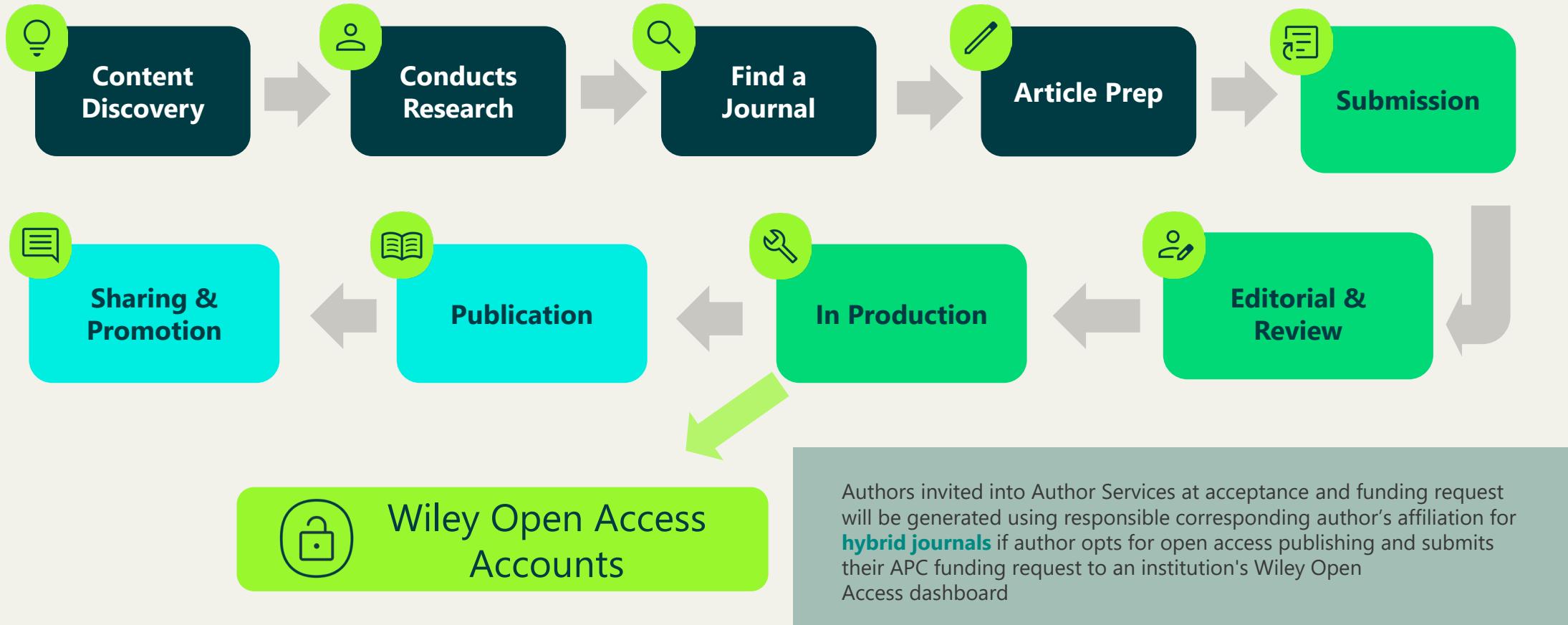


WILEY

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 →](#)

Publication History

Submitted 1 August 2024
Accepted 1 December 2024
In Production See required actions for next step

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 →](#)

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.

The screenshot shows a Wiley manuscript submission interface. At the top, the Wiley logo is on the left, and a navigation bar with 'Home', 'My Dashboard', 'Authors', 'Reviewers', 'Editors', 'Help', a search bar, and 'LOGIN' and 'REGISTER' buttons is on the right.

The main content area shows a manuscript titled 'Rapid Communications in Mass Spectrometry' with the abstract: 'Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments'. The DOI is listed as doi.org/10.1002/rcm.8922.

On the left, a sidebar titled 'Confirm Author Roles' lists 'Funders & Grant Details', 'Your Affiliations', 'Copyright ownership', 'License Selection', and 'License Signing'. The 'License Selection' item is highlighted with a blue arrow pointing to the right.

The right side is titled 'Confirm corresponding author(s)' and includes a note: 'Corresponding authors will have their contact information included on the final published article.' Below this, a note states: '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 Corresponding author
- Hagar Siebner
- Christoph Schüth

To the right of the list, a callout box states: 'Selections made here will be reflected on the final published paper.' Below it, another callout box states: 'You will not be able to change this selection during proofing.'

At the bottom, a link 'This list is incorrect' and a button 'Confirm 1 corresponding author →' are visible.

