Author workflow

How to submit a manuscript to an open access journal and getting the APC covered through an existing agreement with your institution
Authors’ Workflow for Open Access Journals
Step 1:
Author submits manuscript to Open Access Journal and indicates affiliation with Wiley Open Access Account in payment question
Submission to OA journal

Authors will be presented with a payment question during manuscript submission to the OA journal.

They will indicate their affiliation with a Wiley Open Access Account when they answer the payment question.
Wiley Open Access Account Codes

Authors will search for their institution and then copy and paste the code into the appropriate field in the manuscript submission system.
Wiley Open Access Account Codes

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Wiley Open Access Account Codes

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I am responding to your request for your institution or funder to pay the article publication charge for the following manuscript submitted to Test Journal:

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Sincerely,

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When article is accepted, author signs license agreement. No payment steps are necessary.
The author will be asked to sign a license agreement.

No payment steps are necessary since the article publication charge has already been approved by the institutional account.
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 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 Abdra 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.
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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.

Rapid Communications in Mass Spectrometry
Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments

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:

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Corresponding Authors
Confirm Author Role

Route 1
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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

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 Roles
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- Your Affiliations
- Copyright ownership
- License Selection
- License Signing

Confirm
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
Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments
DOI: 10.1002/rcm.8922

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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.

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**Article may be eligible for Open Access APC funding or discount**

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- Information provided at submission indicates Hagar Siebner may be affiliated with Technische Universität Darmstadt.
- Information provided at submission indicates Berhane Abhra 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 Abhra Asfaw
- Kaori Sakaguchi-Söder
- Anat Bernstein
- Christoph Schüth **Responsible corresponding author**
- Hagar Siebner

[Assign responsible author button]
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.

Rapid Communications in Mass Spectrometry
Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments

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

Email address

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- Arranging payment for Open Access fees, when applicable
- Signing the copyright license and/or gathering signatures from copyright owners
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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).
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Authors need to confirm or edit their institutional affiliation.

This information is pre-populated based on the Responsible Corresponding Author’s details provided through our submission systems, at the point of submission of the article.

This step should always be the Responsible 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.
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.
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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.

Open Access Options

Do you want to make your article open access?

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Yes, make my article open access
Step 6:
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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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<td>Generally retain copyright on published work</td>
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Step 7: License Submission
The next step is license signing.

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License Signing

Confirmation

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