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.
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](mailto:onlinesupport@ieee.org) for specific profile questions or changes to existing profiles and CC [e.lukacs@ieee.org](mailto:e.lukacs@ieee.org) and [bianca.summa@deanet.com](mailto: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 selects 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

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

https://publication-recommender.ieee.org/home

Note: Open Access status clearly displayed in results.
Submission – Step 1 – in IEEE Xplore

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Filters Applied: IEEE

Refine results by

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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
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

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/.

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.
Submission – Steps 2 and 3

**Step 2:** the author will upload their manuscript files

**Step 3:** the author will upload their attributes, or keywords
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.

**Authors should use their institutional email address**
Submission – Step 4

If the affiliation entered by the author cannot be tied to a Ringgold ID, an error message appears.

Ringgold IDs are integrated in the submission system.

If the author does not tie the affiliation to a Ringgold, a warning message appears.
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.

Step 6 – Review & Submit
The author reviews and submits the manuscript.

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
Post acceptance – hybrid review

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/
After acceptance, authors will be prompted to choose their copyright license using the Electronic Copyright Form (eCF).

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  - 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.
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

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- 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.
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- 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 to 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/rlauthorrcc/](https://www.copyright.com/rlauthorrcc/)

- 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/](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 Author Guide

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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 200 hybrid journals that span an array of technology fields and offer the benefits of a respected reputation for publishing the leading research in the field.

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For more information on current IEEE institutional partners, please visit: https://pubcenter-open.ieee.org/oa/institutional-partners/

5 Easy Steps to Submitting an OA Article:

1. Once you find a publication to submit your paper to, OA “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 the journal that you are interested in publishing to.

3. 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.

4. If your article is accepted and you publish your article as open access, you will receive an email notification regarding APC open access payment. Process 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.)

5. Once the request is submitted, your institution’s OA administrator will review and request for approval.

6. 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.