. Below this, there is 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](#).

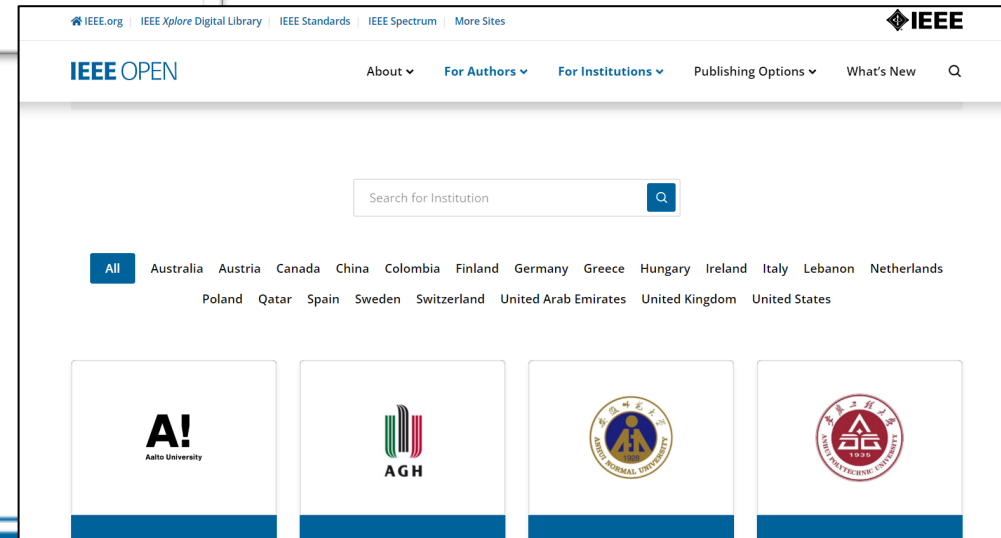
For any questions regarding IEEE open access policies, please refer to our [Frequently Asked Questions on open access](#).

- 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 are navigation links for IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, and More Sites. The main header includes "IEEE OPEN" and navigation menus for "About", "For Authors", "For Institutions", "Publishing Options", and "What's New". A search bar labeled "Search for Institution" 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 four institutions: Aalto University, AGH, and two others with circular logos.

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.

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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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With the understanding that:

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Information

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- [CC BY Full License](#)
- [CC BY Machine-Readable XMP](#)

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.

Administrator Process

Responding to funding requests, reporting, and setting alerts

Account Administrator capabilities

- The Institution Portal in RightsLink for Scientific Communications allows administrators to:
 - View pending transactions.
 - Approve or deny funding requests.
 - Manage notifications.
 - Pull transaction reports.

Notifications



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
www.copyright.com



RightsLink®

Administrators will receive an email when an eligible author chooses to seek funding under their account.

This email is sent in both touch free and standard workflows.



Account dashboard

Check out video “Review funding requests”:
<https://www.copyright.com/rlinstitutionalportalrc/>

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 240 Previous 1 2 3 4 5 Next

Order Date	Article Title	Primary Author	Primary Author Email & Affiliation	Publisher	Profile Name	Total Fees Due	Status	Actions
13-Dec-2021	The unexpected narrowness of eccentric debris rings: a sign of eccentricity during the protoplanetary disc phase	Kennedy, Grant M	robinson@copyright.com Univeristy of Warwick 417804	Replica Publishing	AR Profile_1	0.00 USD	Pending	APPROVE DENY

When administrators log in, they will be able to view and respond to outstanding requests.



Responding to funding requests


Pending articles will be shown at the top of the page by default.

>	16-Nov-2020	free test with multiple charge types	Garcia Alia, Ruben	IEEE University 1810	Electrical and Electronics Engineers (IEEE)				DENY
▼	07-Jul-2020	Upper Body Pose Estimation Using Wearable Inertial Sensors and Multiplicative Kalman Filter	Individual, Thomas	ieeeuat@copyright.com IEEE University 5824	Institute of Electrical and Electronics Engineers (IEEE)	IEEE University: Deposit Account - 15% Discount	0.00 USD	Approved	APPROVE DENY
DOI		10.1109/TAC.2013.2266751							
Manuscript Type		scanning the technology							
Submission Date		18-Jul-2012							
Acceptance Date		07-Jul-2020							
Journal		IEEE Transactions on Automatic Control							
License		CC BY							
Funder(s) & Grant ID(s)		National Natural Science Foundation of China Fundamental Research Funds for the Central Universities SZSTI Basic Research Program Royal Society of Edinburgh Royal Society of Edinburgh							
APC Token or Threshold Value		2,045.00 USD							

Total Fees is a link to the Order Confirmation screen with rich metadata about the manuscript and complete order data.

