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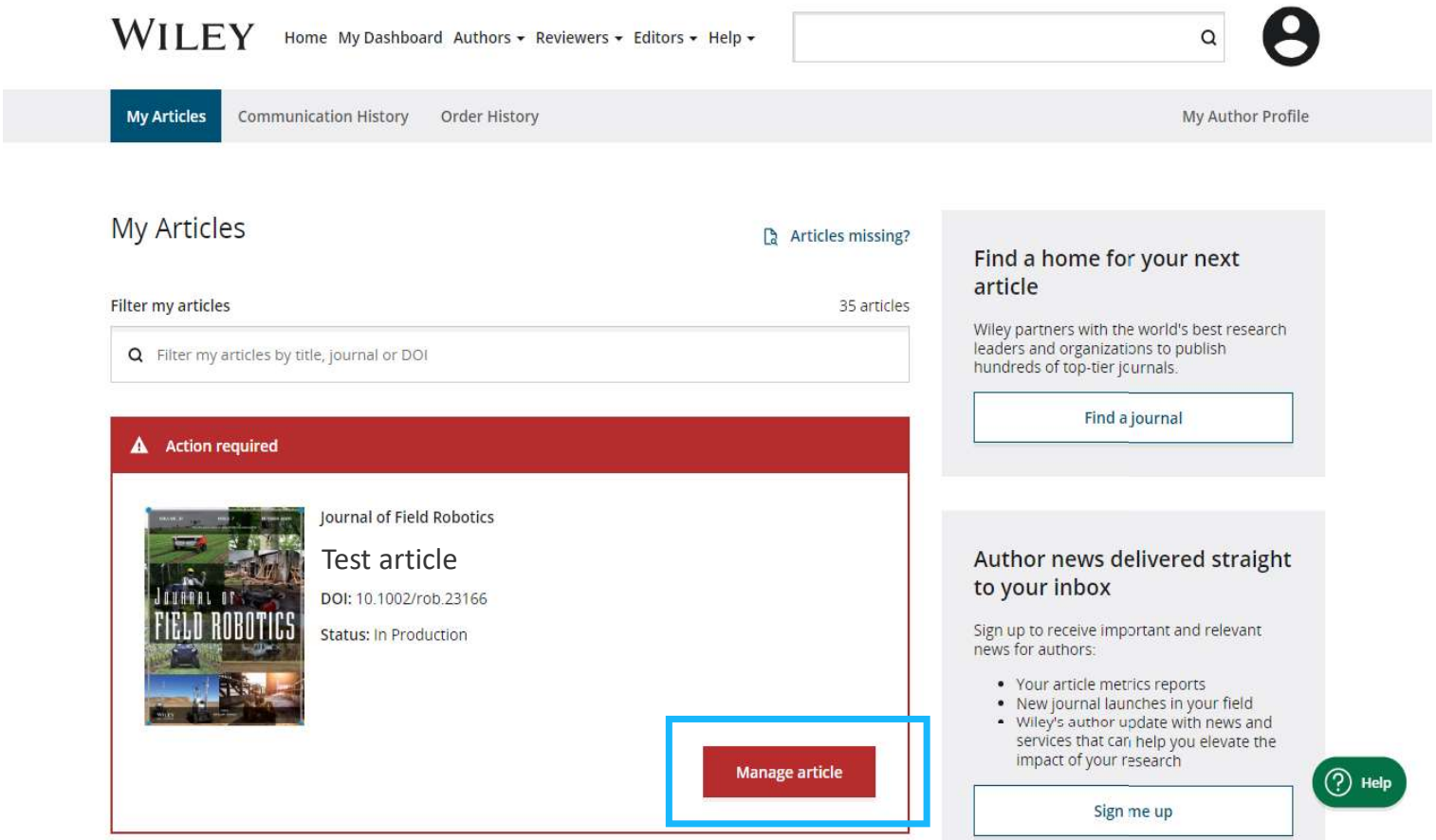
Authors' Workflow for Hybrid Journals

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.

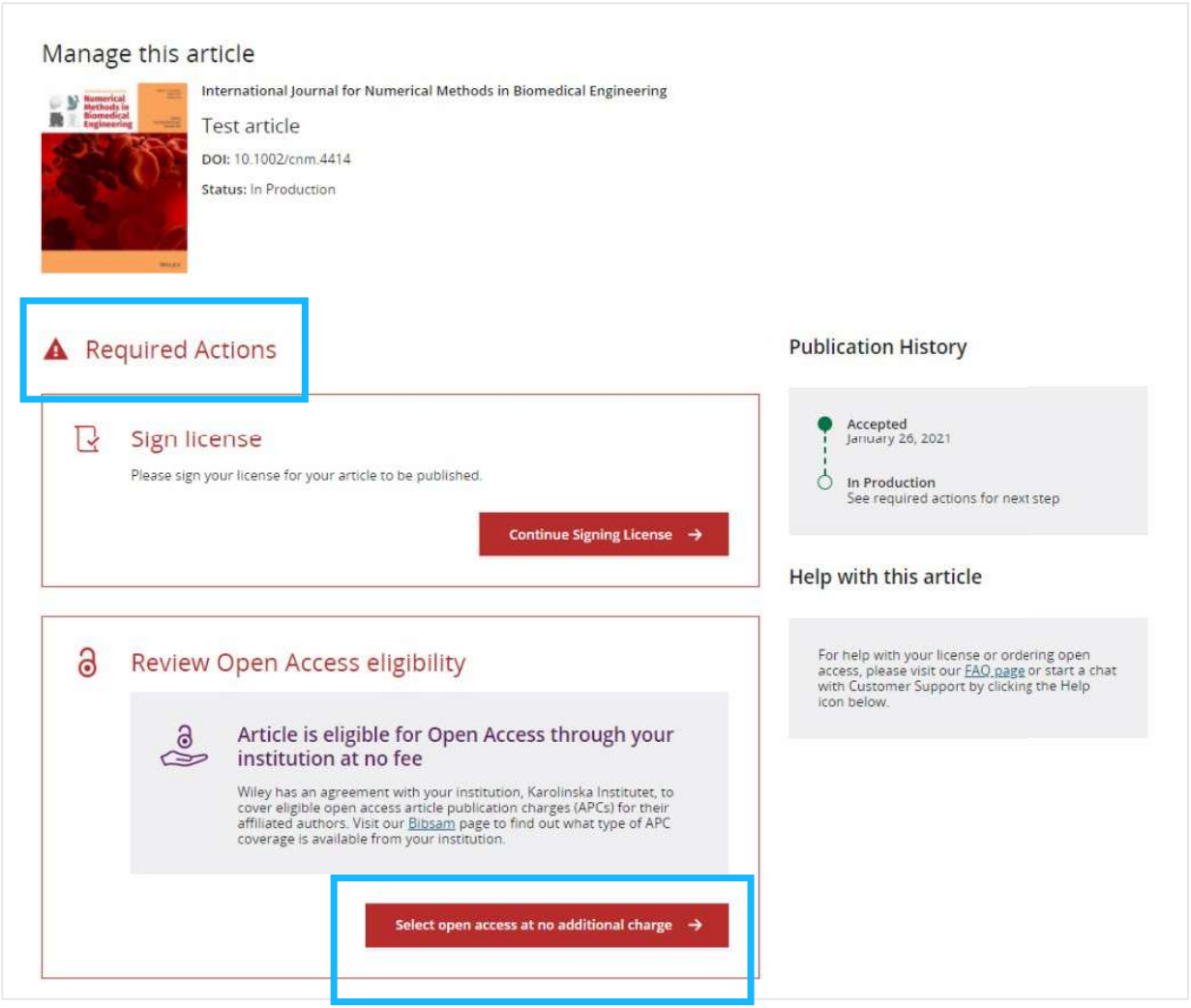


Manage Article

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.



