

WILEY

Open Access Publishing Workflow

For authors at institutions
that have an Open Access
agreement with Wiley

Wiley Publishing Japan
(updated Feb 2024)



Introduction

This guide is for authors affiliated with institutions that have an Open Access (OA) agreement with Wiley. There are three types of journals, and your OA publishing workflow will be different according to which type of journal you publish in.

Please refer to a section relevant for you and follow instructions.

(1) Hybrid OA ... p. 4 -

if you publish your article in a Hybrid journal, which means a subscription journal that also offers the option of publishing articles open access

(2) Full Gold OA ... p.27 -

if you publish your article in a Full Gold OA journal that publishes all articles open access only

(3) Hindawi ... p.39-

if you publish your article in a journal published by Hindawi, which was acquired by Wiley in 2021 and publishes about 260 Full Gold OA journals

OA Publishing Workflow at a Glance



(2) Full Gold OA

Author submits an OA request when submitting a manuscript through a submission system

(3) Hindawi

No special action is required. OA request is automatically created by Wiley, based on the author's affiliation on submission

(1) Hybrid OA

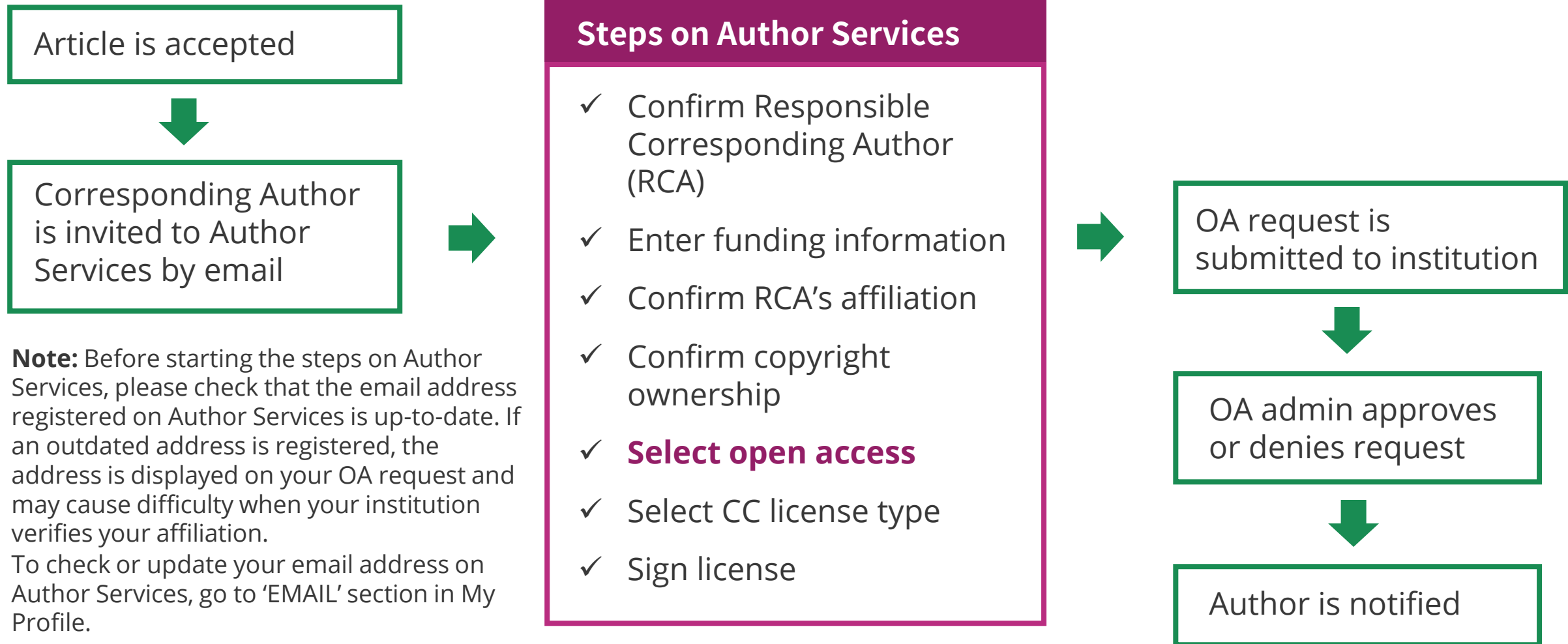
Author submits a request after an article is accepted, on Wiley's Author Services website

