

# WILEY

## Open Access Publishing Workflow

For authors at institutions  
that have an Open Access  
agreement with Wiley  
(for Hybrid OA only)

Wiley Publishing Japan  
(updated Aug 2024)



# Introduction

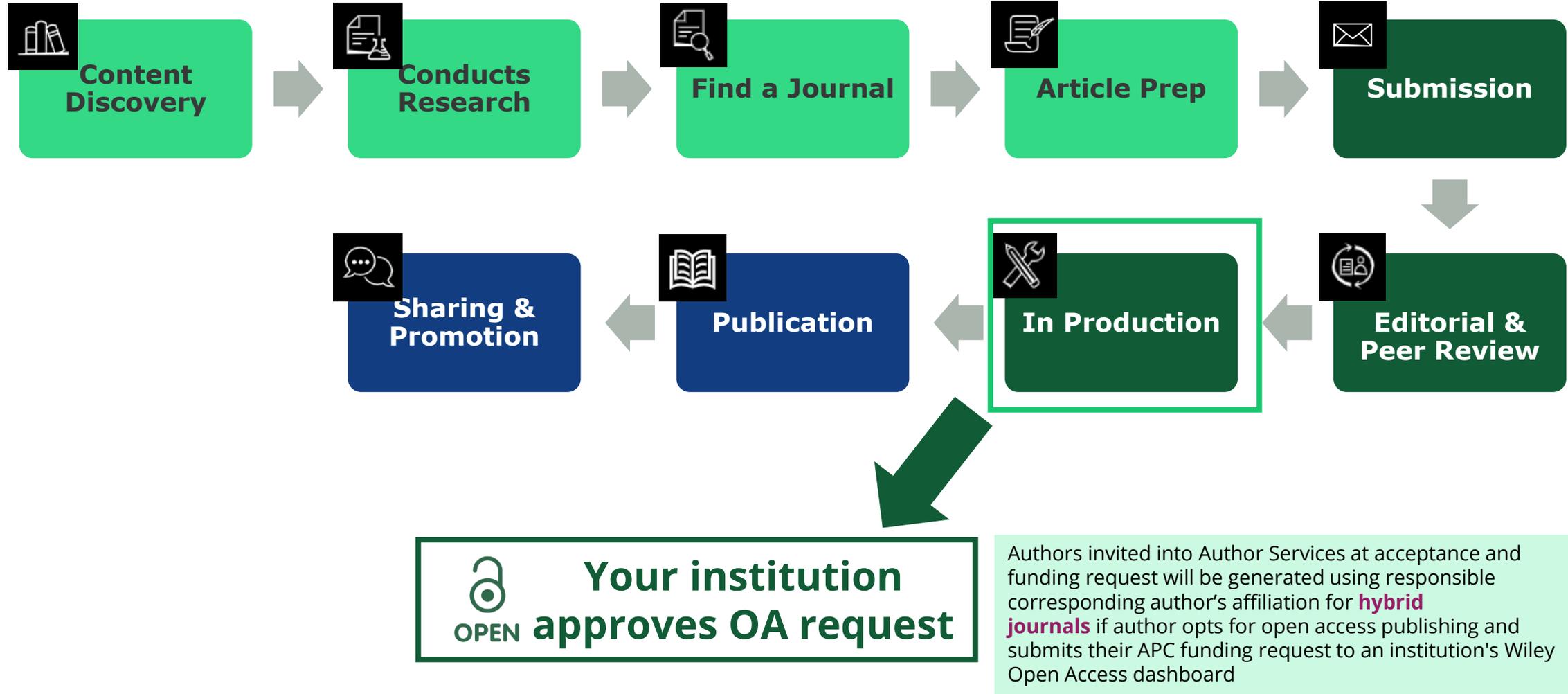
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This guide is for authors affiliated with institutions that have an Open Access (OA) agreement with Wiley for Hybrid OA journals only.

