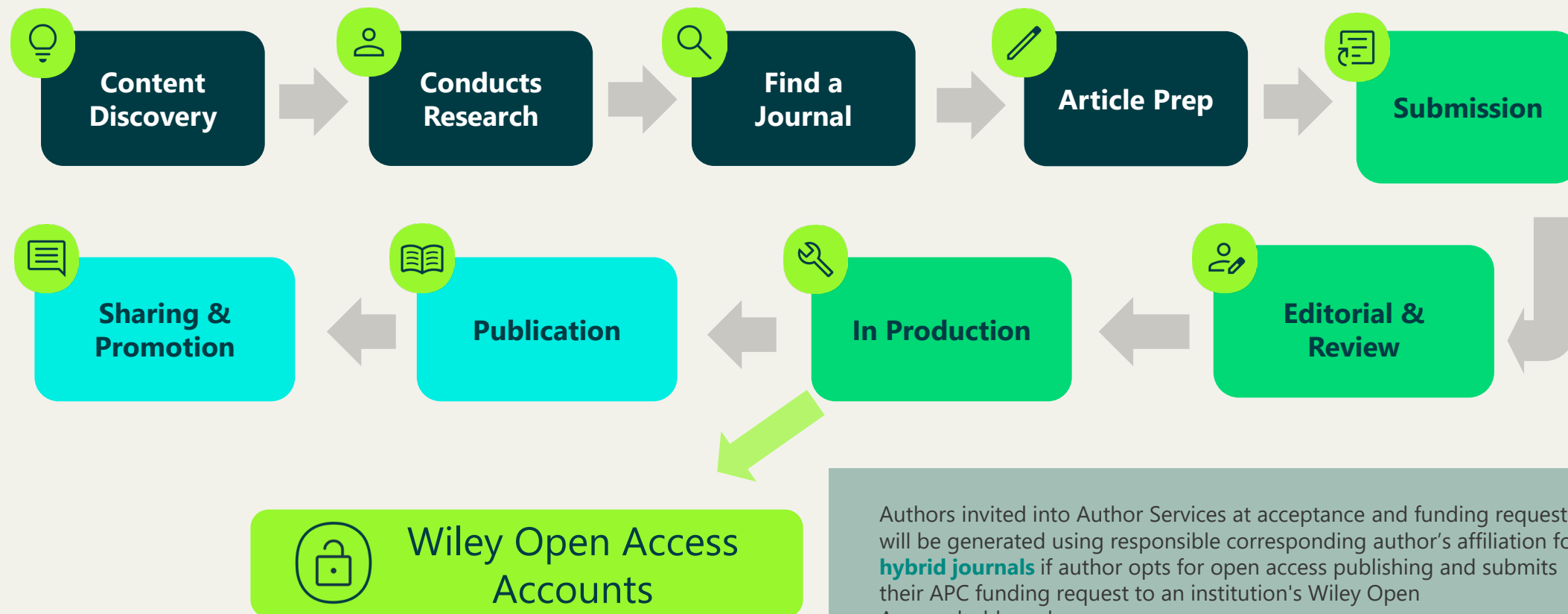


WILEY

# Authors' Workflow for Hybrid Journals



# Author Journey for Wiley Fully Open Access Journals



# Paper Accepted – Invitation to Publish Open Access

Eligibility for APC  
funding coverage alert



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.

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.

You might be required to answer questions relating to your co-authors and copyright owners of the work.

[Sign License](#) →

#### Review Open Access eligibility



##### Article is eligible for Open Access coverage through your institution

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

[Select open access](#) →

#### Publication History

- Submitted  
1 August 2024
- Accepted  
1 December 2024
- 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.

[Help](#)



# Step 1:

Confirm Author Roles

# Confirm Author Role

## Author Role

The author list will show all authors from the manuscript.