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](#)

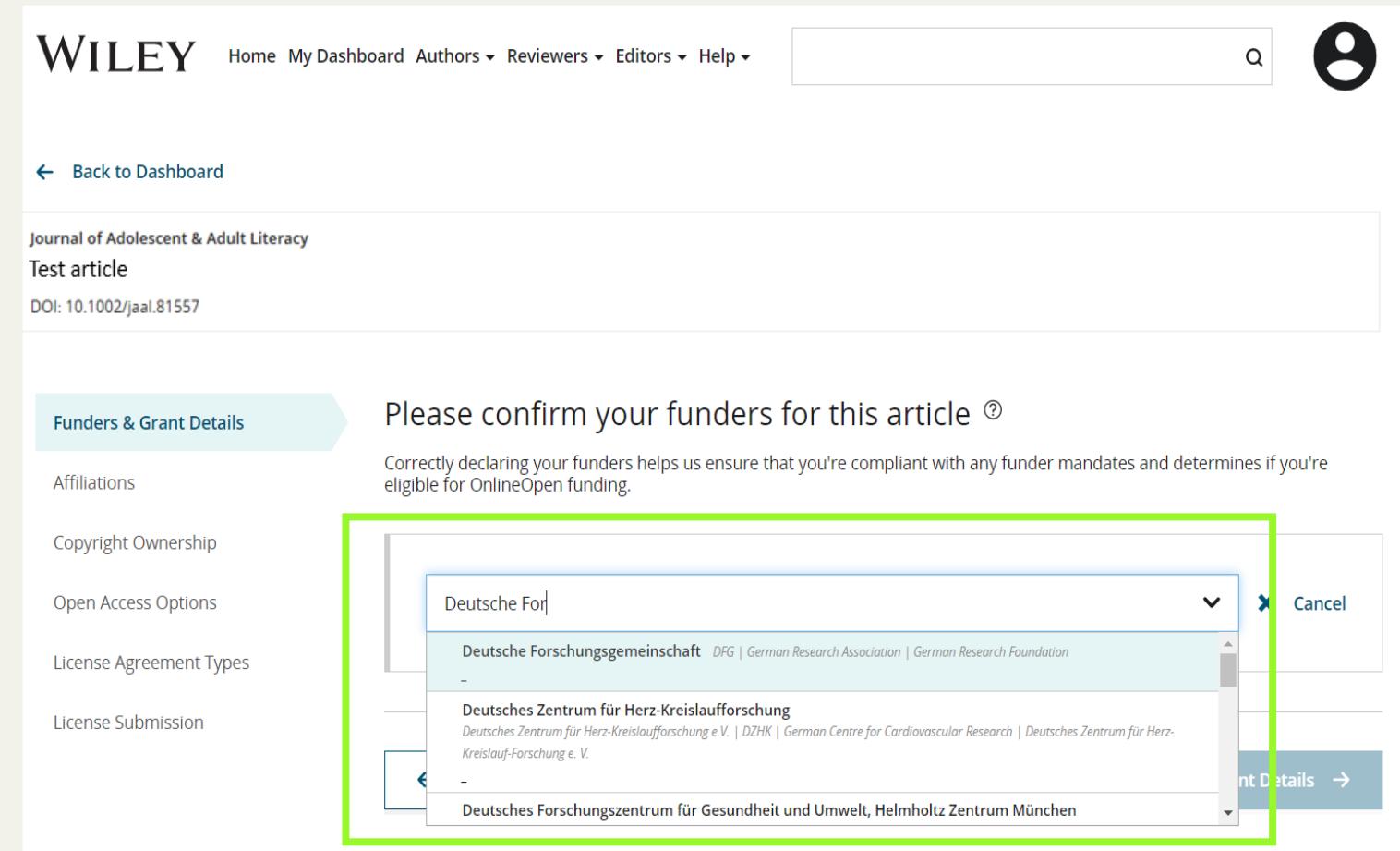
Step 2:

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).



