Author FAQ for Article Submission

How can an author submit a paper for *Transactions on Industry Applications* or *Industry Applications Magazine*?
For an author to submit for peer review they need to either:

- First present at an IAS-sponsored conference and then upon invitation, they can submit a revised/updated version of the paper for publication
  or
- They can submit directly to a special issue/section if they are writing a paper on that topic and it is before the deadline for that special issue. They can find a list of the special issues at https://ias.ieee.org/publications/ieee-transactions-on-industry-applications/ and then go to "Information about Special Issues."

How does an author know they have been invited to submit a paper for peer review?
The author will receive an email from IEEE IAS Publications with an invitation and instructions on how to submit for peer review.

The invitation email will look something like this:
Subject Line: Invitation to Submit a Paper for Peer Review
Sender: IEEE IAS Publications **<onbehalfof@manuscriptcentral.com>**

What role does ScholarOne play in the invitation process?
Invitation acceptance begins in ScholarOne but all submission tasks originate in the IEEE Author Portal.

- Authors begin their submission by accepting the email invitation for peer review that originates from ScholarOne.
- Once the acceptance is confirmed, the author will be redirected to Author Portal where they will log in or create an account.
- Authors will continue the submission process in Author Portal and be able to track the paper status as well as perform any necessary revision tasks.
- While ScholarOne Manuscript remains intact for peer review, authors will now only interface with Author Portal.
- Any peer review decisions are immediately reflected in Author Portal, so authors always have access to the most up to date information regarding their submissions.

What if an author tries to submit to ScholarOne?
The submission will be locked waiting for the submission to be sent from Author Portal. ScholarOne is no longer used for author submissions.

What if the article type is locked in Author Portal?
The article type will be locked when an author doesn't click the agree/accept link in the original ScholarOne invitation email.

The invitation email will look something like this:
Subject Line: Invitation to Submit a Paper for Peer Review
Sender: IEEE IAS Publications **<onbehalfof@manuscriptcentral.com>**

- The author should start by returning to the original invitation email received from ScholarOne, and accept and agree to the invitation by clicking the appropriate link.
- The author will then be directed to the IEEE Author Portal page to create an account or log in using the email address that received the invitation.

Additionally, once the author clicks the accept/agree link, a second email will come through from **no-reply@researchexchange.com**.

- This email confirms a submission has been started in Author Portal and contains a direct link to the author's submission in the portal.
- The subject line will say "Submission started for IEEE IAS Publications." Authors can use the link in the email to access their submission in Author Portal.

What if the article type is still locked in Author Portal even after clicking the accept/agree link in the invitation email from ScholarOne?
In addition to the invitation email from ScholarOne, the author should have an email from **no-reply@researchexchange.com** that was generated when the accept/agree link was clicked and acceptance confirmed.

- That email confirms a submission has been started in Author Portal and contains a direct link to the author's submission.
- The subject line will say "Submission started for IEEE IAS Publications." The author should look for that email and click the link within it to get to their submission in Author Portal.

What if the invited author needs to give ownership to a different co-author?
If the invited author wants a co-author to submit instead, then the invited author needs to accept the invitation and open the submission in Author Portal. They can then request a change of ownership by emailing ias-pubs@ieee.org. The new invited author will need to have an account on the Author Portal submission site.

What if the author no longer has access to the email address that was invited?
If the author no longer has access to the email address that was invited (past employer or university for example) a new invitation from ScholarOne will need to be created and sent to the updated email address. Merging email addresses will not rectify the issue. To have an email address updated in ScholarOne, please contact ias-pubs@ieee.org.

What if the author logs into Author Portal with IEEE credentials but was invited with a different email address?
If the author is invited with one email address and logs into the Author Portal site with their usual IEEE credentials, which are different from the invited email address, then the author will be asked to verify their identity. The author will click “send code” and the code will be sent to the invited email to confirm. This will link the user's email by verifying.

What if an author creates an Author Portal account with a new email address other than the one that received the invitation?
Logging in to the Author Portal with an account other than the one that received the invite will break the workflow, and the author will not be able to claim ownership of the submission.

How should the author proceed with the copyright transfer?
The copyright transfer process happens at the paper acceptance stage and will be handled in Author Portal. The link for eCopyright appears in the Author Portal after the author submits the final files.