Open Access at IEEE

Workflow for Authors

Navigating the open access publication process from submission to acceptance to OA funding

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Author Process

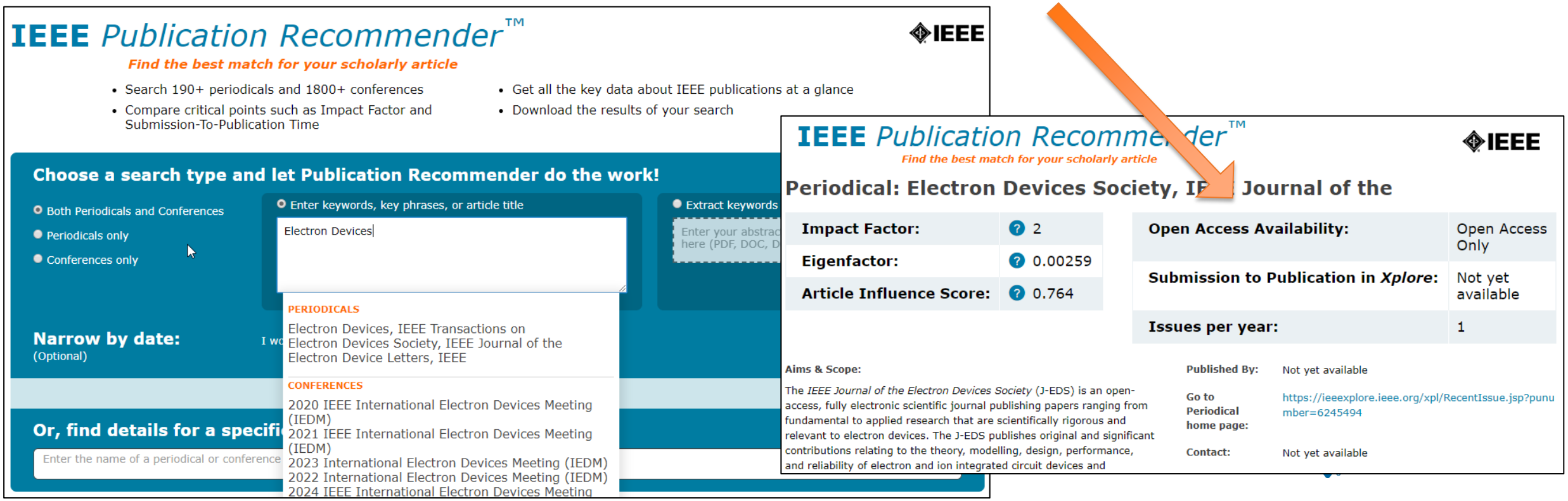
Submission, acceptance and funding

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.



Submission – Step 1 – in IEEE *Xplore*

Browse Journals & Magazines

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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

