Authors’ Workflow for Hybrid Journals
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.
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.
Step 1:
Confirm 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”.

Confirm Author Role

Confirm Author Role

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 Abraha Asfaw
Kaori Sakaguchi-Söder
Anat Bernstein
Hagar Siebner
Christoph Schüth
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.
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.

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

Rapid Communications in Mass Spectrometry
Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments
DOI: doi.org/10.1062/rcm.8922

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 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.

Rapid Communications in Mass Spectrometry
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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 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.
Step 2: Funders & Grants Details
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 author is presented with reported funders (if provided at submission) and is given an additional option to add/edit any new/existing funder(s).
Step 3:
Confirm Affiliations
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.
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.
If no affiliation is inherited from data entered within the submission systems, authors will be asked to add their affiliation.

The geotargeting feature informs authors of the existence of institutions in their country that have a Wiley Open Access Account.
As authors start typing their affiliation, possible matches will auto-populate below for authors to choose from. (This information comes from the Ringgold database.)
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.
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.
Step 4:
Copyright Ownership Selection
Copyright Ownership

Author is presented with the Copyright Ownership selection.
Step 5:
Confirm Open Access Option
Open Access Option

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

Do you want to make your article 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 Reopen page to find out what type of APC coverage is available from your institution.

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

Yes, make my article 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

Copyright Ownership
Keep my article subscription-only
Step 6:
License Agreement Types
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.
Step 7:
License Submission
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.
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.
Author Workflow: Author Services Updates

New Features to Improve the User Experience
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.
Options authors may be keen to find out more about: video abstracts and covers for their articles.
New features

“Filter my articles” search feature.
Author Services

New features
Help 24/7 via chat.
Find Your Article

If an author is missing an article from their dashboard, they can now more easily add this article without intervention from Wiley.

When an author finds the article using the “Find your article” feature, they will see a list of authors on the article and they will be able to say if they are one of these authors.

After system verification to check that there is a match, this article will automatically be assigned to the author and will appear on their dashboard.
Resources
For administrator and authors
Wiley Open Access Accounts

Training Resources

For Authors:

- Open Access Resources for Researchers
- Author Compliance Tool
- Author Services website
- Affiliation Policy and Payment Info for Authors
Thank you!

Customer Success Manager:
Mickaël Roullier
mroullier@wiley.com

Institution Contact:
Account Dashboard Team
accountdashboardsupport@wiley.com

Author Contact:
Wiley Customer Support Team
cs-openaccess@wiley.com