



# IEEE Open Access Workflow for Authors and Administrators

Touch free  
Hybrid and OA journals  
One consortial agreement - billing profiles for all  
members

Eszter Lukács  
IEEE Client Services Manager  
[e.lukacs@ieee.org](mailto:e.lukacs@ieee.org)



# Overview

- Care Cruil consortium using open access tokens from IEEE and the agreement will cover open access charges for **Gold OA and hybrid journals**.
- The consortium members will **share a pool of open access tokens (?)**.
- There will be one agreement set up (consortia) with several billing profiles for each member institution. The administrators of each member institution will approve funding requests for their own institution only.
- **Matching criteria:** corresponding author affiliated with RINGGOLD IDs OR email domains (subdomains needed as well)

# 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 >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 1: Type, Title, & Abstract >
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- Step 1: Type, Title, & Abstract >
- 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

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.

#### 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.



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.

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 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 1: Type, Title, & Abstract >
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- Step 1: Type, Title, & Abstract >
- 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

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  
IESEG School of Manage  
Lille, Nord-Pas-de-Calais, F  
IDEE

\* Country / Region

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](#)

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### 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.

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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- 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.

# 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 in orange. 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 an orange button labeled "Download the completed Agreement (PDF)". On the right side, there is a "Done" button and an "Information" box that states: "Clicking the 'Done' button will return you to your peer-review system." The IEEE logo is visible in the top right corner, and there is a "Select Language" dropdown menu.

# 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

# Account Administrator capabilities

- The Institution Portal in RightsLink for Scientific Communications (RLSC) allows administrators to:
  - View pending transactions.
  - Approve or deny funding requests.
  - Manage notifications.
  - Pull transaction reports.
  
- Administrators can also set *Xplore* alerts to monitor published articles.

# Notifications



*Your author has requested APC funding.*

Dear Christopher Coia,

Your author has requested funding from *CCC University - Touch Free with Multiple Charge Types*.

**Request Details**  
Request Date: 21-Apr-2020  
Publisher: Institute of Electrical and Electronics Engineers (IEEE)  
DOI: 10.1109/JTEHM.2019.529447  
Publication: IEEE Geoscience and Remote Sensing Letters  
Article Title: This is a touch free OA only profile test  
Author(s): Ruben Garcia Alia [ccoia@copyright.com](mailto:ccoia@copyright.com)  
Please [click here](#) to view details and respond.


Sincerely,  
Institute of Electrical and Electronics Engineers (IEEE)

Tel.: +1-877-822-5543 / +1-978-848-2777  
[IEEESupport@copyright.com](mailto:IEEESupport@copyright.com)  
[www.copyright.com](http://www.copyright.com)



Administrators will receive an email

# Account dashboard

Institutional PortalWelcome, Shannon RevilleSign Out?Help🗨️Live chat

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:**   
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:  Results 1 - 25 of 34 Previous 1 2 Next

Order Date	Article Title	Primary Author	Funder	Publisher	Profile Name	Total Fees Due	Status	Actions
> 01-Apr-2020	This is not a touch free profile	Garcia Alla, Ruben		Institute of Electrical and Electronics Engineers (IEEE)	IEEE University: Deposit Account - 15% Discount	2,433.55 USD	Pending	<a href="#">APPROVE</a> <a href="#">DENY</a>
> 23-Apr-2019	Test Manuscript Matching Deposit IEEE Univ (15% Disc)	Thom, Krista		Institute of Electrical and Electronics Engineers	IEEE University: Deposit Account - 15% Discount	0.00 USD	Pending	<a href="#">APPROVE</a> <a href="#">DENY</a>

