IEEE

Electronic Copyright

IEEE

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Change History:

Ver	Date	Changed By:	Comments
1.0	June 2015	IEEE	Updated eCF requirements
1.1	Dec. 2015	IEEE	Added error codes
1.2	July 2018	IEEE	Updated eCF requirements
1.3	May 2019	IEEE	Removed OAPA signing option
1.4	August 2019	IEEE	Removed QA site and added Article ID requirements

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1   Overview

The electronic IEEE Copyright Form (eCF) has been a staple of IEEE's publishing program since May 2004, and has become the preferred method for authors to complete their publishing agreement with IEEE. The eCF has effectively accomplished the goal of digitally transferring ownership rights of the intellectual property to IEEE, and has also saved significant amounts of time and effort on the part of IEEE authors, volunteers and staff.

The latest version of the eCF has expanded features that meet the evolving publishing world. The eCF now provides the Creative Commons Attribution (CC BY) license. Authors submitting to hybrid journals now will be given a clear explanation of publishing options and will have an opportunity to select their preferred publishing model (Traditional or Open Access). The eCF has also added extensive information boxes throughout the process to help instruct authors about each step, and a streamlined wizard process.

2   Implementation

Figure 1 depicts the participants involved in the Electronic Copyright process. As shown, the referrer (or the submitting site) hosts the metadata, which contains a link to the copyright web site. The source metadata is passed to the Electronic Copyright via https. The user then completes the copyright process to create a PDF document.
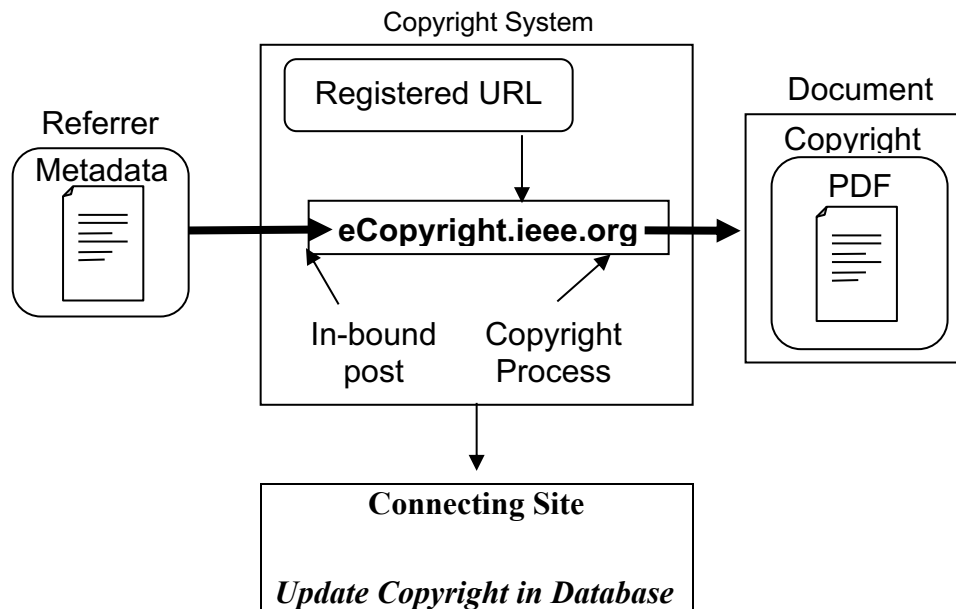

Figure 1 - Definition of Terms

2.1 Referrer (Source)

The submitting site should construct a form with appropriate parameters which get submitted to the IEEE copyright system. The parameters set in this form act as input data to our copyright system. An example form is shown below. ***Parameter names are case sensitive.*** If non-ASCII characters are being sent in the Author Name or Article Title field, they should be in UTF-8 format. Placing the meta tag on the page as shown below should help with this.

```html
<head>
        <meta http-equiv="Content-Type" content="text/html; charset=UTF-8" />
</head>
<form action="https://ecopyright.ieee.org/ECTT/IntroPage.jsp"
method="post">

<input type="hidden" name="PubTitle" value="IEEE Conference on Topic">
<input type="hidden" name="ArtTitle" value="On Fluid Queuing Systems
with Strict Priority">
<input type="hidden" name="AuthName" value="Yong Liu and Weibo Gong">
<input type="hidden" name="ArtId" value="12345">
<input type="hidden" name="ArtSource" value="***">
<input type="hidden" name="AuthEmail"
value="y.liu@ieee.org,a.smith@ieee.org">
<input type="hidden" name="rtrnurl" value=http://yoururl.com/page.html>
<input name="Submit" type="submit" value="Copyright Submission">

</form>
```