## Hybrid OA

if you publish your article in a Hybrid journal, which means a subscription journal that also offers the option of publishing articles open access

# Author Journey for Wiley Hybrid Journals



# Paper Accepted - Invitation to Publish Open Access

In Production: Your article accepted in <journal title>

Dear Author,

Article ID: <article ID>

Article DOI: <DOI>

Journal: <journal title>

Congratulations on the acceptance of your article for publication in <journal title>.

Your article has been received and the production process is now underway. We look forward to working with you and publishing your article. Using Wiley Author Services, you can track your article's progress.

Eligibility for APC funding coverage alert

Wiley and <eligible institution> have an agreement to cover the cost of your open access publishing.

Please click on the link below to login using <email>:

<https://authorservices.wiley.com/home.html>

If applicable, a list of available actions will appear below – check out your Author Services Dashboard for all actions related to your articles.

Sign your license agreement (REQUIRED)

Track your article's progress to [publication](#)

Submit an [OnlineOpen](#) order to make your article open access. Hint: Your open access publication fees may be covered by your institution or funder. [Learn more.](#)

Access your [published article](#)

Invite your colleagues to view your published [article](#)

If you need any assistance, please click here to view our Help section.

Sincerely,

Wiley Author Services

# Author Services - Manage Article

## Author Services Dashboard

Authors are invited to Author Services when their article has been accepted by a journal.

Any articles requiring actions will be automatically featured on the top.

'Manage article' button kicks off the process.

### Manage this article



International Journal for Numerical Methods in Biomedical Engineering

Test article

DOI: 10.1002/cnm.4414

Status: In Production

### ⚠ Required Actions



#### Sign license

Please sign your license for your article to be published.

Continue Signing License →



#### Review Open Access eligibility



#### Article is eligible for Open Access through your institution at no fee

Wiley and <eligible institution> have an agreement to cover the cost of your open access publishing.

Select open access at no additional charge →

### Publication History



Accepted  
January 26, 2021

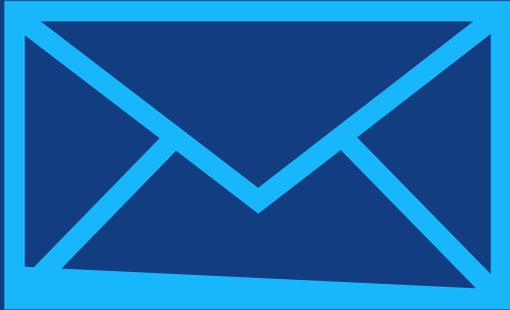


In Production  
See required actions for next step

### Help with this article

For help with your license or ordering open access, please visit our [FAQ page](#) or start a chat with Customer Support by clicking the Help icon below.

# WILEY



## **Step 1:**

Confirm Author Role

# Confirm Author Role

## Author Role

The author list will show all authors from the manuscript.

Author has two options – to select one or more

Corresponding Authors from the list and confirm, or to select “This list is incorrect”.

The screenshot shows the Wiley Author Center interface. At the top, the Wiley logo is on the left, and navigation links for Home, My Dashboard, Authors, Reviewers, Editors, and Help are in the center. A search bar and LOGIN/REGISTER links are on the right. Below this is a navigation bar with MY ARTICLES (highlighted), COMMUNICATION HISTORY, ORDER HISTORY, and MY AUTHOR PROFILE. A back link 'Back to Manage this Article' is visible. The article title is 'Rapid Communications in Mass Spectrometry' with the subtitle 'Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments' and DOI: doi.org/10.1002/rcm.8922. A sidebar on the left lists 'Confirm Author Roles' (highlighted), Funders & Grant Details, Your Affiliations, Copyright ownership, License Selection, and License Signing. The main content area is titled 'Confirm corresponding author(s)' and includes instructions: 'Corresponding authors will have their contact information included on the final published article.' and 'Most articles only have one or two corresponding authors.' A list of authors is shown with checkboxes: Berhane Abrha Asfaw, Kaori Sakaguchi-Söder, Anat Bernstein (checked and labeled 'Corresponding author'), Hagar Siebner, and Christoph Schüth. A blue box highlights this list. To the right of the list, a warning box states: 'Selections made here will be reflected on the final published paper.' and 'You will not be able to change this selection during proofing.' At the bottom right, there is a link 'This list is incorrect' and a button 'Confirm 1 corresponding author →'. The Wiley logo is at the bottom left, and a colorful logo is at the bottom right.