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

# Responding to funding requests

Order Date	Article Title	Primary Author	Funder	Publisher	Profile Name	Total Fees Due	Status	Actions
01-Apr-2020	This is not a touch free profile	Garcia Alia, Ruben		Institute of Electrical and Electronics Engineers (IEEE)	IEEE University: Deposit Account - 15% Discount	2,433.55 USD	Pending	<a href="#">APPROVE</a> <a href="#">DENY</a>
<b>Secondary Author(s)</b>		Tali, Maris; Cecchetto, Matteo; Cerutti, Francesco; Coronetti, Andrea; Danzeca, Salvatore; Esposito, Luigi; Fernandez Martinez, Pablo; Gilardoni, Simone; Infantino, Angelo; Kastriotou, Maria; KERBOUB, Nourdine; Lerner, Giuseppe; Wyrwoll, Vanessa; Ferlet-Cavrois, Veronique; boatella polo, cesar; Javanainen, Arto; Kettunen, Heikki; Garcia, Yolanda; MARTIN-HOLGADO, PEDRO; Gaillard, Remi; Wrobel, Frederic; Cazzaniga, Carlo; Alexandrescu, Dan; Glorieux, Maximilien; Puchner, Helmut; Brugger, Markus						
<b>Journal</b>		IEEE Geoscience and Remote Sensing Letters						
<b>DOI</b>		10.1109/JTEHM.2019.294557						
<b>License</b>		CC BY						
<b>Manuscript Type</b>		reg						
<b>Submission Date</b>		04-Jul-2020						
<b>Acceptance Date</b>		01-Apr-2020						
23-Apr-2019	Test Manuscript Matching Deposit IEEE Univ (15% Disct)	Thom, Krista		Institute of Electrical and Electronics Engineers	IEEE University: Deposit Account - 15% Discount	0.00 USD	Pending	<a href="#">APPROVE</a> <a href="#">DENY</a>
23-Apr-2019	Test Manuscript Matching Deposit IEEE Univ (15% Disct)	Thom, Krista		Institute of Electrical and Electronics Engineers	IEEE University: Deposit Account - 15% Discount	0.00 USD	Pending	<a href="#">APPROVE</a> <a href="#">DENY</a>

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

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

# Reviewing manuscript details

>	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

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

<b>DOI</b>	10.1109/TAC.2013.2266751
<b>Manuscript Type</b>	scanning the technology
<b>Submission Date</b>	18-Jul-2012
<b>Acceptance Date</b>	07-Jul-2020
<b>Journal</b>	IEEE Transactions on Automatic Control
<b>License</b>	CC BY
<b>Funder(s) &amp; Grant ID(s)</b>	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
<b>APC Token or Threshold Value</b>	2,045.00 USD

# Manuscript details page

PAY AUTHOR CHARGES FOR

"10-60 GHz Electromechanical Resonators using Thin-film Lithium Niobate"

Author: Yansong Yang  
Manuscript ID: TMTT-2020-06-0629

Manuscript Details

## Order Confirmation

✓ Thank you for submitting your funding request! Your request is now under review by your Institution.

[How will I know if my request is approved?](#)

[How will I know if my request is denied?](#)

**Order number:** Not available until funding is approved.

**Order date:** 06-Oct-2020

Tell us how we're doing!

How was your experience? [Click here to give us your feedback!](#)

## Your Tools & Services

**RightsLink® Manage Account**

View Orders and Download/Pay Invoices

[Log in to RightsLink Manage Account](#) - where you view your orders, download invoices, pay invoices by credit card and more.

TOTAL DUE: 0.00 USD

[Terms and conditions](#)