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Step 1:

Confirm Author Role

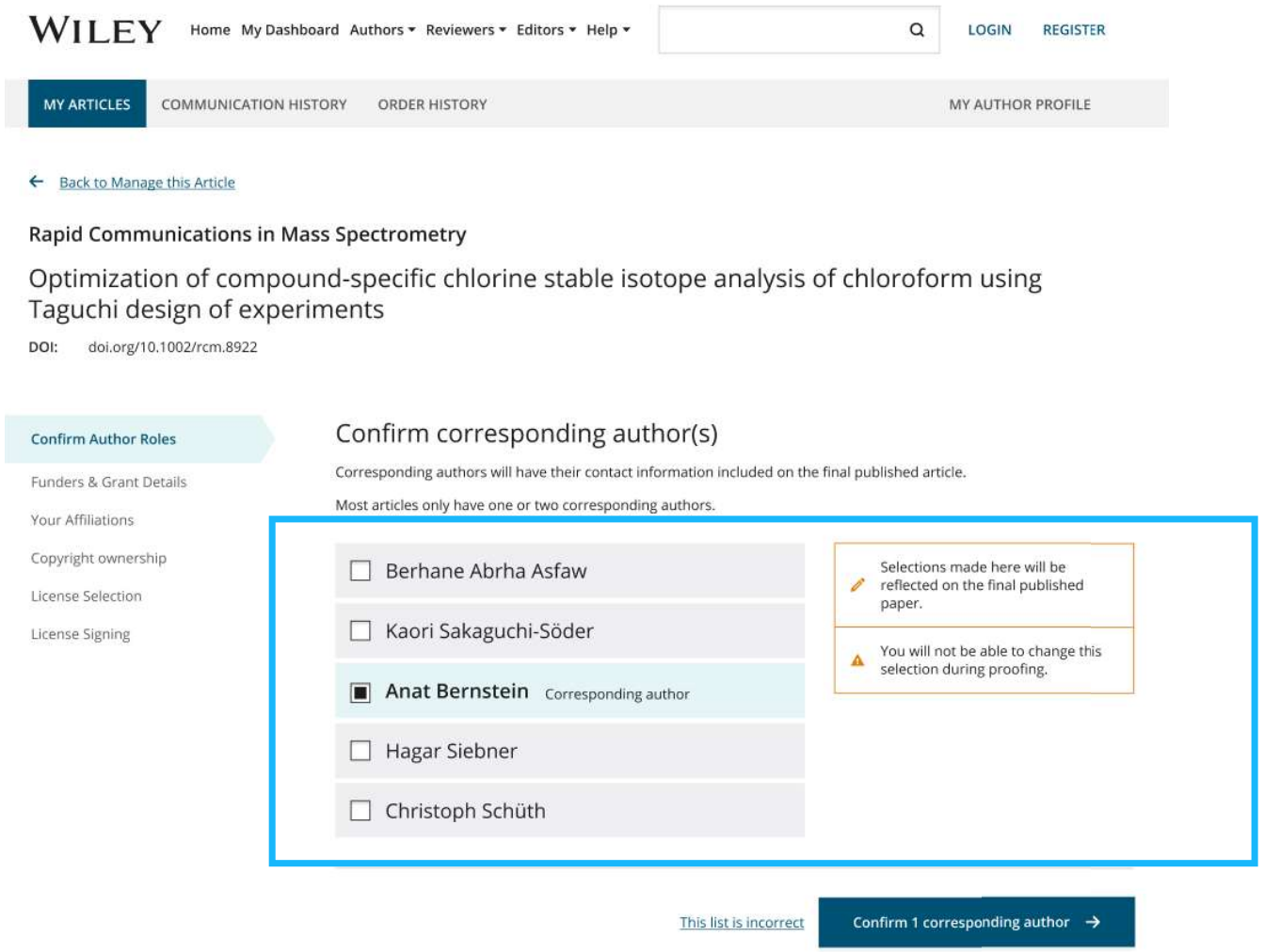
Author Services

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".

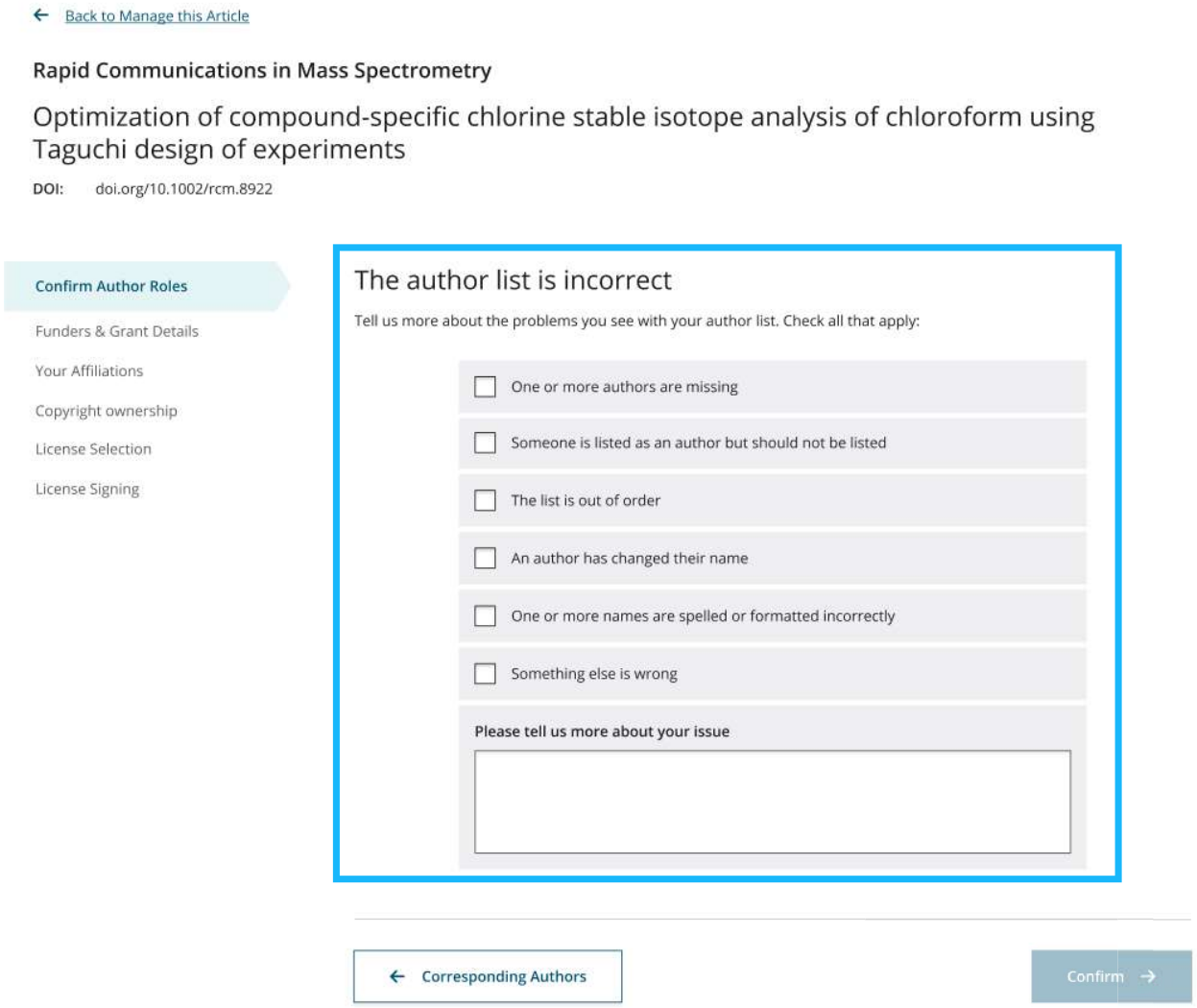


Confirm Author Role

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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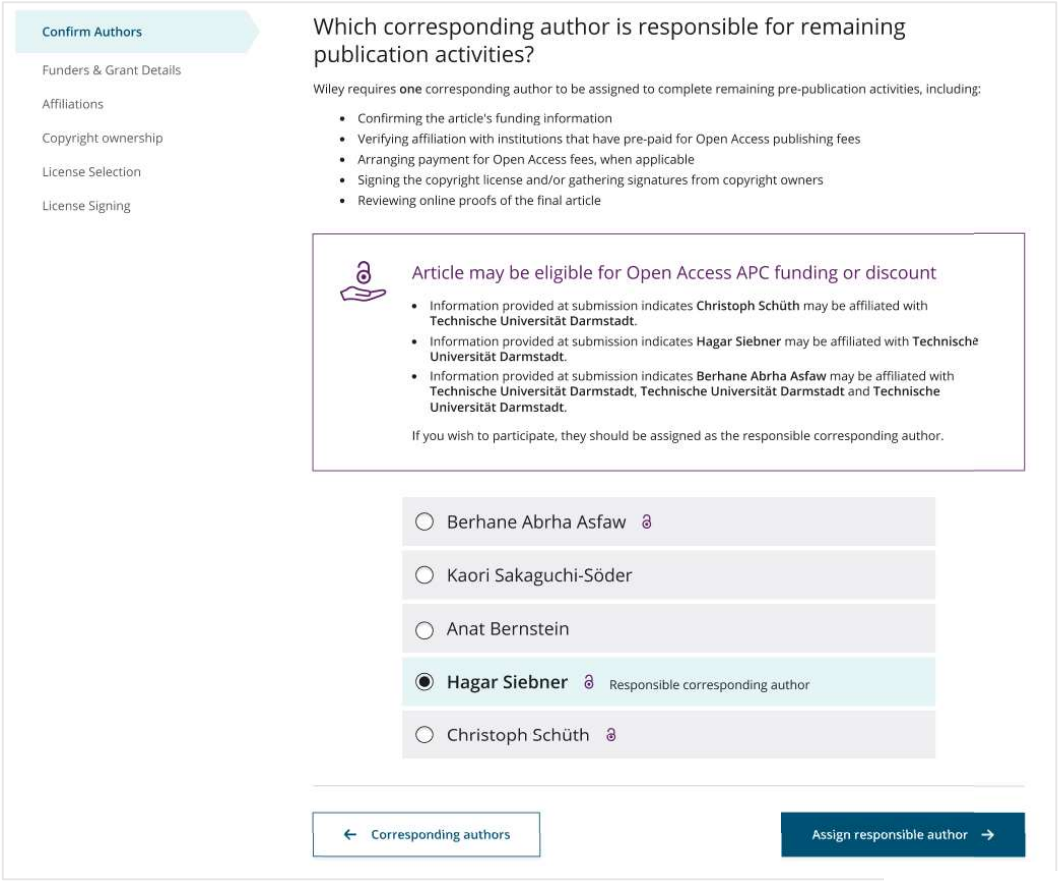
Confirm Responsible Corresponding Author

