



Submitting Papers in ScholarOne Manuscripts

Introduction

ScholarOne Manuscripts (S1M) is the peer review management tool used by IEEE. It is an automated data-base implemented over the internet for submission, review, decisioning and tracking of papers under review for publication in *IEEE Transactions on Industry Applications* and *IEEE Industry Applications Magazine*. Detailed instructions appear on each of the web pages involved in the submission.

Papers that have been invited for presentation at future IAS-sponsored conferences (REPC, CIC, I&CPS, PPIC PCIC and the IAS Annual Meeting) are also submitted via S1M.

Software Issues

As with any web-based system, there are a few software concerns that you should be aware of.

- 1. Browsers: ScholarOne supports Internet Explorer, Safari, Google Chrome and Firefox on the Windows operating system, and Safari, Google Chrome and Firefox on Apple computers. Other platforms and browsers may work but have not been thoroughly tested with S1M.
- 2. Popup Blockers: S1M uses popup windows; you must disable popup blockers on your computer. Most browsers include optional popup browsers, but popup blockers may also be found in system security software (eg, Norton or McAfee) and some popular toolbar accessory software (eg, Google and Yahoo toolbars).
- 3. "Back" button: Use of the "back" button found in the left end of the browser toolbar can 'undo' previously completed steps in the submission of manuscripts to S1M. If you need to navigate backwards during manuscript submission, you should use the progress indicator to move to previously completed pages. To move back to your "Author Center" after completing a submission, click on the author center link in the upper left corner of the screen. To exit S1M, either click the "Logout" link in the upper right corner of the screen, or close the browser window.
- 4. Multiple browsers: Most browsers allow multiple windows (or tabs). Using S1M simultaneously in multiple windows can cause data corruption and should not be done.

Preparation for the Submission

You have received these instructions because you have been identified as the submitting/corresponding author of an invited paper. Your responsibilities include submitting the manuscript in S1M, execution of the IEEE Copyright Transfer, and serving as the contact person for all correspondence regarding this paper. In that last capacity, you are responsible for keep all of your coauthors informed as the paper moves through the review process. If some other person should have been designed for this role, please contact the person who issued your submission invitation.

There are a few things that should be done prior to submitting your manuscript.

- Read the Abbreviated Information for Authors material that accompanied your invitation.
- If you have not already created and validated an ORCID, you should do so now because you will be required to have a ORCID to complete your submission. ORCID is an open, non-profit effort within the global publications community to create and maintain a registry of unique individual identifiers and a transparent method of linking research activities and outputs to these identifiers. The sole objective is to create a mechanism to disambiguate authors, reviewers and other participants in publication activities who share the same first and last names. To create an ORCID ID, go to https://orcid.org/signin, and click on 'Register for an ORCID ID".
- The paper review process is rigorous and selective. Make sure that your paper is focused, written in clearly-understandable English, and that the references cited are appropriate to the subject. If there

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is a choice between citing a conference version of a paper or a version that has appeared in Transactions or the Magazine, please cite the version published in a periodical.