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(1) Hybrid OA



Hybrid OA – Workflow of Submitting an OA Request



Get Started for OA Request

Author Services invitation

You are invited to Author Services when your article has been accepted by a journal, regardless of institutional affiliation.

To begin the author workflow for the article, click on the 'Manage article' button.

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Articles missing?

Filter my articles

35 articles

Filter my articles by title, journal or DOI

Action required



Journal of Field Robotics

Test article

DOI: 10.1002/rob.23166

Status: In Production

Manage article

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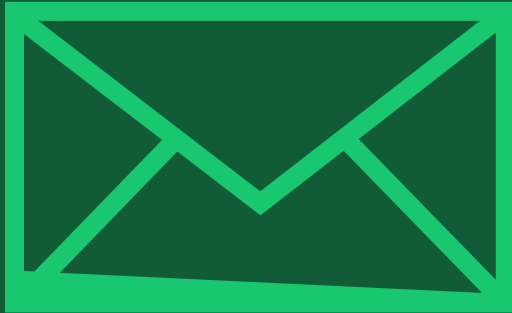
- Your article metrics reports
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- Wiley's author update with news and services that can help you elevate the impact of your research

Sign me up

Help

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Step 1:

**Confirm Responsible
Corresponding Author (RCA)**

Confirm Corresponding Author(s)

Corresponding Author

The author list will show all authors registered when manuscript is submitted.

You have two options: select one or more Corresponding Authors from the author list and confirm, or select “This list is incorrect” to make any change to the list.

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International Journal for Numerical Methods in Biomedical Engineering
RCA article 2
DOI:10.1002/cnm.4476

Confirm Author Roles

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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.

<input checked="" type="checkbox"/>	Sze-Kie Ho	Corresponding author
<input type="checkbox"/>	Jane Brown	
<input checked="" type="checkbox"/>	Venetia Lipscombe	Corresponding author
<input checked="" type="checkbox"/>	Julian Touma	Corresponding author



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 3 corresponding authors →

Confirm Responsible Corresponding Author

Important!

Only one RCA for each article

This screen displays Corresponding Author(s) 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 (RCA)**. RCA will be the only author responsible for the entire publication process including license signing, and **who can submit an OA request to their institution for APC coverage.**

International Journal for Numerical Methods in Biomedical Engineering
RCA article 2
DOI:10.1002/cnm.4476

Confirm Authors

Funders & Grant Details

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License Submission

Which corresponding author is responsible for the 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 **Sze-Kie Ho** may be affiliated with **Stockholms Universitet**
- Information provided at submission indicates **Venetia Lipscombe** may be affiliated with **UNIVERSITAT WIEN**

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Sze-Kie Ho



Venetia Lipscombe



Julian Touma

← Corresponding authors

Assign responsible author →



Step 2:

Confirm Funders & Grant Details

Confirm Funders & Grant Details

Funder Name & Grant Number

If you have received grants for research your article is based on, select the name of the funder from the list, and enter a grant number (if any) in the next screen.

Funders & Grant Details

Affiliations

Copyright Ownership

Open Access Options

License Agreement Types

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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 open access funding.

Bill

Bill and Melinda Gates Foundation
BMGF | Bill & Melinda Gates Foundation | B&MGF | Gates Foundation | 比尔及梅琳达盖茨基金会 | बिल एंड मिलिंडा गेट्स फाउंडेशन

-

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Ann & Bill Swindells Charitable Trust

-

Bill and Carol Fox Center for Humanistic Inquiry, Emory University
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Please provide grant details for the funders

If you received a grant number from your funder, add it here. If you did not receive a number, check 'I have not received a number for this grant.'