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

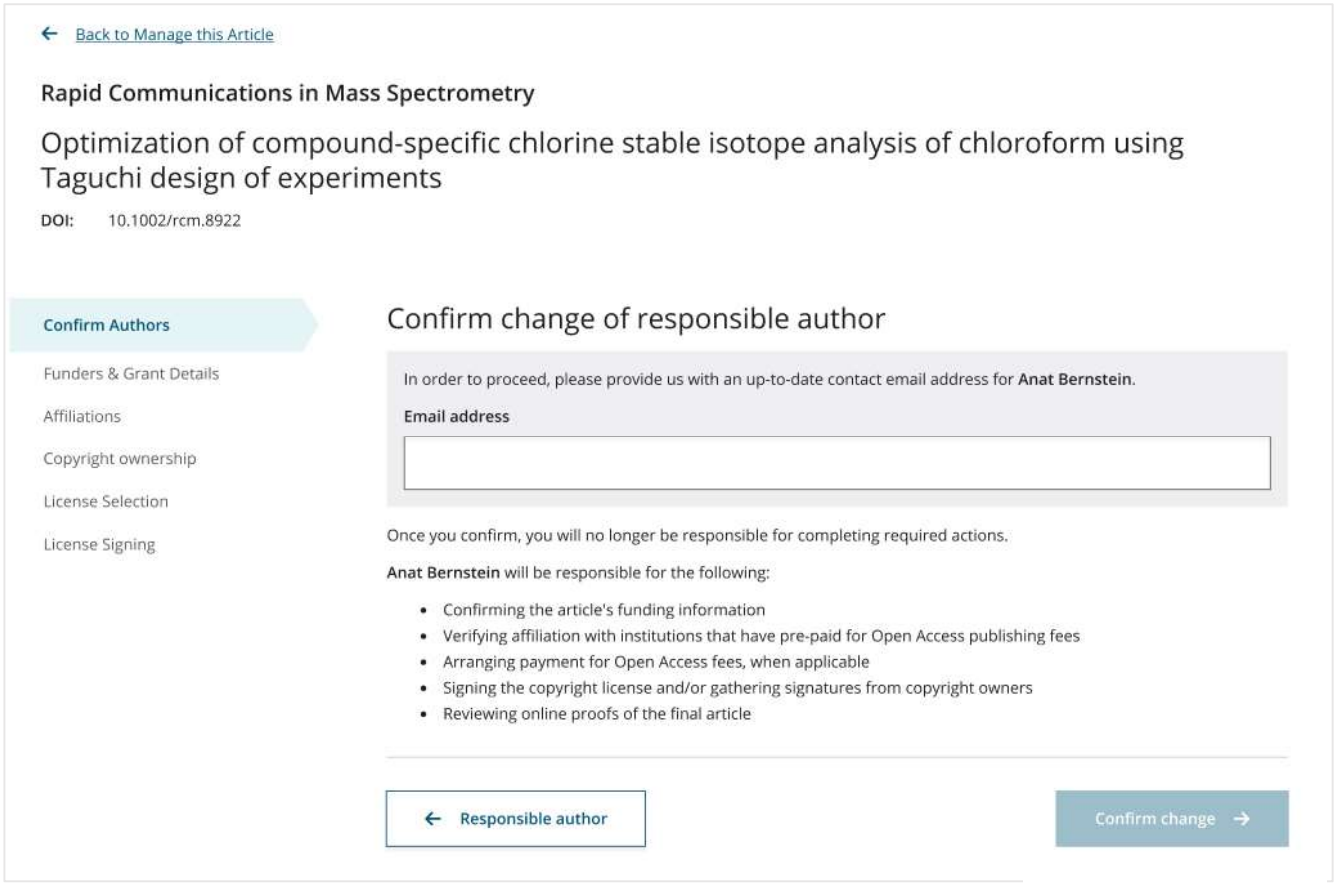
The padlock icon next to author names indicates the author may be eligible for APC coverage.

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.



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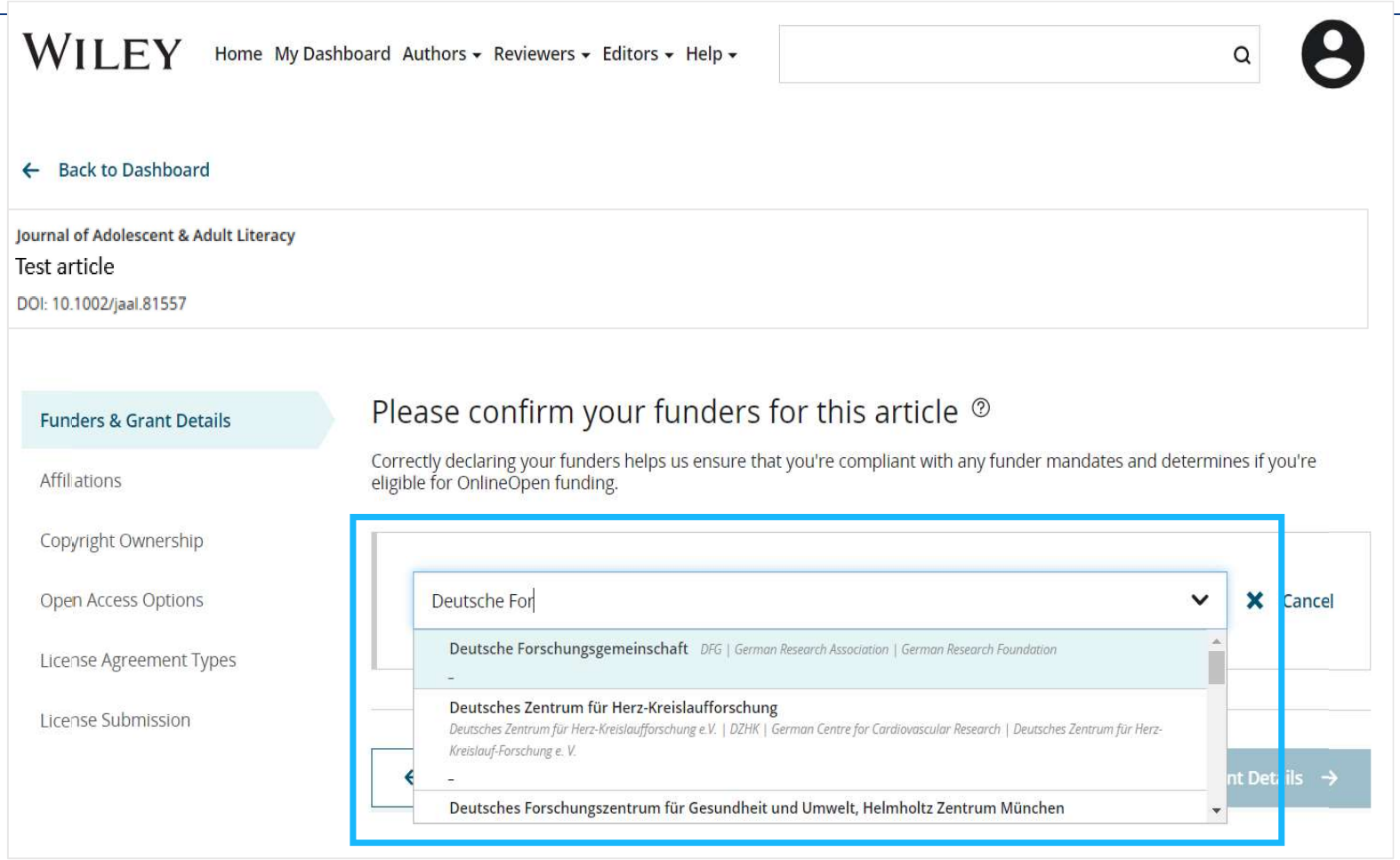
Step 2:

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).