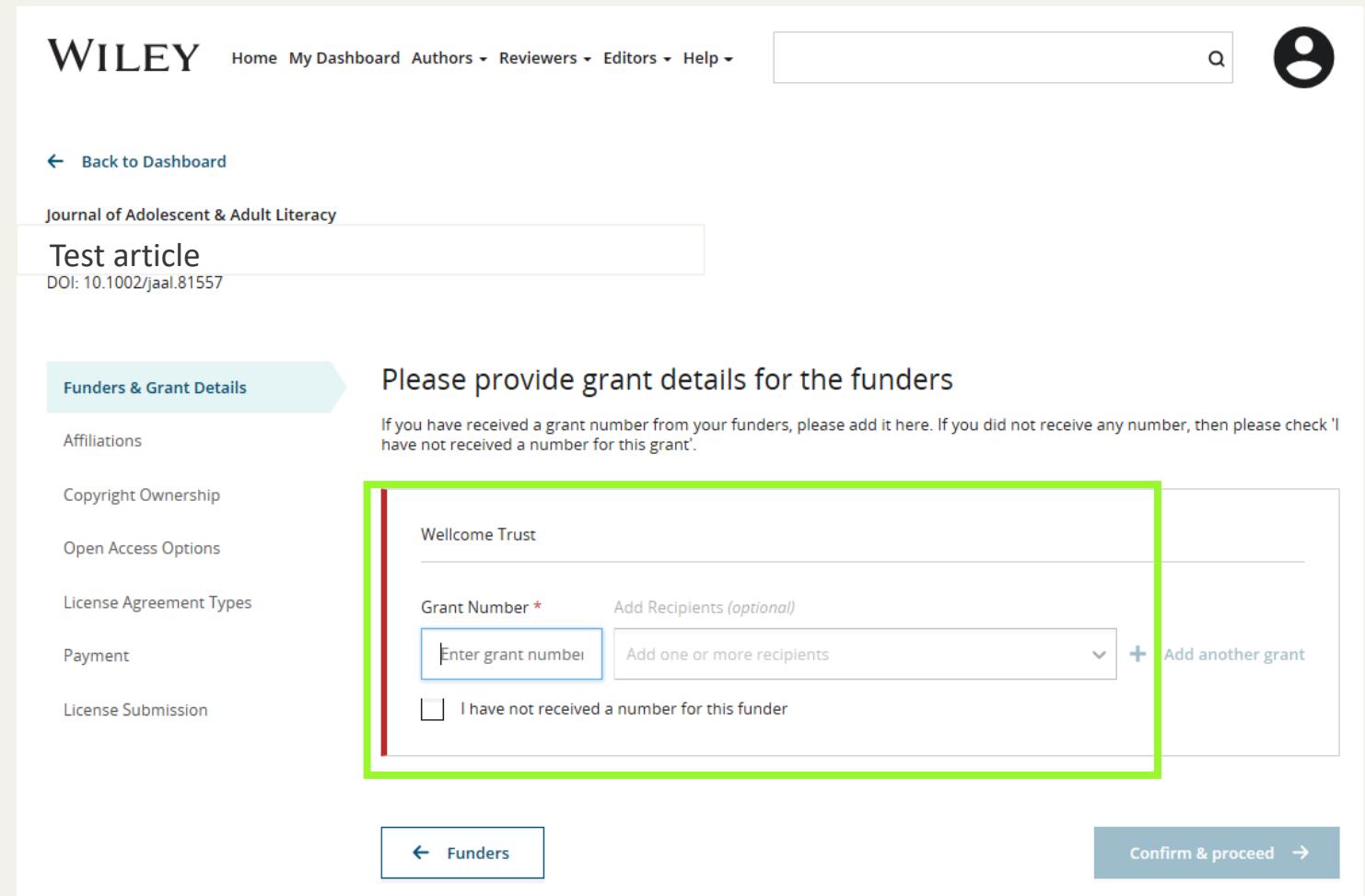
The screenshot shows the Wiley manuscript submission interface. At the top, the Wiley logo is on the left, and the navigation bar includes 'Home', 'My Dashboard', 'Authors', 'Reviewers', 'Editors', 'Help', and a search bar with a magnifying glass icon. On the far right is a user profile icon.

The main content area shows the article details: 'Journal of Adolescent & Adult Literacy', 'Test article', and 'DOI: 10.1002/jaal.81557'. Below this, a blue arrow-shaped button labeled 'Funders & Grant Details' is on the left. The right side of the screen displays a modal window with the heading 'Please confirm your funders for this article'. It includes a sub-instruction: 'Correctly declaring your funders helps us ensure that you're compliant with any funder mandates and determines if you're eligible for OnlineOpen funding.' A dropdown menu is open, showing three options: 'Deutsche For', 'Deutsches Zentrum für Herz-Kreislauftforschung', and 'Deutsches Forschungszentrum für Gesundheit und Umwelt, Helmholtz Zentrum München'. The entire dropdown menu is highlighted with a green border. On the right side of the dropdown, there are 'Cancel' and 'Next Details' buttons.

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).



The screenshot shows the Wiley manuscript submission interface. At the top, the Wiley logo is on the left, and a navigation bar with 'Home', 'My Dashboard', 'Authors', 'Reviewers', 'Editors', and 'Help' is on the right. A search bar and a user profile icon are also at the top right. Below the header, the journal 'Journal of Adolescent & Adult Literacy' and the article title 'Test article' are displayed, along with the DOI: 10.1002/jaal.81557. A 'Back to Dashboard' link is available. The main content area is titled 'Funders & Grant Details' and shows a list of sections: 'Affiliations', 'Copyright Ownership', 'Open Access Options', 'License Agreement Types', 'Payment', and 'License Submission'. To the right, a large form is titled 'Please provide grant details for the funders'. It lists 'Wellcome Trust' as a funder. Below this, there is a section for 'Grant Number *' with a text input field 'Enter grant number' and a dropdown menu 'Add one or more recipients'. A checkbox 'I have not received a number for this funder' is also present. A green box highlights this section. At the bottom of the form are buttons for 'Funders' (with a back arrow) and 'Confirm & proceed' (with a right arrow). A note at the bottom of the page says 'PROPRIETARY & CONFIDENTIAL'.

WILEY Home My Dashboard Authors Reviewers Editors Help

Journal of Adolescent & Adult Literacy

Test article

DOI: 10.1002/jaal.81557

← Back to Dashboard

Funders & Grant Details

Affiliations

Copyright Ownership

Open Access Options

License Agreement Types

Payment

License Submission

Wellcome Trust

Grant Number *

Enter grant number

Add one or more recipients

I have not received a number for this funder

Add Recipients (optional)

Add another grant

← Funders

Confirm & proceed →

PROPRIETARY & CONFIDENTIAL

Step 3:

Confirm Affiliations

Confirm Institutional Affiliation – Ringgold Exact Match

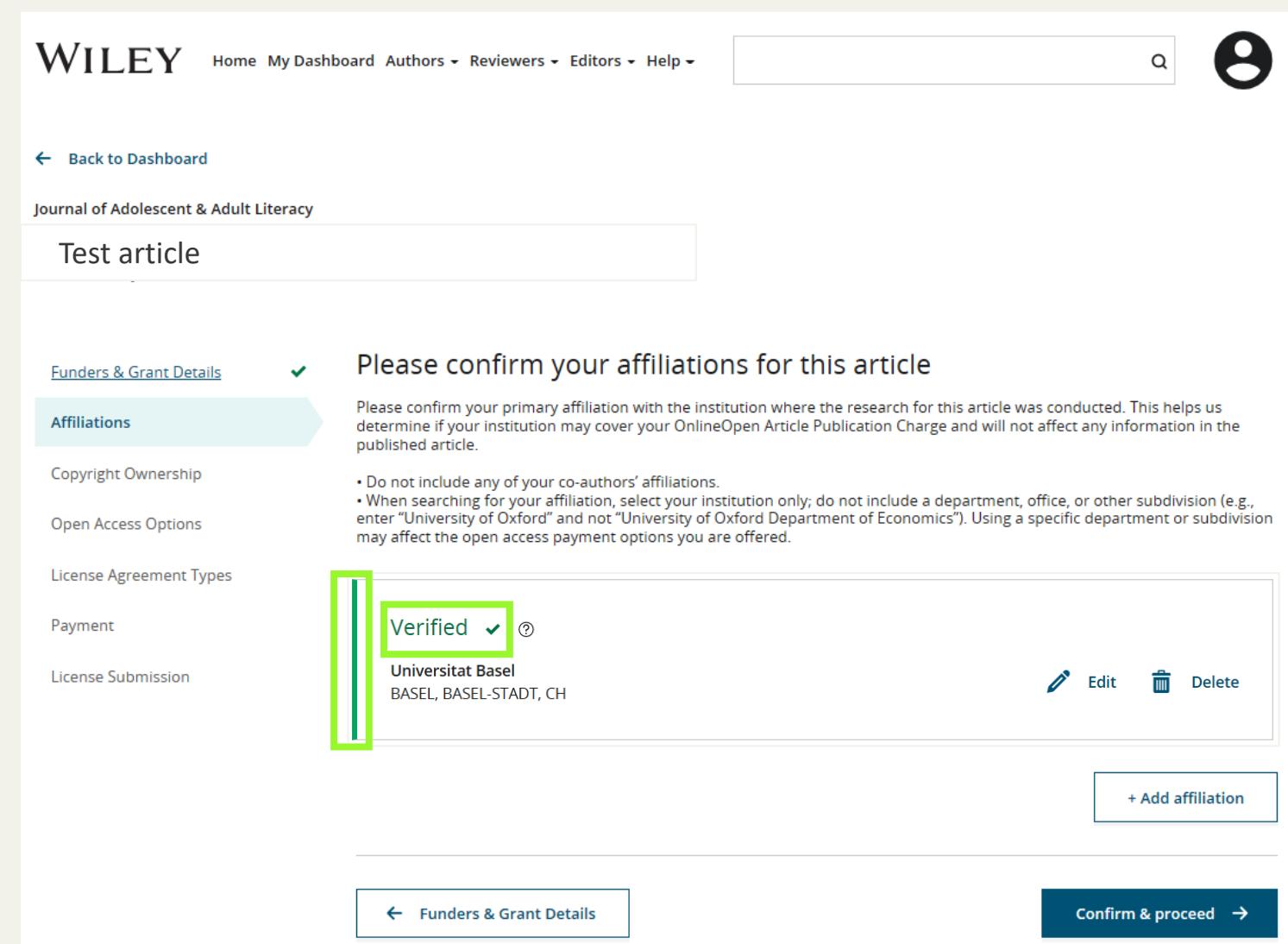
Confirm/Enter Institutional Affiliation – Exact Match