- IEEE is very concerned about the issue of plagiarism. At the time of submission, all manuscripts are scanned for similarity with previously published material using CrossCheck by iThenticate, and papers with anomalously high similarity scores may be returned for correction, or rejected without review, at the discretion of the Editors.
- Before submitting your manuscript, please review the list of references to assure that you have addressed the following requirements:
 - You may incorporate <u>minor</u> passages from your own prior papers, but in every case you MUST cite the original paper as a reference.
 - Most papers submitted to IAS for review have previously been presented at a conference. You
 must cite the conference version of your paper as a reference.
 - If you incorporate passages from papers, books or web sites prepared by other authors, you
 must clearly delineate such material as quotations, and you must cite the original source as a
 reference.
 - Wherever possible, you should cite the peer-reviewed version rather than the conference version of papers that were subsequently published in a peer-reviewed periodical.
- Read these instructions carefully, and have all of the necessary information readily available before you start the submission. It should only take about 10 minutes to complete your submission.
- You may have received a 'manuscript template' with your submission invitation that illustrates the preferred appearance of IAS manuscripts. These templates are mainly intended to assist authors in meeting the format expectations of IAS-sponsored conferences. Do not attempt to emulate the appearance of either IAS Transactions or IAS Magazine. Papers that are approved for publication in IAS Transactions or IAS Magazine are always reformatted by professional editors on the IEEE Publications staff.
- The corresponding author will be submitting the manuscript on behalf of all coauthors, and will also be executing the copyright transfer that gives IEEE legal authority to publish the paper. As the corresponding author, you should make sure that your coauthors are fully aware that you are submitting your paper to IAS for presentation and/or review for publication. You and your coauthors must agree on the final manuscript, and must meet any requirements that might be imposed by either your employers or by organizations that have funded your research before you submit the manuscript.
- You must include the title, the names and affiliations of all authors, abstract and key words in the
 manuscript file. Make sure that there are no headers, footers, or page numbers in your manuscript. If
 you are using a word processing application that has the ability to embed a background color (eg, Microsoft Word), make sure that the default color is white, and be sure to turn off any change-tracking
 function that may exist in your word processor.
- Your submission invitation included a deadline for the submission. If you are submitting your manuscript for inclusion in the Conference Record of a future IAS-sponsored conference, it is critical that you complete your submission before the submission deadline for that conference. All deadlines expire at 11;59pm New York time on the deadline date. If you need additional time to complete and submit your manuscript, you must contact the person who signed your submission invitation.
- You must submit your manuscript as <u>one electronic file</u>. That file may not be larger than 20MB, and The file name must be alphanumeric special characters (eg, @, #, \$, %, &, etc) may not appear in the file name. In general, the best approach is to submit a .pdf version of the manuscript with embedded and captioned figures and tables. However,
 - o authors who use Microsoft Word may submit a single, word processing file (.doc or .docx) with embedded and captioned figures and tables.
 - o authors who use Word Perfect, Star Office Writer, or Open Office must use the Times Roman type face (only), and must save their manuscripts as .doc files prior to upload.
 - authors who use LaTex must upload .pdf files of the manuscript with embedded and captioned figures and tables.
 - Be careful when assembling your manuscript file that you don't inadvertently embed either applications or data files with figures. Whenever possible, figures should be created in other applications, and simply pasted <u>as pictures</u> into your manuscript.
 - o zipped files, postscript files, files in which text is presented as graphic elements, and files created by page layout software (such as Pagemaker) are NOT ACCEPTABLE.

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- if you choose to submit a .pdf file, please make sure to use a recognized pdf distiller to create that file. .pdf files created using third party distillers may not be compatible with the software used to process IEEE papers.
- o you may include only one figure in the abstract of your paper, and that figure must appear immediately below the abstract text in the manuscript that you submit to S1M. In the event your paper is eventually approved for publication, the graphic file for that figure must be named 'gagraphic.XXX', where XXX is the appropriate extension for the graphic format of the file.
- S1M will create a .pdf proof of your manuscript that is the version that will be seen by reviewers, and in the case of conference papers, will appear in the conference record; you are responsible for its appearance. You are required to check the result of this distillation, and you must correct any errors before completing the submission. Common problems include:
 - figures are randomly relocated on the page
 - o annotation on figures appears at inappropriate locations on the page rather than in the intended placement on the figure
 - o formulas or equations are corrupted
 - the 'change tracking' tracking function in the word processing application is invoked showing the full history of edits of the manuscript
 - o there is an overall background color on the manuscript
 - o symbols may be missing, including components of mathematical expressions and the © symbol in the IEEE copyright notice embedded in the footer of your manuscript by the pdf distillation in S1M.

Distilling the manuscript using an off-line pdf converter (eg, Adobe Writer) may disclose potential problems before going 'on line'. However, be aware that some 'third part' pdf distillers may actually be the source of the errors seen in the pdf proof created by S1M. Adobe Writer and the pdf distiller contained in Microsoft Word have been consistently compatible with the Adobe distiller embedded in S1M.

- ScholarOne attempts to maintain compatibility with supported browsers and the most popular word processing tools. Unfortunately, software changes frequently so compatibility is a dynamic issue. Not all software publishers are diligent about backward compatibility; it may not be safe to assume that a newly-released version of supported software will be fully compatible with S1M. Also, users should be especially cautious about 'beta' versions of software, or 'freeware' distributed over the internet that is described as equivalent to supported software.
- IEEE can support multimedia content in technical papers archived in IEEE Xplore. Multimedia content must undergo the same peer review scrutiny as the text portion of a paper. Multimedia content cannot be included in the printed versions of IAS Transactions or IAS Magazine, and generally won't be supported by Conference Records. Authors who are considering inclusion of multimedia content in technical should contact the appropriate Editor-in-Chief for further details.
- IEEE now offers authors the option to request OpenAccess (OA) publication of papers approved for publication in *IEEE Transactions on Industry Applications*. Information on OA publication is addressed in a 'sidebar' at the end of this document.

