

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

ScholarOne Manuscripts™ Allison Larkin Instructions & Forms Help Log Out

IEEE Power and Energy Technology Systems Journal

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Author Dashboard / Submission

Submission

- Step 1: Type, Title, & Abstract >
- 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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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.

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Step 3 – Acceptance and Post-Acceptance tasks

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Post-acceptance: final file upload

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(Alison Larkin) as Christine Kurzawa ▾

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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

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