Guide for IEEE Authors in Greece

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





Choosing Where to Submit

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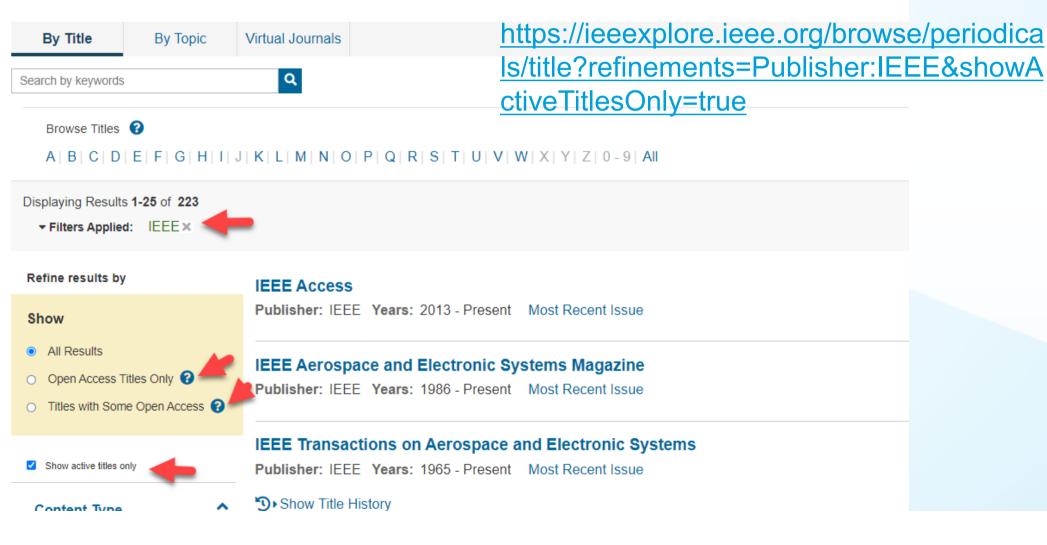
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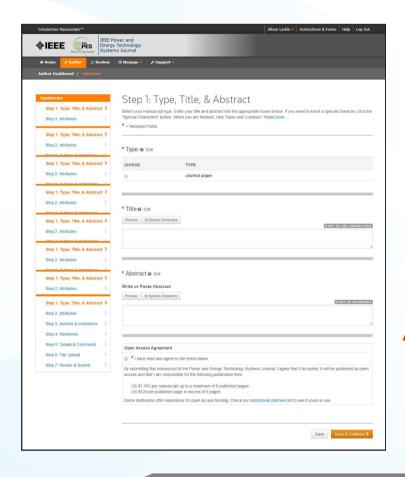
Submission Process – OA vs. Hybrid

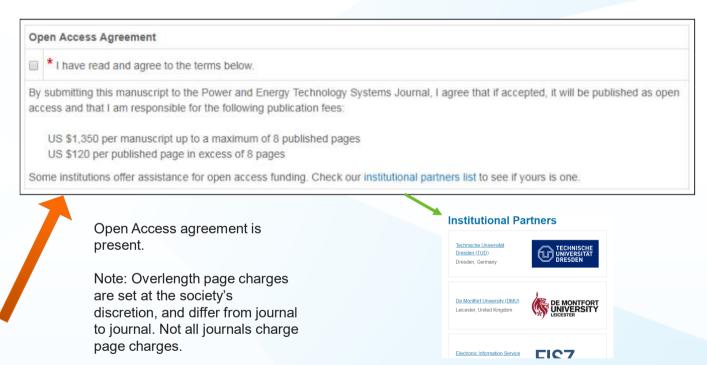
The corresponding author completes the submission process,

- 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.
- **Hybrid OA 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







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



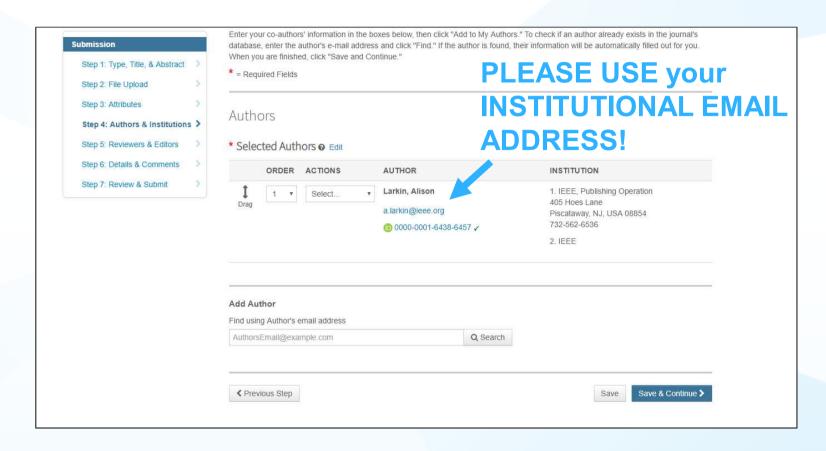
Adding Authors During Submission

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.