Clicking the number in the "Total Fees" column will bring up the order confirmation page with manuscript details.

Manuscript details page



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

[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
TOTAL	2,045.00 USD	(2,045.00 USD)	0.00 USD	0.00 USD

* 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	TOTAL DUE:	0.00 USD
Customer location:	Krista Thom Route de Meyrin 385 Geneve 23, CH-1211 Switzerland	APC organizational contact:	Krista Thom k.thom@ieee.org 732-562-3977

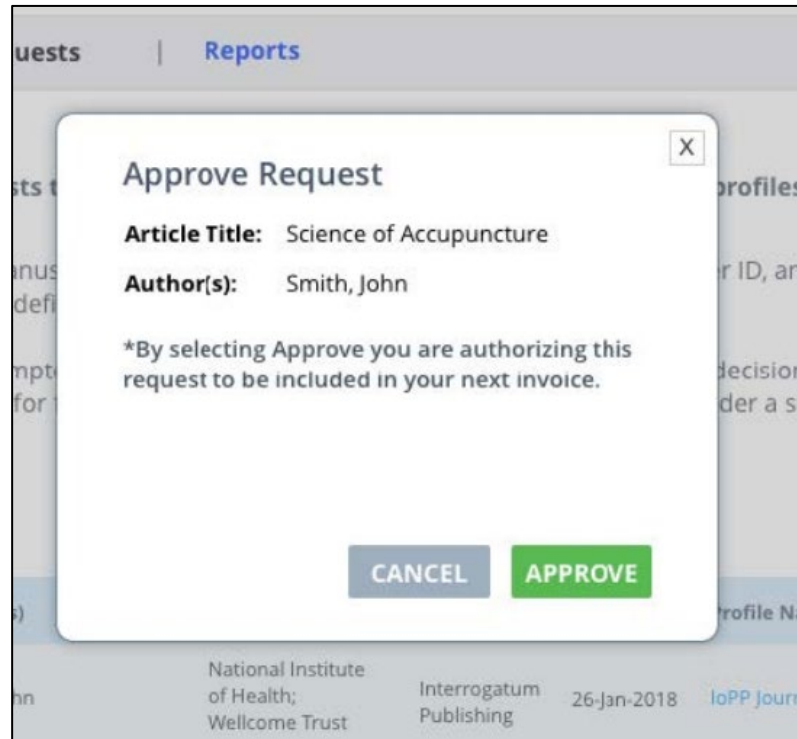
[Terms and conditions](#) 
[Invoice payment instructions](#)

The detailed order confirmation page is available to both authors and administrators.

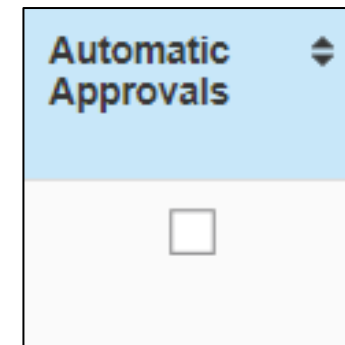
It includes information on article license type, discounts, and pricing.



Approving requests

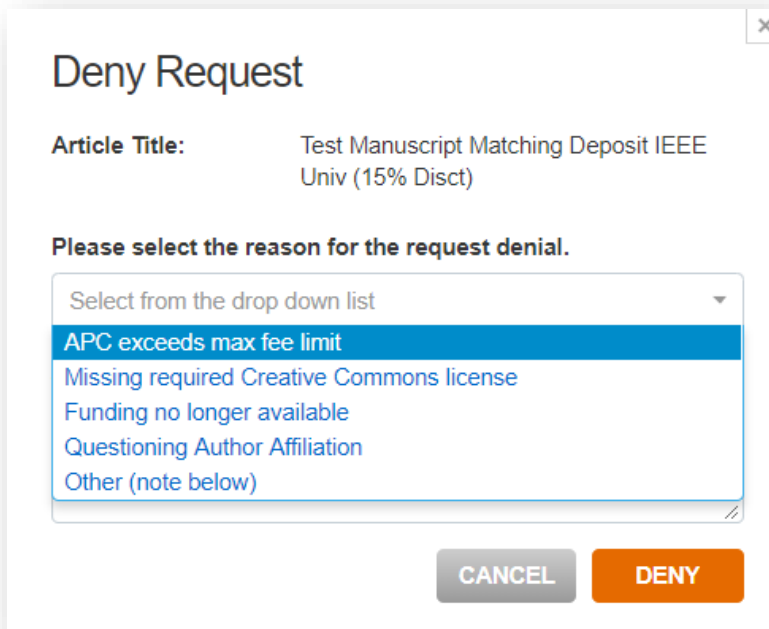


Administrators can also choose to approve requests automatically under the "Billing Profiles" tab.