Steps in Submission

The first step is the submission process is to click the "Accept" link in the invitation e-mail. This does two very important things:

- 1. It confirms that the e-mail address we have for you is correct and that you have received the invitation.
- 2. It triggers ScholarOne Manuscripts to anticipate a submission from you. If you do not click the "Accept" link, you will be unable to submit your manuscript.

Then, you must log into the IAS S1M web site. Every IEEE Society has its own unique S1M site; you cannot submit a paper to IAS via an S1M site operated by another IEEE Society or publication. The url for the IAS site is http://mc.manuscriptcentral.com/ieee-ias. Choose your "Author Center", click the "Invited Manuscripts" link, and then click the "Continue Submission" icon next to the manuscript you wish to submit.

Your login ID and password will be given in the invitation e-mail. If this is your first encounter with S1M, you will be initially taken to the account management area where you will be required to complete some infor-

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mation fields. The initial password that is assigned to your account will be valid for only one login, so you will also be required to select and set a permanent password.

There are seven (7) steps in the manuscript submission process. Some of the information requirements will be provided when the submission invitation is created, and those fields already be filled in when you enter S1M. You must complete all fields marked with a red asterisk. If you find that you are unable to enter data into required fields, please contact the person who originated your submission invitation.



The progress indicator shown here appears on the left side of each of the steps. A green check mark will appear in the progress indicator when you have satisfied all of the required steps on a page,. You may "Save" the information submitted on each of the pages, leave the system, and then come back at a later time to complete your submission. You can quickly navigate to any other step simply by clicking on the desired step in the progress indicator.

Step 1 - Type, Title and Abstract: The entry in the 'Type' field is the name of the IAS Technical Committee that is responsible for the review of your paper; this field will be completed at the time your submission invitation is created, and you will not be able to change the entry.

The 'Title' field should also be filled in, but you may modify the title if you wish. Papers approved for publication may be rejected by the publication Editor-in-Chief if the title in the manuscript itself does not

match the title in S1M. Embedding ACSII codes for symbols in your title could result in corruption of the manuscript record for your paper. If your title involves non-alphanumeric characters, you should use the 'special character' option to select those characters from an S1M menu.

You must enter an abstract in the designated field, either by keying in text, or by copying a pasting from the manuscript itself

<u>IAS Annual Meeting papers only:</u> If your paper has been invited for submission on a pre-presentation basis for a future IAS Annual Meeting, you must register to attend the conference and enter your conference registration confirmation number in the specified field on page 1. For all other submissions, the Annual Meeting field should be left empty.

After completing all the questions on this page, click "Save & Continue" at the bottom of the page,

Step 2 - Attributes: In this step, you must select five to ten key words that describe the technology addressed in the paper. These key words may be used in identifying suitable reviewers for your paper. Key words may be selected from a drop down menu, but it is easier to type in key words of your choice.

The remaining fields on this page should have been completed at the time your invitation was created. After completing all the questions on this page, click "Save & Continue" at the bottom of the page,

Step 3 Authors & Institutions: The person who received the submission invitation is automatically assumed to be the 'corresponding/submitting author', and only that person has the ability to enter information into S1M, initiate the copyright transfer, and receive correspondence addressed to the authors via S1M. If you wish to change the 'corresponding/submitting' designation to another of the authors, contact the person who sent your submission invitation. The corresponding author is expected to keep coauthors informed about the status of the paper.

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When you first enter S1M, information on the corresponding author will already appear in the fields for Step 3, and the step will show a green check indicating that the <u>minimum</u> data requirement has been met. If you are the sole author of your paper, you may skip this page.

However, if you have coauthors, you must provide information for <u>each</u> additional person listed as an author or coauthor on the manuscript itself. It is your responsibility to make sure that the names of all authors appear <u>both</u> on the manuscript itself and in the S1M manuscript record, and that the names are in the desired order in both places. There is no limit on the number of authors associated with a paper. You may arrange the names in the S1M record in the desired order using the buttons next to the names of the individual authors on this page. If your paper is being submitted on a 'pre-presentation basis' for a future IAS-sponsored conference, the information in S1M may be used to generate both the conference program and the table of contents for the Proceedings distributed to attendees at the conference; the names that will appear will be the names listed in S1M, and will appear in the order in which you sequence them in S1M. IAS is not responsible if the list of author names is incomplete or in the wrong order, nor is IAS responsible for misspelled author names.