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 ▾ Search User icon

← 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

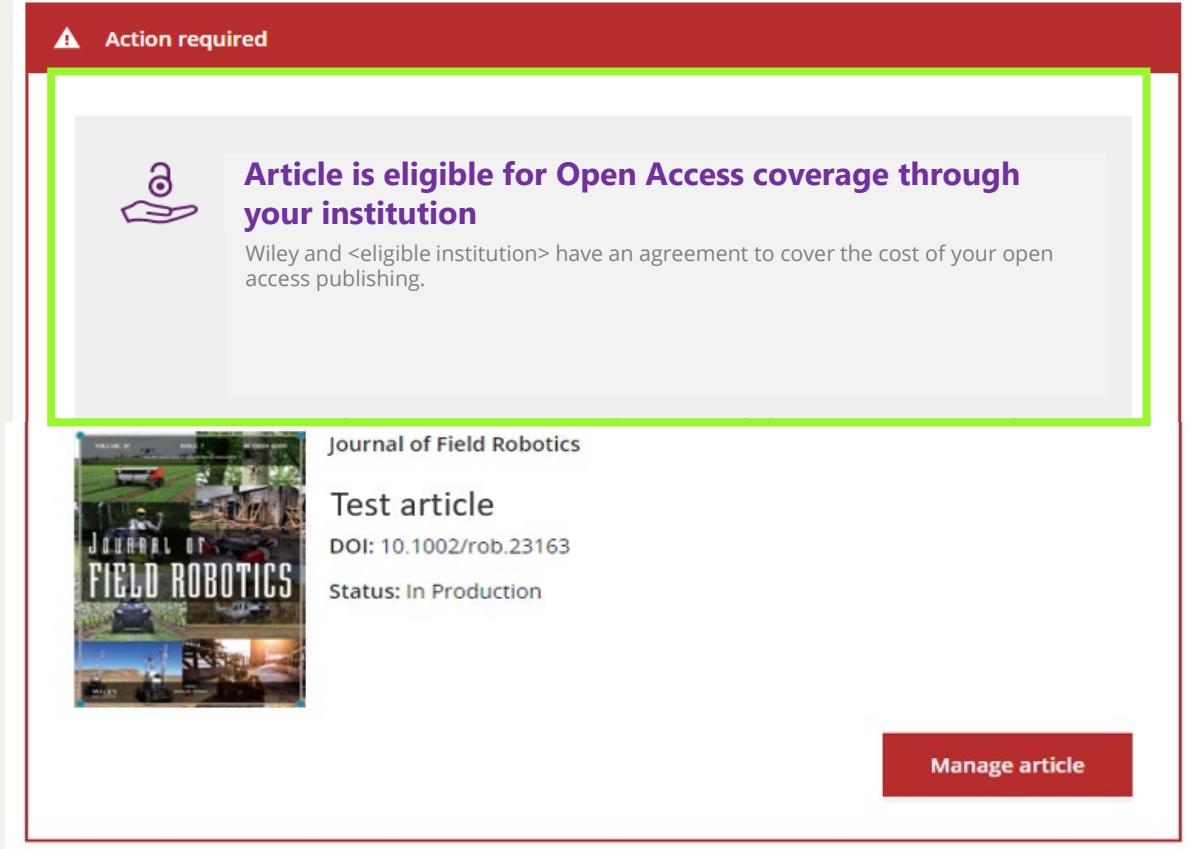
← Funders & Grant Details

Confirm & proceed →

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.