Clicking "Approve" will launch a pop-up box that prompts the administrator to confirm approval. As further confirmation, the author also receives a Funding Approved email.

Denying requests



Deny Request

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

Please select the reason for the request denial.

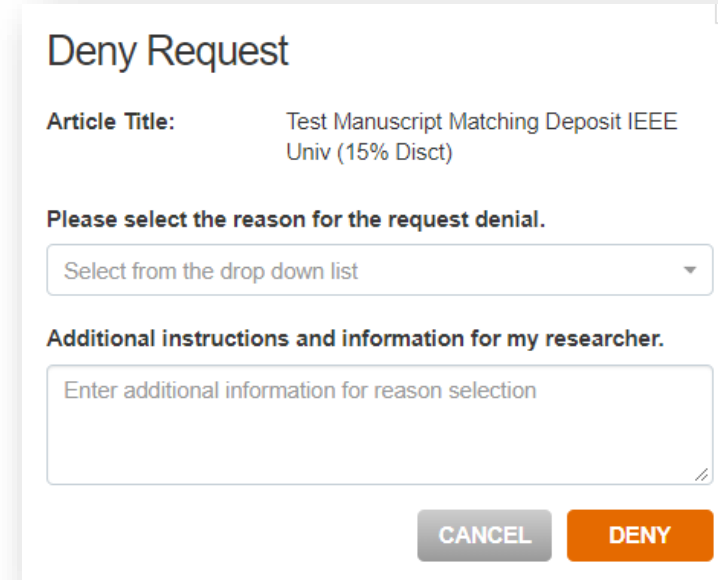
Select from the drop down list

- APC exceeds max fee limit
- Missing required Creative Commons license
- Funding no longer available
- Questioning Author Affiliation
- Other (note below)

CANCEL **DENY**

If a funding request is denied, administrators can select the reason from the pre-populated dropdown list. The reason will be included in the notification email sent to the author.

Administrators can also add an explanation or further instructions. (If “Other” is selected from the dropdown menu, this field is mandatory.)



Deny Request

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

Please select the reason for the request denial.

Select from the drop down list

Additional instructions and information for my researcher.

Enter additional information for reason selection

CANCEL **DENY**

Billing Profiles

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 - 17 of 17

Profile Nickname	Profile Name	Agreement Name	Publisher	Invoicing Frequency	Profile Start Date	Profile End Date	Profile Status	Automatic Approvals	Notifications
> <input type="button" value="Click to add"/>	APCTEST1		APCHQ (Association provinciale des constructeurs d'habitation du Quebec)	Monthly	08-Aug-2019	N/A	Active	<input type="checkbox"/>	
> <input type="button" value="Click to add"/>	CZ Deposit Account - 5% Discount		The Institute of Electrical and Electronics Engineers, Incorporated (IEEE)	Monthly	01-Oct-2019	N/A	Active	<input checked="" type="checkbox"/>	
> <input type="button" value="Click to add"/>	Special Deposit Account - 10% Discount	Deposit Account - 10% Discount	The Institute of Electrical and Electronics Engineers, Incorporated (IEEE)	Monthly	19-May-2020	28-Feb-2022	Active	<input type="checkbox"/>	

If an institution has agreements with **multiple publishers** that use RLSC, they will be able to access all profiles from the “Billing Profiles” tab.

Administrators can also set automatic approvals, manage notifications, and view agreement details.



Billing Profiles

IEEE University: Deposit Account - 15% Discount

IEEE - INST OF ELECTRICAL AND ELECTRONICS ENGRS

This profile is currently active.

Last modified: 25-Jun-2021 05:24:13 by TTS-55104

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.

CONTACTS

WORKFLOW OPTIONS

CONFIRM & SAVE

BILLING

PROFILE INFORMATION

Profile Name *	IEEE University: Deposit Account - 15% Discount	Profile Type	Deposit
Agreement Name *	Scott's Test Agreement		

ORGANIZATION DETAILS

BILLING ADDRESS

Clicking on a specific profile will bring up agreement details.


Most of the data is read-only.

Administrators can add contacts, manage notifications, add a special note to authors, and choose to require an order number.



