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Authors' Workflow for Hybrid Journals



Author Services Invitation

Invitation

Authors are invited to Author Services when their article has been accepted by a journal, regardless of institutional affiliation.

To begin the author workflow for the article, they click on the 'Manage article' button.

The screenshot displays the Wiley Author Services interface. At the top, the Wiley logo is followed by navigation links: Home, My Dashboard, Authors, Reviewers, Editors, and Help. A search bar and a user profile icon are on the right. Below the navigation, there are tabs for 'My Articles', 'Communication History', and 'Order History', with 'My Author Profile' on the far right. The main content area is titled 'My Articles' and includes a link for 'Articles missing?'. A filter section shows 'Filter my articles' with a search box containing the text 'Filter my articles by title, journal or DOI' and a count of '35 articles'. A red banner with a warning icon and the text 'Action required' highlights a specific article. The article details are: 'Journal of Field Robotics', 'Test article', DOI: 10.1002/rob.23166, and Status: In Production. A red 'Manage article' button is highlighted with a blue box. To the right, there are two promotional boxes: 'Find a home for your next article' with a 'Find a journal' button, and 'Author news delivered straight to your inbox' with a 'Sign me up' button and a 'Help' button.


Manage Article

Author Services Dashboard


Any articles requiring actions will be automatically featured on the top of the list; old articles after those with actions required.

'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 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.

[Select open access at no additional charge →](#)

Publication History

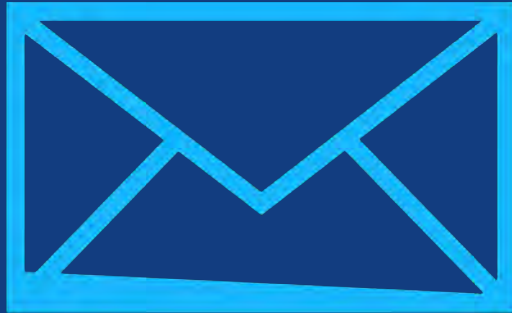
Accepted
January 26, 2021

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.

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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”.

WILEY Home My Dashboard Authors ▾ Reviewers ▾ Editors ▾ Help ▾ Q LOGIN REGISTER

MY ARTICLES COMMUNICATION HISTORY ORDER HISTORY MY AUTHOR PROFILE

[← Back to Manage this Article](#)

Rapid Communications in Mass Spectrometry

Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments

DOI: doi.org/10.1002/rcm.8922

- Confirm Author Roles
- Funders & Grant Details
- Your Affiliations
- Copyright ownership
- License Selection
- License Signing

Confirm corresponding author(s)

Corresponding authors will have their contact information included on the final published article.

Most articles only have one or two corresponding authors.

- Berhane Abreha Asfaw
- Kaori Sakaguchi-Söder
- Anat Bernstein** Corresponding author
- Hagar Siebner
- Christoph Schüth

Selections made here will be reflected on the final published paper.

You will not be able to change this selection during proofing.

[This list is incorrect](#) **Confirm 1 corresponding author** →

Confirm Author Role

Author Role

Selecting "This list is incorrect" displays this interstitial screen.

The option(s) selected here determine whether Customer Support needs to intervene, or whether the author can proceed through the workflow.

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Rapid Communications in Mass Spectrometry

Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments

DOI: doi.org/10.1002/rcm.8922

Confirm Author Roles

Funders & Grant Details

Your Affiliations

Copyright ownership

License Selection

License Signing

The author list is incorrect

Tell us more about the problems you see with your author list. Check all that apply;

- One or more authors are missing
- Someone is listed as an author but should not be listed
- The list is out of order
- An author has changed their name
- One or more names are spelled or formatted incorrectly
- Something else is wrong

Please tell us more about your issue

[← Corresponding Authors](#)

[Confirm →](#)

Confirm Author Role

Route 1

If author selects “The list is out of order”, “An author has changed their name” or “One or more names are spelled or formatted incorrectly”, the author sees a confirmation screen before proceeding to the Confirm Responsible Corresponding Author screen.

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Rapid Communications in Mass Spectrometry

Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments

DOI: doi.org/10.1002/rcm.8922

Confirm Author Roles

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Based on the information you provided, you can still proceed with completing your required actions

- If you have not yet reviewed your proofs, you can make these corrections at that time.
- If you have already reviewed your proofs, please contact the production office with your corrections. You should still complete your required actions at this time.

Confirm →

Confirm Author Role

Route 2

If the author selects “One or more authors are missing”, “Someone is listed as an author but should not be listed” or “Something else is wrong”, the author cannot continue and must wait for Customer Support to deal with the issue.

