## **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 Hybrid Journals

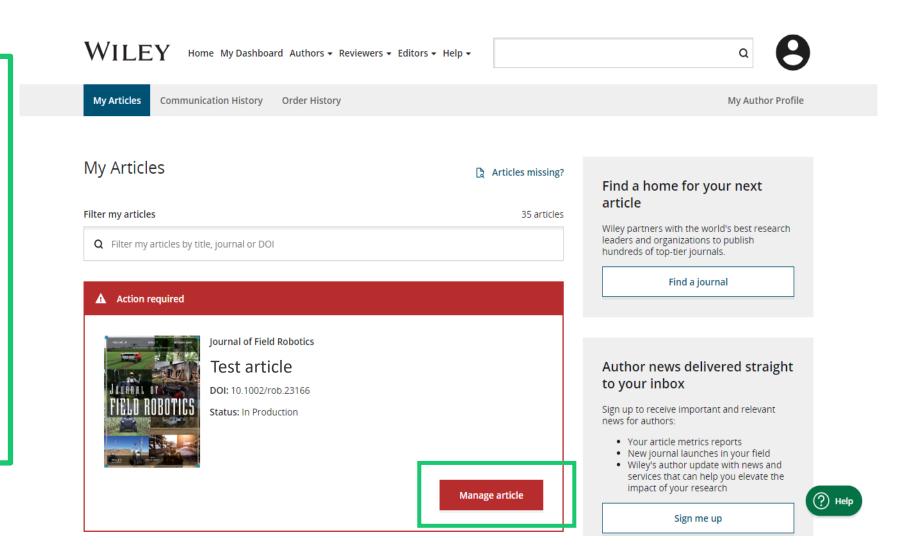


## **Author Services Invitation**

#### **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.



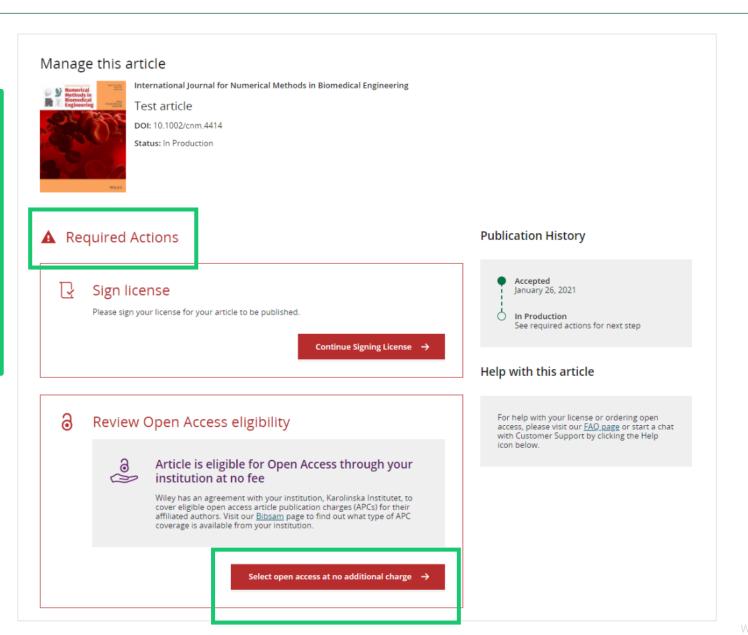


## **Manage Article**

## **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.







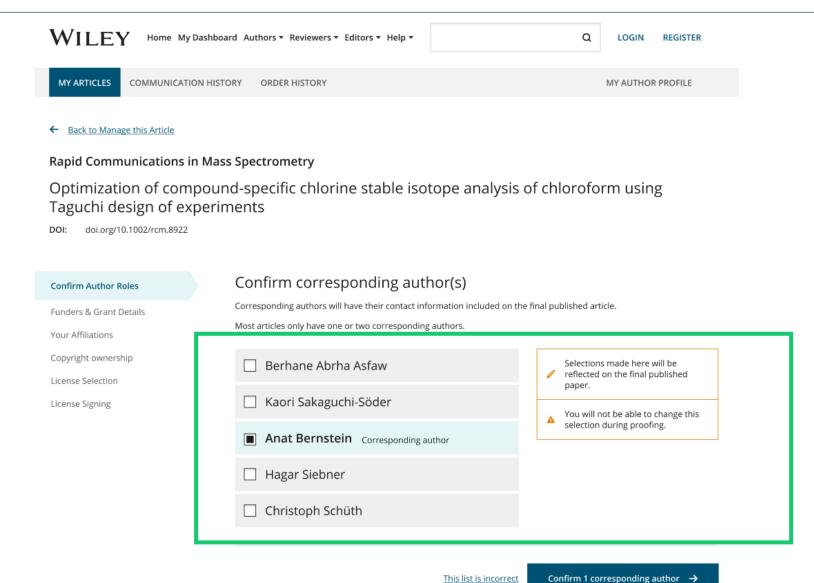
# Step 1:

Confirm Author Role

#### **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 1 corresponding author →

#### **Author Role**

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.

#### Back to Manage this Article

#### **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

Your Affiliations

License Selection

License Signing

Copyright ownership

## The author list is incorrect Funders & Grant Details The author list is incorrect Tell us more about the problems you see with your author list. Check all that apply:

	Someone	is listed	as an	author	but	should	not	be	listed

An author has changed their name

The list is out of order

One or more authors are missing

	One or more names are spelled or formatted incorrectly
$\square$	one of more names are spelled of formatted incorrectly

	Something else is wrong
- 1	Something else is wrong

Please tell us more about your issue

WILEY

← Corresponding Authors



#### **Route 1**

If author selects "The list is out of order", "An author has changed their name" or "One or more names are spelled or formatted incorrectly", the author sees a confirmation screen before proceeding to the Confirm Responsible Corresponding Author screen.

← Back to Manage this Article

Rapid Communications in Mass Spectrometry

Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments

doi.org/10.1002/rcm.8922

#### Confirm Author Roles

Funders & Grant Details

Your Affiliations

Copyright ownership

License Selection

License Signing

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 →





#### **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.

#### ← Back to Manage this Article

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

#### (1)

## Corrections to the author list have been requested

We have shared your concerns with our support team. Someone from Wiley may reach out for additional information as needed.

Based on the information you provided, we must address these corrections before you are able to complete required actions. We apologize for the inconvenience.

#### What's next:

You will be invited back to Author Services to finish required tasks once our production office has corrected the issue.



## **Confirm Responsible Corresponding Author**

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.

Only one author can be selected as the Responsible Corresponding Author. They will be the only person responsible for **signing the license**, and whose affiliations will be used to determine their **eligibility** for APC coverage.

#### Confirm Authors

Funders & Grant Details

Affiliations

Copyright ownership

License Selection

License Signing

### Which corresponding author is responsible for 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 Christoph Schüth may be affiliated with Technische Universität Darmstadt.
- Information provided at submission indicates Hagar Siebner may be affiliated with Technische Universität Darmstadt
- Information provided at submission indicates Berhane Abrha 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.

<b>←</b>	Correspon	ng authors Assign responsible author	or <del>-</del>
	0	Christoph Schüth ම	
	•	Hagar Siebner 8 Responsible corresponding author	
	0	Anat Bernstein	
	0	Kaori Sakaguchi-Söder	
	0	Berhane Abrha Asfaw 8	



## **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.

← Back to Manage this Article

#### 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

#### Confirm Authors

Funders & Grant Details

Affiliations

Copyright ownership

License Selection

License Signing

#### Confirm change of responsible author

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

Email address

Once you confirm, you will no longer be responsible for completing required actions.

Anat Bernstein will be responsible for the following:

- 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

← Responsible author

Confirm change





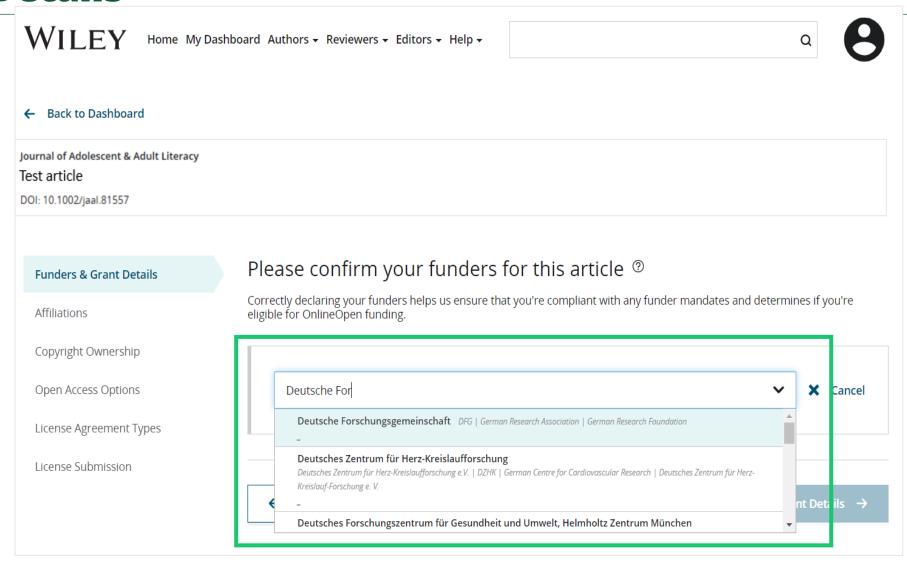
# Step 2:

Funders & Grants Details

## **Funders & Grant Details**

#### **Funders**

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).

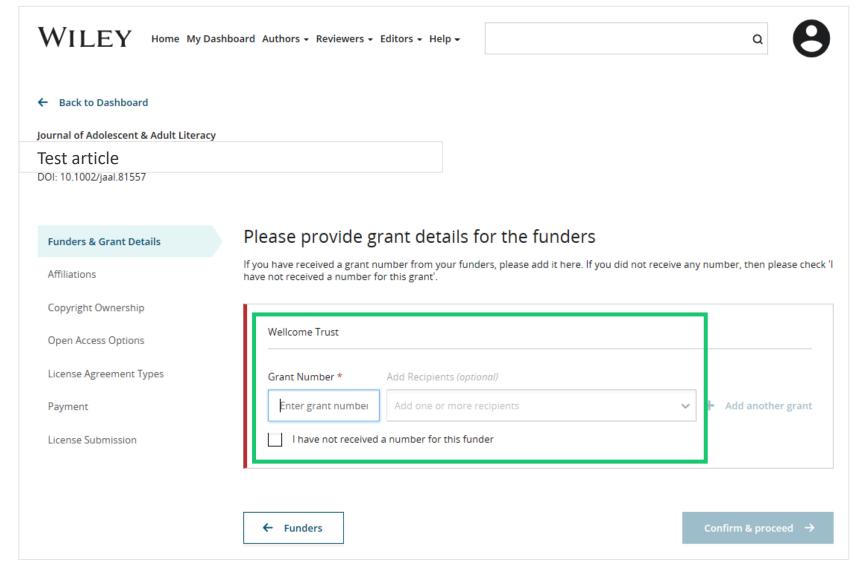




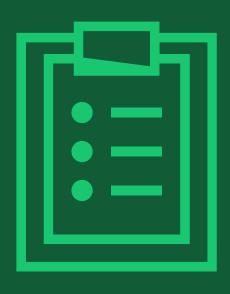
### **Funders & Grant Details**

#### **Funders**

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).







# Step 3:

**Confirm Affiliations** 

## **Confirm Institutional Affiliation – Ringgold Exact Match**

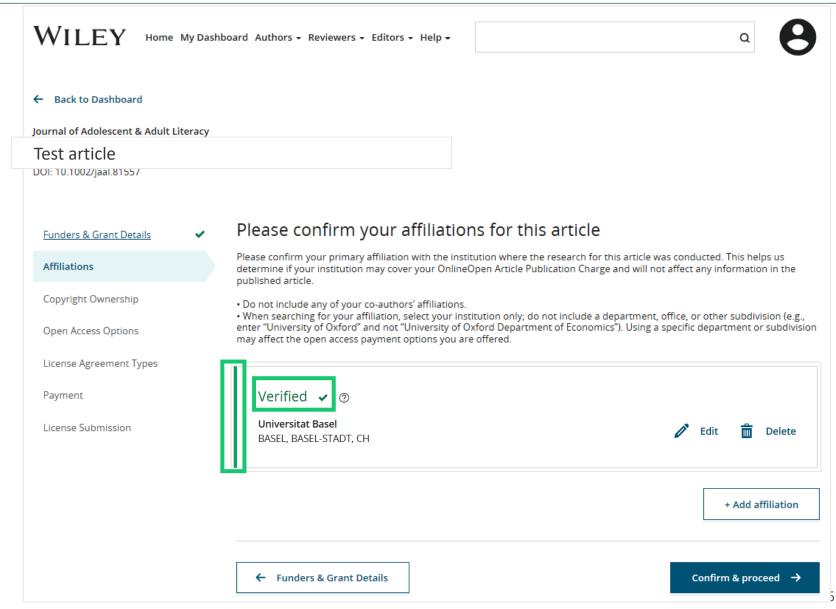
## Confirm/Enter Institutional Affiliation – Exact Match