Bill and Melinda Gates Foundation

Grant Number *

Add Recipients (optional)

OPP1111879

Add one or more recipients

+ Add another grant

☐ I have not received a number for this grant

← Funders

Confirm & proceed →



Step 3: **Confirm Affiliations**

Confirm RCA's Institutional Affiliation

Confirm affiliation

As RCA, you need to confirm or edit your institutional affiliation. This information is pre-populated based on your details provided through our submission systems, at the point of submission of the article.

If the information is correct, please confirm it by clicking 'Confirm & proceed'.

If you need to add any affiliations, click 'Add affiliation'.

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Journal of Adolescent & Adult Literacy

Test article

DOI: 10.1002/jaal.81557

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Verified

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Choose from list

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Journal of Adolescent & Adult Literacy

Test article

DOI: 10.1002/jaal.79856

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Max Planck G

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MÜNCHEN, BAVARIA, DE

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BAD NAUHEIM, HESSE, DE

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MÜNCHEN, BAVARIA, DE

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Select 'primary affiliation'

If you enter affiliations with multiple institutions and more than one of the institutions has an OA agreement with Wiley, you will be presented with an additional screen and asked to select your **'primary affiliation' where research for the article was conducted**. Select one and click 'Confirm & proceed'.

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International Journal for Numerical Methods in Biomedical Engineering
Test Article
DOI:10.1002/cnm.38344

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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 may be covered by the account associated with the institution you were primarily involved with during research.

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CANBERRA, AUSTRALIAN CAPITAL TERRITORY, AU

☐ Verified ⓘ

University of Oxford
OXFORD, GB

← Affiliations

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Help with affiliations

- > What does it mean if my institution is "not verified"?
- > What if my department is not listed?
- > What if my organization is not listed?
- > Should I list the affiliations of my coauthors?
- > What if I changed or moved organizations?
- > What if my institution is listed, but its name or location is incorrect?

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Step 4:

Copyright Ownership Selection

Copyright Ownership

Copyright

You are presented with the Copyright Ownership selection. If you are affiliated with a university, the most common choice will be “Contributor-owned work”.

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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

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Step 5:

Confirm Open Access Option

Open Access Option

Important!

Make article OA

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International Journal for Numerical Methods in Biomedical Engineering
Test article
DOI:10.1002/cnm.4413

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Step 6:

License Agreement Type

License Type Selection

CC license types

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International Journal for Numerical Methods in Biomedical Engineering
KEMO test 4
DOI:10.1002/cnm.36197

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[Affiliations](#) ✓




[Copyright Ownership](#) ✓

[Open Access Options](#) ✓

[License Agreement Types](#)

License Submission

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

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Step 7:

License & OA Request Submission

Signing License Agreement

Sign & submit

The next step is license signing. Review a license agreement based on your chose in the previous screen. If you agree:

- Check a box to confirm your agreement
- And enter your name

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Journal of Adolescent & Adult Literacy

Test article

DOI: 10.1002/jaal.81557

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[Affiliations](#) ✓

[Copyright Ownership](#) ✓

[Open Access Options](#) ✓

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Journal of Adolescent & Adult Literacy

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Date: May 07, 2020

Contributor name: Sze-Kie Ho

Contributor address:

Manuscript number: Selenium-OO-Test-2020-04-16WAT9a8kR5Y

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for publication in Journal of Adolescent & Adult Literacy (the "Journal")

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Article details:

International Journal for Numerical Methods in Biomedical Engineering

Test article

DOI:10.1002/cnm.4413

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If your OA request was denied by your institution (1)

Denial notification

If your OA request was approved or denied by your institution, you receive a notification email from Wiley. If you receive a denial notification (right), you have two options:

1. Publish the article as subscription-only, without paying APC
2. Make the article open access by paying APC on your own

See the next page for steps for each.

[Denial notification email]

Dear Author,

We are responding to your request for your institution or funder to pay the article publication charge for the following article.

