Guide for IEEE Authors at TU DELFT

Navigating the open access publication process from submission to acceptance to funding
Submission Process – OA vs. Hybrid

The corresponding author completes the submission process,

- OA Only journals only publish open access articles. Authors submitting to OA-only journals must confirm their agreement to the OA charges during the first step of the submission process.

The current open access agreement of TU Delft covers the cost of APCs for articles in fully open access journals.

- Hybrid journals allow authors the option to choose whether they would like their article to be OA or not. Authors submitting to hybrid journals will be asked to make their OA choice after acceptance, during the submission of final materials.
Step 1 of Submission to an OA Only Journal

Open Access agreement is present.

Note: Overlength page charges are set at the society’s discretion, and differ from journal to journal. Not all journals charge page charges.
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
- Entering Funding Information
Adding Authors During Submission

The submitting author enters all co-author information.

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

The submitting author’s institution data will be used to match the author with their institutional OA account.

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

PLEASE USE your INSTITUTIONAL EMAIL ADDRESS!
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.
If the manuscript is accepted, the author will be prompted to upload the final files and choose a copyright license.
Post-acceptance: final file upload

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.

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

- Authors publishing in open access only journals may choose between CCBY or CCBY NC-ND.
  - 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 should confirm any license restrictions set by the institution.
In step 1, authors confirm that the article details are correct.
In step 2, the author confirms the paper’s originality.
Authors of open access articles must agree to pay an article processing charge (APC).
eCF – step 3

Authors of open access articles are prompted to select the CCBY license type.
eCF – step 4

Authors of open access articles are prompted to sign the CCBY license.
eCF – step 5

After the author has submitted an electronic signature, they will be able to download a copy of the license agreement.
RightsLink for Scientific Communications (RLSC)

- All article processing charges (APCs) are handled through RLSC.
- After acceptance, RLSC will generate a funding request for the administrator at TU Delft if the corresponding author is affiliated with TU Delft.
  - 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 will not need to request funding through RLSC as this is done when a match is made between their manuscript metadata and the institution’s profile in RLSC.
Approving requests

The author receives an email when the request is approved or denied by the admin at TU Delft.
Need additional assistance?

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

- IEEE Author Center
  - https://ieeauthorcenter.ieee.org/

- IEEE Xplore Digital Library
  - https://ieeexplore.ieee.org/

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