

# ハイブリッドOA -- OA申請手続きの流れ

論文のアクセプト決定



著者にAuthor Servicesサイトへの招待メールが到着



## Author Services上での手続き

- ✓ Responsible Corresponding Author (RCA)を決定
- ✓ 研究助成情報を入力
- ✓ RCAの所属機関を確認
- ✓ 著作権者を確認
- ✓ **OA出版を選択**
- ✓ CCライセンスの種類を選択
- ✓ ライセンス契約書に署名



OA申請が所属機関に送られる



所属機関側で申請の採否を判断



著者に結果を通知

(注) Author Services上での手続き開始前に、Author Servicesに登録しているメールアドレスが最新のものになっているかお確かめください。古いアドレスのまま手続きを行うと、そのアドレスがOA申請に表示され、所属機関側で著者の所属を確認するのが困難になる場合があります。

Author Servicesで登録アドレスを確認・更新するには、My Profile画面でEMAILの項目を参照してください。

# OA申請手続きの開始

## Author Servicesで 手続きを開始

論文がジャーナルに受理されると、投稿時に指定したCorresponding Authorに、Wileyの著者専用サイト Author Services への招待メールが送られます。

Author Servicesのサイトで該当の論文が見つかったら、‘Manage article’（論文の管理）ボタンをクリックして、著者としての手続きを開始します。

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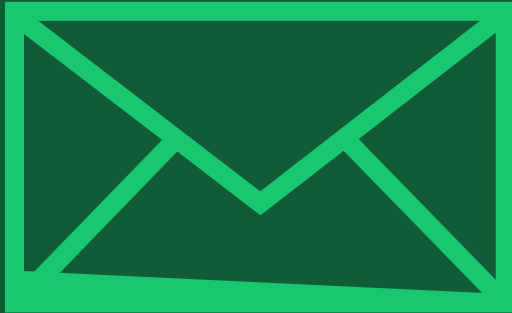
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## ステップ1:

**Responsible Corresponding  
Author (RCA)を決定**

# Corresponding Authorの確認

## Corresponding Author

Author Servicesでは、論文投稿時の情報に従って、著者リストが表示されます。そのうち Corresponding Author（責任著者。1人または複数）にチェックを入れてから、Confirmをクリックしてください。

もし著者リストに誤りがあり、修正が必要な場合は“This list is incorrect”を選んでください。

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

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# Responsible Corresponding Author の確認

重要！

## OA申請できる唯一の著者

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RCAは、ライセンス契約書への署名をはじめ、論文の出版手続きに関して責任を持つ唯一の著者です。**所属機関に対して論文のOA化を申請できるのはRCAだけです。**

著者名の右に南京錠のアイコンが付いていれば、その著者の所属機関がWileyとOA契約を結んでいて、論文のOA化を申請する資格があることを示します。

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

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Sze-Kie Ho



Venetia Lipscombe



Julian Touma

← Corresponding authors

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## ステップ2: 研究助成情報の確認

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# 研究助成情報の確認

団体名と助成番号を入力

論文の基になった研究に対して研究助成金を受け取っている場合は、研究助成団体名をリストから選びます。研究助成番号があれば、次の画面で入力します。

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## ステップ3: 所属機関の確認

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# RCAの所属機関の確認

## 所属機関の確認/追加

この画面には、論文の投稿時に投稿システムを通じて提供されたRCAの所属機関情報が予め表示されています。

表示されている所属機関に間違いがなければ、Confirm & proceedをクリックします。

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# 所属機関情報の追加

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RCAが登録した所属機関のうち2つ以上がWileyとOA契約を結んでいる場合、このような選択画面が表示されます。RCAは、その中から今回の論文の基になる研究を行った機関を「主たる所属機関(primary affiliation)」として選び、Confirm & proceedをクリックします。

これ以降の手続きは、ここで選んだ「主たる所属機関」のOA契約を利用する前提で進行します。「主たる所属機関」ではない機関のOA契約を利用することはできません。

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- > 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?



## ステップ4: 著作権者の選択

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# 著作権者

## 著作権者

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## ステップ 5: OA出版を選択

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# OA出版の選択

重要！

## OA申請を行うには

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## ステップ 6: CCライセンスの選択

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# CCライセンスの選択

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## ステップ 7:

ライセンス契約書の署名と  
OA出版の申請

---

# ライセンス契約書の署名

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