[← Back to Manage this Article](#)

Rapid Communications in Mass Spectrometry

Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments

DOI: 10.1002/rcm.8922



Corrections to the author list have been requested

We have shared your concerns with our support team. Someone from Wiley may reach out for additional information as needed.

Based on the information you provided, we must address these corrections before you are able to complete required actions. We apologize for the inconvenience.

What's next:

You will be invited back to Author Services to finish required tasks once our production office has corrected the issue.

Confirm Responsible Corresponding Author

This screen displays the list of Corresponding Authors selected from the previous screen.

The padlock icon next to author names 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 →

Confirm Responsible Corresponding Author - Confirmation

- If the author selects themselves as Responsible Corresponding Author, they continue to the Funder/Grant details screen.
- If the author selects someone else as Responsible Corresponding Author, there's a confirmation screen.
- When the nominated Responsible Corresponding Author logs into Author Services from their invitation email, they will be taken straight to the Funder/Grant details step.

The screenshot shows a web interface for confirming a change of the responsible author. At the top left, there is a link to 'Back to Manage this Article'. 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 '10.1002/rcm.8922'. A sidebar on the left contains navigation links: 'Confirm Authors' (highlighted), 'Funders & Grant Details', 'Affiliations', 'Copyright ownership', 'License Selection', and 'License Signing'. The main content area is titled 'Confirm change of responsible author' and contains the instruction: 'In order to proceed, please provide us with an up-to-date contact email address for Anat Bernstein.' Below this is an 'Email address' input field. A warning states: 'Once you confirm, you will no longer be responsible for completing required actions. Anat Bernstein will be responsible for the following:' followed by a bulleted list: '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', and 'Reviewing online proofs of the final article'. At the bottom, there are two buttons: '← Responsible author' and 'Confirm change →'.

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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 new/existing funder(s).

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Home My Dashboard Authors ▾ Reviewers ▾ Editors ▾ Help ▾



← Back to Dashboard

Journal of Adolescent & Adult Literacy

Test article

DOI: 10.1002/jaal.81557

Funders & Grant Details

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.

Affiliations

Copyright Ownership

Open Access Options

License Agreement Types

License Submission

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Cancel

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-

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-

Deutsches Forschungszentrum für Gesundheit und Umwelt, Helmholtz Zentrum München

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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)

I have not received a number for this funder

← Funders

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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 corresponding author's details provided through our submission systems, at the point of submission of the article.

This step should always be the 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.

The screenshot shows the Wiley submission 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 a user profile icon are on the right. Below the navigation, there is a 'Back to Dashboard' link. The article title 'Test article' and DOI '10.1002/jaal.81557' are displayed. A sidebar on the left contains a list of sections: Funders & Grant Details (with a green checkmark), Affiliations (highlighted in light blue), Copyright Ownership, Open Access Options, License Agreement Types, Payment, and License Submission. The main content area is titled 'Please confirm your affiliations for this article' and includes instructions: '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.' Below this, there are two bullet points: 'Do not include any of your co-authors' affiliations.' and '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.' A table below shows a single affiliation entry: 'Universitat Basel' with 'BASEL, BASEL-STADT, CH' as the address. The entry is marked as 'Verified' with a green checkmark and a green bar on the left. There are 'Edit' and 'Delete' icons for this entry. At the bottom right of the table is a '+ Add affiliation' button. At the bottom of the page, there are two buttons: '← Funders & Grant Details' and 'Confirm & proceed →'.

WILEY Home My Dashboard Authors Reviewers Editors Help

← 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

Payment

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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 →

Confirm Institutional Affiliation – Ringgold Exact Match (Homepage View)

Confirm/Enter Institutional Affiliation – Exact Match

Moreover, to make this obvious to authors, when eligible institutional affiliation is inherited from Electronic Editorial Office and there is an exact match, the custom eligibility message **will show on the main homepage of Author Services**, as well.

 Action required




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Good News! Because you are affiliated with MAX-PLANCK-GESELLSCHAFT, fees to publish your article open access have already been paid through Germany's nationwide DEAL agreement. Therefore, confirm open access when asked. This will increase the visibility and impact of your research; the fees to publish open access are already covered and opting out of publishing open access would not save you or your institution money.

Your entitlement to open access publishing provided by DEAL, as corresponding author of the article, will be verified by the institution selected above. Please ensure your institutional affiliation here matches the one in your proofs, ahead of publication.

Visit the [Projekt DEAL Agreement](#) page for more information.



Journal of Field Robotics

Test article

DOI: 10.1002/rob.23163

Status: In Production

[Manage article](#)

Enter Institutional Affiliation – No Affiliation Provided (Geotargetting)

Enter Institutional Affiliation – No Affiliation Provided

If no affiliation is inherited from data entered within the submission systems, authors will be asked to add their affiliation.