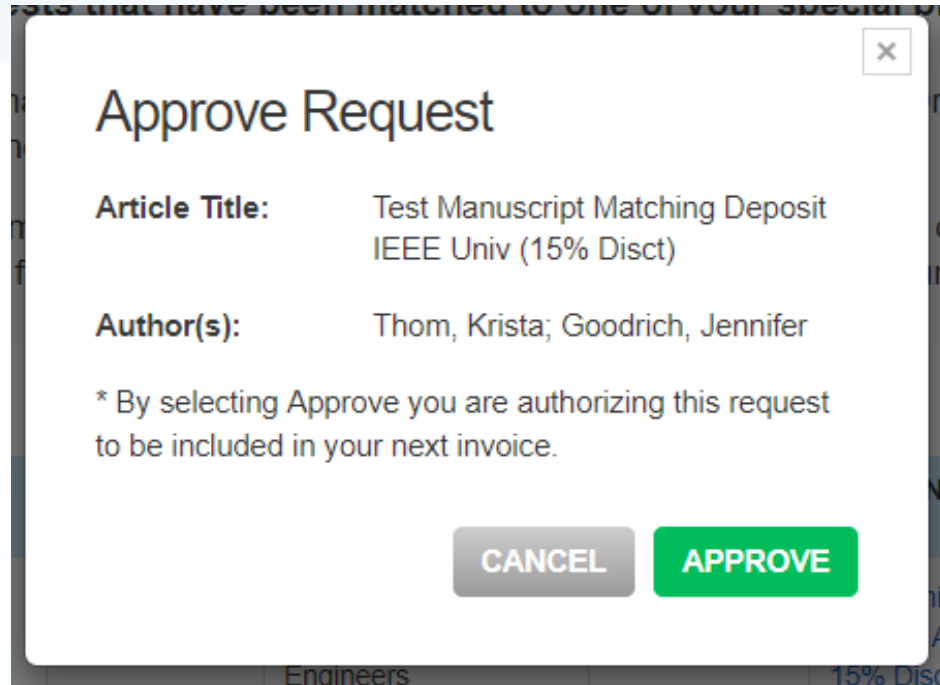
[Order Details](#)

[Print Order](#)

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

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

# Approving requests



Approve Request

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

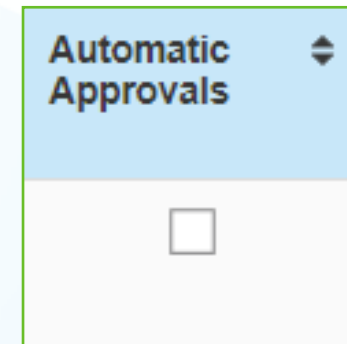
Author(s): Thom, Krista; Goodrich, Jennifer

\* By selecting Approve you are authorizing this request  
to be included in your next invoice.

CANCEL APPROVE

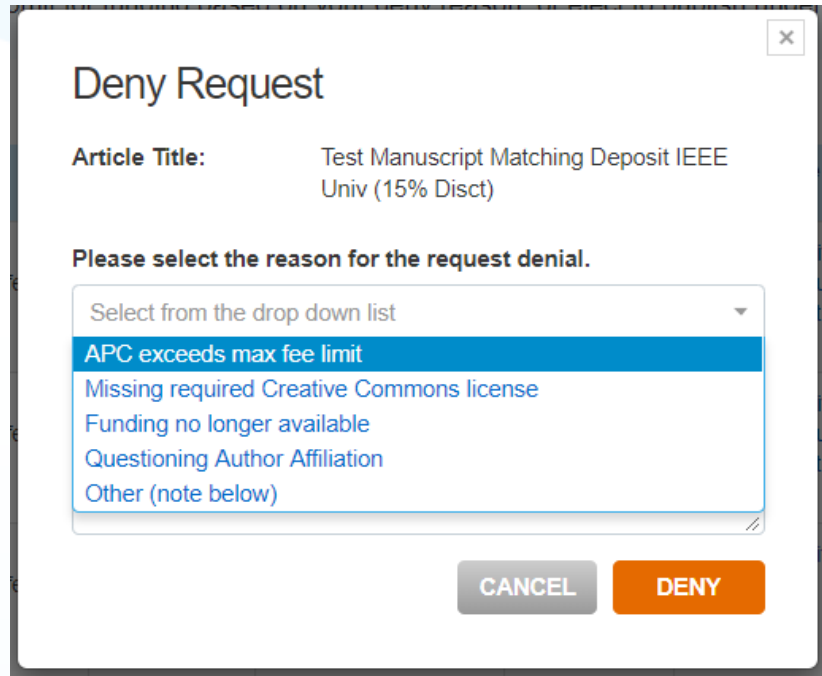
Clicking “Approve” will launch a pop-up box that prompts the administrator to confirm approval.

