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Author workflow

How to submit a manuscript to an open access journal and getting the APC covered through an existing agreement with your institution



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**Authors'
Workflow for
Open Access
Journals**



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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

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.

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Instructions

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2. If you are a corresponding author from a country on the [Wiley Open Access Automatic Waiver List](#), select the Automatic Waiver option.
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0 out of 4 characters

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Step 2:

Author receives notification that their request to use the Wiley Open Access Account has been approved

Request Approval Provided

Request Approval

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Thank you for submitting your manuscript to Test Journal.

Sincerely,
Wiley Open Access

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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 on the right. A search bar and a user profile icon are also present. Below the navigation, there are tabs for My Articles, Communication History, and Order History. The main content area is titled 'My Articles' and shows a filter search bar with the text 'Filter my articles by title, journal or DOI'. Below this, a red banner indicates 'Action required'. A list of articles is shown, with the first article from 'Cancer Medicine' highlighted. The article title is 'A correlation research of Ki67 index, CT features, and histopathological features in gastric intestinal stromal tumor'. The 'Open Access' button is highlighted with a green box. Other details for the article include the DOI: <https://doi.org/10.1002/cam4.1737> and Status: Published. A 'Manage Article' button is located at the bottom right of the article entry. On the right side of the dashboard, there is a section titled 'Find a home for your next article' with a 'Find a journal' button.



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