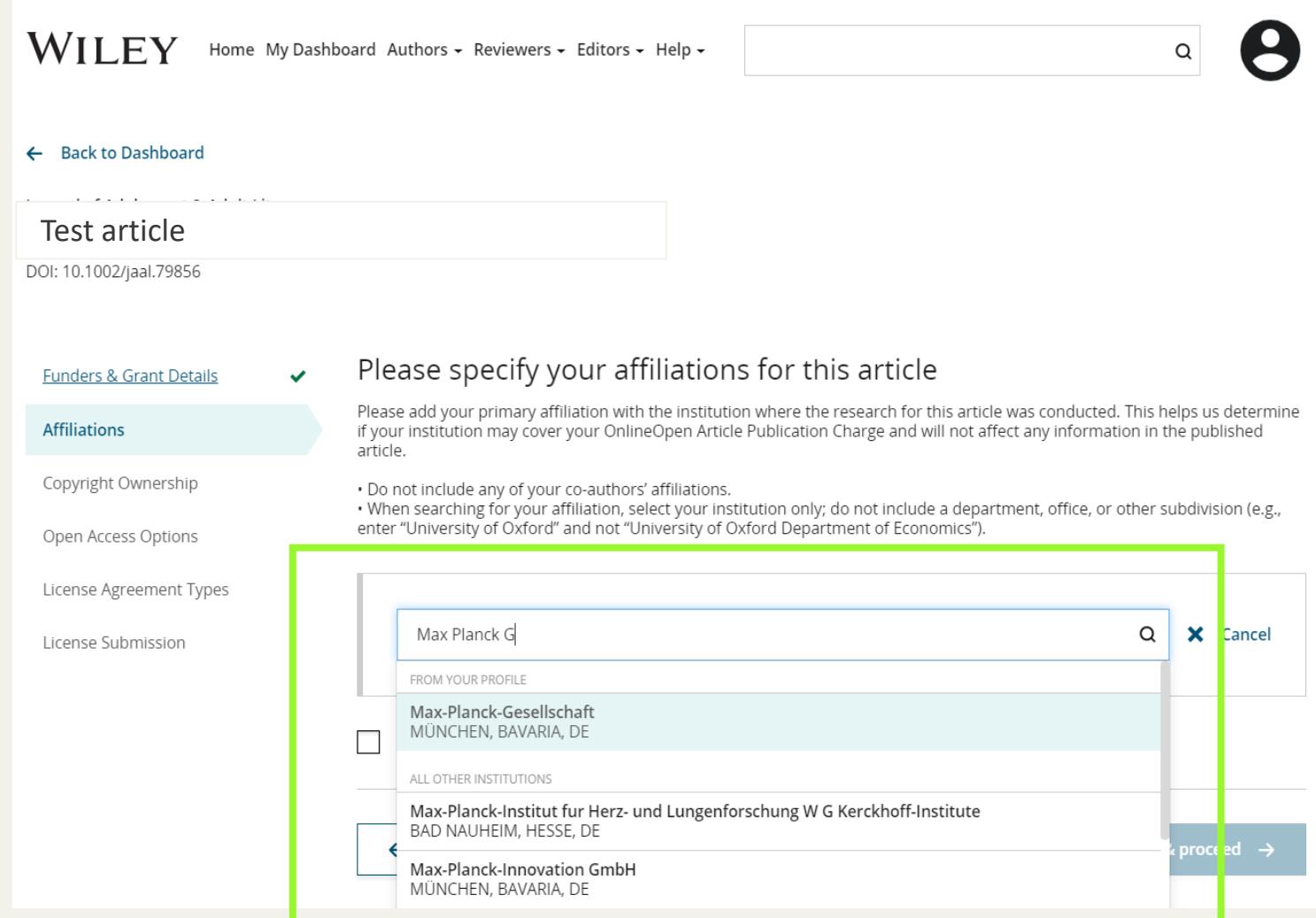


The screenshot shows a red header bar with the text "Action required" and a warning icon. Below it, a message box with a green border contains the text: "Article is eligible for Open Access coverage through your institution" with an icon of a hand holding a globe. The message continues: "Wiley and <eligible institution> have an agreement to cover the cost of your open access publishing." Below this message, there is a preview of an article from "Journal of Field Robotics". The article is titled "Test article" with DOI: 10.1002/rob.23163 and Status: In Production. A "Manage article" button is at the bottom right of the preview.

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.)



The screenshot shows the WILEY manuscript submission interface. The top navigation bar includes links for Home, My Dashboard, Authors, Reviewers, Editors, and Help. A search bar and a user profile icon are also present. The main content area displays a 'Test article' with DOI: 10.1002/jaal.79856. A sidebar on the left lists 'Funders & Grant Details', 'Affiliations' (which is selected and highlighted in green), 'Copyright Ownership', 'Open Access Options', 'License Agreement Types', and 'License Submission'. The 'Affiliations' section contains instructions: '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.' It also includes a note: '• 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").' A dropdown menu is open, showing suggestions for 'Max Planck G'. The suggestions are: 'Max-Planck-Gesellschaft MÜNCHEN, BAVARIA, DE' (selected with a checkbox), 'ALL OTHER INSTITUTIONS', 'Max-Planck-Institut für Herz- und Lungenforschung W G Kerckhoff-Institute BAD NAUHEIM, HESSE, DE', and 'Max-Planck-Innovation GmbH MÜNCHEN, BAVARIA, DE'. A green box highlights the dropdown menu. At the bottom right of the dropdown, there is a 'proceed' button with a right-pointing arrow.

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 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

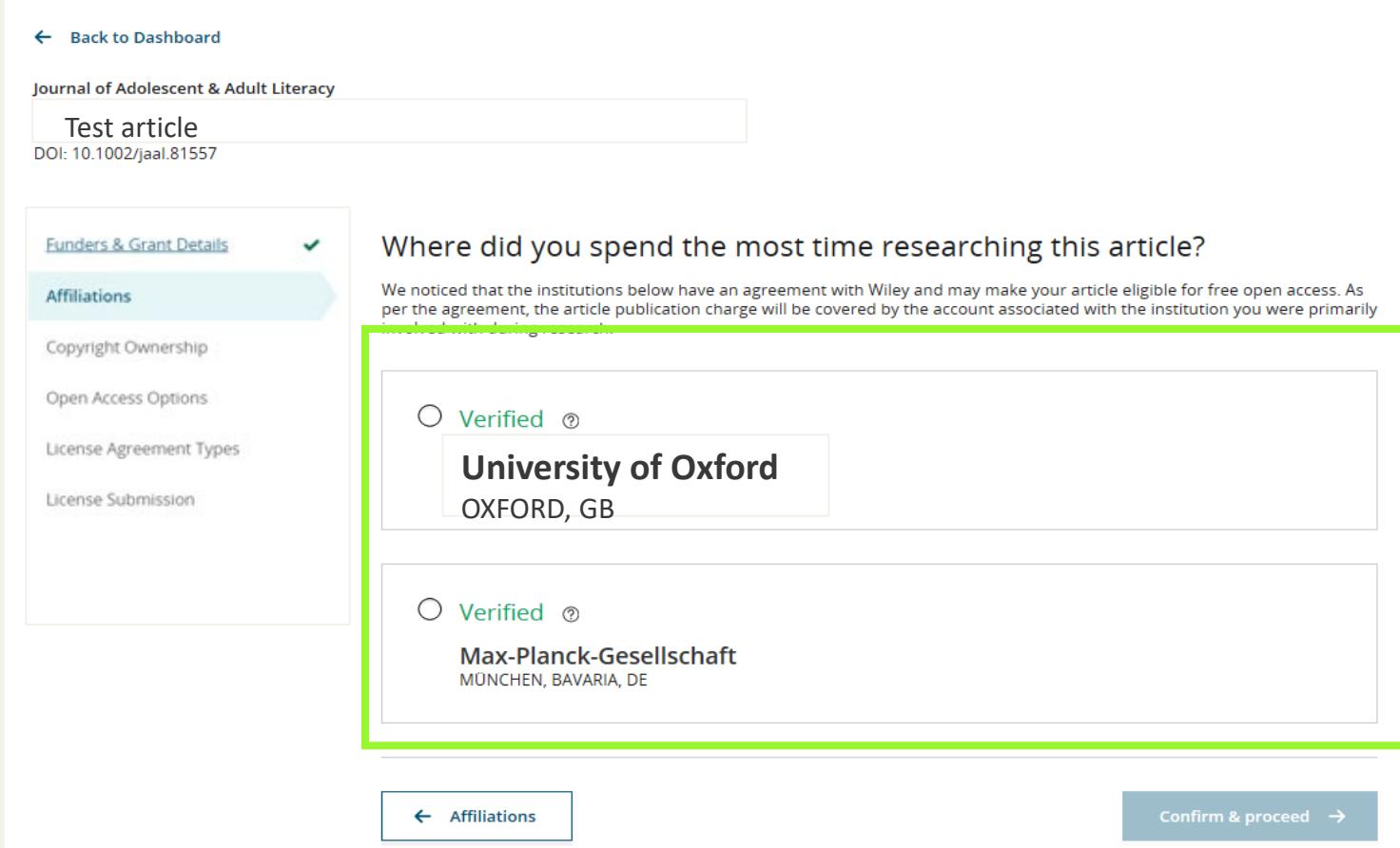
Max-Planck-Innovation GmbH
MÜNCHEN, BAVARIA, DE

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.