The geotargetting feature informs authors of the existence of institutions in their country that have a Wiley Open Access Account.

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← Back to Dashboard

Journal of Adolescent & Adult Literacy

A Conceptual Framework for Authentic Writing Assignments: Academic and Everyday Meet
DOI: 10.1002/jaal.1260

[Funders & Grant Details](#) ✓

Affiliations

Copyright Ownership

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- 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").

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+ Add affiliation

I am not affiliated with any institution, company, or university for this article

← 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 ▾

← Back to Dashboard

Journal of Adolescent & Adult Literacy

Test article
DOI: 10.1002/jaal.79856

[Funders & Grant Details](#) ✓

Affiliations

Copyright Ownership

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- 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

Proceed →

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.

← 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](#)

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 →

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

Enter 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

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- 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 ✓ ⓘ

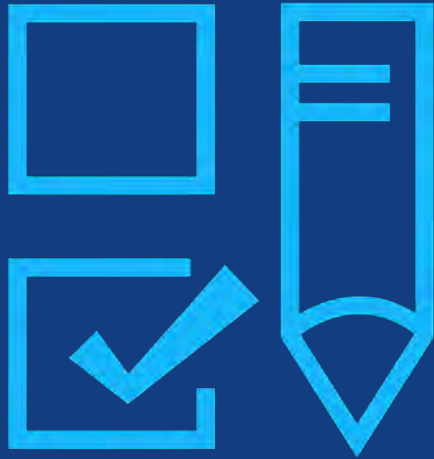
Max-Planck-Gesellschaft
MÜNCHEN, BAVARIA, DE

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[Open Access](#)

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

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Step 4:

Copyright Ownership Selection

Copyright Ownership

Copyright Ownership

Author is presented with the Copyright Ownership selection.

[← Back to Dashboard](#)

Journal of Adolescent & Adult Literacy
Selenium-OO-Test-2020-04-16WAT9a8kR5Y
DOI: 10.1002/jaal.81557

[Funders & Grant Details](#) ✓

[Affiliations](#) ✓

Copyright Ownership

[Open Access Options](#)

[License Agreement Types](#)

[Payment](#)

[License Submission](#)

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The answer to this question will tell our system whether you are authorized to sign this form yourself, or if you will be required to obtain another signature in order to legally transfer or retain copyright.

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This is the correct selection for most authors. It is customary in most academic and healthcare institutions for faculty to retain copyright for articles that they have authored. Please check whether different policies apply in your institution.
- U.S. Government work**
Applies only if your work was authored as part of your official duties as a United States federal government employee; such works are in the public domain in the US.
- U.K. Government work**
Applies only to employees of the U.K. Government.
- Non-Governmental Organization work**
Applies only if the work was carried out during the course of employment by a Non-Governmental Organization.
- Other Government work**
Applies only to government employees outside of the U.S. and U.K.
- Company/institution-owned work**
This does not typically apply to most universities and academic institutions. Applies when an organization, often a commercial corporation, owns the copyright of a work either because there is a specific clause in the author's contract of employment that states the company/institution's ownership of its employees' intellectual property, or it has been contracted ('made for hire').

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Step 5:

Confirm Open Access Option

Open Access Option

Open Access

Author is presented with the choice of publishing their article in open access.

[← Back to Manage this Article](#)

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

[Funders & Grant Details](#) ✓

[Affiliations](#) ✓

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Open Access Options

License Agreement Types

License Submission

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

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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

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

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	CC BY  Creative Commons Attribution	CC BY-NC  Creative Commons Attribution NonCommercial	CC BY-NC-ND  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
Authors can:			
Generally retain copyright grant a non-exclusive license			
Enter into other publishing agreements	✓	✓	✓
Archive in an institutional repository, subject archive or personal website			
Readers can quote and cite in research	✓	✓	✓
Readers can:			
Create modified versions including abridgments, annotated versions, excerpts and figures	✓	✓	—
Release modified versions under terms of their choosing including CC license			—
Readers can redistribute commercially	✓	—	—
	<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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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

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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.

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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.

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Author Workflow: Author Services Updates

New Features to Improve the User
Experience



Author Services

New features

Publication history: timeline of where article is in production workflow.

Once the article is published, this page will show the list of citations for this article.

Authors are also able to access their proofs through their dashboard and see confirmation that their proofs have been returned.

Manage this article

AGU

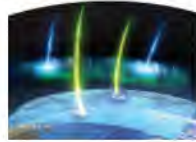
Geophysical Research Letters

Geophysical Research Letters

Proof int CD 3

DOI: 10.1002/grl.61149

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