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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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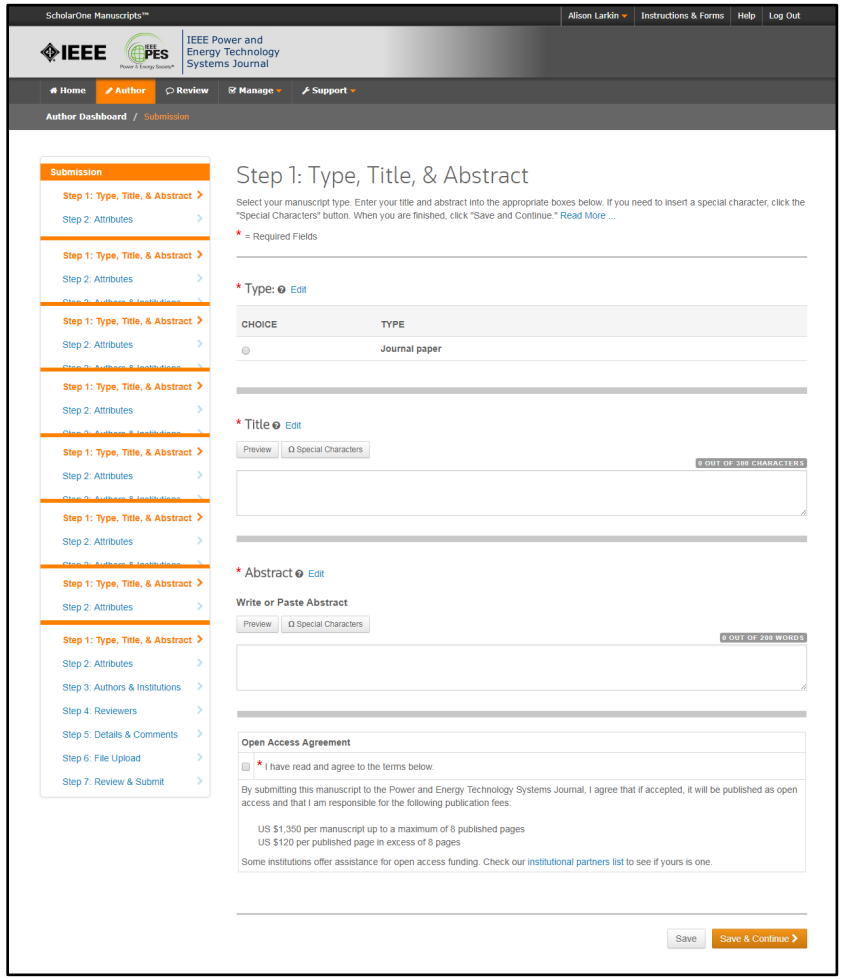
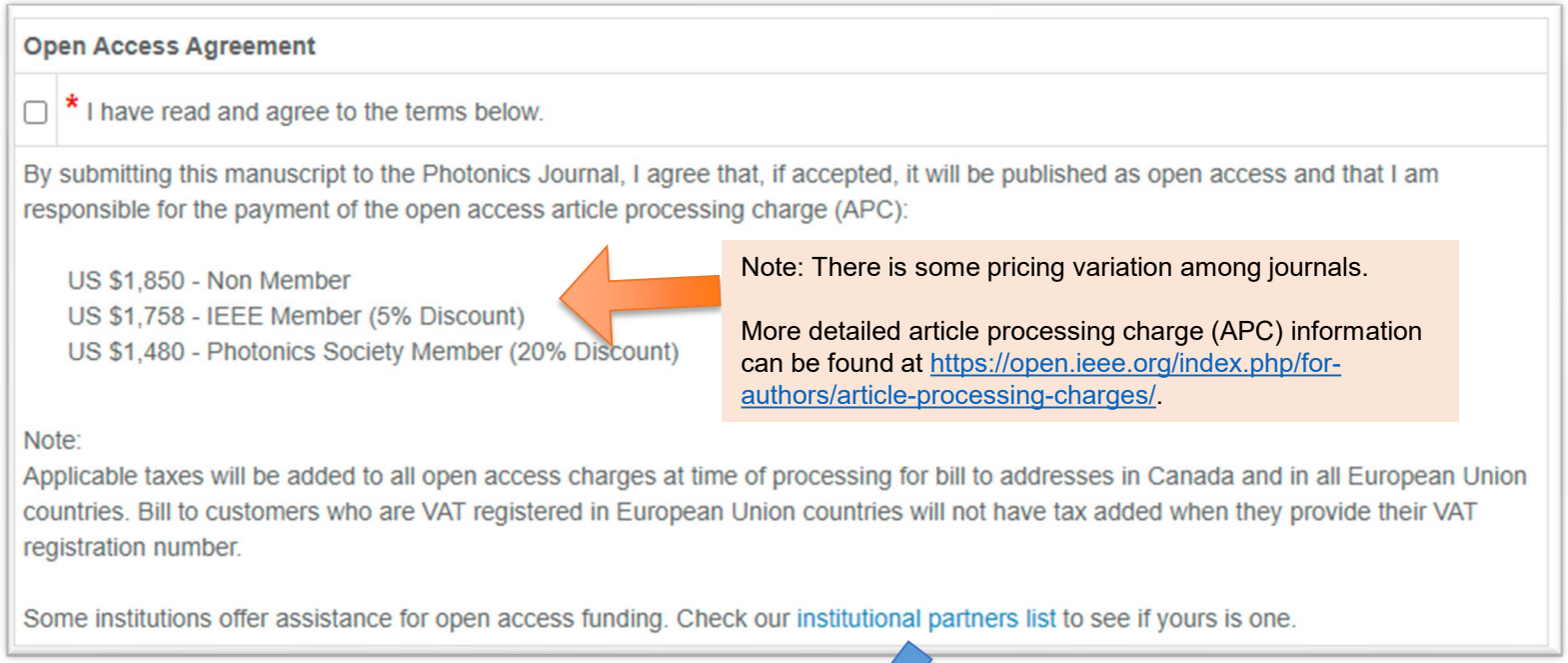
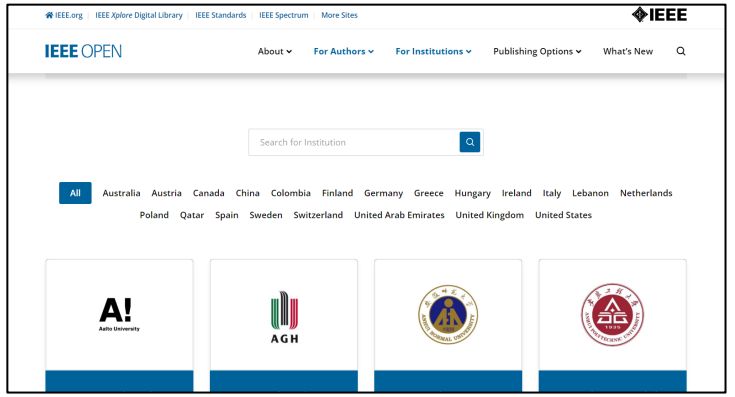
Submission process