Each author must have a unique e-mail address. Enter each coauthor's e-mail address, and then click "Find" (next to the e-mail field) so that the system can search the user database for existing accounts for that person. If the coauthor does not have an existing user account, there is a 'create a new author' link. After completing the information fields, click the 'Add to My Authors' icon.

When papers are submitted by an official IEEE Working Group, the coordinating author (usually the working group chair) should be identified as the corresponding author. If the list of contributors is very lengthy, you may identify the working group members in an acknowledgement paragraph in the manuscript rather that identifying them individually in the submission, but please explain the circumstances in the "Cover Letter" space on step 5.

Don't forget to click "Save & Continue" at the bottom of the page.

Step 4 - Reviewers and Editors: You are not allowed to select either the Associate Editor who will manage the review of your paper, or the reviewers who will evaluate the paper for publication. However, you may identify individuals who you would prefer to not be invited to assume those roles. If you do not have any preferences, just skip this page.

Step 5 - Details & Comments: It is not necessary that there be a cover letter with every submission. However, you may either type a message in the cover letter field, or upload a cover letter document if you have important information to convey to the sponsoring Technical Committee and reviewers that cannot be communicated in any other way. For example, if you have changed the title of your paper, include an explanation in the cover letter field.

Please ignore the "Manuscript information" block. This information is not used.

Authors are required to fully disclose the history of the paper; you must explain any previous submissions, conference presentations, internet postings or instances where your paper is or has been in review or in press at any other Journal. "Previous submission" means submission of the paper (either exactly the same paper, or a similar paper) to any group for actual presentation at a conference and/or for peer review to determine if the paper should be published in a journal or magazine. You do not need to disclose that you previously submitted a draft of your paper to the IAS Technical Committee that has now asked you to formally submit the manuscript to S1M.

You may be asked to present your paper at more than one IAS-sponsored conference, but if your paper has previously been reviewed for publication in IAS Transactions or IAS Magazine, it is not eligible for an additional review. If you have any concerns about how you should answer this question, you should discuss the history of your paper with the person who sent you your submission invitation. Be aware that misrepresenting the history of a manuscript is considered 'Author Misconduct' by IEEE.

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All submissions are scanned using CrossCheck by iThenticate. Your paper may be returned for correction, or possibly rejected, if CrossCheck detects excessive similarity with previous published papers or articles, including postings on web pages, that you have not disclosed at the time of submission and/or cited as references in the paper.

The hardcopy version of Transactions is normally printed in black and white, and color illustrations are rendered in grayscale. Electronic versions of manuscripts (including versions archived in IEEE Xplore) can include color. An affirmative answer to the question about color reproduction is not a commitment, but will flag the Transactions Editor to have a further discussion with you if your paper is selected for publication.

Click "Save & Continue" when you have completed the page.

Step 6 - File Upload: Finally, you must upload your manuscript file. Use the 'select' field to search your local computer for the manuscript file you want to upload. You may select and upload up to three files at a time. If you need to upload more than three files, you will need to upload three files, and then repeat the process as many times as necessary to upload all required files. Individual papers are limited to a maximum of 100MB for the sum of all submitted files.

In IAS, we request that the initial submission should of <u>only one complete file</u> (with embedded and captioned figures) that you designate as the "Main Document". Do not submit multiple versions of the manuscript (eg, a word processing file and a .pdf file).

After the review process has been completed, you will be notified if your manuscript is accepted for publication in either *IEEE Transactions on Industry Applications* or *IEEE Industry Applications Magazine*. If your paper is accepted for publication, you will be required to submit a set of 'final files' in ScholarOne Manuscripts. The list of 'Final Files' includes an original text file for the approved manuscript (either .doc or .docx for users of WYSISYG word processing applications, or .tex or .dvi files for LaTex users), a .pdf of the manuscript with embedded and captioned figures, original graphics files (.jpg, .gif, .tif, .bmp, etc) for each of the figures in your paper, and biographies and digital photographs of each of the authors. Please make certain that you have retained all of the material required to prepare and submit your final files if and when that need arises.