# Confirm Responsible Corresponding Author

The padlock icon indicates the author may be eligible for APC coverage.

Only one author can be selected as the Responsible Corresponding Author.

They will be the only person responsible for **signing the license** and whose affiliations will be used to **determine their eligibility** for APC coverage.

## Confirm Authors

Funders & Grant Details

Affiliations

Copyright ownership

License Selection

License Signing

Which corresponding author is responsible for remaining publication activities?

Wiley requires **one** corresponding author to be assigned to complete remaining pre-publication activities, including:

- Confirming the article's funding information
- Verifying affiliation with institutions that have pre-paid for Open Access publishing fees
- Arranging payment for Open Access fees, when applicable
- Signing the copyright license and/or gathering signatures from copyright owners
- Reviewing online proofs of the final article



### Article may be eligible for Open Access APC funding or discount

- Information provided at submission indicates **Christoph Schüth** may be affiliated with **Technische Universität Darmstadt**.
- Information provided at submission indicates **Hagar Siebner** may be affiliated with **Technische Universität Darmstadt**.
- Information provided at submission indicates **Berhane Abrha Asfaw** may be affiliated with **Technische Universität Darmstadt, Technische Universität Darmstadt and Technische Universität Darmstadt**.

If you wish to participate, they should be assigned as the responsible corresponding author.

Berhane Abrha Asfaw

Kaori Sakaguchi-Söder

Anat Bernstein

**Hagar Siebner** Responsible corresponding author

Christoph Schüth

← Corresponding authors

Assign responsible author →

# WILEY



## **Step 2:**

Funders & Grants Details

---

# Funders & Grant Details

## Funders

The author is presented with reported funders (if provided at submission) and is given an additional option to add/edit any funder(s).

I did not receive funding for this article

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Journal of Adolescent & Adult Literacy  
Test article  
DOI: 10.1002/jaal.81557

**Funders & Grant Details**

Affiliations  
Copyright Ownership  
Open Access Options  
License Agreement Types  
License Submission

**Please confirm your funders for this article** ⓘ

Correctly declaring your funders helps us ensure that you're compliant with any funder mandates and determines if you're eligible for OnlineOpen funding.

Deutsche For

- Deutsche Forschungsgemeinschaft DFG | German Research Association | German Research Foundation
- 
- Deutsches Zentrum für Herz-Kreislaufforschung  
Deutsches Zentrum für Herz-Kreislaufforschung e.V. | DZHK | German Centre for Cardiovascular Research | Deutsches Zentrum für Herz-Kreislauf-Forschung e. V.
- 
- Deutsches Forschungszentrum für Gesundheit und Umwelt, Helmholtz Zentrum München

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nt Details →

# Funders & Grant Details

## Funders

The author is presented with reported funders (if provided at submission) and is given an additional option to add/edit any new/existing funder(s).

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Journal of Adolescent & Adult Literacy

Test article  
DOI: 10.1002/jaal.81557

**Funders & Grant Details**

Affiliations

Copyright Ownership

Open Access Options

License Agreement Types

Payment

License Submission

Please provide grant details for the funders

If you have received a grant number from your funders, please add it here. If you did not receive any number, then please check 'I have not received a number for this grant'.

Wellcome Trust

Grant Number \* Add Recipients (optional)

Enter grant number Add one or more recipients

I have not received a number for this funder

← Funders

Confirm & proceed →

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## **Step 3:**

Confirm Affiliations

---

# Confirm Institutional Affiliation – Ringgold Exact Match

## Confirm/Enter Institutional Affiliation – Exact Match

Authors need to confirm or edit their institutional affiliation.

This information is pre-populated based on the Responsible Corresponding Author's details provided through our submission systems, at the point of submission of the article.