Name	Description
PubTitle	Publication title that the paper is associated with. Conference titles must match the official title listed on the Letter of Acquisition.
ArtTitle	Article Title.
AuthName	Authors of the paper.
ArtId	Unique article identifier. Valid characters that can be used in article identifiers are: a-z, A-Z, 0-9,-(hyphen),_(underscore), . (period), / (slash), ((open parenthesis),) (closed parenthesis), ; (semicolon)
ArtSource	Each referrer site will be assigned a unique code. Conference ArtSource code is the five-digit Conference Record Number assign with the Letter of Acquisition.
AuthEmail	Authors e-mail address. If multiple emails are present, they should be comma separated.
rtrnurl	URL referring back to the source web site or any URL where the user should be taken to after completing the copyright submission.

*** Only the e-mail of the author connecting is required. If more then one author has written the paper then you can pass multiple e-mails separated by commas.

2.2 Copyright System

The Copyright Web Site will walk the submitter intuitively through a process that will ensure the user signs the correct copyright form.

2.2.1 Registered URL (or Trusted URL)

All web sites that wish to link to the Electronic Copyright website should be registered as trusted sites. This submission URL should be provided to the IEEE MCE Office during the registration process, and if necessary, informing the IPR Office if the URL needs to be changed.

2.3 Document

A PDF copyright document will be created and stored on the IEEE file system. The user will have the ability to download the document. The author or signer will also receive attached copy of copyright form via email.

2.4 Copyright Types

Once the author completes the copyright signing process, the eCF Database will record the copyright agreement was selected. The possible values for the Copyright Type are as follows (item in RED is only available to IEEE periodicals):

Copyright Type	Description
IEEE	IEEE Standard Copyright Transfer
USG	IEEE US Government Certification
EU	IEEE European Union Certification
CRWN	IEEE Crown Certification
CCBY	Creative Commons Attribution License

2.5 Return URL

When the manuscript submission site connects to the ecopyright system, a return URL is passed along. This URL will allow the user to go back to the appropriate page on connecting site after he/she signs the copyright.

The Update URL and Return URL provide different functions. The Update URL is a handshake to the connecting (submitting) site to update a file or database

3 Support

If you have any questions on how to implement Electronic Copyright please contact by e-mail at ecopyright@ieee.org

4 Error Codes

The following are error codes that appear on the user's screen if there is an issue with the eCF system working with your system.

1001: IEEE's eCF system does not recognize the URL of the manuscript submission system trying to connect to it. Submission system URLs must be registered and associated with the source code assigned to your publication. If you have registered a submission URL and have updated or changed it in any way, you must contact the IPR Office at ecopyright@ieee.org, and provide the following details:

- Publication title
- Source code
- Previous submission URL
- New submission URL
- Error code 1001

1002: IEEE's eCF system does not recognize the source code in the data that is being sent by the manuscript submission system. For conferences, the source code is the 5 digit Conference Record Number provided to you after your publication title is registered. If your publication title was registered, please check the source code data in your manuscript submission system. If the code is entered correctly, you must contact the IPR Office at ecopyright@ieee.org, and provide the following details:

- Publication title
- Source code
- Submission URL
- Error code 1002

1003: IEEE's eCF system does not recognize the publication title in the data that is being sent by the manuscript submission system. The publication title must be registered, and must match the title being used in the eCF system EXACTLY. If your publication title was registered, please check the spelling of the title in your manuscript submission system. Make sure there are no extra spaces at the end of the title. If the title is entered correctly, you must contact the IPR Office at ecopyright@ieee.org, and provide the following details:

- Publication title
- Source code

- Submission URL
- Error code 1003

1004: IEEE's eCF system was not set up correctly for this publication. IPR Office staff will need to reregister the title in the eCF system. Please contact the IPR Office at ecopyright@ieee.org, and provide the following details:
- Full publication title
- Error code 1004

1005: IEEE's eCF system was not set up correctly for this publication. IPR Office staff will need to reregister the title in the eCF system. Please contact the IPR Office at ecopyright@ieee.org, and provide the following details:
- Full publication title
- Error code 1005

1006: IEEE's eCF system was not set up correctly for this publication. IPR Office staff will need to reregister the title in the eCF system. Please contact the IPR Office at ecopyright@ieee.org, and provide the following details:
- Full publication title
- Error code 1006

1007: The email data was not formatted or entered correctly.   The email format must be valid (example@email.com) and, if multiple emails are used, each must be separated by commas. If the emails are formatted and entered correctly, and there is still an error, please contact the IPR Office at ecopyright@ieee.org, and provide the following details:
- Full publication title
- Full paper title
- Author name(s)
- Email address(es)
- Error code 1007

