

# Overview of RLSC and Author Process



# High Level OA Workflow for Authors

**Step 1** Paper Submission & Peer Review



SCHOLARONE™

**Step 3** RightsLink for Scientific Communications (RLSC)



1. Author requests APC funding (skip in TouchFree)
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 2** IEEE Electronic Copyright Form

**Step 4** Publication on IEEE Xplore



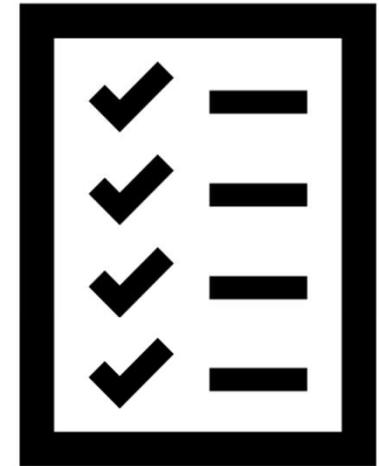
- APC usage is tracked in CCC RLSC for all active profiles
- APC reporting is done on a monthly basis
- Contact [onlinesupport@ieee.org](mailto:onlinesupport@ieee.org) for specific questions or changes to existing profiles
- Quick videos that show an overview of RLSC agreement manager:

<http://www.copyright.com/publishers/rightslink-scientific/institution-agreement-management-resources/>



## Acceptance

- If the manuscript is accepted, the author will be prompted to upload the final files and choose a copyright license.
- Hybrid journal authors will choose to publish open access or traditional (closed).



# Post acceptance – upload final files in ScholarOne

**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	TGRS--2023	This is a test paper	1-Jan-2023	1-Jan-2023
	ADM: Larkin, Alison	00761			

[Submit Final Files](#)

- Accept

[Graphics Checker](#)

- Accept for Final Submission

[view decision letter](#)

# Post acceptance – hybrid review

## Open Access

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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 \$2,350 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.

IEEE supports author choice when publishing in a hybrid journal.

Hybrid journal authors are asked to select open access or traditional (closed) after acceptance.

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



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# Post acceptance – upload final files in Author Portal

Some IEEE Publications have migrated to the IEEE Author Portal, a new and streamlined interface for authors.

Main Landing Page (what an author sees when they login to Author Portal and have a submission awaiting Final Files.

IEEE Author Portal My Submissions Samantha

My Submissions

Journal: All Journals Submission Status: All Submission Statuses

Start a new submission for IEEE Testing Journal Start submission →

IEEE Testing Journal Original Article

Identifying Key Reasons to Use the IEEE Author Portal

Submission Status: Accepted (Final Files)

Manuscript ID: PT2-02-0015-2023

Last Modified: 23 February 2023 by Editorial Office

Submitted On: 22 February 2023 by Samantha Jacobs

Due by 2 March 2023

Submit Final Files →

Need help choosing a journal? We've put together some resources and tools to help you find the right journal for your research. Find a journal

Complete Final Files

After submitting final files you will be directed to the Publication Agreement System

Complete the publication agreement immediately to avoid publication delays

Submit Final Files ✓

Once they submitted final files, the author is met with a screen that gives them a prompt to click and sign off on the Publishing Agreement.

## Post acceptance – copyright selection

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

- Authors publishing in hybrid journals may choose between:
  - **CC-BY**: author retains copyright and the article is published open access
  - **CC-BY NC-ND**: author retains copyright in 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
  - **Traditional** license in which copyright is transferred to the publisher and the article is published behind a paywall
- 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.

# IEEE 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 CC-BY license type
5. Download a copy of the agreement

## IEEE Publication Agreement

1 2 3 4 5

Select Language ▼

### Step 4: Complete the publication agreement

You may view and download a read-only version of the agreement in a selected language. You will need to sign the English version of the form below. [Click to View](#)

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**Article Title:** My groundbreaking article

**Publication Title:** IEEE ACCESS

**Authors:** Krista Thom

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## RightsLink for Scientific Communications (RLSC)

- All article processing charges (APCs) are handled through CCC RLSC on behalf of IEEE.
- RLSC will generate a funding request automatically when a manuscript matches an institutional profile.
- 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.

# Article Acceptance

A funding request is automatically sent to the institution when a manuscript matches the institution's profile.

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*

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

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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)  
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