

# 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.
- Authors submitting to **hybrid journals** will not be **asked** to select Open Access until **after acceptance**.

# 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 >
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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...](#)

\* = 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.

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

# Submission - HYBRID journal

Open Access question is not present at submission.

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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**

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- 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

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

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### Authors

\* Selected Authors [Edit](#)

ORDER	ACTIONS	AUTHOR	INSTITUTION
 Drag	1 ▾ Select... ▾	<b>Larkin, Alison</b> <a href="mailto:a.larkin@ieee.org">a.larkin@ieee.org</a>  0000-0001-6438-6457 ✓	1. IEEE, Publishing Operation 405 Hoes Lane Piscataway, NJ, USA 08854 732-562-6536 2. IEEE

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#### Add Author

Find using Author's email address

# 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

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**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.
- After acceptance, **hybrid** journal authors may choose whether to publish open access.



# 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 – **hybrid** review

## Submission

Step 1: Instructions & Reference Preview >

Step 2: File Upload >

✓ Step 3: Attributes >

✓ Step 4: Authors & Institutions >

✓ Step 5: Details & Comments >

Step 6: Review & Submit >

## 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 \$2,045 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 \$2,045 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.

Note: Author of papers published in hybrid journals are asked about open access after acceptance.

Save

Save & Continue >

## 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 \$2,045 APC.

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- No** - my article is a traditional submission. I understand that over-length paper charges or color charges may still apply, as outlined above.

# 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 (in which copyright is transferred to the publisher and the article is published behind a paywall),

**or if the choose to publish open access choose between:**

  - - 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 publishing in gold journals may choose between CCBY or CCBY NC-ND.

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)". In the top right corner, there is a "Select Language" dropdown menu and the IEEE logo. On the right side, there is an "Information" box with the text: "Clicking the 'Done' button will return you to your peer-review system." At the bottom right, there is a "Done" button.



# Email sent from WMS to authors who did not sign the copyright or those who chose traditional IEEE copyright instead of CCBY.

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

The following article has been accepted for publication by the IEEE, `${system/article_title}`, `${system/doi}`.

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.

Thank you for publishing with IEEE!  
`${system/journal_coordinator}`  
`${system/journal_coordinator_email}`

# 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.

**Authors do not need to request funding through RLSC** as this is done when a match is made between the manuscript metadata and the institution's profile in RLSC