This step should always be the Responsible Corresponding Author's institutional affiliation(s).

The presence of a green bar on the left-hand side of the box, in addition to the 'Verified' text with a green tick, shows that the information entered has been recognised by the Ringgold database.

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Journal of Adolescent & Adult Literacy

Test article  
DOI: 10.1002/jaal.81557

[Funders & Grant Details](#) ✓

**Affiliations**

Copyright Ownership

Open Access Options

License Agreement Types

Payment

License Submission

Please confirm your affiliations for this article

Please confirm your primary affiliation with the institution where the research for this article was conducted. This helps us determine if your institution may cover your OnlineOpen Article Publication Charge and will not affect any information in the published article.

- Do not include any of your co-authors' affiliations.
- When searching for your affiliation, select your institution only; do not include a department, office, or other subdivision (e.g., enter "University of Oxford" and not "University of Oxford Department of Economics"). Using a specific department or subdivision may affect the open access payment options you are offered.

**Verified** ✓ ⓘ

Universitat Basel  
BASEL, BASEL-STADT, CH

Edit Delete

+ Add affiliation

← Funders & Grant Details

Confirm & proceed →

# Enter Institutional Affiliation – No affiliation provided

## Enter Institutional Affiliation – No affiliation provided

As authors start typing their affiliation, possible matches will auto-populate below for authors to choose from. (This information comes from the Ringgold database.)

**WILEY** Home My Dashboard Authors ▾ Reviewers ▾ Editors ▾ Help ▾

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Journal of Adolescent & Adult Literacy

Test article  
DOI: 10.1002/jaal.79856

[Funders & Grant Details](#) ✓

**Affiliations**

Copyright Ownership

Open Access Options

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Please specify your affiliations for this article

Please add your primary affiliation with the institution where the research for this article was conducted. This helps us determine if your institution may cover your OnlineOpen Article Publication Charge and will not affect any information in the published article.

- Do not include any of your co-authors' affiliations.
- When searching for your affiliation, select your institution only; do not include a department, office, or other subdivision (e.g., enter "University of Oxford" and not "University of Oxford Department of Economics").

Max Planck G

FROM YOUR PROFILE

Max-Planck-Gesellschaft  
MÜNCHEN, BAVARIA, DE

ALL OTHER INSTITUTIONS

Max-Planck-Institut für Herz- und Lungenforschung W G Kerckhoff-Institute  
BAD NAUHEIM, HESSE, DE

Max-Planck-Innovation GmbH  
MÜNCHEN, BAVARIA, DE

Cancel

Proceed →

# Confirm/Enter Institutional Affiliation – Multiple Wiley Open Access Account Affiliations

## Institutional Affiliation – Multiple WOA Affiliations

Authors will see a purple 'Open Access' box to alert the author that they have triggered the eligibility criteria for funding based on their affiliation.

The lack of this purple box, in this case for the University of Basel, also confirms that this institution does not currently have an agreement with Wiley to cover APCs for their researchers.

← Back to Dashboard

Journal of Adolescent & Adult Literacy

Test article  
DOI: 10.1002/jaal.81557

[Funders & Grant Details](#) ✓

**Affiliations**

Copyright Ownership

Open Access Options

License Agreement Types

License Submission

### Please confirm your affiliations for this article

Please confirm your primary affiliation with the institution where the research for this article was conducted. This helps us determine if your institution may cover your OnlineOpen Article Publication Charge and will not affect any information in the published article.

- Do not include any of your co-authors' affiliations.
- When searching for your affiliation, select your institution only; do not include a department, office, or other subdivision (e.g., enter "University of Oxford" and not "University of Oxford Department of Economics"). Using a specific department or subdivision may affect the open access payment options you are offered.

Verified ✓ ⓘ

Universitat Basel  
BASEL, BASEL-STADT, CH

[Edit](#) [Delete](#)

Verified ✓ ⓘ

Max-Planck-Gesellschaft  
MÜNCHEN, BAVARIA, DE

[Edit](#) [Delete](#)

Open Access

This institution has an agreement with Wiley and the article is eligible for open access at no cost to you.

