

WILEY

Authors'  
Workflows



# The Author Workflow in Wiley Open Access Accounts



## Open Access (fully gold)

Authors request funding on submission of their manuscript



Wiley Open Access Accounts  
(using Oable)

## Open Access (hybrid)

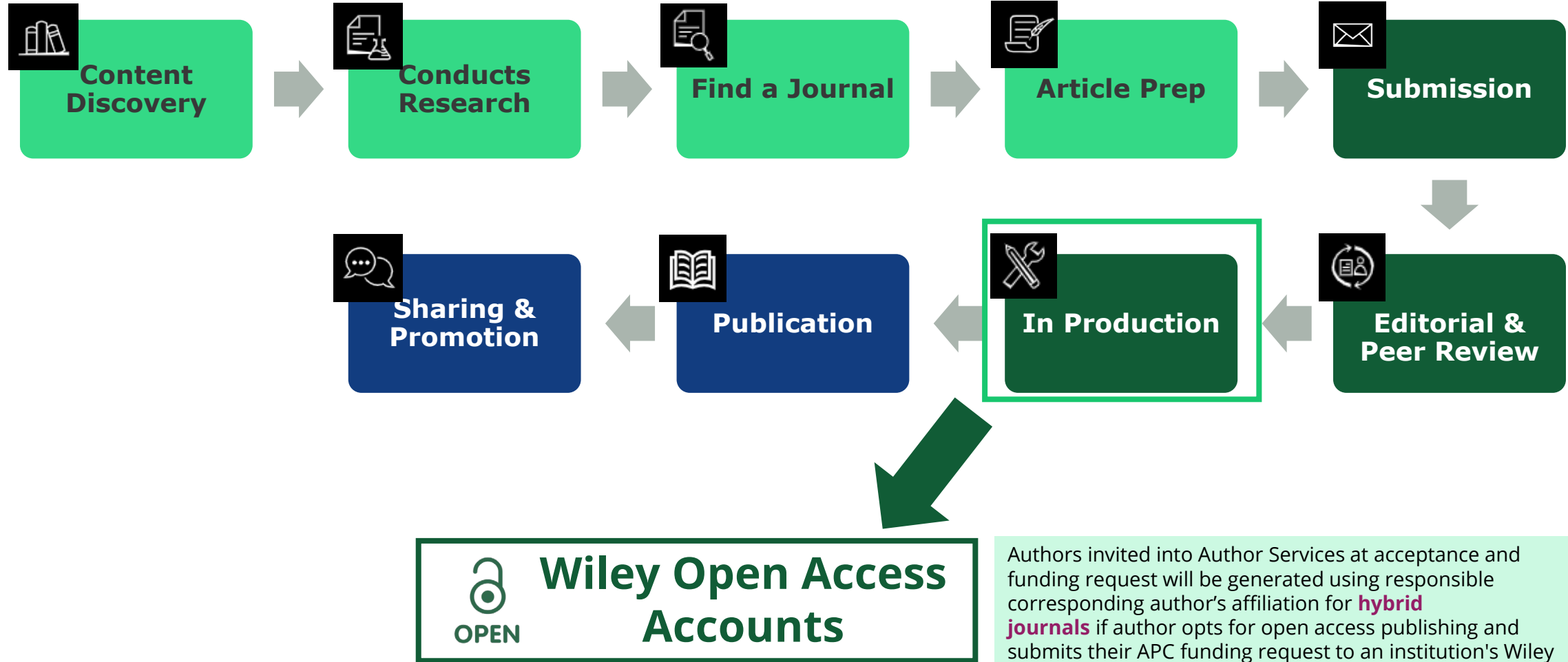
Authors invited into Author Services at acceptance of their manuscript for publication, and a funding request is generated using the responsible corresponding author's affiliation

# WILEY

## Authors' Workflow for Wiley Hybrid Journals



# Author Journey for Wiley Hybrid Journals



Authors invited into Author Services at acceptance and funding request will be generated using responsible corresponding author's affiliation for **hybrid journals** if author opts for open access publishing and submits their APC funding request to an institution's Wiley Open Access dashboard

# Invitation Email

## Customized Text for CARE CRUI members

Wiley and CARE-CRUI, have an agreement to cover the cost of your open access publishing. Visit our [Institutional & Funder Payments page](#) to find out what type of APC coverage is available from your institution.