Funders & Grant Details

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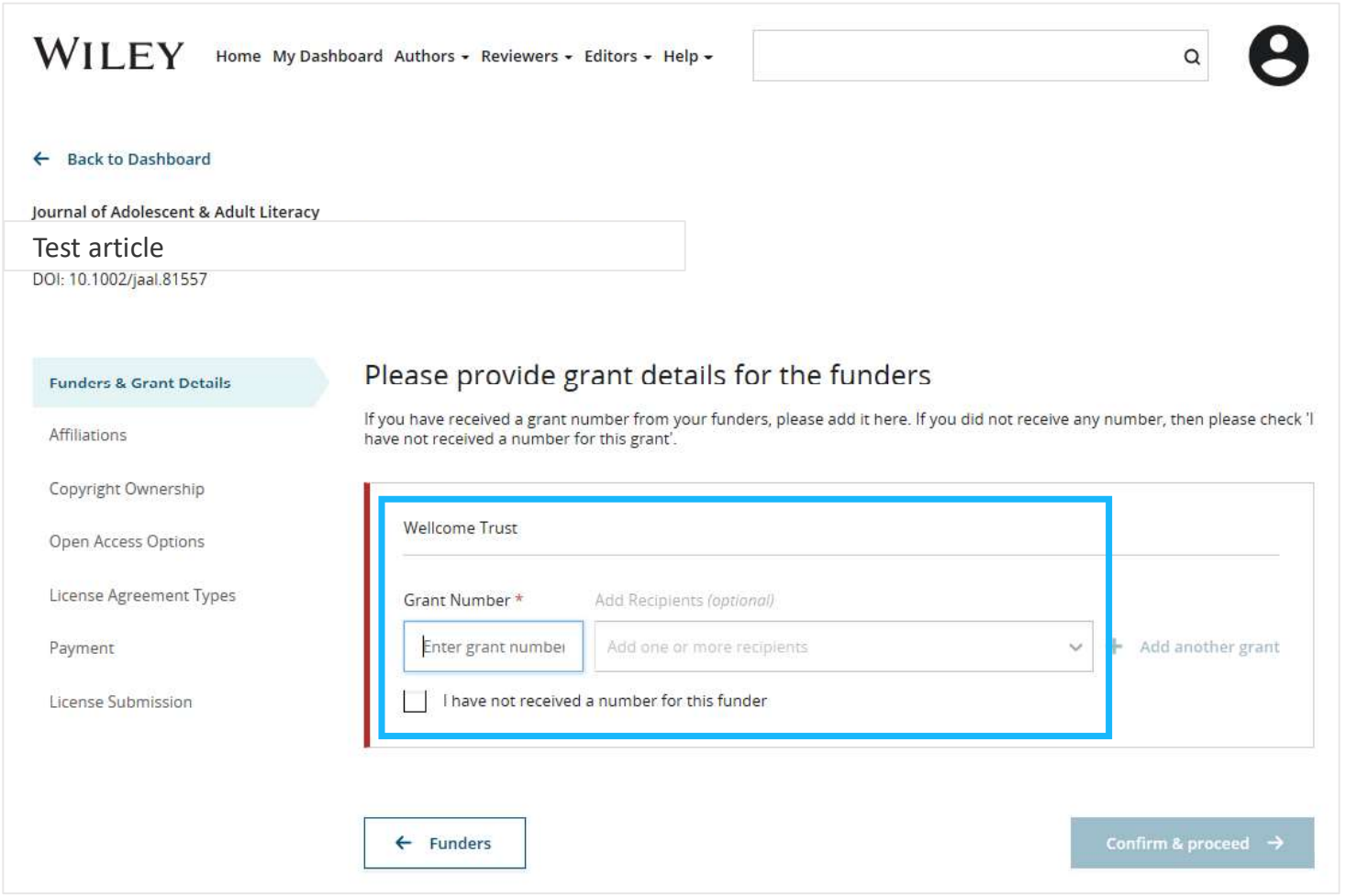

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Step 3:

Confirm Affiliations

Confirm Institutional Affiliation – Ringgold Exact Match

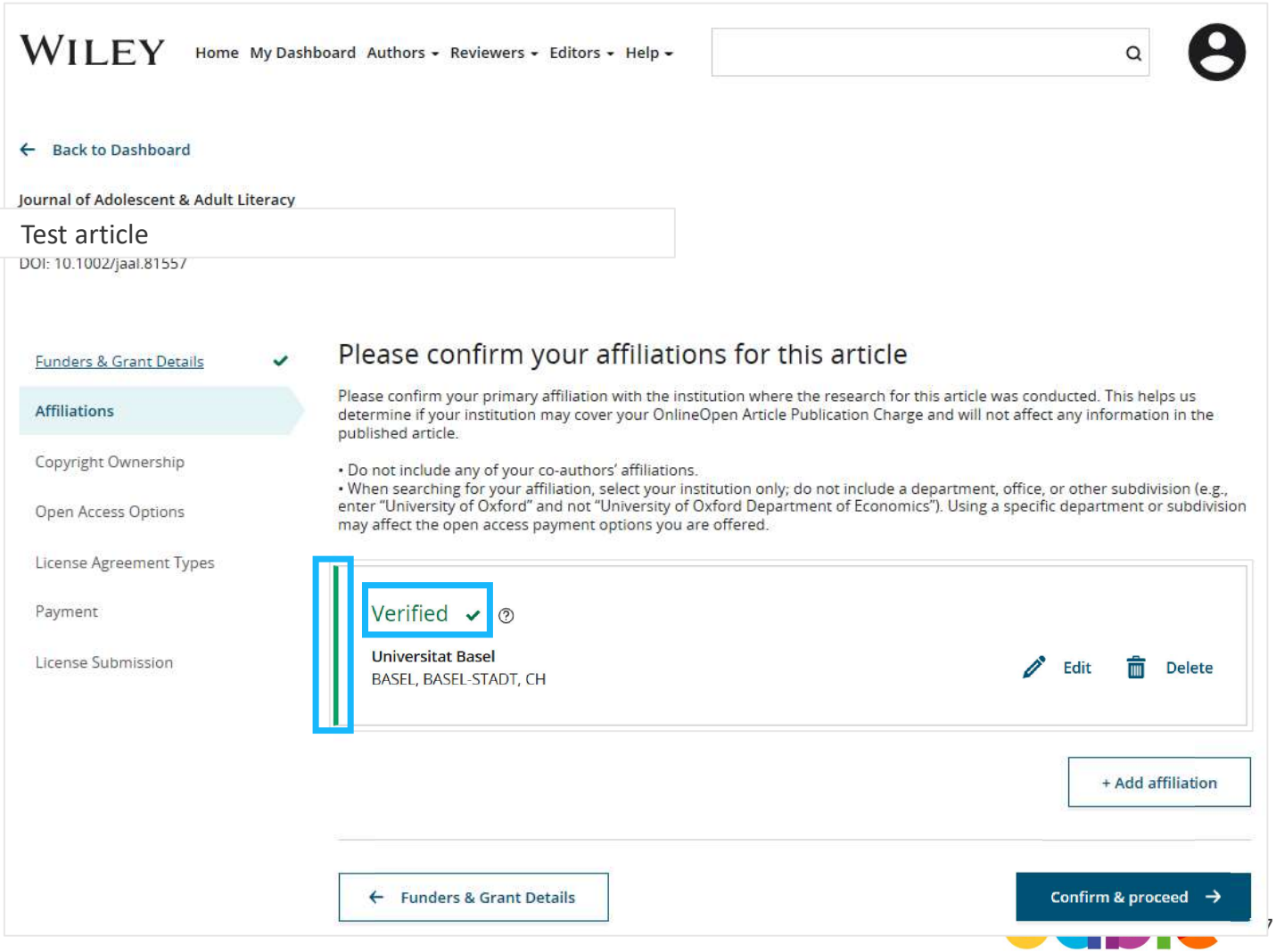
Confirm/Enter Institutional Affiliation – Exact Match

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 additional to the 'Verified' text with a green tick, shows that the information entered has been recognised by the Ringgold database.



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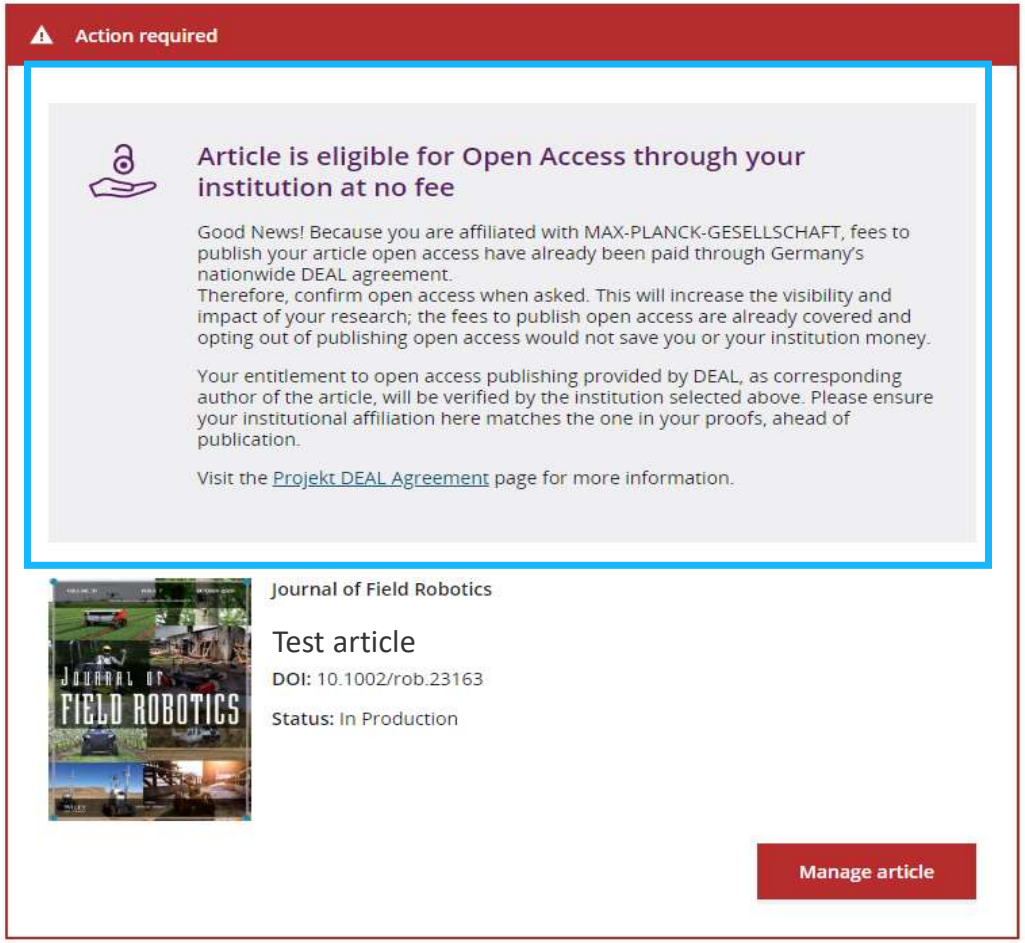
Confirm Institutional Affiliation – Ringgold Exact Match (Homepage View)

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.

