

## **Open Access at IEEE**

Workflow for Authors

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



## **Author Process**

Submission, acceptance and funding



## Submission – Step 1

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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

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

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

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## Post acceptance – hybrid journal

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