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

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 Abrha 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 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 →

# 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).

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

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

Cancel

nt Details

WILEY

PROPRIETARY & CONFIDENTIAL

# 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).

**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](#)

[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 \*

Enter grant number

Add Recipients (optional)

Add one or more recipients ▾

☐ I have not received a number for this funder

[+ Add another grant](#)

[← Funders](#)

Confirm & proceed →

# 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.

WILEY

Home My Dashboard Authors Reviewers Editors Help

Back to Dashboard

Journal of Adolescent & Adult Literacy

Test article

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


WILEY


PROPRIETARY & CONFIDENTIAL

# Confirm Institutional Affiliation – Ringgold Exact Match (Homepage View)

## Confirm/Enter Institutional Affiliation – Exact Match

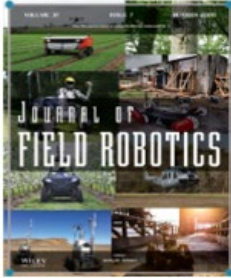
Moreover, to make this obvious to authors, when eligible institutional affiliation is inherited from Electronic Editorial Office and there is an exact match, the custom eligibility message **will show on the main homepage of Author Services**, as well.

 Action required



**Article is eligible for Open Access coverage through your institution**

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



Journal of Field Robotics

Test article

DOI: 10.1002/rob.23163

Status: In Production

Manage article

# 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

Test article  
DOI: 10.1002/jaal.79856

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

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").

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

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.