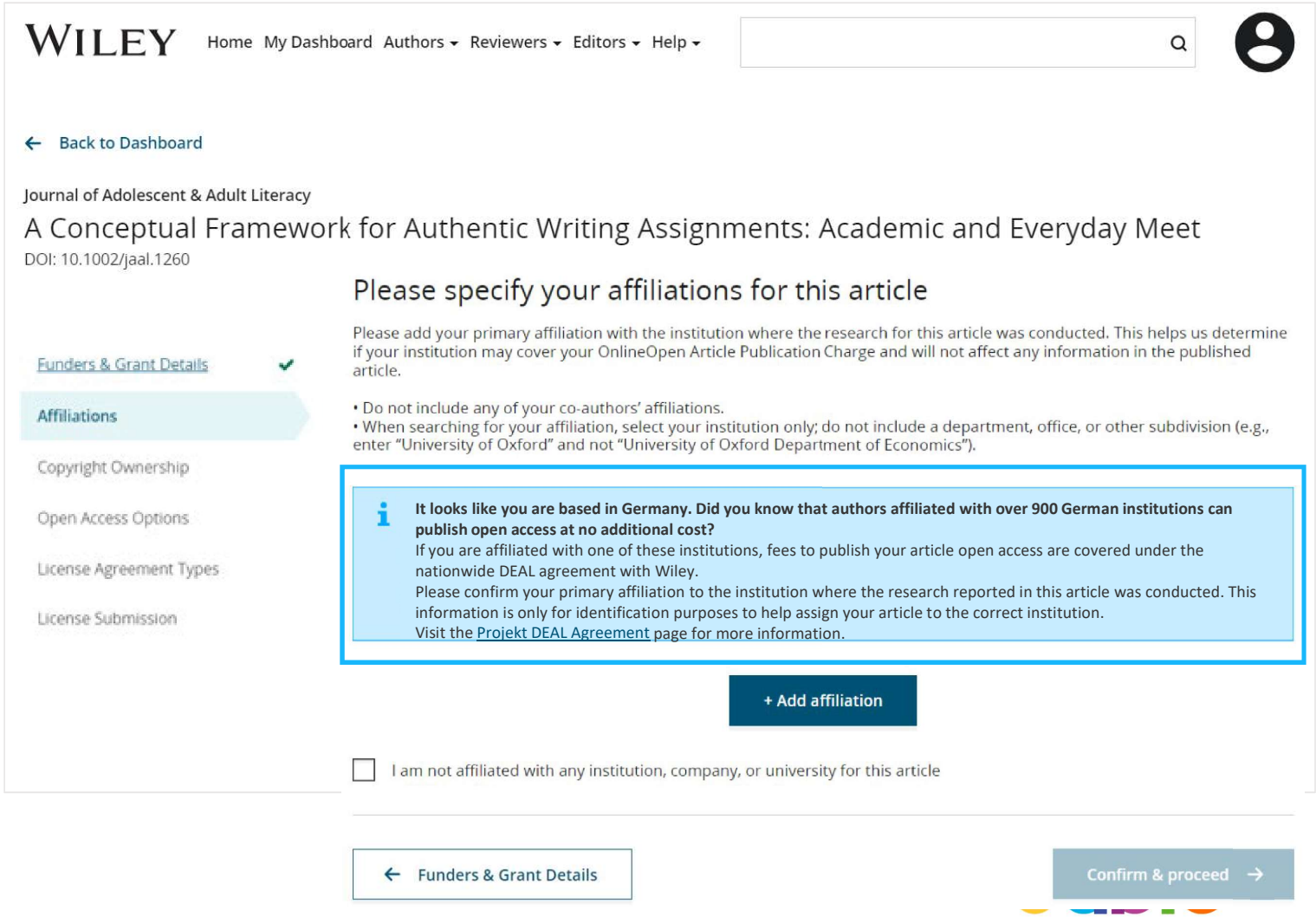


Enter Institutional Affiliation – No Affiliation Provided (Geotargetting)

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.

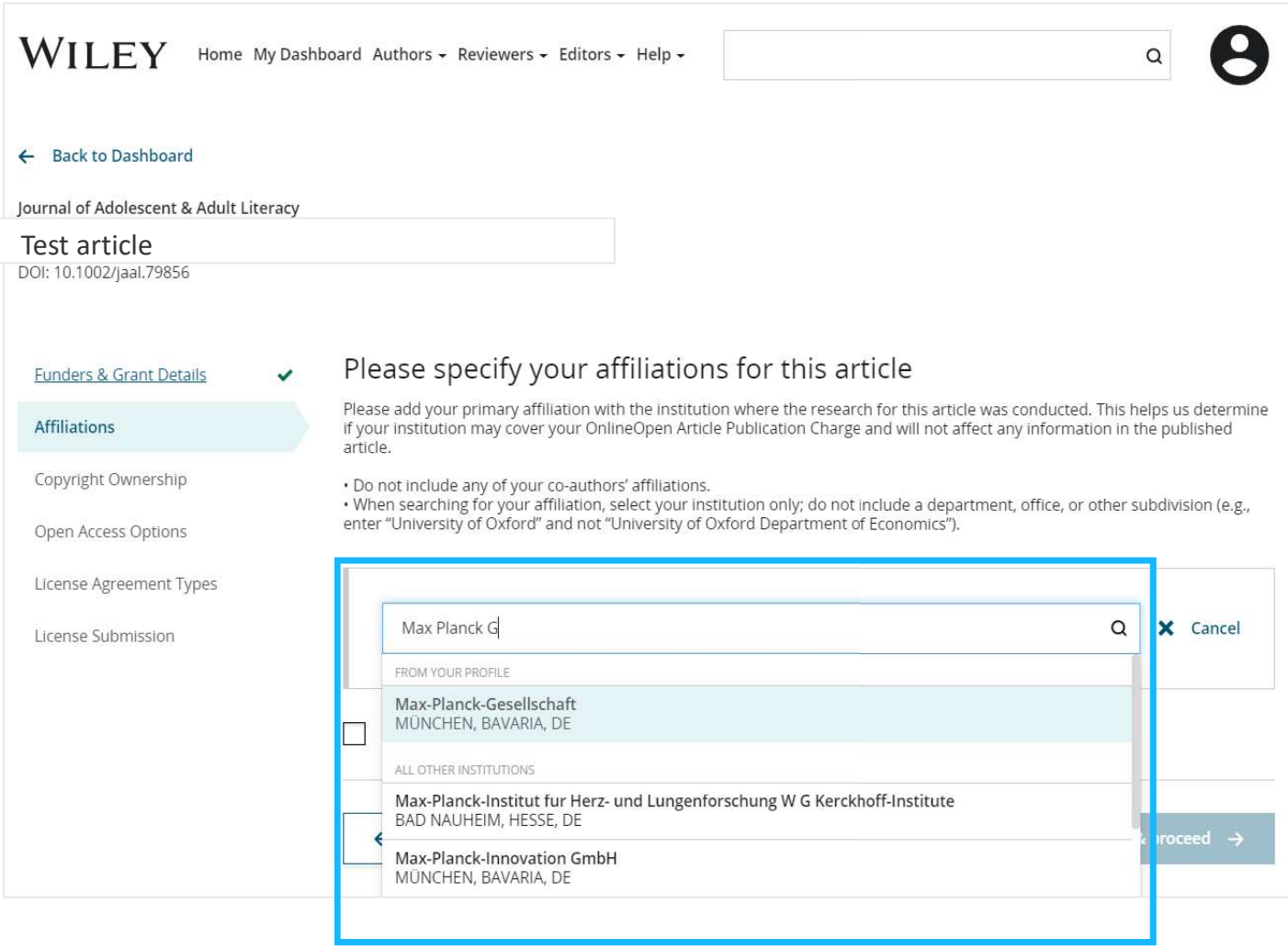
The geotargeting feature informs authors of the existence of institutions in their country that have a Wiley Open Access Account.



