

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 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 – OA journal (Example 1)

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 >
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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

Preview 0 OUT OF 316 CHARACTERS

* Abstract Edit

Write or Paste Abstract

Preview 0 OUT OF 250 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.

Save Save & Continue >

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US \$1,350 per manuscript up to a maximum of 8 published pages
US \$120 per published page in excess of 8 pages

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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 – Step 1 – OA journal (Example 2)

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 following publication fees:

- US \$1,220 for 6 or fewer published papers
- US \$1,820 for 7-10 published papers
- US \$125 per page for published pages 10 and above

Note:
Applicable taxes will be added to all open access, overlength, voluntary page charges as well as reprint orders 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.

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* Impact Statement

IEEE Photonics Journal seeks manuscripts which will be of interest to our readers and have long reaching impact on the photonics community. In less than 500 characters, including spaces, please describe the importance of your paper and how it compares to existing understanding of phenomenon or to existing devices, systems, or applications. Your description should make clear how your manuscript advances knowledge in some significant way. Your Impact Statement should quickly convince an editor or reviewer that your work is not only novel but also makes a leap in thought, performance, or application. Submissions without an Impact Statement or with Impact Statements that merely duplicate their abstract and introduction will be returned to the authors without review.

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/>.

Submission – Step 1 – hybrid journal

Note: 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

- 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 & 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 process

- Later in the submission process, the corresponding author will be required to enter manuscript details, list all contributing authors, suggest reviewers, and upload manuscript files.
- If the manuscript is accepted, the author will be prompted to upload the final files and confirm all manuscript details.
- For papers in a hybrid journal, the author will have to choose whether or not to publish OA.
- Authors of all papers will have to choose a license agreement and select a payment method.

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 \$2,045 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](#).

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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 will pay the \$2,045 APC, as well as any other applicable charges as outlined above.
- No** - my article is a traditional submission. I understand that over-length paper charges or color charges may still apply, as outlined above.

Save


Save & Continue >

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

RightsLink Author

- All article processing charges (APCs) are handled through RightsLink Author (RLA).
- After acceptance, authors will receive an email prompting them to pay all charges through RLA.
- If the author is affiliated with an institution that has an OA agreement, they will be prompted to seek funding from that institution.
 - Institutional profiles are matched using author-provided affiliation data and Ringgold IDs.

Acceptance notification & pay charges prompt



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Congratulations on being accepted for publication in *IEEE Access*. You are receiving this email because your recently accepted article, listed below, has charges pending.

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Manuscript ID: 627d5554-cf05-423a-947b-7a8bf232deb3
Manuscript Title: Test Manuscript Matching Deposit IEEE Univ (15% Discr)
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Institute of Electrical and Electronics Engineers

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Dear Ms. Krista Thom,

Congratulations on being accepted for publication in *IEEE Access*. You are receiving this email because your recently accepted article, listed below, has charges pending.

Manuscript DOI: 10.1000/IEEE_Test04182019AM
Manuscript ID: 627d5554-cf05-423a-947b-7a8bf232deb3
Manuscript Title: Test Manuscript Matching Deposit IEEE Univ (15% Discr)
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SIGN IN

Since RightsLink Author is managed by Copyright Clearance Center and not by IEEE directly, users will need to create a RightsLink account to view or pay charges.

Seek Funding prompt

You may be eligible for funding under one or more invoicing agreements.

If you would like to seek funding approval under one of these agreements, please make the appropriate selection below. Note: the invoicing agreements will pre-populate key data elements in your transaction including currency, billing address and VAT information, if applicable, facilitating compliance with an existing agreement between your publisher and funding organization.

After you complete your open access transaction, you will be notified on the Order Confirmation screen when there are other applicable charges (such as page or color) that are offered by your publisher but not covered under your chosen agreement. A payment link will be provided so that you may review these other charges and complete a separate transaction.

If you don't wish to pay your open access charges using an existing agreement, please choose **Bill Me**.

Bill Me

Seek Funding From IEEE University

CHARGES COVERED: Open Access

Agreement Details and Organization Contact Information

IEEE University
445 Hoes Ln
United States
08854
Piscataway
NJ

Krista Thom
k.thom@ieee.org
732-562-3977

OK


If the affiliation data entered by an author matches an existing institutional profile, authors will see a pop-up prompting them to seek funding from their institution.

If an author chooses “Bill Me” instead, they will go through the standard workflow, and will not use institutional funds.

Summary of charges

Pay Author Charges

CHARGES ESTIMATE > PAYMENT OPTIONS > ORDER REVIEW > CONFIRMATION



Test Manuscript Matching Deposit IEEE Univ (15% Disc't)

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

Even though there is no charge, *your order is not yet complete*. Please select the **NEXT** button to complete the quick, 2-step process of accepting your publisher's Terms and Conditions and then **submitting your order**. Note: You will need to log in or register with CCC to complete the process. Your registration form is pre-filled with metadata from your publisher.

CHARGES ESTIMATE

Welcome. IEEE has partnered with Copyright Clearance Center's RightsLink service to offer a convenient way to pay your author charges. The charges associated with publishing your manuscript are listed below.

Initial discounts have been passed based on information from your publisher. Visit the [Apply Discounts](#) window to add or verify discount information, including promo codes. ✕

[RETURN TO FUNDING OPTIONS & INFO](#)

✓ Open Access charge:	2,045.00 USD
<i>DISCOUNTS APPLIED</i>	<i>(2,045.00 USD)</i>
TOTAL:	0.00 USD* View details

* Does not include tax/VAT. Tax/VAT is applied in the Payment Options step during checkout.

[APPLY DISCOUNTS](#) [NEXT](#)

Select **Apply Discounts** to enter promo codes and any other information needed to ensure your pricing reflects all author discounts available to you. Applied discounts will be reflected in your charges estimate above.

Even though your balance due is zero, please select the **Next** button to complete and create a record of your transaction.


After the author chooses a payment method, they will see a summary of the charges, including any discounts.

Note that authors must complete the checkout process, even for \$0 orders.

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✓ Open Access charge:	1,750.00 USD
<i>DISCOUNTS APPLIED</i>	(1,750.00 USD)
TOTAL:	0.00 USD* View details

** Does not include tax/VAT. Tax/VAT is applied in the Payment Options step during checkout.*




View of charges if the author seeks funding from their institution. (Discounts may vary depending on the agreement.)

View of charges if the author selects "Bill Me."

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✓ Open Access charge:	1,750.00 USD
TOTAL:	1,750.00 USD* View details

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Next, the author will review their order and accept the terms and conditions. If all details are correct, they will click “SUBMIT FOR APPROVAL.”

ORDER REVIEW **TOTAL DUE: 0.00 USD**

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

Customer location: Krista Thom ?
Route de Meyrin 385
Geneve 23, CH-1211
Switzerland

TOTAL DUE: **0.00 USD**
APC organizational contact: Krista Thom
k.thom@ieee.org
732-562-397

Order reference number: *Optional* ?

I have read and accept the [terms and conditions](#)

[Cancel order](#) **SUBMIT FOR APPROVAL**

If a PO or other tracking number is needed, the author will enter it here.

Order confirmation

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

**APC organizational
contact:**

Krista Thom
k.thom@ieee.org
732-562-3977

Customer location: Krista Thom
Route de Meyrin 385
Geneve 23, CH-1211
Switzerland

[Terms and conditions](#) 

[Invoice payment instructions](#)

After submitting their order, the author will see a confirmation page.