In Production: Your article accepted in <journal title>

Dear Author,

Article ID: <article ID>

Article DOI: <DOI>

Journal: <journal title>

Congratulations on the acceptance of your article for publication in <journal title>.

Your article has been received and the production process is now underway. We look forward to working with you and publishing your article. Using Wiley Author Services, you can track your article's progress.

Wiley and CARE-CRUI, have an agreement to cover the cost of your open access publishing. Visit our [Institutional & Funder Payments page](#) to find out what type of APC coverage is available from your institution.

Please click on the link below to login using <email>:

<https://authorservices.wiley.com/home.html>

If applicable, a list of available actions will appear below – check out your Author Services Dashboard for all actions related to your articles.

Sign your license agreement (REQUIRED)

Track your article's progress to [publication](#)

Submit an [OnlineOpen](#) order to make your article open access. Hint: Your open access publication fees may be covered by your institution or funder. [Learn more.](#)

Access your [published article](#)

Invite your colleagues to view your published [article](#)

If you need any assistance, please click here to view our [Help](#) section.

Sincerely,

Wiley Author Services

# 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.

WILEY

Home My Dashboard Authors ▾ Reviewers ▾ Editors ▾ Help ▾



My Articles

Communication History

Order History

My Author Profile

My Articles

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

Find a home for your next article

Wiley partners with the world's best research leaders and organizations to publish hundreds of top-tier journals.

Find a journal

Author news delivered straight to your inbox

Sign up to receive important and relevant news for authors:

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

Sign me up

Help

# 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.38605

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 coverage through your institution

Wiley and National Institute of Technology Calicut, have an agreement to cover the cost of your open access publishing. Visit our [Institutional & Funder Payments page](#) to find out what type of APC coverage is available from your institution. For more details, please contact: [librarian@nitc.ac.in](mailto:librarian@nitc.ac.in).

Select open access →

### Publication History



Accepted  
September 5, 2022



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.

# Steps for authors to benefit from agreement

**Manage article:** Authors are invited to Author Services when their article has been accepted by a journal, regardless of institutional affiliation. From there, they can manage their article.

**Confirm author roles:** The author list will show all authors from the manuscript. You get to indicate who is the corresponding author and responsible corresponding author, who drives this process.

**Confirm funders and affiliations:** The author is presented with reported funders and affiliations (if provided at submission) and is given an additional option to add/edit any. The platform will help authors select their affiliation if missing and will alert them of the eligibility.