Article Title:

Article DH_ID:

Article DOI:

Journal Code:

Institution/Funder Name:

ABC University denied your Open Access payment request. Denial reason:

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Sincerely,

The Wiley Open Access Account Team
accountdashboardsupport@wiley.com

If your OA request was denied by your institution (2)

Your steps after denial

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2. Make the article open access by paying APC on your own

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Log into the Author Services and click on **Manage article**



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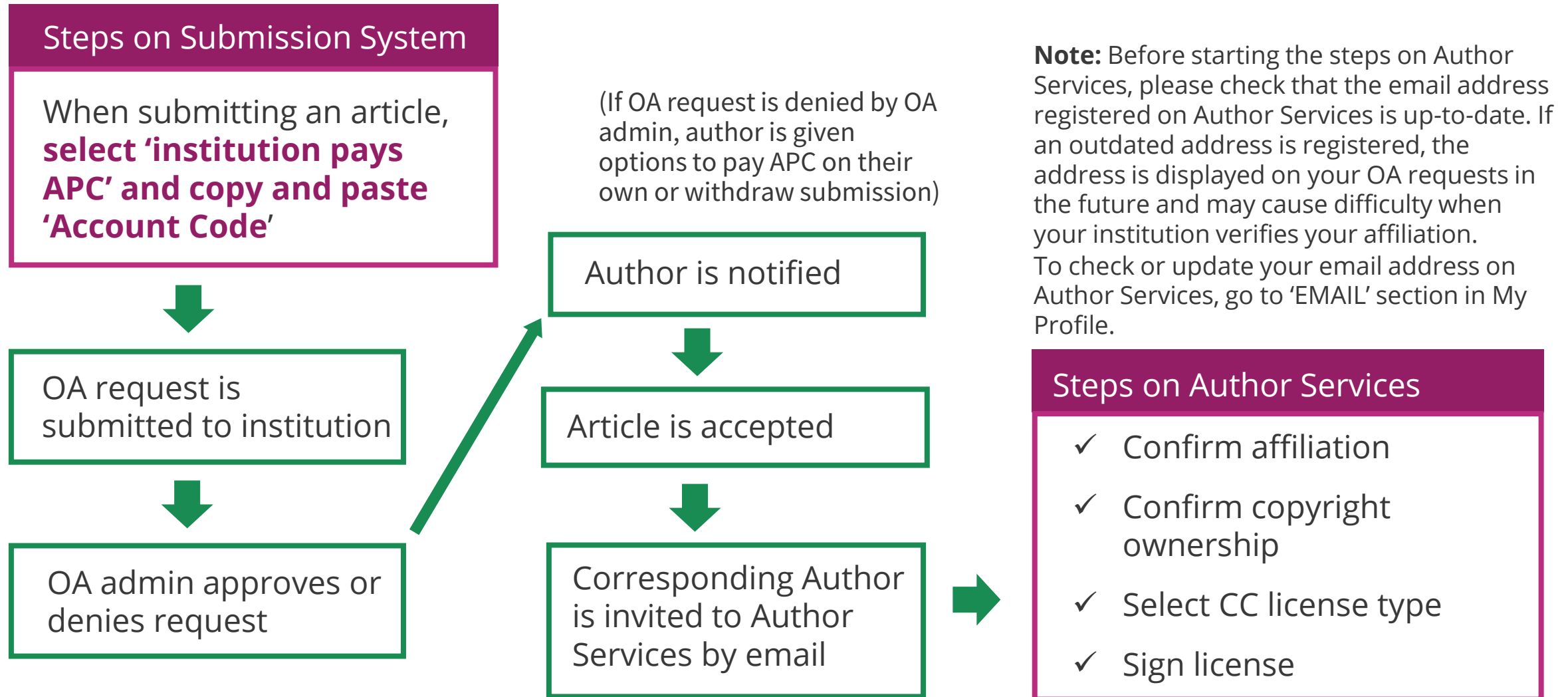
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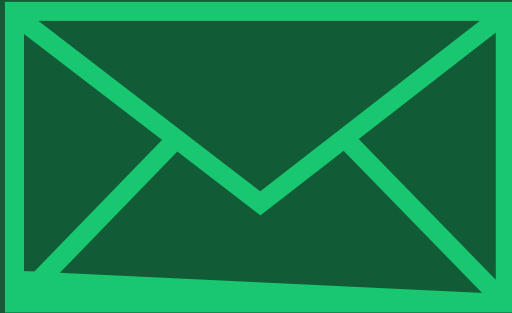
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(2) Full Gold OA