# Step 4:

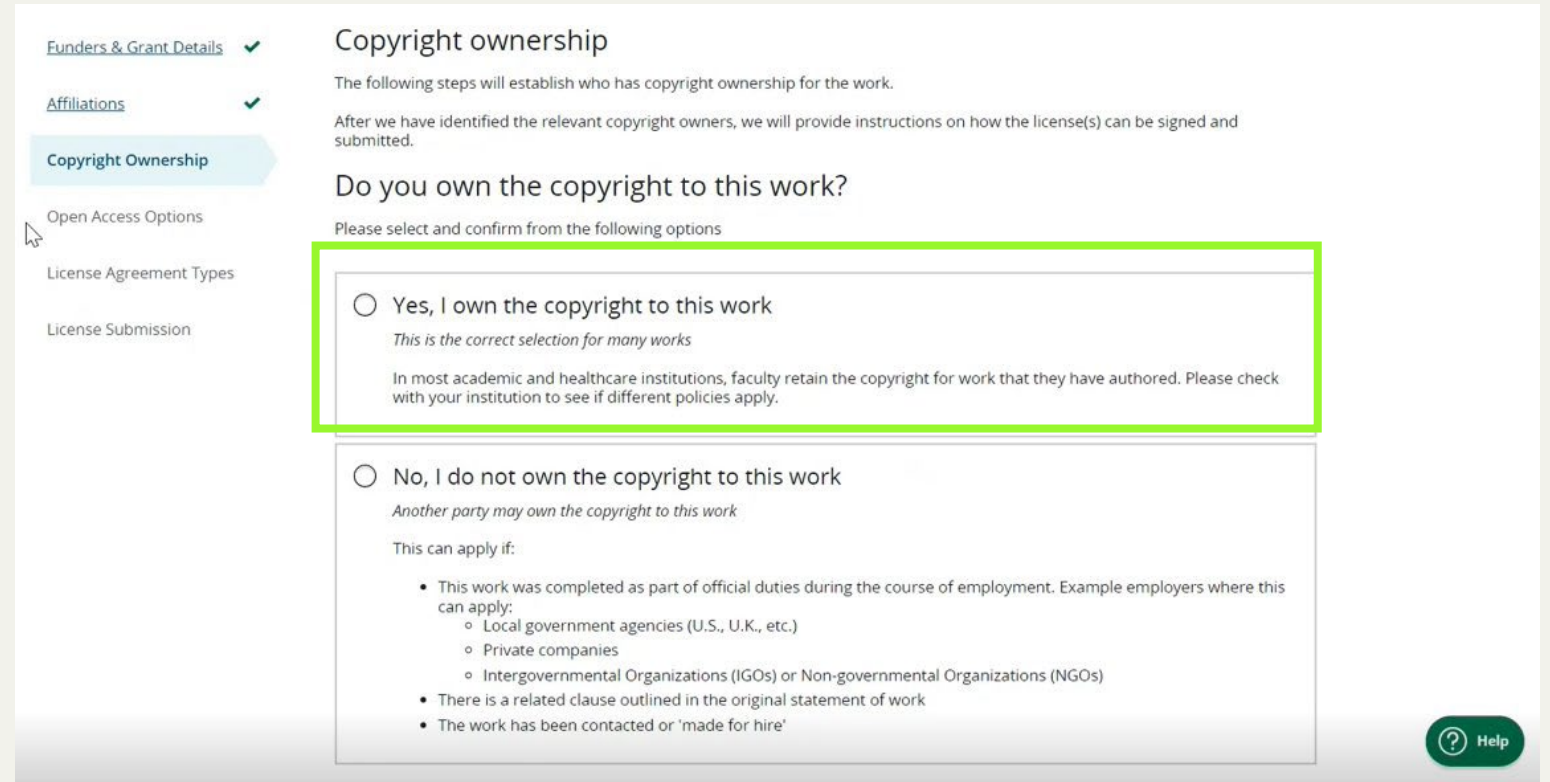
Copyright Ownership Selection

# 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.



The screenshot shows a web form titled 'Copyright ownership'. On the left is a sidebar with navigation links: 'Funders & Grant Details' (checked), 'Affiliations' (checked), 'Copyright Ownership' (highlighted with a blue arrow), 'Open Access Options', 'License Agreement Types', and 'License Submission'. The main content area has the title 'Copyright ownership' and a sub-header 'The following steps will establish who has copyright ownership for the work.' followed by 'After we have identified the relevant copyright owners, we will provide instructions on how the license(s) can be signed and submitted.' The question 'Do you own the copyright to this work?' is followed by 'Please select and confirm from the following options'. Two radio button options are shown. The first option, 'Yes, I own the copyright to this work', is highlighted with a green border. It includes the text 'This is the correct selection for many works' and a note: '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.' The second option is 'No, I do not own the copyright to this work', which includes a sub-header 'Another party may own the copyright to this work', a list of conditions 'This can apply if:', and three bullet points: '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', and 'The work has been contacted or 'made for hire''. A green 'Help' button is in the bottom right corner.

[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](#)

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

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

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

Make your article freely available for everyone to read, copy, distribute and share.

Publishing open access:

- Enables the greatest possible readership and multidisciplinary influence
- 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 →**



# 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.

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 <input type="radio"/> Choose CC BY	<a href="#">CC BY-NC</a>  Creative Commons Attribution NonCommercial <input type="radio"/> Choose CC BY-NC	<a href="#">CC BY-NC-ND</a>  Creative Commons Attribution NonCommercial NoDerivatives <input type="radio"/> Choose CC BY-NC-ND
<b>Authors can:</b> Generally retain copyright grant a non-exclusive license 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

# 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.

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

Please upload and submit the signed license to publish your article successfully

1. Download a copy of your license

CC-BY license agreement - 2022-01-18.pdf

Download

**Creative Commons Attribution**

This license lets others distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered. Recommended for maximum dissemination and use of licensed materials.

**Note:** If you are employed by Amgen, the Asian Development Bank, the Australian Government, the Bank of International Settlements, a Canadian civil servant, the European Atomic Energy Community, the International Monetary Fund, the Jet Propulsion Laboratory at California Institute of Technology, NASA, the National Institute of Health (NIH), the United Nations University, the USDA Agricultural Research Services, the US Geological Survey (USGS), the World Bank, or the World Health Organization, then you will need to sign and upload a different license agreement. Please check [here](#) to download the proper license.

2. Take a print out of this license to get it signed by the appropriate copyright owner

3. Upload the signed license

↑

Drag and drop your files or [click to upload](#)

**i** You are able to upload up to 10 files. Please make sure that they are in the correct order by using the up and down arrows. Total size for all files should not exceed 30 MiB. Supported file types are jpeg, jpg, png, pdf.

← License Agreement Types

Submit License →

# License Signing

## Confirmation

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

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, <eligible institution name>, 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 open access in due course.

**Article details:**

International Journal for Numerical Methods in Biomedical Engineering

Test article

DOI:10.1002/cnm.4413

### Help us improve your experience

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

WILEY

Thank You!

QUESTIONS?