# Enter Institutional Affiliation – Multiple Wiley Open Access Account Affiliations

## Enter Institutional Affiliation – Multiple WOA Affiliations

If the author enters affiliations with multiple institutions and more than one of the institutions has a Wiley Open Access Account, an additional screen will be presented asking the author to select which institution is most appropriate to cover the open access fees.

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Journal of Adolescent & Adult Literacy  
Test article  
DOI: 10.1002/jaal.81557

- [Funders & Grant Details](#) ✓
- Affiliations**
- [Copyright Ownership](#)
- [Open Access Options](#)
- [License Agreement Types](#)
- [License Submission](#)

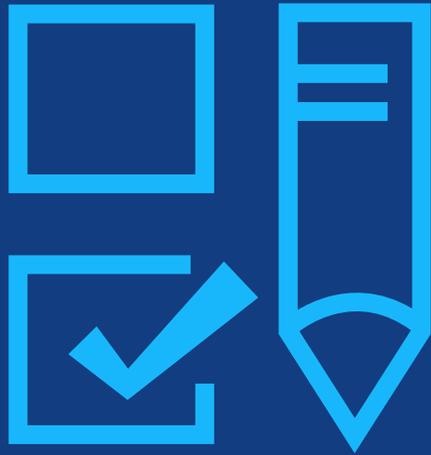
### Where did you spend the most time researching this article?

We noticed that the institutions below have an agreement with Wiley and may make your article eligible for free open access. As per the agreement, the article publication charge will be covered by the account associated with the institution you were primarily involved with during research.

- Verified** ⓘ  
**University of Oxford**  
OXFORD, GB
- Verified** ⓘ  
**Max-Planck-Gesellschaft**  
MÜNCHEN, BAVARIA, DE

[← Affiliations](#) [Confirm & proceed →](#)

# WILEY



## Step 4:

Copyright Ownership Selection

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# Copyright Ownership

## Copyright Ownership

Author is presented with the Copyright Ownership selection.

The first option is the most commonly selected, except for work carried out under specific governments' employ or for corporations/ institutions with specific IP ownership contractual clauses.

Funders & Grant Details ✓

Affiliations ✓

Copyright Ownership

Open Access Options

License Agreement Types

License Submission

## Copyright ownership

The following steps will establish who has copyright ownership for the work.

After we have identified the relevant copyright owners, we will provide instructions on how the license(s) can be signed and submitted.

### Do you own the copyright to this work?

Please select and confirm from the following options

Yes, I own the copyright to this work

*This is the correct selection for many works*

In most academic and healthcare institutions, faculty retain the copyright for work that they have authored. Please check with your institution to see if different policies apply.

No, I do not own the copyright to this work

*Another party may own the copyright to this work*

This can apply if:

- This work was completed as part of official duties during the course of employment. Example employers where this can apply:
  - Local government agencies (U.S., U.K., etc.)
  - Private companies
  - Intergovernmental Organizations (IGOs) or Non-governmental Organizations (NGOs)
- There is a related clause outlined in the original statement of work
- The work has been contacted or 'made for hire'

Help

# WILEY



## **Step 5:**

Confirm Open Access Option

---

# Open Access Option

## Open Access

Author is presented with the choice of publishing their article in open access. Choose “Yes” if you would like to make your article open access through your institution’s OA agreement.

If not, choose “Keep my article subscription-only”. Choose this option too if APC (Article Publication Charge) is waived by your journal.

← Back to Manage this Article

International Journal for Numerical Methods in Biomedical Engineering  
Test article  
DOI:10.1002/cnm.4413

[Funders & Grant Details](#) ✓

[Affiliations](#) ✓

[Copyright Ownership](#) ✓

**Open Access Options**

License Agreement Types

License Submission

### Do you want to make your article open access?

 **Open Access**

Wiley has an agreement with your institution, Karolinska Institutet, to cover eligible open access article publication charges (APCs) for their affiliated authors. Visit our [Bibsam](#) page to find out what type of APC coverage is available from your institution.

