

WILEY

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 dashboard. 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 bar, a secondary bar contains 'My Articles', 'Communication History', and 'Order History', with 'My Author Profile' on the far right. The main section is titled 'My Articles' and shows '35 articles'. A filter box allows searching by title, journal, or DOI. A red banner labeled 'Action required' highlights a specific article: 'Test article' from the 'Journal of Field Robotics' (DOI: 10.1002/rob.23166), which is 'In Production'. A blue box highlights the 'Manage article' button for this article. To the right, two promotional boxes are visible: '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' icon.

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

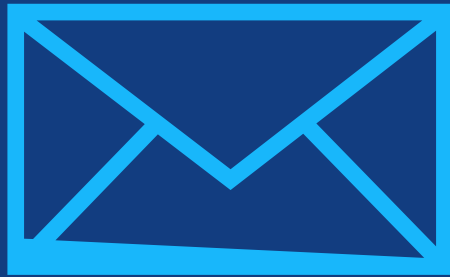


In Production
See required actions for next step

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.

WILEY



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 ▾

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 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.

[← 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

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 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.

[← 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

Confirm Authors

Funders & Grant Details

Affiliations

Copyright ownership

License Selection

License Signing

Confirm change of responsible author

In order to proceed, please provide us with an up-to-date contact email address for **Anat Bernstein**.

Email address

Once you confirm, you will no longer be responsible for completing required actions.

Anat Bernstein will be responsible for the following:

- 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

[← Responsible author](#)

[Confirm change →](#)

WILEY



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).

WILEY

Home My Dashboard Authors ▾ Reviewers ▾ Editors ▾ Help ▾

Q



← 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



Cancel

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


Funders & Grant Details →

WILEY

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 *

Add Recipients (optional)

☐ I have not received a number for this funder

[Add another grant](#)

[← Funders](#) [Confirm & proceed →](#)

WILEY



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.

WILEY

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

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 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**




Article is eligible for Open Access through your institution at no fee

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

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

Q

[← 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](#)

[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").

i It looks like you are based in Germany. Did you know that authors affiliated with over 900 German institutions can publish open access at no additional cost?
If you are affiliated with one of these institutions, fees to publish your article open access are covered under the nationwide DEAL agreement with Wiley.
Please confirm your primary affiliation to the institution where the research reported in this article was conducted. This information is only for identification purposes to help assign your article to the correct institution.
Visit the [Projekt DEAL Agreement](#) page for more information.

+ 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 ▾

Journal of Adolescent & Adult Literacy

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").

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

Cancel

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.

WILEY



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](#)

Please specify who owns the copyright for this article

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.

☒ **Contributor-owned work**

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').

WILEY



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 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.

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 →**

WILEY



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

[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.

	CC BY  Creative Commons Attribution <input type="radio"/> Choose CC BY	CC BY-NC  Creative Commons Attribution NonCommercial <input type="radio"/> Choose CC BY-NC	CC BY-NC-ND  Creative Commons Attribution NonCommercial NoDerivatives <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

WILEY



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.

WILEY

[← 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 Submission

Please sign the license

Creative Commons Attribution License

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.

Journal of Adolescent & Adult Literacy

Published by Wiley on behalf of International Literacy Association (the "Owner")

LICENSE AGREEMENT FOR PUBLISHING CC-BY

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")

Dear Contributor(s):

Thank you for submitting your Contribution for publication. In order to expedite the editing and publishing process and enable Wiley to disseminate your Contribution as the full-text online and to have this Contribution included in the Journal, we need to execute this Agreement on your behalf.

☐ 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.

Your institution, Karolinska Institutet, 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 as 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



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