1008: The eCF system is unable to recognize the referred header of the site attempting to connect. This usually happens when the submission system is behind a firewall that is interfering with the passing of data. You should disable the firewall and retry the connection to see if this corrects the problem. If it does, please set the firewall to pass the information to the eCF system. If you continue to have problems with connecting due to the same error, please contact the IPR Office at ecopyright@ieee.org, and provide the following details:
- Publication title
- Source code

- Submission URL
- Error code 1008

1009: The eCF system did not receive all the required data from your manuscript submission system. The following data needs to be passed to the eCF

Data name	Description of data
PubTitle	Publication title that the paper is associated with.
ArtTitle	Article Title.
AuthName	Authors of the paper.
ArtId	Unique article identifier.
ArtSource	Each referrer site will be assigned a unique code. Conference ArtSource code is the five-digit Conference Record Number assign with the Letter of Acquisition.
AuthEmail	Authors e-mail address. If multiple emails are present, they should be comma separated.
rtrnurl	URL referring back to the source web site or any URL where the user should be taken to after completing the copyright submission.

Please check the coding to ensure all fields are included in the data being sent from your system. If you continue to have problems with connecting due to the same error, please contact the IPR Office at ecopyright@ieee.org, and provide the following details:

- Publication title
- Source code
- Submission URL
- Error code 1009

1010: There was a problem with the article identifier data being received by the eCF system. Valid characters that can be used in article identifiers are: a-z, A-Z, 0-9,- (hyphen),_(underscore), . (period), / (slash), ((open parenthesis),) (closed parenthesis), ; (semicolon). If you correct the ID and still receive this message, please contact the IPR Office at ecopyright@ieee.org, and provide the following details:
- Full publication title
- Full paper title
- Author name(s)
- Article Identifier
- Error code 1010

2001: There is a problem with the information that was passed from the Open Access Payment Portal to the eCF system, which did not allow you to return to your publication agreement for completion. Please contact the IPR Office at ecopyright@ieee.org, and provide the following details:

- Full publication title
- Full paper title
- Author name(s)
- Error code 2001

2002: There is a problem with the information that was passed from the Open Access Payment Portal to the eCF system, which did not allow you to return to your publication agreement for completion. Please contact the IPR Office at ecopyright@ieee.org, and provide the following details:

- Full publication title
- Full paper title
- Author name(s)
- Error code 2002

2003: There is a problem with the information being received by the eCF system. Please contact the IPR Office at ecopyright@ieee.org, and provide the following details:

- Full publication title
- Full paper title
- Author name(s)
- Error code 2003

2004: There is a problem with the article identifier data being received by the eCF system. Please contact the IPR Office at ecopyright@ieee.org, and provide the following details:

- Full publication title
- Full paper title
- Author name(s)
- Article Identifier
- Error code 2004

3001: The article identifier that is being sent by the manuscript submission system matches a previously used article identifier in the eCF system for that same publication title. The data for each article must have a unique article identifier. If the article identifier being sent by the manuscript submission system is unique and the error still occurs, you must contact the IPR Office at ecopyright@ieee.org, and provide the following details:

- Publication title

- Source code
- Article ID
- Error code 3001

3002: During the eCF submission process, authors are asked if they are authorized to sign the publication agreement. If they indicate "no" they are NOT authorized, authors must then enter the name and email address of the person who IS authorized to sign. It appears that you have selected "no" and entered a name and address. You should contact the person to whom you have designated the signing of the agreement. They should have received an email with instructions for entering the eCF system and completing the publication agreement. If that person did not receive an email, or you need to designate a different person, you must contact the IPR Office at ecopyright@ieee.org, and provide the following details:

- Publication title
- Paper title
- Author name(s)
- Designated person's name
- Error code 3002

3003: There is a problem with the information that was sent in the email by the eCF system to the person whom was designated as the person to sign the publication agreement. Please contact the IPR Office at ecopyright@ieee.org, and forward the email that was sent by the eCF system to the designated person, and provide the following details:

- Correct publication title
- Correct paper title
- Correct author name(s)
- Error code 3003

3004: Authors who enter the eCF system by way of an emailed link and login credentials should copy and paste the user name and password from the email. Typing in the information can introduce mistakes. If you have tried copying and pasting the information but still receive an error message, you must contact the IPR Office at ecopyright@ieee.org, and provide the following details:

- Publication title
- Paper title
- Author name(s)
- Error code 3004

4001: The eCF system experienced a technical issue that will need to be investigated by the team at IEEE. Please contact the IPR Office at ecopyright@ieee.org, and provide the following details:

- Publication title
- Paper title
- Author name(s)
- Error code 4001