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- Allows your article to be cited widely and achieve the greatest possible impact in your field
- Complies with open access mandates - retain copyright and choose a Creative Commons license

← Copyright Ownership      [Keep my article subscription-only](#)      **Yes, make my article open access →**

# Note 1: How to pay APC on your own, not using your institution's OA agreement

## Get your OA request denied

If, for some reason, you don't want to use your institution's OA agreement with Wiley but pay APC on your own, **click "Yes"** as shown in the previous page to submit an OA request, and then reach out to your institution's OA administrator to **get the OA request denied**.

Once your request is denied, you can return to Author Services and order OA at your cost. (follow the link on the right)

1. Submit an OA request by clicking "Yes" as shown in the previous page
2. Ask your institution's OA administrator to deny the OA request
3. Return to Author Services and order Open Access (follow the link below for details)



Yes, make my article open access →



 Make this article Open

Open access makes your article immediately and freely available to read, download, and share.

Discounts may be available

Order Open Access

<https://authorservices.wiley.com/author-resources/Journal-Authors/open-access/hybrid-open-access/how-to-order-hybrid-open-access.html>

# Note 2: If you did not choose OA after acceptance but would like to submit an OA request later

## From Author Services

As long as your article is eligible for your institution's OA agreement with Wiley, you can submit an OA request to your institution even if you did not choose OA after acceptance of the article.

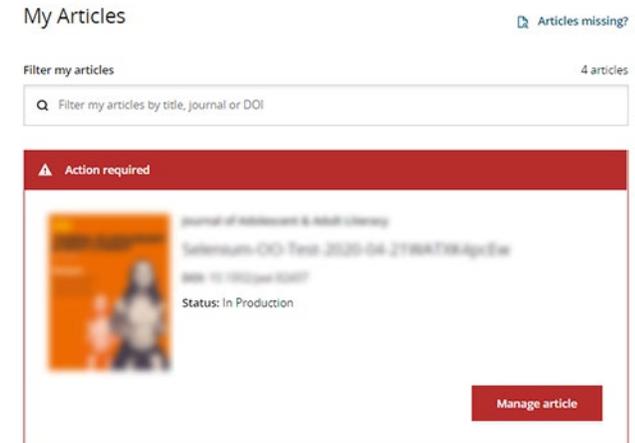
An OA request can be submitted before or after the article is published.

1. Click "Manage Article" in the Author Services

2. Click "Order Open Access"

3. Follow the link below for details (From Step 5 onwards, refer to "My APC will be covered by an institution or funder that has an open access arrangement with Wiley" section)

<https://authorservices.wiley.com/author-resources/Journal-Authors/open-access/hybrid-open-access/how-to-order-hybrid-open-access.html>



# WILEY



## **Step 6:**

License Agreement Types

---

# License Agreement Types

## License Agreement

If open access is selected, the author is asked to select a Creative Commons license dependent on funding source(s) reported and journal license permissions.

A short description of each Creative Commons license type is made available per license type to aid authors when deciding which license to sign.

International Journal for Numerical Methods in Biomedical Engineering  
KEMO test 4  
DOI:10.1002/cnm.36197

[Funders & Grant Details](#) ✓

[Affiliations](#) ✓

[Copyright Ownership](#) ✓

[Open Access Options](#) ✓

**License Agreement Types**

License Submission

Based on the information you provided, these are your available license options. Please make a selection below.

	<a href="#">CC BY</a>  Creative Commons Attribution	<a href="#">CC BY-NC</a>  Creative Commons Attribution NonCommercial	<a href="#">CC BY-NC-ND</a>  Creative Commons Attribution NonCommercial NoDerivatives
	<input type="radio"/> Choose CC BY	<input type="radio"/> Choose CC BY-NC	<input type="radio"/> Choose CC BY-NC-ND
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Enter into other publishing agreements	✓	✓	✓
Archive in an institutional repository, subject archive or personal website			
<b>Readers can quote and cite in research</b>	✓	✓	✓
<b>Readers can:</b>			
Create modified versions including abridgments, annotated versions, excerpts and figures	✓	✓	—
Release modified versions under terms of their choosing including CC license			
<b>Readers can redistribute commercially</b>	✓	—	—
	<input type="radio"/> Choose CC BY	<input type="radio"/> Choose CC BY-NC	<input type="radio"/> Choose CC BY-NC-ND

# WILEY



## **Step 7:**

License Submission

---

# License Submission

## Sign & Submit

The next step is license signing.