Billing Profiles – Contact details differences

ORGANIZATION DETAILS


Organization *	IEEE University
First Name *	Peter
Last Name *	T
Phone Number *	732-981-0060
Email Address *	p.t...@ieee.org 

BILLING ADDRESS

Address Line 1 *	445 Hoes Ln
Address Line 2	
Address Line 3	
Country *	United States
Zip/Postal Code *	08854
City *	Piscataway
State/Province *	NJ

Billing Contact: This is the person at the institution who will receive any invoice required under the profile. **Even if this is a “waiver based” or prepaid agreement where invoices will not generate, the billing information is still required.**

CONTACTS

Organization Contact Name *	Any name
Organization Contact Email *	anyemail@testing123.com 
Organization Contact Phone *	9787508400

Publisher Contact Name *	Krista Thom
Publisher Contact Email *	k.thom@ieee.org
Publisher Contact Phone *	732-562-3977

Organization Contact Name *	Krista T
Organization Contact Email *	k.thom@ieee.org 
Organization Contact Phone *	732-562-3977

Organization contacts receive notifications

Organization Contacts will be the person or people who are notified when an author’s manuscript is accepted for publication, based on the criteria in a profile. The key contacts can then approve or deny APC funds.



Reports

Check out video on Running reports:
<https://www.copyright.com/rlinstitutionalportalrc/>

Report type: Transaction Summary Report ? Time zone: ? RightsLink (Eastern) Local

Transaction Summary Report

Manuscript ID: Primary Author first name:

Manuscript name: Primary Author last name:

Publisher name: Primary Author ID:

Promotion name: Primary Author Institution:

Funder name: Funding status: ? All

Invoice number: Payment status: ? All

Order ID: Order date: In last 30 days

Run Report Clear

In the “Reports” tab, administrators can run Transaction Summary Reports based on various criteria.

Full reports are sent by email in XLS format.

- If an institution has profiles with multiple publishers, manuscripts from all publishers will be shown by default. Users can select to limit results to a single publisher.
- Transaction Summary Report data is refreshed hourly.
- RLSC reports do not include traditionally published articles.

Funding status: ? All

Payment status: ? All

Order date: In last 30 days

Run Report Clear

Request Full Report

Order Date	Order ID	Total Order Amount	Currency	Funding status	Payment Status
31-Jan-2019	10000071712	0.00	USD	Approved	Closed

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:

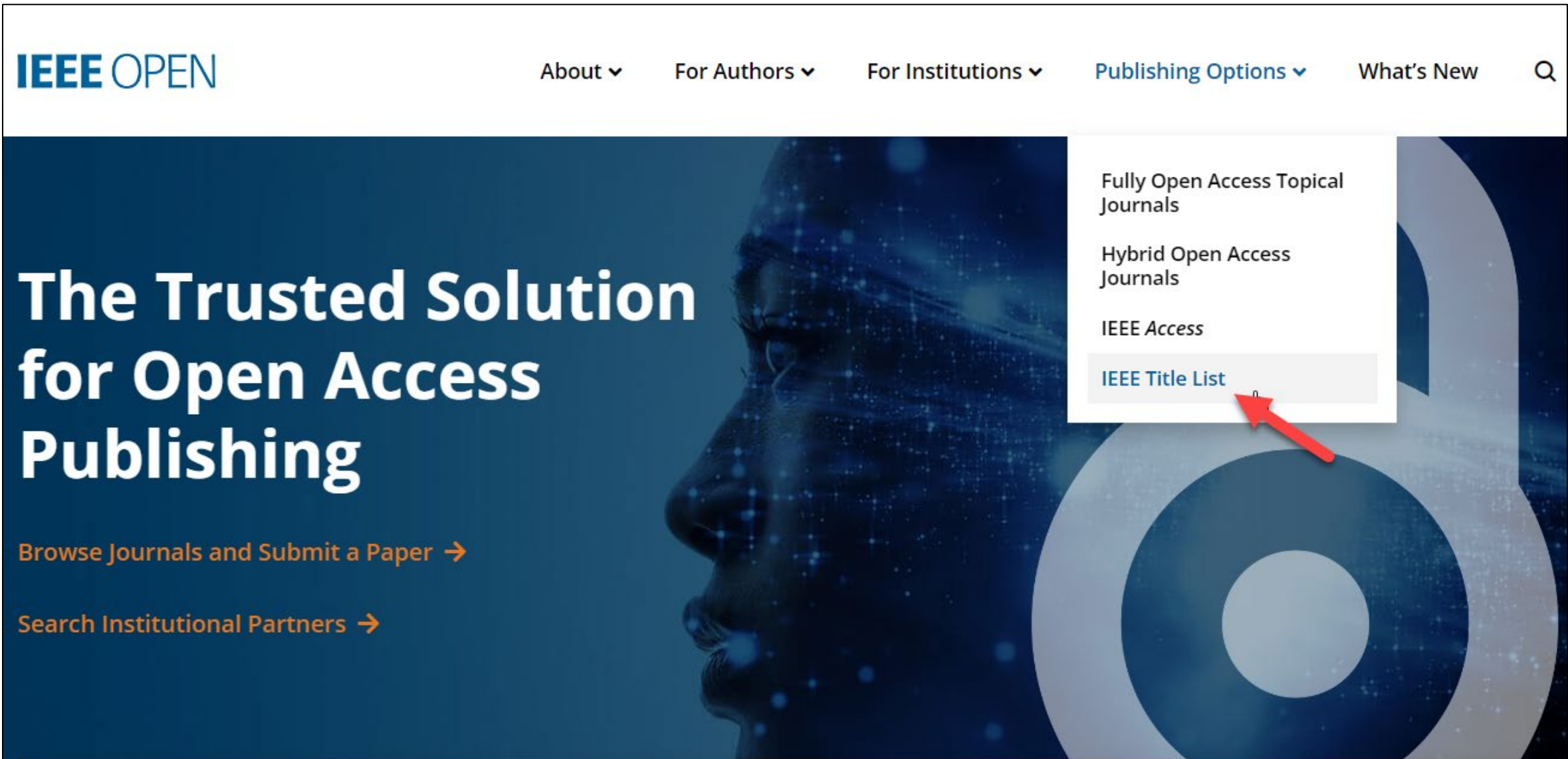
- Fully Open Access Topical Journals:** Represented by a padlock icon. Text: 'IEEE offers more than 20 technically focused gold fully open access journals spanning a wide range of fields.'
- Hybrid Open Access Journals:** Represented by a ribbon award icon. Text: 'IEEE offers over 160 hybrid journals 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. At the top is a search bar labeled 'Search for Institution'. Below it 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 (highlighted with a blue box and a red arrow), United Arab Emirates, United Kingdom, and United States. Below the list are four partner cards:

- Berner Fachhochschule:** Bern, Switzerland. A red arrow points to the name.
- CERN:** Geneva, Switzerland. Logo of CERN is shown above the name.
- Eastern Switzerland University of Applied Sciences:** Rapperswil-Jona. Logo of OST is shown above the name.
- Eawag - Swiss Federal Institute of Aquatic Science and Technology:** Dübendorf, Switzerland. Logo of eawag is shown above the name.



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 with dropdown arrows: About, For Authors, For Institutions, Publishing Options, and What's New. A search icon is located on the far right. The main content area features a large blue background with a profile of a person's head and a circular graphic. The text "The Trusted Solution for Open Access Publishing" is prominently displayed. Below this, there are two orange links: "Browse Journals and Submit a Paper" and "Search Institutional Partners". A dropdown menu is open under the "Publishing Options" link, listing "Fully Open Access Topical Journals", "Hybrid Open Access Journals", "IEEE Access", and "IEEE Title List". A red arrow points to the "IEEE Title List" option.

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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IEEE journals are trusted, respected, and rank among the most highly cited in their fields. We aim to provide our authors with an outstanding publishing experience and offer numerous benefits to facilitate this.

- The advantage of being published by IEEE, whose journals are trusted, respected, and rank among the most highly cited in their fields
- Maximum visibility and global reach to millions of users of the IEEE Xplore Digital Library
- Rigorous peer review following IEEE's established publishing principles and quality standards
- Rapid decisions to get your research exposed faster with many titles targeting a publication time frame of a matter of weeks for most accepted papers
- Enhanced discoverability of author works with abstracting and indexing providers such as Elsevier, EBSCO, OCLC, Clarivate, ProQuest, IET, and NLM
- A variety of multimedia integration options (video abstracts, etc.) as well as the ability to publish code (Code Ocean) and add datasets (IEEE Dataport)



IEEE OPEN

open.ieee.org • ieeeauthorcenter.ieee.org



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



Summary of what we've covered

- ▶ **Key points of the agreement**
- ▶ **Author Process (TouchFree)**
 - Submission (difference between fully OA and hybrid titles)
 - How are manuscripts identified and matched to admin dashboards
 - Post-acceptance/copyright selection
- ▶ **Administrator Process**
 - View pending transactions
 - Approve or deny funding requests
 - Manage notifications
 - Transaction reports
- ▶ **Additional IEEE open access resources**
- ▶ **Q & A**

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/>