- 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







The institutional partners list goes to https://open.ieee.org/for-institutions/institutional-partners/

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Submission process – Step 2

General requirements may vary journal to journal, but there are several key elements that are important to complete at this time to ensure proper Open Access processing later during publication

- Assigning Authors
- Identifying Institution

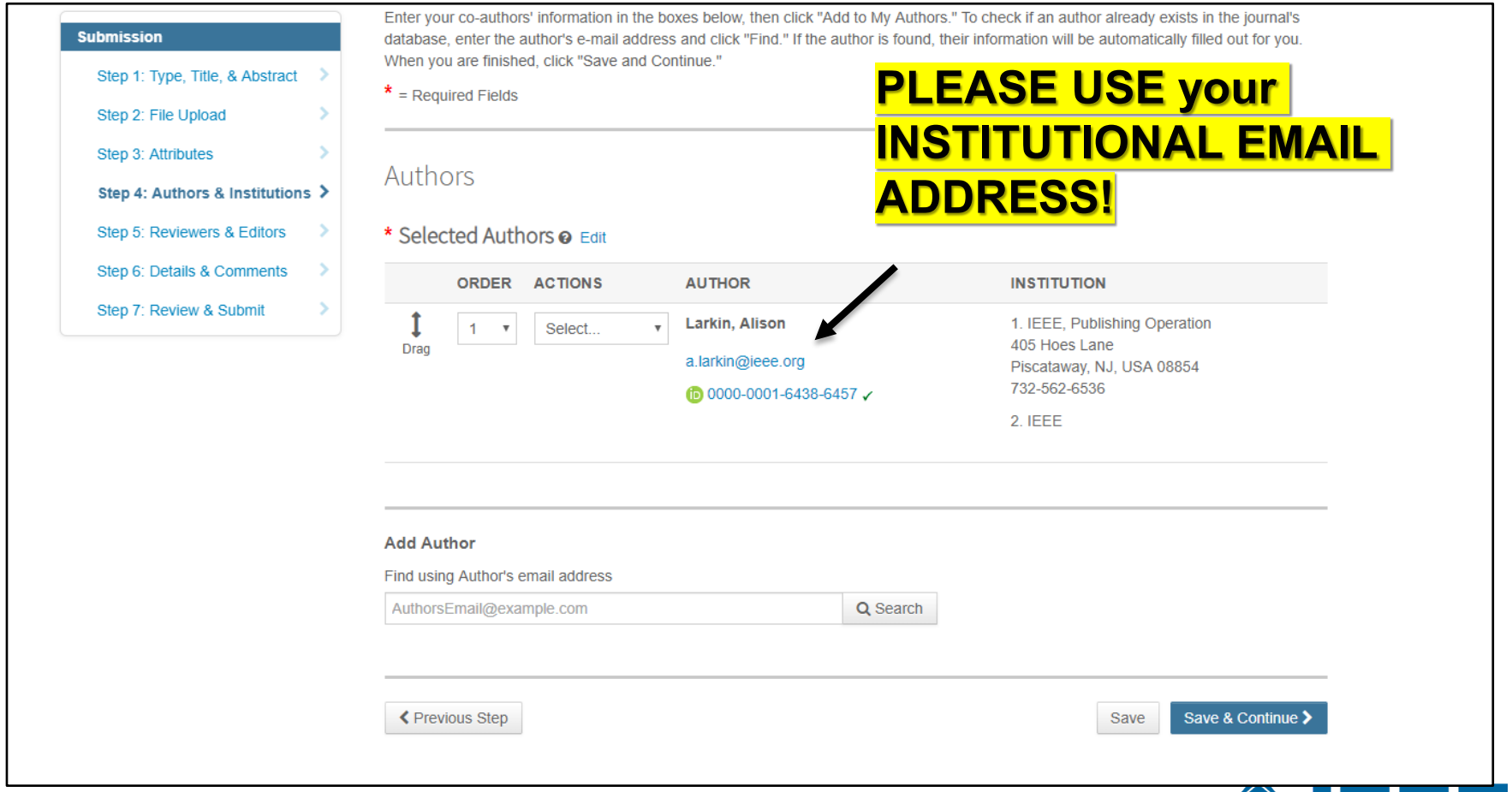
Adding Authors During Submission

The corresponding author enters all co-author information.

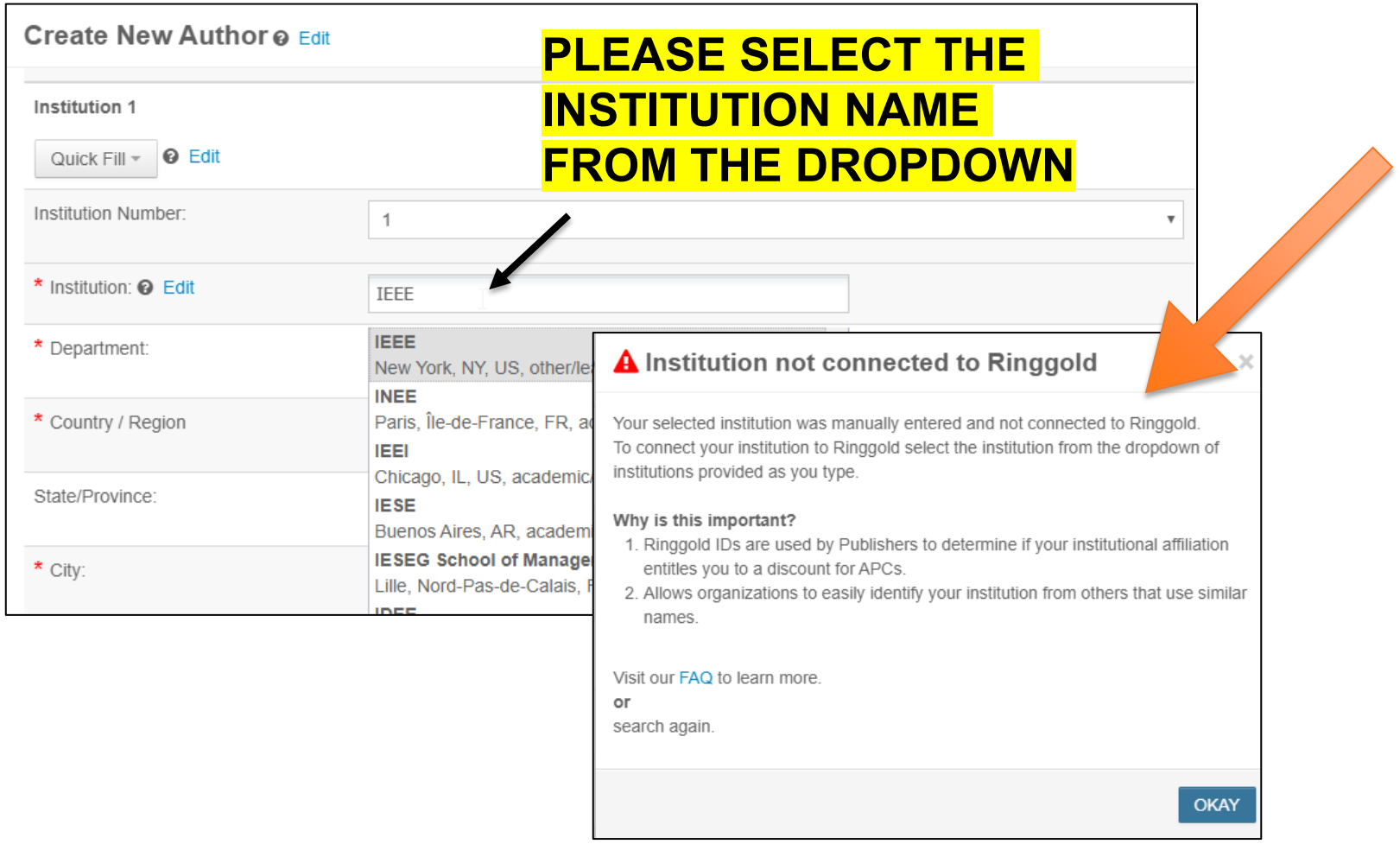
If the co-author does not have an account, the corresponding author will create one, and add institution data.