Also, if you have multiple papers (eg, a Part 1 paper followed by a Part 2 paper), please ask the sponsoring committee how they will be treated. Normally, multi-part papers are treated as totally separate papers that are submitted individually in response to separate S1M invitations.

After completing the page, click "Save & Continue".

Step 7 - Review & Submit: This page summarizes all of your inputs and alerts you if required information is missing - a green √ indicates that all required information on a page has been provided, while a red X means that additional information is needed. If any information is missing or incorrect, you must return to the step where S1M asks for that information - you cannot make changes in step 7.

Also, you must click the 'View Proof' button at the bottom of this page to preview the proof created in S1M prior to final submission. The preview displays what the reviewers will see, and it is your responsibility to carefully check that the proof looks the way you want it to look. Problems with the appearance of the proof are almost always caused by problems in the file uploaded by the corresponding author. If changes are required for any reason, you must first change the files on your computer, delete the version you uploaded to S1M, and finally upload the corrected version. After saving the file, you must again examine the distilled pdf by clicking the pdf icon.

When you are satisfied with your converted manuscript, click the "Submit" icon at the bottom of the page to complete the submission.

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You may exit S1M after uploading your paper and clicking "Previous Step". However, you will no longer have access to your manuscript record or file(s) after clicking the yellow "Submit" button in step 7. If you subsequently discover errors in your submission, contact the sponsoring IAS Technical Committee for assistance. Please understand that changes cannot be made after your manuscript has been assigned to reviewers, or after your manuscript has been released to a Conference Record.

Copyright Transfer: At this point, S1M will refresh to a page that confirms that your submission was received. At the same time, a confirming e-mail will be addressed to <u>all authors</u> from the responsible Technical Committee. This e-mail will identify the unique Manuscript Tracking ID assigned to your paper that you will need for any future correspondence about your paper. All subsequent e-mail correspondence will be directed to the corresponding/submitting author only.

Immediately below the submission date you will see a "Transfer Copyright" link. Your paper cannot be processed until you click this link and complete the copyright formalities. Clicking the link causes the box shown here to appear:

Copyright Transfer is accomplished in a totally separate software application called 'e-Copyright' (or eCF) that resides on a server in a different data center. Clicking "OK" in response to this S1M question will open a popup window that will connect you to the e-Copyright



application; at the same time, critical 'metadata' for your paper will be transferred from the S1M computer to the eCF computer. The eCF application starts with the message 'IEEE Publication Agreement - Welcome". There are three potential issues at this point:

- 1. It is normal for the eCF popup window to initially be compressed so that you cannot see the entire contents. Just place your cursor at the lower right corner of the window, and drag it to expand the size of the window until you can read the contents.
- 2. If the popup window opens, but there is an "Error 404 Not Found" message, the S1M computer was unable to make a connection with the eCF computer. This seldom occurs, but is possible since S1M and eCF involve different computers in different data centers. If this happens, try again later.
- 3. If the eCF popup window doesn't open, then you likely have an active popup blocker on your computer. Popup blockers must be disabled whenever you are working in S1M or eCF.

The eCF process involves five steps. You will be asked to:

- 1. Confirm that the information passed to eCF from S1M is correct.
- 2. Confirm that the article is original and that your employer has empowered you to execute copyright transfer agreements.
- 3. Select the appropriate publication agreement.
- 4. Sign the selected publication agreement by typing you name into an electronic form.
- 5. Download the signed publication agreement.

Some organizations do not allow technical personnel to execute copyright transfer agreements, but instead require that those agreements be dealt with by contracts specialists, lawyers, or other authorized personnel. If this is the case with your employer, you will be asked to provide the name and e-mail address of the person authorized to execute the copyright transfer agreement. At that point, eCF will send that authorized person an e-mail with a link to the copyright transfer file for your paper. A similar delegation may occur if you are a US Government Employee and identify a non-Government coauthor to execute the copyright transfer. Please understand that while you may delegate execution of the copyright transfer, IAS Publications considers the assigned corresponding author to always be responsible for timely execution of the transfer.

eCF is designed to handle six different scenarios. The choices include:

1. An agreement that is appropriate for the legal situation that exists when one or more of the authors of a paper are employees of the US Government.