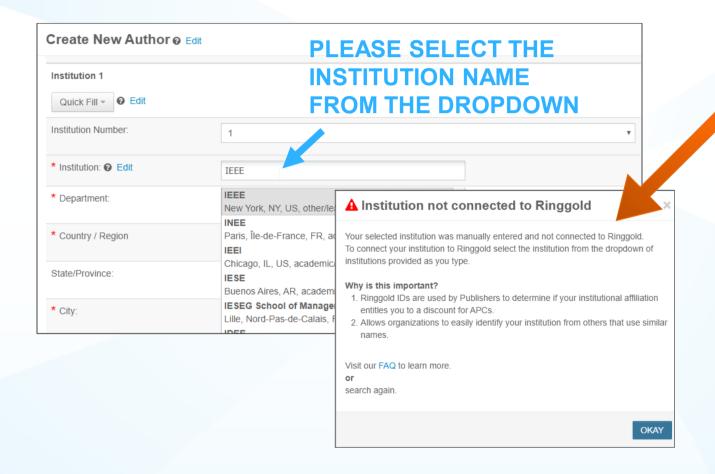
The submitting author's institution data will be used to match the author with their institutional OA account.

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





Connecting Ringgold During Submission



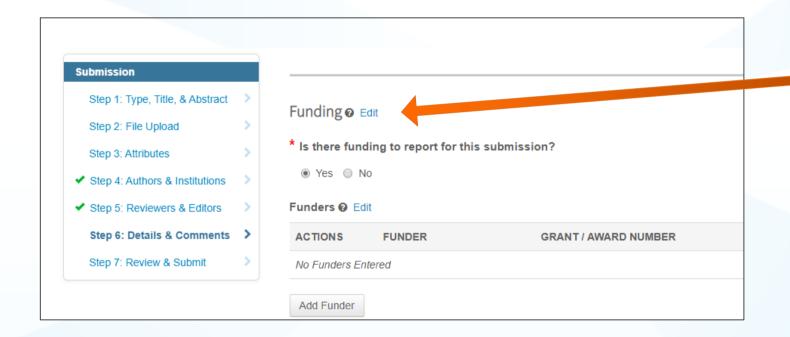
Ringgold IDs are integrated in the submission system.

When adding an author's institution information, the system will present the author with a list of institutions that most closely match what the author has entered.

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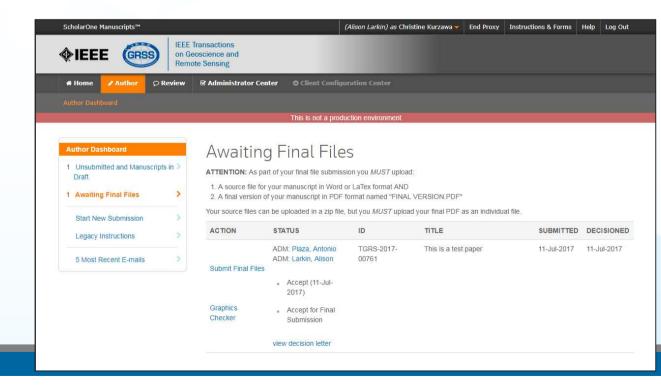


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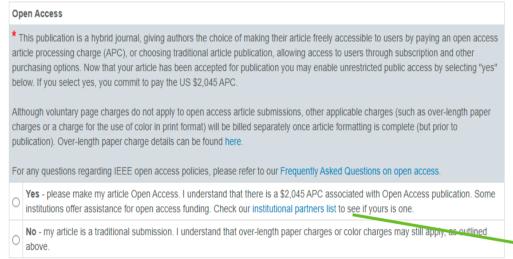
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Post acceptance – hybrid review





Note: Author of papers published in hybrid journals are only asked about open access after acceptance.



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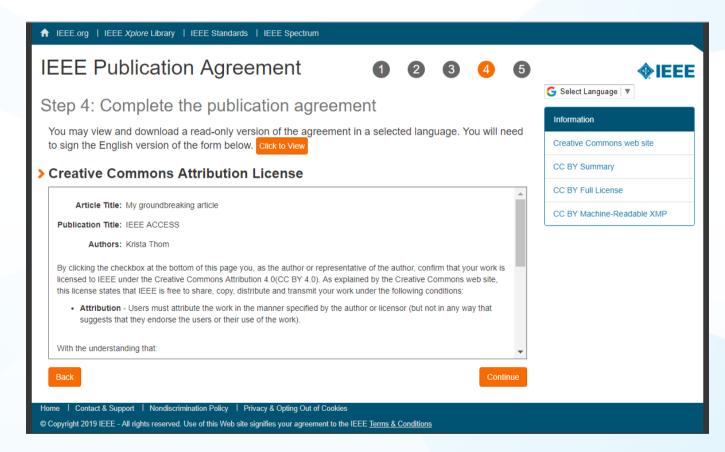
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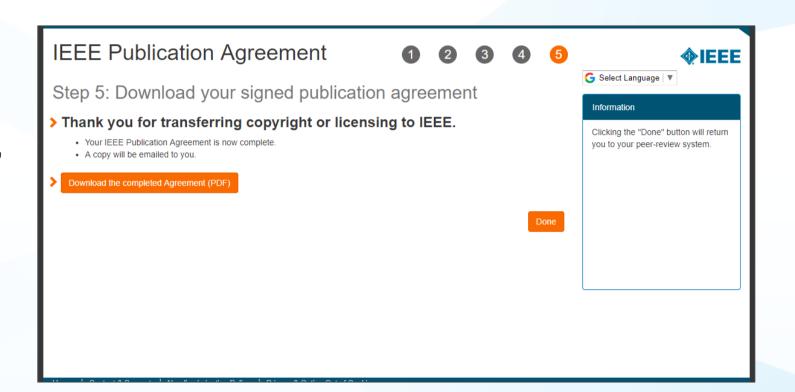
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eCF - step 5

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- All article processing charges (APCs) are handled through RLSC.
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 - Institutional profiles are matched using author-provided affiliation data and Ringgold IDs.
 - In some cases, the author's email domain may also be used as a matching criterion.
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