<u>The corresponding author's institution data will be used to match the author with their institutional OA account.</u>

Note: Some institutions will not fund publication if their institution is not listed first.



Connecting Ringgold During Submission



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.

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 – 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 charg… color charges may still apply, as outlined above.

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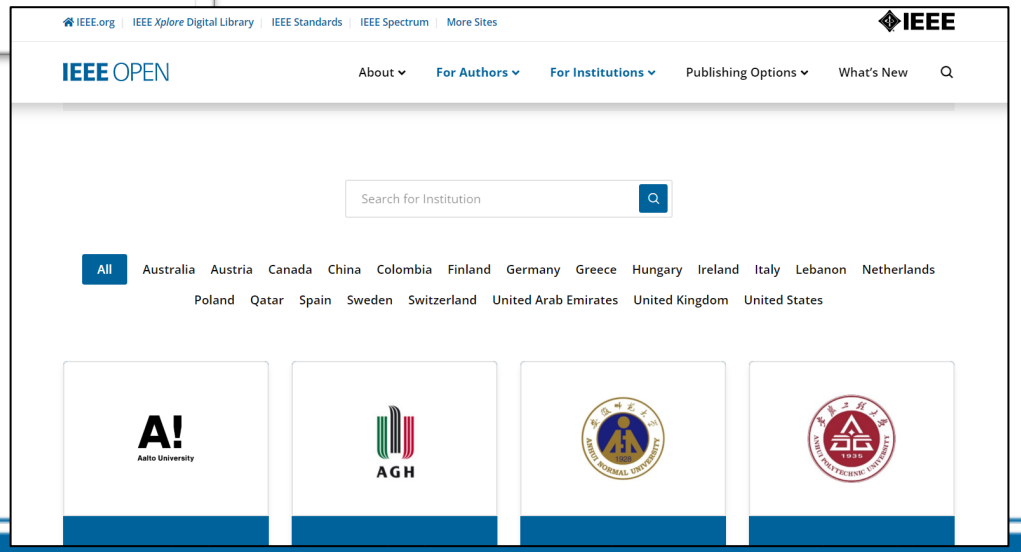

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Authors should confirm any license restrictions set by the institution.

