



IEEE Open Access Workflow for Authors (Touch-Free)

OA only journals

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.

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 >
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- Step 2: Attributes >
- Step 3: Authors & Institutions >
- Step 4: Reviewers >
- Step 5: Details & Comments >
- Step 6: File Upload >
- Step 7: Review & Submit >

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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...](#)

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* Title Edit

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Matching Author Institution with Ringgold

Author Dashboard / Submission

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- Step 4: Authors & Institutions >**
- Step 5: Reviewers & Editors >
- Step 6: Details & Comments >
- Step 7: Review & Submit >

Step 4: Authors & Institutions

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."

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Authors

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1	Select...	Larkin, Alison a.larkin@ieee.org 0000-0001-6438-6457 ✓	This institution is not connected to Ringgold. Visit our FAQ on why a Ringgold connected institution is important.

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Connecting Ringgold During Submission

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Submission – Details & Comments

Submission

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Write Cover Letter

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0 OUT OF 32768 CHARACTERS

Funding [Edit](#)

* Is there funding to report for this submission?

Yes No

Funders [Edit](#)

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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.

Post acceptance – final files upload

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  IEEE Transactions on Geoscience and Remote Sensing

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Author Dashboard

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Author Dashboard

- 1 Unsubmitted and Manuscripts in Draft >
- 1 Awaiting Final Files >**
- Start New Submission >
- Legacy Instructions >
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Awaiting Final Files

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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](#)

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1. Confirm that the article details are correct.
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RightsLink for Scientific Communications (RLSC)

- All article processing charges (APCs) are handled through RLSC.
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Publishing OA with IEEE: A Guide for Corresponding Authors

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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.
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