

A New Model for Open Access Publication

Instructions for ACM Open Author Workflow

This document will explain the procedural experience and steps to follow when an author chooses to publish in an ACM journal, conference proceeding or the International Conference Proceeding Series (ICPS). It is extremely important that authors:

- 1. are listed as the corresponding author
- 2. use their institutional email address when submitting their work

These essential criteria will ensure they are provided with the correct ACM Open Rights forms.

When the corresponding author submits a paper to be published in an ACM journal or if a paper has been accepted to an ACM conference or ICPS conference, the author will receive an email with instructions on how to access the ACM eRights Form.

When the corresponding author, (the author who received the email with the link to the eRights form), clicks on the link to the eRights form they are brought to an <u>Update Paper</u> (for journals and ACM conferences) or <u>Data Validation</u> (for ICPS) screen.

- a. If the paper is part of the ACM Open Program, there will be a green bar on the top of the page stating "This paper is part of the ACM Open Program".
 - i. The eRights system recognizes the corresponding author is from a participating institution based on the email domain provided to us by the institution's administrator.
 - ii. If the corresponding author changes their email address, from their institutional domain to a non-institutional domain*, their paper will no longer be part of the ACM Open Program.

** This paper is part of the ACM Open program **

Next Steps:

- 1. The corresponding author should confirm all information on the <u>Update Paper</u> or <u>Data Validation</u> screen to make sure the title and the author's information are correct.
- 2. Once the corresponding author has reviewed the information and determines it is correct, they should Click on the verification check box, and then;
- 3. Click on Proceed to eRights Form button



Please Note:

- Clicking on the Proceed to eRights Form button will bring the corresponding author to <u>the Rights</u> <u>Options</u> (for journals and ACM conferences) or <u>Publication Release Form</u> (for ICPS).
- The ACM Open eRights Form (for journals and ACM conferences) defaults to the Institutionally Paid Open Access rights and a Creative Commons CC-BY 4.0 License. The corresponding author is allowed to change the options (but the default options is recommended and may be requested by your institution).
- For the corresponding author to choose a Creative Commons License they **cannot** change the rights option from Institutionally Paid Open Access to Exclusive License to Publish.
- For ICPS papers, the Publication Release Form will also contain the Permission Release questions.

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For journals and ACM conference papers:

After selecting their Creative Commons license and clicking the Proceed button the corresponding author will see the ACM Permission Release Form that needs to be filled out to give ACM permission to publish their work.

For ICPS:

After clicking Save & Continue (for ICPS), the corresponding author will see the Data Finalization form confirming their selections.

After clicking on the <u>Submit</u> button (for journals and ACM conferences) or <u>Finalize All Data</u> (for ICPS), the corresponding author will receive email confirmation of the acceptance of the forms along with a copy for their records.

If you have any questions about the eRights process for ACM Open institutions, please reach out to <u>rightsreview@acm.org</u> or your account manager.

For the Publication Rights & Licensing Policy, visit the <u>ACM Publication Policy</u>.