Enter Institutional Affiliation – No affiliation provided

Enter Institutional Affiliation – No affiliation provided

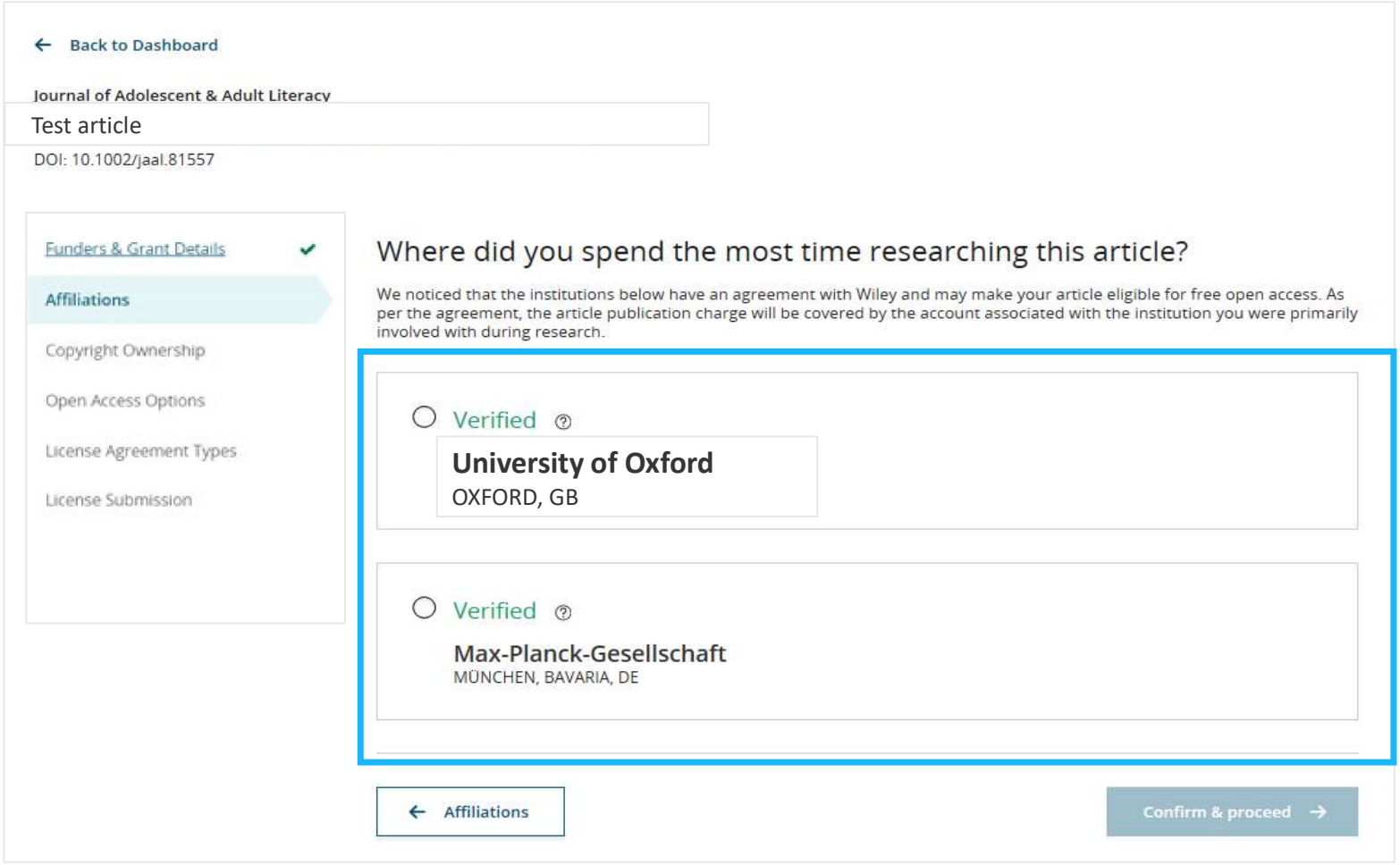
As authors start typing their affiliation, possible matches will auto-populate below for authors to choose from. (This information comes from the Ringgold database.)



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.

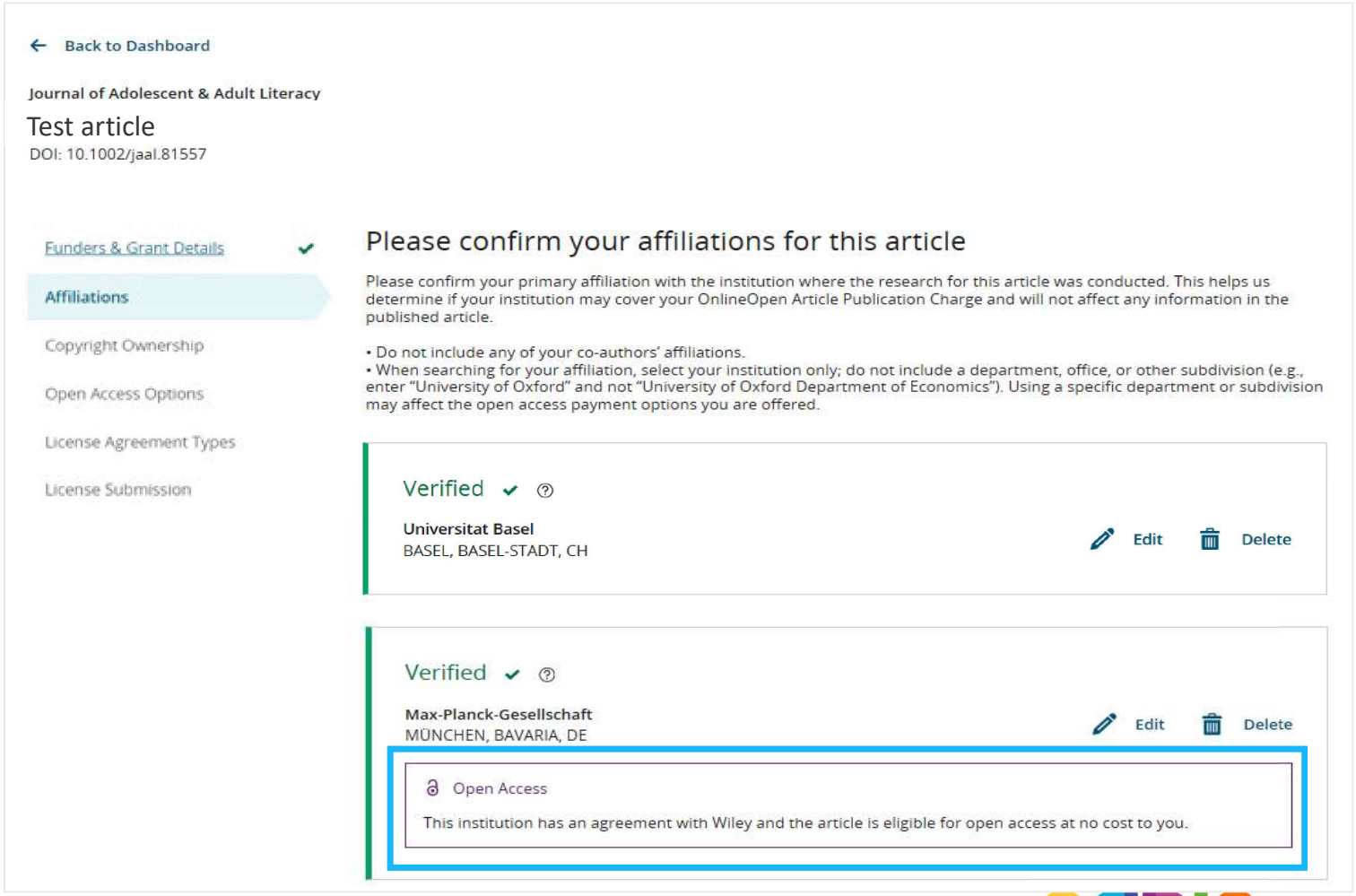


Confirm/Enter Institutional Affiliation – Multiple Wiley Open Access Account Affiliations

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.