**Confirm copyright:** Author is presented with the Copyright Ownership selection.

**Open Access confirmation:** Author is presented with the choice of publishing their article in open access.

**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.

**Signing:** The next step is license signing and confirmation.

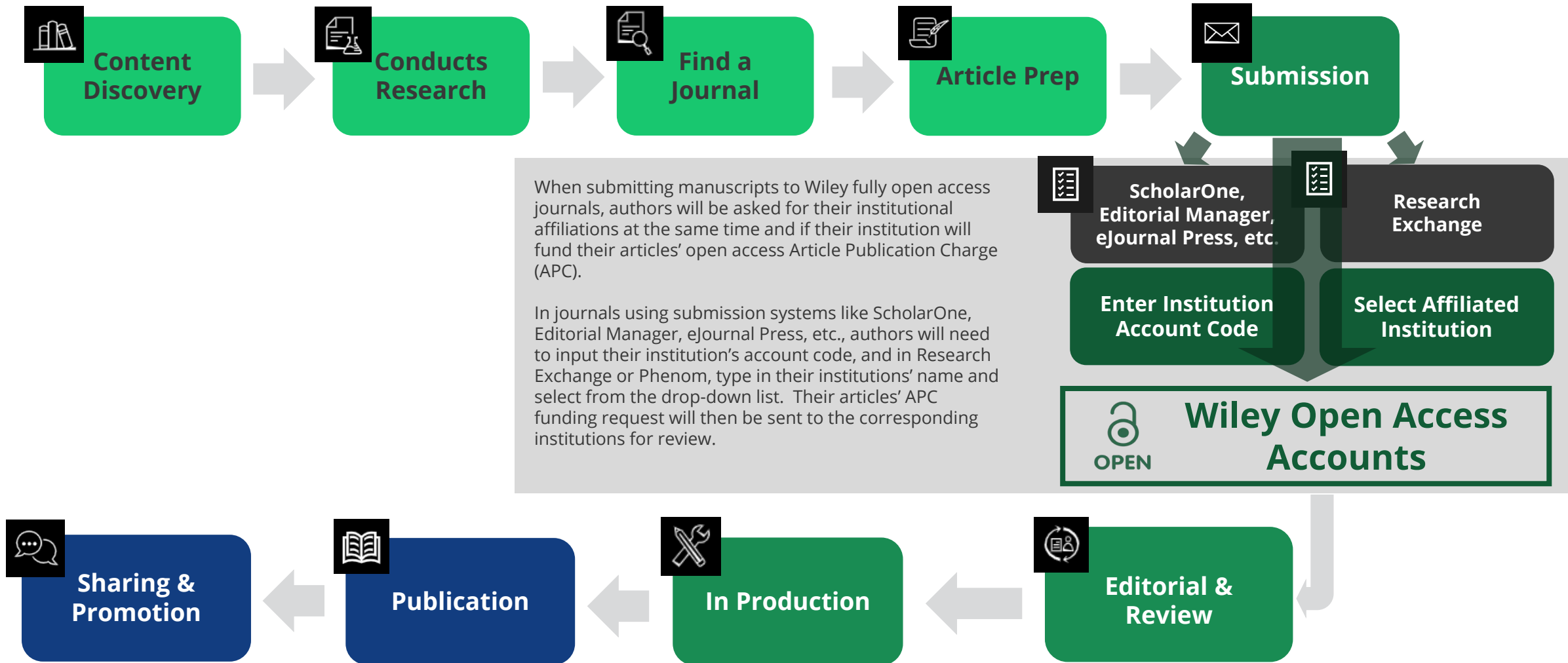


# WILEY

## Authors' Workflow for Wiley Fully Open Access Journals



# Author Journey for Wiley Fully Open Access Journals



# WILEY

**Authors' Workflow  
for Submissions  
through  
ScholarOne,  
Editorial Manager,  
eJournal Press, etc.**



# WILEY



## **Step 1:**

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

---

# Submission to Open Access Journals

(via ScholarOne, Editorial Manager, eJournalPress, etc)

## Submission to OA journal

Authors will be presented with a payment question during manuscript submission.

They will indicate their affiliation with a Wiley Open Access Account.

### 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:

- 1. The Corresponding Author's institution or funder has an existing agreement with Wiley and may pay the Article Publication Charge from this account on behalf of the author, or offer a discounted APC.**

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.

- 3. The Corresponding Author is from a country on the [Wiley Open Access Automatic Waiver List](#) and may be eligible for an automatic waiver of the Article Publication Charge.**

If the Corresponding Author is from a country that appears on the list linked to above, select the Automatic Waiver option.

### Choose a Payment Option

- 1. The Corresponding Author's institution or funder has an existing agreement with Wiley and may pay the Article Publication Charge from this account on behalf of the author, or offer a discounted APC.**

Click here to access the [Account Code Finder Tool](#). Follow the directions on the page and enter the institution's code in the field below.

Please enter institution code here:

0 OUT OF 4 CHARACTERS

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

- 2. The Corresponding Author will pay directly or will arrange payment (request an invoice) for the Article Publication Charge.** (Select from the dropdown menus below for any applicable discounts.)

- 3. The Corresponding Author is from a country on the [Wiley Open Access Automatic Waiver List](#) and requests an Automatic Waiver of the Article Publication Charge for this article.**

Editorial office comments (internal use):

# Wiley Open Access Account Codes

## 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.

Find Journal | Prepare | Submission & Peer Review | Licensing | **Open Access** | Publication | Promotion

### Wiley Open Access Account Codes

You've been directed to this page because you indicated that a third party may be paying for your article publication charge.

To check your eligibility, please use the dropdown menus below to find your affiliated institution or funder. If your institution or funder isn't listed, it does not currently have an active Wiley Open Access Account and you'll need to select a different payment option in the manuscript submission system.