If the Responsible Corresponding Author correctly added a mandated funder as one of their original research funders for this paper, authors will automatically be asked to review and sign a CC-BY license.

[← Back to Dashboard](#)

Journal of Adolescent & Adult Literacy

Test article  
DOI: 10.1002/jaal.81557

- [Funders & Grant Details](#) ✓
- [Affiliations](#) ✓
- [Copyright Ownership](#) ✓
- [Open Access Options](#) ✓
- License Submission**

### Please sign the license

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**Journal of Adolescent & Adult Literacy**

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Date: May 07, 2020

Contributor name: Sze-Kie Ho

Contributor address:

Manuscript number: Selenium-OO-Test-2020-04-16WAT9a8kR5Y

Re: Manuscript entitled Selenium-OO-Test-2020-04-16WAT9a8kR5Y (the "Contribution")  
for publication in Journal of Adolescent & Adult Literacy (the "Journal")  
published by Wiley Periodicals, Inc. ("Wiley")

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I agree to the OPEN ACCESS AGREEMENT as shown above and have obtained written permission from all other contributors to execute this Agreement on their behalf.

Contributor's Name

# License Signing

## Confirmation

Once the Responsible Corresponding Author has signed and submitted their license for this article, their funding request will be submitted.

When this happens, they will be greeted with this confirmation screen.

Their funding request will then appear in their institution's Wiley Open Access Account (WOAA) dashboard immediately, for review and approval.

[Back to Manage this Article](#)

## Your order and license have been successfully submitted

1. A confirmation has been sent to your email.
2. You will be able to download the license from your dashboard.

Your institution, Karolinska Institutet, may cover your eligible open access article publication charge (APC) through an agreement with Wiley at no additional charge to you. If approved, your article will be published as open access in due course.

### Article details:

International Journal for Numerical Methods in Biomedical Engineering

Test article

DOI: 10.1002/cnm.4413

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Indicate your agreement with the following statement: "It was easy and straightforward to order the OnlineOpen open access option for my journal article."

- Strongly disagree
- Disagree
- Neither agree nor disagree
- Agree
- Strongly agree

Please add any comments below to expand on your reply.

SUBMIT

# If your OA request was denied by your institution (1)

## Denial notification

If your OA request was approved or denied by your institution, you receive a notification email from Wiley. If you receive a denial notification (right), you have two options:

1. Publish the article as subscription-only, without paying APC

2. Make the article open access by paying APC on your own

See the next page for steps for each.

## [Denial notification email]

Dear Author,

We are responding to your request for your institution or funder to pay the article publication charge for the following article.

Article Title:

Article DH\_ID:

Article DOI:

Journal Code:

Institution/Funder Name:

ABC University denied your Open Access payment request. Denial reason:

If you still want to make your article Open Access, please visit your <https://authorservices.wiley.com/home.html> either arrange for payment yourself or submit a new funding request to a different institution.

Sincerely,

The Wiley Open Access Account Team  
[accountdashboardsupport@wiley.com](mailto:accountdashboardsupport@wiley.com)

# If your OA request was denied by your institution (2)

## Your steps after denial

1. Publish the article as subscription-only, without paying APC

2. Make the article open access by paying APC on your own

Visit the Author Services and follow the steps described here for each.

Log into the Author Services and click on **Manage article**



1. Publish the article as subscription-only, without paying APC

Click on **Sign License** and sign CTA (license agreement for non-OA articles)

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Sign License



2. Make the article open access by paying APC on your own

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