The screenshot shows a manuscript submission interface for 'Journal of Adolescent & Adult Literacy' with a 'Test article' and DOI: 10.1002/jaal.81557. The 'Affiliations' step is selected in the sidebar, which also lists 'Funders & Grant Details', 'Copyright Ownership', 'Open Access Options', 'License Agreement Types', and 'License Submission'. The main content area asks 'Where did you spend the most time researching this article?' and lists two institutions: 'University of Oxford' and 'Max-Planck-Gesellschaft'. Both institutions are marked as 'Verified'. A green box highlights the list of institutions. At the bottom are 'Affiliations' and 'Confirm & proceed' buttons.

← 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 affiliated with during the research.

Verified ②
University of Oxford
OXFORD, GB

Verified ②
Max-Planck-Gesellschaft
MÜNCHEN, BAVARIA, DE

← Affiliations

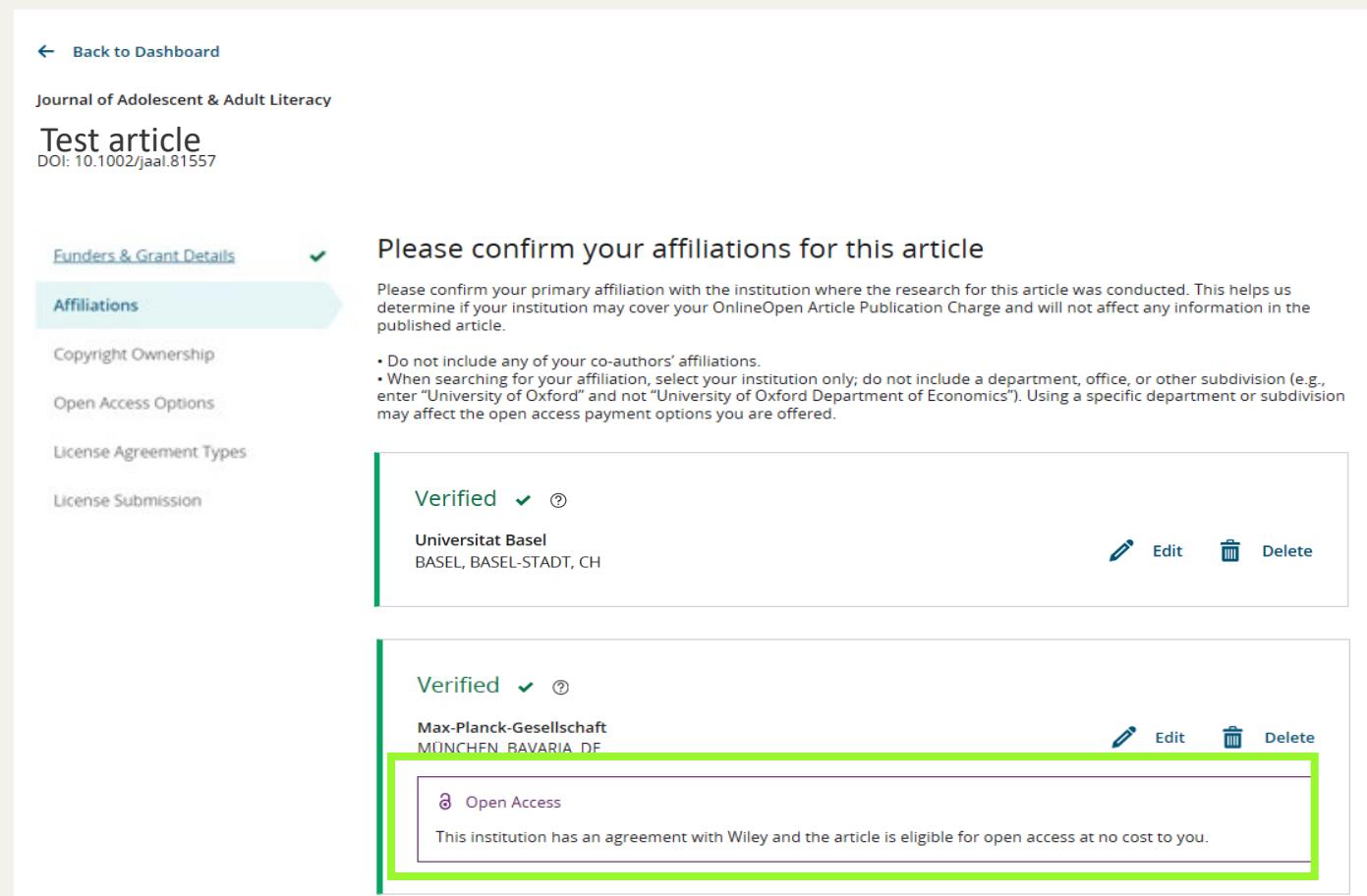
Confirm & proceed →

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.