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- 2. An agreement that is required for the legal situation that exists when one or more of the authors of the paper are employees of the Crown Government. In this context, 'Crown Government' means the governments of England, Scotland, Wales or Northern Ireland.
- 3. An agreement that is suitable for the legal situation that exists when one or more of the authors of the paper are employees of the European Union.
- 4. An Open Access Publication Agreement IOAPA) that is an option only if you are requesting Open Access publication of your paper.
- 5. A "Creative Commons By" license that also is available only to those who choose Open Access publication.
- 6. An agreement that is worded to address all other situations. Most IAS authors choose this option. Questions regarding which of these options is appropriate for you should be discussed with your legal counsel. IEEE cannot offer legal advice and cannot suggest the correct copyright transfer agreement for your specific situation.

After answering the questions, the Copyright Transfer Wizard will present a replica of the IEEE copyright transfer agreement. You must <u>type</u> your name (only) in the indicated space at the bottom of this form. Do not attempt to include the names of your coauthors in this 'electronic signature' field - IEEE assumes that the corresponding author is authorized to sign the transfer on behalf of all coauthors.

Finally, click "Submit". When the screen refreshes to report that the transfer has been successfully executed. Please click "Done" to complete the copyright transfer process and close the e-Copyright popup window. If you manually close the popup (using the 'X' in the upper right corner) without clicking 'Done', the copyright transfer process will not be completed correctly.

The corresponding/submitting author (only) will receive a confirming e-mail after completing the copyright transfer that will include a copy of the completed transfer form.

Questions

If you encounter questions in preparing or submitting your manuscript, the first resource should be the Technical Committee that will be reviewing your paper. Alternative contacts include:

- IAS ScholarOne Manuscripts Administrator, louie.powell@ieee.org
- ScholarOne Manuscripts "Help Desk" click the "Help" link at the top right corner of the S1M page, or call
 +1 732-465-5859 during Eastern US business hours.
- IAS Web Site, http://ias.ieee.org/
- Editor-in-Chief, IEEE Transactions on Industry Applications, t.nondahl@ieee.org
- Editor-in-Chief, IEEE Industry Applications Magazine, eic-iam@ieee.org
- IAS Staff Administrator, <u>ias-administrator@ieee.org</u>
- For questions regarding copyright, IEEE Intellectual Property Rights Office, ipr@ieee.org
- To establish an ORCID ID: https://orcid.org/signin

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Open Access

Open Access (OA) refers to a process whereby the general public can have access to published material without subscribing to a periodical or without paying for access to an archive such as IEEE Xplore. OA publication is offered because some funding agencies now require that the results of research be made available to the general public without fee or restriction as a condition of funding grants.

IEEE offers authors the option to indicate a preference for OA publication by means of a question that appears on first page of the S1M submission process. The key points to be aware of regarding OA are:

- 1. OA is only an <u>option</u>. Authors are asked to choose between traditional and OA publication after papers have been reviewed and approved for publication, as part of the 'final file' submission process. Authors who are not interested in OA should click the "NO" response to the question regarding OA to default to the conventional publication model.
- 2. There is always a cost for publication, regardless of whether the material is published conventionally or on an OA basis. The conventional publication model relies on revenue from subscriptions to pay the cost of publication and allows authors to submit papers for review, and for those papers to be published, without charge to the author. The cost of OA publication will be offset by charges assessed to authors at the time of publication. The fees assessed to OA authors include:
 - A standard OA charge of US\$1750 per published paper
 - An optional charge for inclusion of color in the hardcopy version of Transactions. If the author declines this option, color can still be included in the version of Transactions papers that appears in IEEE Xplore provided the author has included color in the figure files submitted for publication.
 - An overlength charge for papers that exceed the 9-page limit for IAS Transactions. These fees will be payable after the paper has been reviewed and approved for publication in IAS Transactions. If the author opts for OA publication but then declines to pay the charges after the paper has been approved for publication, the paper will be published on a conventional basis.
- 3. The OA option is only available for papers that are published in IAS Transactions. OA is not available for papers published in IAS Magazine or conference records.
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- 5. Papers that are published on an OA basis are published by IEEE under either an Open Access Publication Agreement (OAPA) of a Creative Commons publication license (CCL) rather than a conventional copyright transfer. Authors must answer the question about OA a second time in the e-Copyright system after the manuscript has been submitted. It is important that the answer provided in the e-Copyright system be consistent with the answer to the OA question in S1M. Authors should also understand that the legal implications of an OAPA or CCL may be different from those associated with a transferred copyright. IEEE cannot provide legal advice, and questions regarding the choice between these alternatives should be discussed with your legal advisor..

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