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





# Denying requests



**Deny Request**

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

Please select the reason for the request denial.

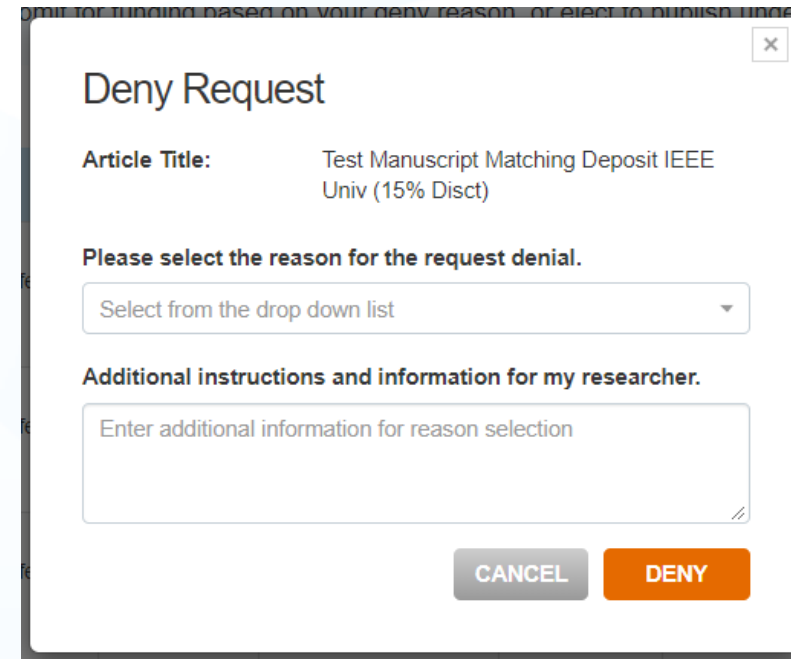
Select from the drop down list

- 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% Disc)

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**

# Article Acceptance

The author receives an email when the request is approved or denied by the institution.



***Your article has been accepted and will be published open access***

Dear Mr. Ruben Garcia Alia,

Congratulations on being accepted for publication in *IEEE Geoscience and Remote Sensing Letters* for the following manuscript:

Manuscript DOI: 10.1109/JTEHM.2019.529447

Manuscript ID: TNS-003417-445

Manuscript Title: This is a touch free OA only profile test

Published by: Institute of Electrical and Electronics Engineers (IEEE)

Total Charges Covered: 2045.00 USD

**Funding for your open access publication charges has been covered by CCC University based on an agreement between CCC University and Institute of Electrical and Electronics Engineers (IEEE).**

If there are any additional publication charges available to you, such as page or color charges, we will send a payment link for those charges under separate cover.

Sincerely,  
Institute of Electrical and Electronics Engineers (IEEE)

Tel.: +1-877-622-5543 / +1-978-646-2777  
IEEEsupport@copyright.com  
www.copyright.com



RightsLink®



# 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 - 7 of 7

Profile Nickname	Profile Name	Publisher	Invoicing Frequency	Profile Start Date	Profile End Date	Profile Status	Automatic Approvals	Notifications	
<input type="button" value="Click to add"/>	<a href="#">IEEE University Deposit Account - 15% Discount</a>	IEEE - INST OF ELECTRICAL AND ELECTRONICS ENGRS	Semi-Monthly	18-Apr-2019	N/A	Active	<input type="checkbox"/>		
<b>Amount Approved for Invoicing</b>		20,897.25 USD							
<b>Number of APC Tokens Remaining</b>		0							
<b>Value of APC Tokens Used</b>		9,340.00 USD							
<b>Number of APC Tokens Used</b>		10							
<input type="button" value="Click to add"/>	<a href="#">IEEE University EMEA Special Offer 3</a>	IEEE - INST OF ELECTRICAL AND ELECTRONICS ENGRS	Monthly	15-Oct-2019	30-Nov-2020	Active	<input type="checkbox"/>		
<input type="button" value="Click to add"/>	<a href="#">Andy Test - Please Ignore</a>	IEEE - INST OF ELECTRICAL AND ELECTRONICS ENGRS	Monthly	18-May-2018	N/A	Suspended	<input checked="" type="checkbox"/>	1   0	

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: 18-Apr-2019 13:35:29 by sholt@copyright.com

[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.