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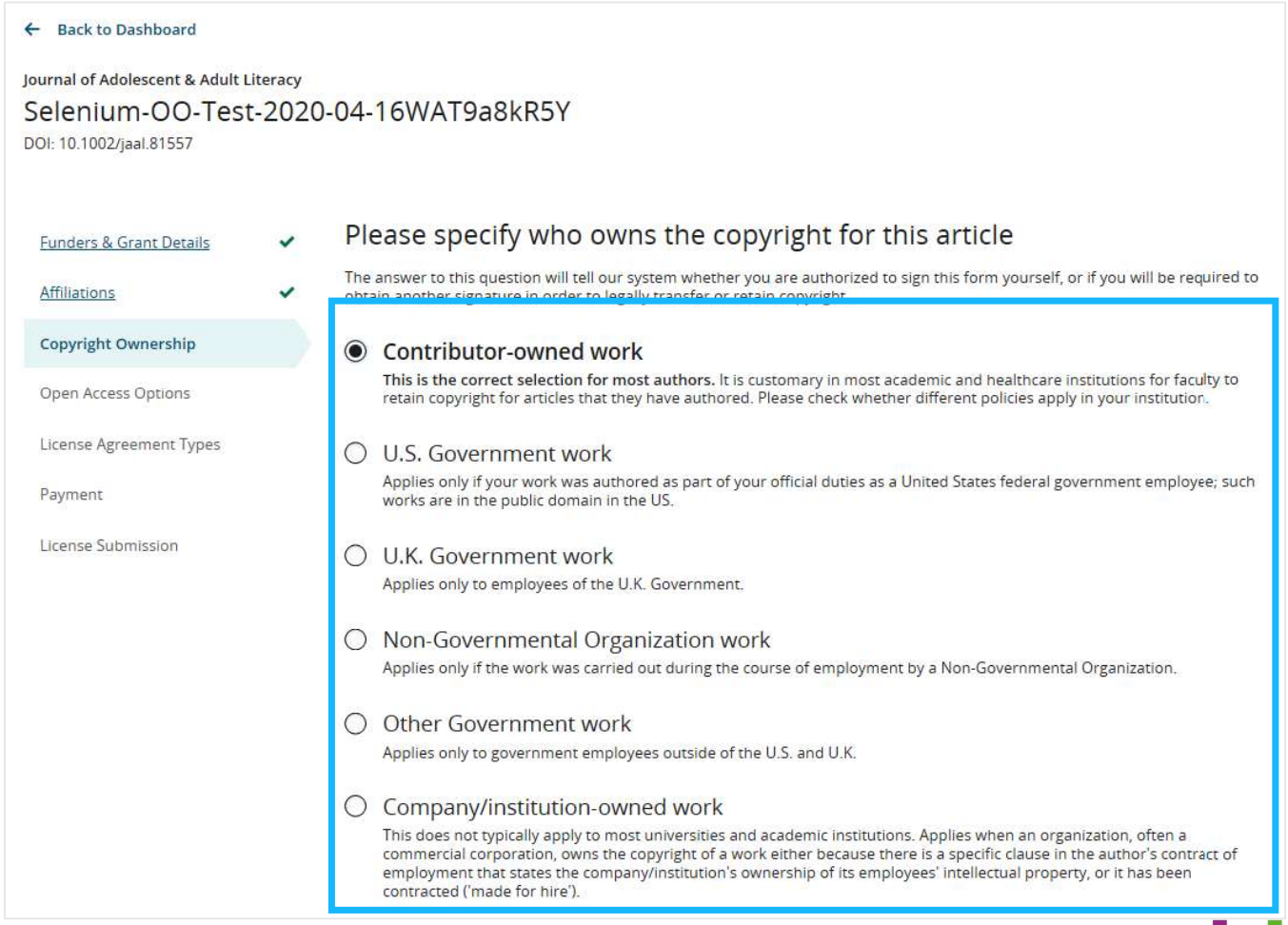
Step 4:

Copyright Ownership Selection

Copyright Ownership

Copyright Ownership

Author is presented with the Copyright Ownership selection.



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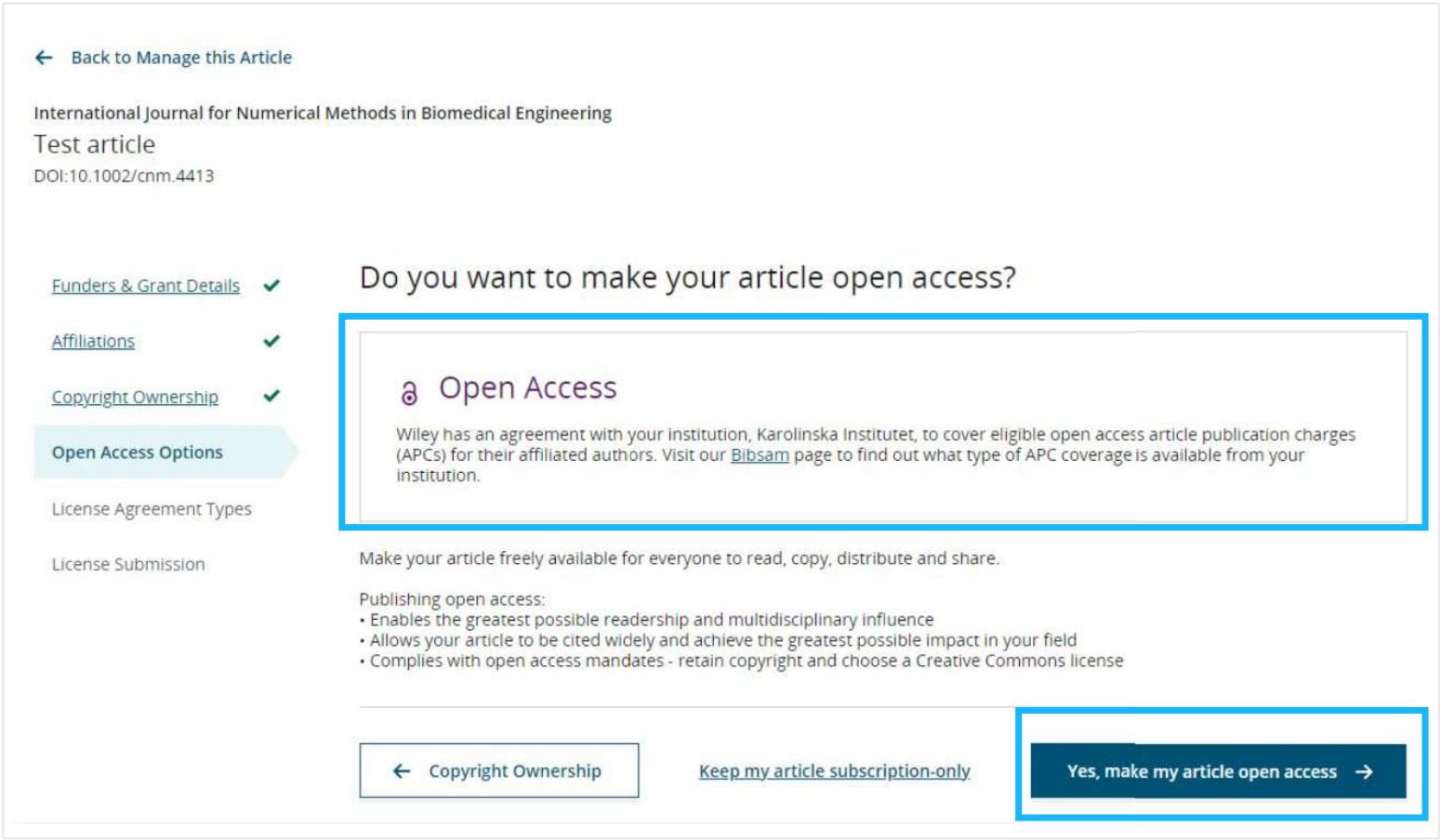
Step 5:

Confirm Open Access Option

Open Access Option

Open Access

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



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Step 6:

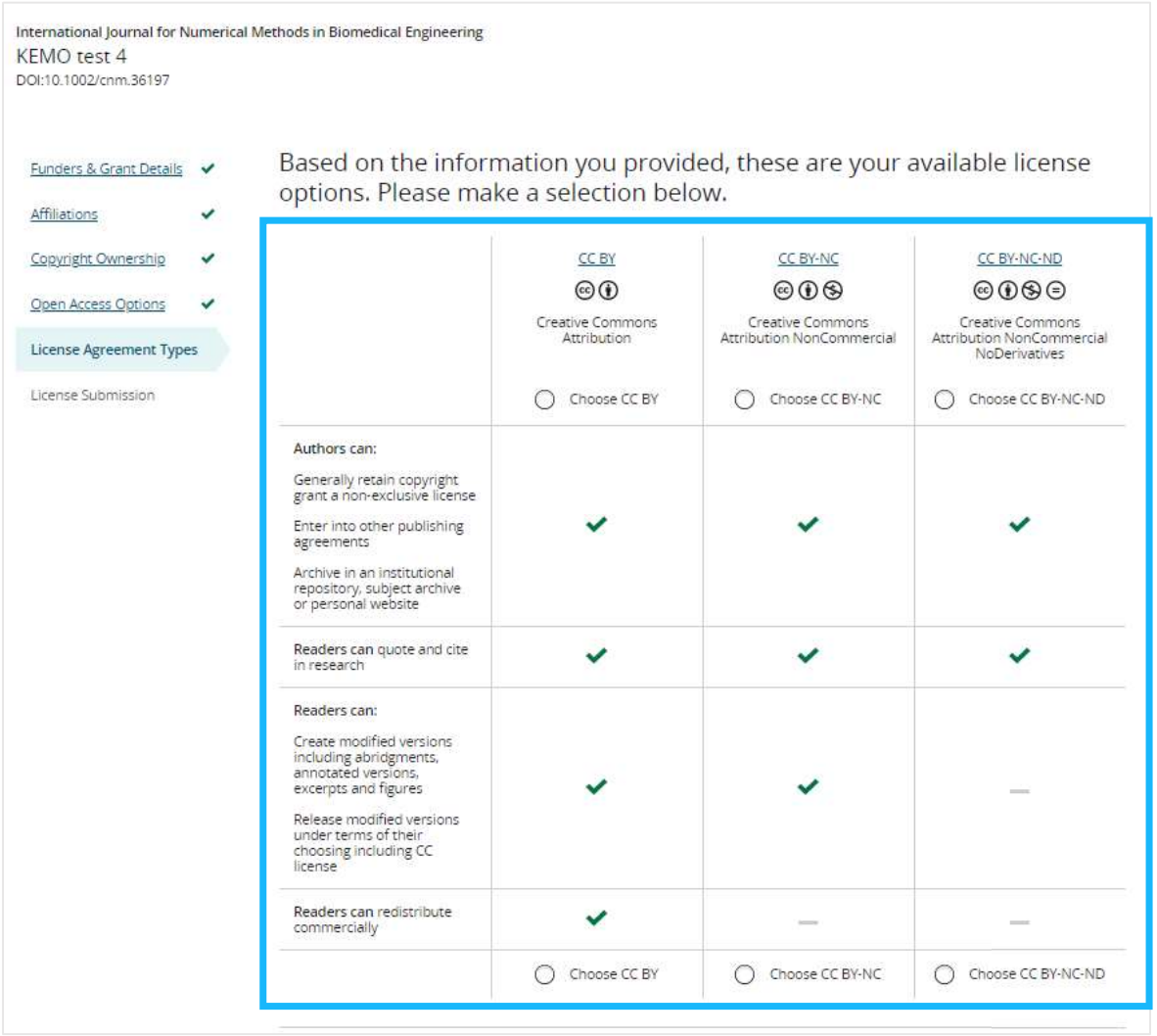
License Agreement Types

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.



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Step 7:

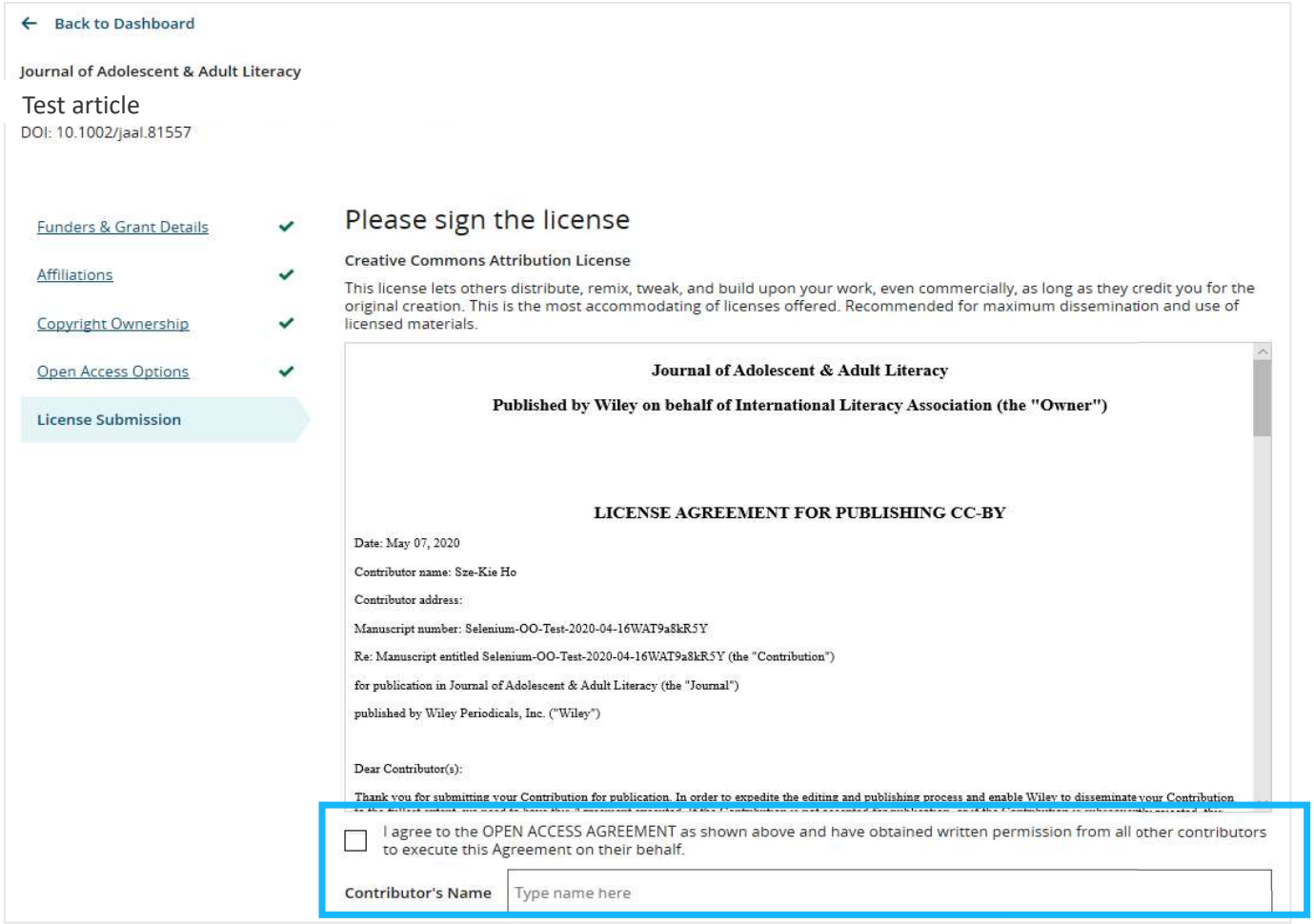
License Submission

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.



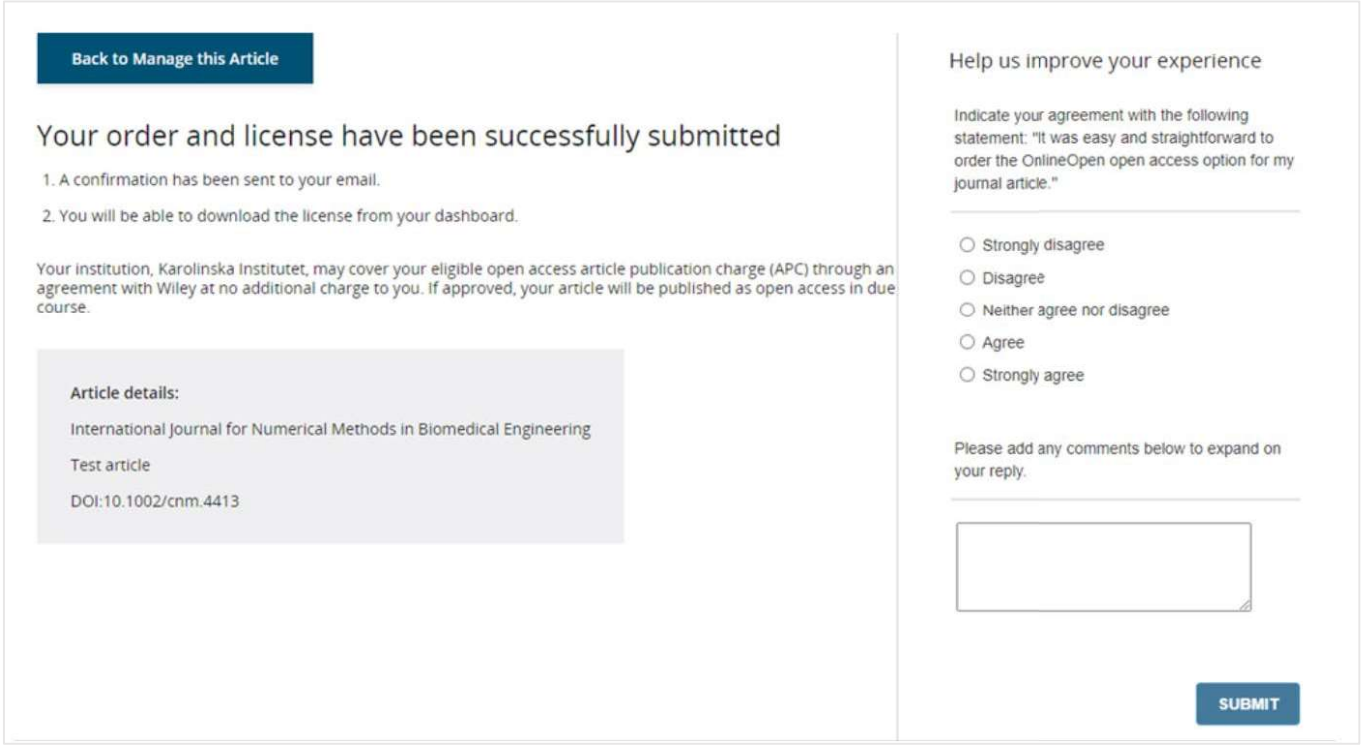
License Signing

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.



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Resources

For administrator and authors

Wiley Open Access Accounts

Training Resources

For Administrators:

- Welcome Packet
- Training Hub
- WOAA Consortia Dashboard Video
- Open Access for Librarians
- Funder Agreement

For Authors:

- Open Access Resources for Researchers
- Author Compliance Tool
- Author Services website
- Affiliation Policy and Payment Info for Authors
- Author workshops (2) with TÜBITAK's involvement