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.

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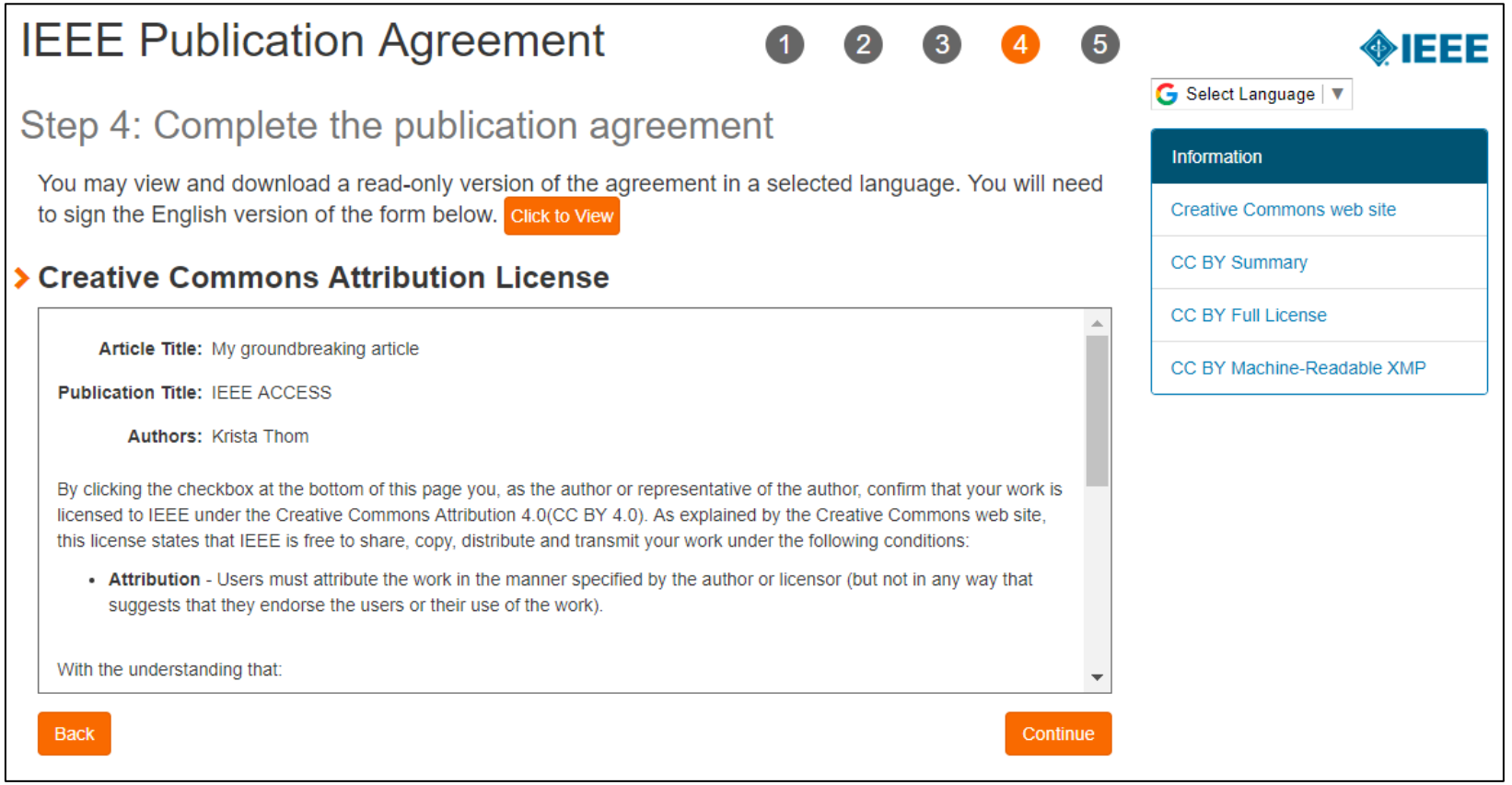

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- All open access charges are handled through CCC RLSC.
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Approving requests

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