**Select your country:**

Hungary ▾

**Select your account:**

- Budapest University of Technology and Economics (Pays 100% of APC for primary research and review articles)
- Central European University (Pays 100% of APC for primary research and review articles)
- Corvinus University of Budapest (Pays 100% of APC for primary research and review articles)
- Eotvos Lorand University (Pays 100% of APC for primary research and review articles)
- MTA Centre for Agricultural Research (Pays 100% of APC for primary research and review articles)
- MTA Research Centre for Natural Sciences (Pays 100% of APC for primary research and review articles)
- Pazmany Peter Catholic University (Pays 100% of APC for primary research and review articles)
- Semmelweis University (Pays 100% of APC for primary research and review articles)
- Szent Istvan University (Pays 100% of APC for primary research and review articles)
- University of Debrecen (Pays 100% of APC for primary research and review articles)
- University of Pecs (Pays 100% of APC for primary research and review articles)
- University of Szeged (Pays 100% of APC for primary research and review articles)
- University of Veterinary Medicine (Pays 100% of APC for primary research and review articles)

# Wiley Open Access Account Codes

## 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.

Find Journal	Prepare	Submission & Peer Review	Licensing	<b>Open Access</b>	Publication	Promotion
--------------	---------	--------------------------	-----------	--------------------	-------------	-----------

### Wiley Open Access Account Codes

You've been directed to this page because you indicated that a third party may be paying for your article publication charge.

To check your eligibility, please use the dropdown menus below to find your affiliated institution or funder. If your institution or funder isn't listed, it does not currently have an active Wiley Open Access Account and you'll need to select a different payment option in the manuscript submission system.

**Select your country:**

Hungary

**Select your account:**

University of Szeged (Pays 100% of APC for primary research and review articles)

Based on your selections above, this is your institution's Wiley Open Access Account code.  
Click on the button below to copy this code. When asked for your code in the manuscript submission system, please paste it into the specified field (CTRL+V or right-click and paste).

HUOS



## Step 2:

After approval, author receives notification that their request to use the Wiley Open Access Account has been approved

---



# Request Approval Provided

## Request Approval

Authors will receive an email confirmation that their request to use the Wiley Open Access Account had been approved.

Dear Author,

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:

Article Title:

Manuscript ID:

Article Publication Charge:

Institution/Funder Name:

Funder Grant Number Provided:

Your payment request has been accepted by the institution or funder.

If your manuscript is accepted for publication in Test Journal, you will not personally be asked to pay the article publication charge. If you have questions about the status of your manuscript, please contact the Editorial Office.

Thank you for submitting your manuscript to Test Journal.

Sincerely,  
Wiley Open Access

# WILEY



## **Step 3:**

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

---

# Author Services dashboard

## Author Services Dashboard

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.

The screenshot displays the Wiley Author Services dashboard. At the top, the Wiley logo is on the left, and navigation links for Home, My Dashboard, Authors, Reviewers, Editors, and Help are in the center. A search bar and a user profile icon are on the right. Below the navigation bar, there are tabs for My Articles, Communication History, and Order History. The 'My Articles' tab is active, showing a search filter for 'Filter my articles by title, journal or DOI' and a count of '2 articles'. A red banner with a warning icon and the text 'Action required' is positioned above the article list. The article shown is from 'Cancer Medicine' and is an 'Open Access' article. The title is 'A correlation research of Ki67 index, CT features, and risk stratification in gastrointestinal stromal tumor'. The DOI is <https://doi.org/10.1002/cam4.1737> and the status is 'Published'. A red button labeled 'Manage Article' is highlighted with a blue border. To the right of the article list, there is a grey box with the heading 'Find a home for your next article' and a button labeled 'Find a journal'.

WILEY

Authors' Workflow  
for Submissions  
through Research  
Exchange



# Submission to Open Access Journals (via Research Exchange)

## Match Organizations

Help us find the organization that best matches each affiliation that you provided. We will use the best match from our database to determine if your manuscript is eligible for special benefits.

Your selections are for internal purposes and will not be published.

✓ Matched

### Bath Spa University

#### What will be published

You confirmed from your manuscript:

Bath Spa University

If accepted for publication, your affiliation will be published as shown above.

#### Choose best match

BATH SPA UNIVERSITY  
BATH, UNITED KINGDOM

BATH SPA UNIVERSITY GRADUATE SCHOOL  
BATH, UNITED KINGDOM



## Institutional Affiliations

For journals using the ReX submission system, instead of institution account codes, authors will simply be asked to type in and select their affiliated institutions to claim eligibility for institutional funding coverage for open access publishing where applicable.

## Open Access Discounts

APC coverage, discounts, and waivers are only applied if the corresponding author is eligible

## Discounts this submission is eligible for

If you're eligible for multiple discounts, the highest available discount will apply



### Open access APC discount or coverage

Because the corresponding author **Emily Bae** is associated with **Albion College**, this submission may be eligible for the Article Publication Charge (APC) to be discounted or entirely covered. If accepted, Wiley will contact you with further instructions.

[Learn more about institutional discounts and coverage](#)