Full Gold OA – Workflow of Submitting an OA Request





Step 1:

Author submits manuscript to Open Access Journal and indicates affiliation in payment question

Submission to Full Gold OA Journal

Important!

Payment Option

You will be presented with a payment question during manuscript submission to the OA journal, through a submission system such as ScholarOne Manuscripts.

Choose the option “My institution has ... an agreement with Wiley” and follow a link to the **Account Code Finder Tool**.

Submission

Step 1: Type, Title, & Abstract >

Step 2: File Upload >

Step 3: Attributes >

Step 4: Authors & Institutions >

Step 5: Reviewers >

Step 6: Details & Comments >

Step 7: Review & Submit >

Payment Options
Upon submission of your manuscript, you'll need to select **one** of the **three** payment options.

Please note that funding, discounts and waivers will only be awarded if the **CORRESPONDING** Author qualifies. Therefore it is essential that you have correctly flagged the Corresponding Author on the “Authors & Institutions” submission step.

Depending on the Corresponding Author's institutional affiliation or funding source:

☐

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Use our [Account Code Finder Tool](#) to check if the Corresponding Author's institution or funder has an agreement with Wiley that may pay your Article Publication Charge or offer a discounted APC. If their institution or funder is listed, choose this option.

☐

2. The Corresponding Author (or their institution) will pay directly or will arrange payment (request an invoice) for the APC.
Select this option to pay or to arrange payment for the Article Publication Charge. Choose this option if the institution requires an invoice for payment. You can pay by credit card, invoice or proforma. If you choose this option, you may also be eligible for certain discounts from the “Discounts That May Apply” section.

☐

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☐

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Please enter institution code here:

0 OUT OF 4 CHARACTERS

Enter the Grant/Project Number if the institution or funder requires this information:

☐

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☐

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Once submission of a manuscript is completed, your OA request is sent to your institution.

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Submission &
Peer Review

Licensing

Open Access

Publication

Promotion

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Select your institution or funder:

Blekinge Tekniska Hogskola



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B001

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Discounts this submission is eligible for

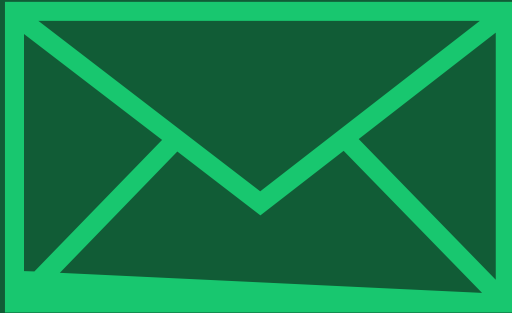
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Open access APC discount or coverage

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Step 2:

Author receives notification that
OA request has been approved by
institution

Request Approval Provided

Request Approval

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Article Publication Charge:

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Funder Grant Number Provided:

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Thank you for submitting your manuscript to Test Journal.

Sincerely,
Wiley Open Access



Step 3:

When article is accepted, author signs license agreement on Author Services. No payment steps are necessary

After Acceptance of Article (excerpt)

Author Services invitation

You are invited to Author Services when your article has been accepted by a journal.

No APC payment steps are necessary since the article publication charge has already been approved by your institution.

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2 articles

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Action required

Cancer Medicine

A correlation research of Ki67 index, CT features, and risk stratification in gastrointestinal stromal tumor

Open Access

DOI: <https://doi.org/10.1002/cam4.1737>

Status: Published

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International Journal for Numerical Methods in Biomedical Engineering
KEMO test 4
DOI:10.1002/cnm.36197

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