The screenshot shows a manuscript submission interface for 'Journal of Adolescent & Adult Literacy' with a DOI of 10.1002/jaal.81557. The 'Affiliations' tab is selected. A purple box highlights the 'Open Access' status for the Max-Planck-Gesellschaft affiliation, indicating a funding agreement. The University of Basel affiliation is listed without a purple box, indicating no funding agreement.

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

Open Access

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

Edit Delete

Step 4:

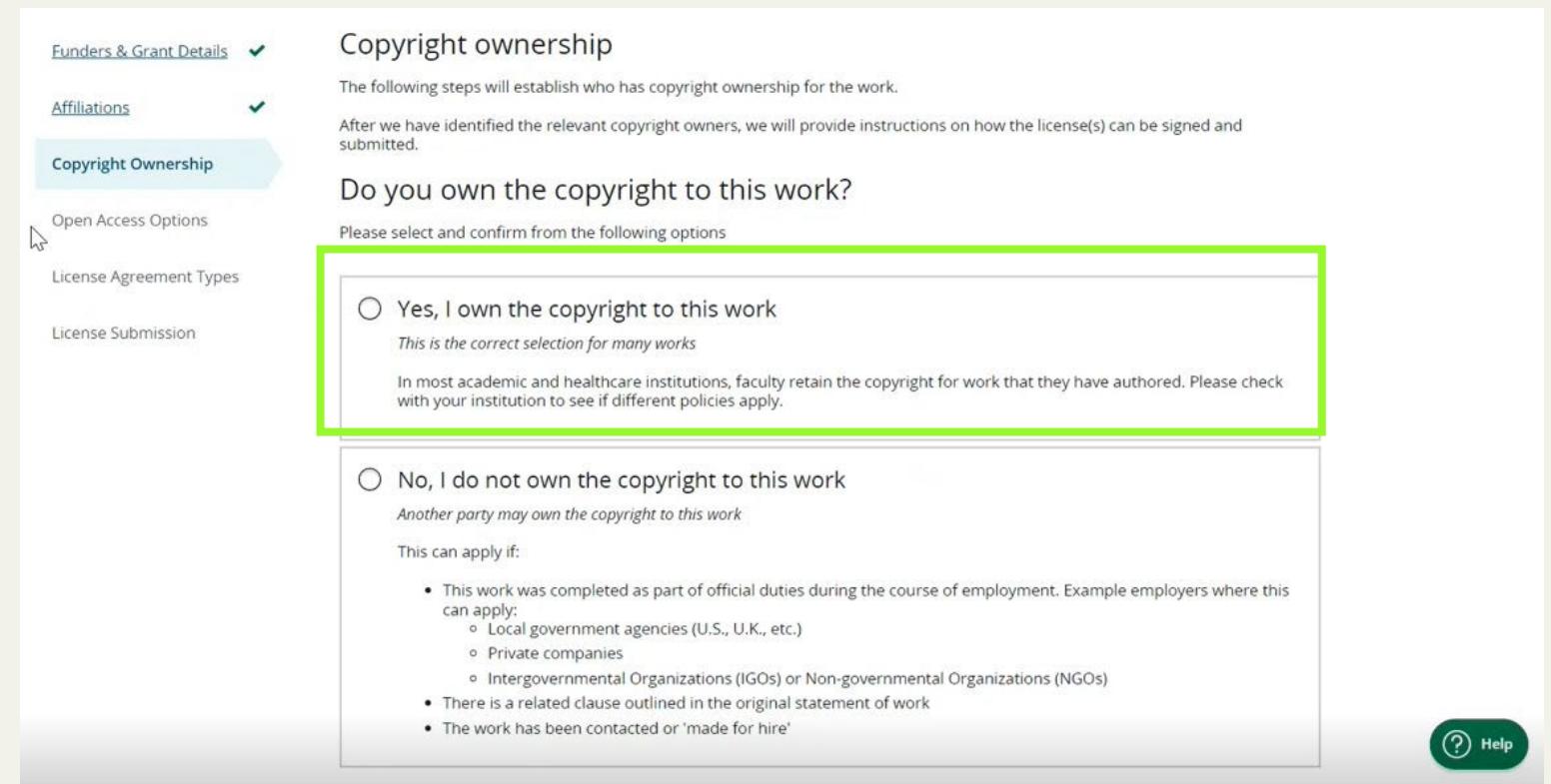
Copyright Ownership Selection

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.



[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 contracted or 'made for hire'

Help

Step 5:

Confirm Open Access Option

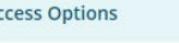
Open Access Option

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?

8 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	CC BY Creative Commons Attribution	CC BY-NC Creative Commons Attribution NonCommercial	CC BY-NC-ND Creative Commons Attribution NonCommercial NoDerivatives
Authors can:	Choose CC BY	Choose CC BY-NC	Choose CC BY-NC-ND
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	✓		

Choose CC BY Choose CC BY-NC 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.

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

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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](#)

ⓘ 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?