ORGANIZATION DETAILS	BILLING ADDRESS
Profile Name * IEEE University: Deposit Account - 15% Discount	Address Line 1 * 445 Hoes Ln
Optional Profile Type Deposit	Address Line 2
Organization * IEEE University	Address Line 3
<a href="#">Need to update this address?</a>	Country * United States
	Zip/Postal Code * 08854
	City * Piscataway
	State/Province * NJ

Clicking on a specific profile will bring up agreement details.

Most of the data will be read-only. However, administrators can add contacts, manage notifications, add a special note to authors, and choose to require an order number.

# Reporting

# Reports

**Billing Profiles** | **Funding Requests** | **Reports**

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

**Transaction Summary Report**

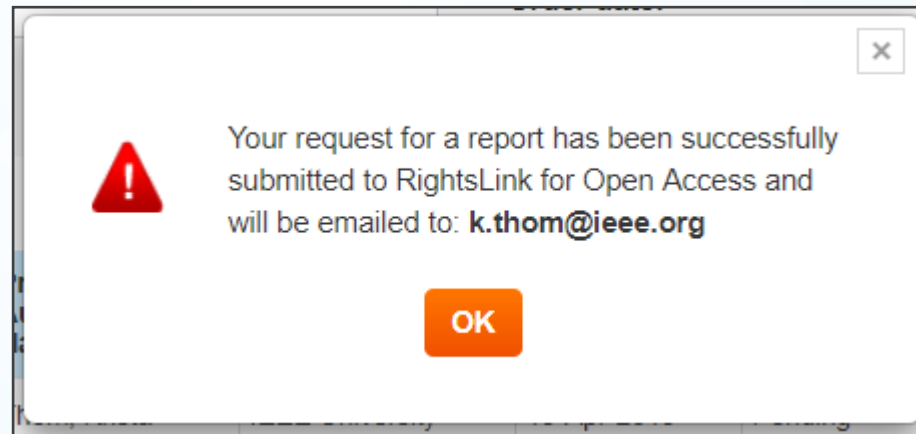
<b>Manuscript ID:</b>	<input type="text"/>	<b>Primary Author first name:</b>	<input type="text"/>
<b>Manuscript name:</b>	<input type="text"/>	<b>Primary Author last name:</b>	<input type="text"/>
<b>Publisher name:</b>	<input type="text"/>	<b>Primary Author ID:</b>	<input type="text"/>
<b>Promotion name:</b>	<input type="text"/>	<b>Primary Author Institution:</b>	<input type="text"/>
<b>Funder name:</b>	<input type="text"/>	<b>Funding status:</b> <span>?</span>	All <input type="text"/>
<b>Invoice number:</b>	<input type="text"/>	<b>Payment status:</b> <span>?</span>	All <input type="text"/>
<b>Order ID:</b>	<input type="text"/>	<b>Order date:</b>	In last 30 days <input type="text"/>

**Run Report** **Clear**

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

# Reports

- If an institution has profiles with multiple publishers, manuscripts from all publishers will be shown by default. However, it is also possible to limit results to a single publisher.
- Transaction Summary Report data is refreshed hourly.
- Full reports will be sent by email.



# Important questions to check

- OA on Hybrid journals is always authors choice (in standard workflow or in „touch free“)
- Additional reports about articles published traditionally (closed) are included in a different report and can be shared quarterly



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## 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.

# Need additional assistance?

- IEEE Open Site
  - <https://open.ieee.org/>
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