Publishing Open Access with IEEE
A Helpful Guide for Authors

If your institution has an open access agreement with IEEE, you can greatly benefit from a simplified publishing process that pays for open access article processing charges (APCs) in advance. IEEE offers three options for OA publishing, all designed to meet the varying needs of authors while providing maximum exposure for your groundbreaking research in the IEEE *Xplore* Digital Library, now with over 5 million unique visitors per month.

Benefits of Publishing Open Access with IEEE

IEEE journals are trusted, respected, and rank among the most highly cited in their fields. We aim to provide our authors with an outstanding publishing experience and offer numerous benefits to facilitate this.

- The advantage of being published by IEEE, whose journals are trusted, respected, and rank among the most highly cited in their fields
- Maximum visibility and global reach to millions of users of the IEEE *Xplore* Digital Library
- Rigorous peer review following IEEE's established publishing principles and quality standards
- Rapid decisions to get your research exposed faster with many titles targeting a publication time frame of a matter of weeks for most accepted papers
- Enhanced discoverability of author works with abstracting and indexing providers such as Elsevier, EBSCO, OCLC, Clarivate, ProQuest, IET, and NLM
- A variety of multimedia integration options (video abstracts, etc.) as well as the ability to publish code (Code Ocean) and add datasets (IEEE *Dataport*)

Publishing OA with IEEE: A Helpful Guide for Authors

IEEE Open Access Publishing Options

FULLY OPEN Journals

IEEE offers a growing portfolio of gold, fully open access journals spanning a wide range of topical focus areas. Publish faster online and reach a larger potential audience with a rapid, yet thorough, peer-review process.

HYBRID Journals

A hybrid journal is a subscription-based journal that provides authors the choice to publish their accepted article as open access. IEEE offers over 160 hybrid journals that span an array of technology fields and offer the benefits of a respected reputation of publishing the leading research in the field.

IEEE *Access*

IEEE *Access* is a multidisciplinary, open access journal that features a rapid, yet rigorous peer review process of 4 to 6 weeks. With over 50,000 articles to date, the journal also offers discipline-specific special sections aligned with IEEE technical communities.

For more information on current IEEE institutional partners, please visit:
https://institutions.open.ieee.org/for-institutions-funders/institutional-partners/

For information on choosing the right publication for your research submission, please visit:
https://publication-recommender.ieee.org/home

Please note: Prior to submission, please check with your institution's administrator to learn if your institution has any specific funding policies on author publishing. Some institutions only fund articles published in fully open access journals due to funder mandates. Regardless, IEEE has many open access publishing options suitable for all authors that meet these policies and are mandate compliant.

5 Easy Steps to Submitting an OA Article:

❶ 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.

❷ 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.

❸ 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.)

❹ Once the request is submitted, your institution's OA administrator will receive and review for approval.

❺ 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.