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 additional to the 'Verified' text with a green tick, shows that the information entered has been recognised by the Ringgold database.

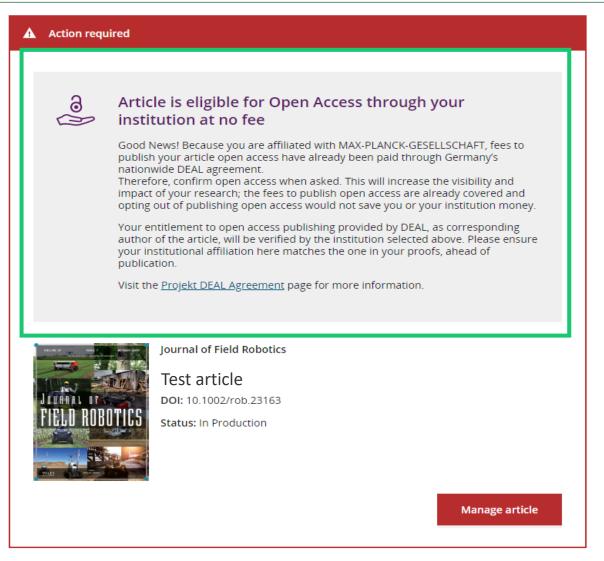




## **Confirm Institutional Affiliation – Ringgold Exact Match (Homepage View)**

## Confirm/Enter Institutional Affiliation – Exact Match

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.



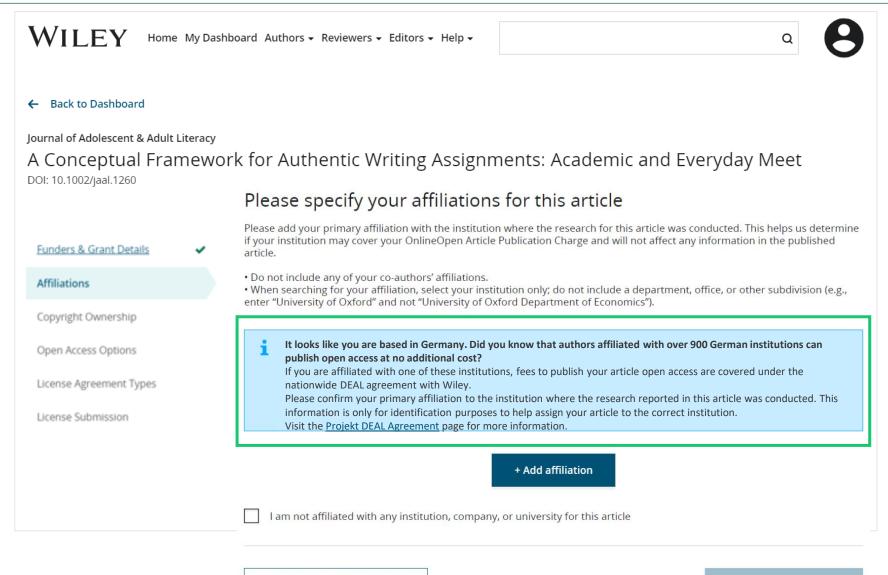


## **Enter Institutional Affiliation - No Affiliation Provided (Geotargetting)**

#### Enter Institutional Affiliation – No Affiliation Provided

If no affiliation is inherited from data entered within the submission systems, authors will be asked to add their affiliation.

The geotargeting feature informs authors of the existence of institutions in their country that have a Wiley Open Access Account.



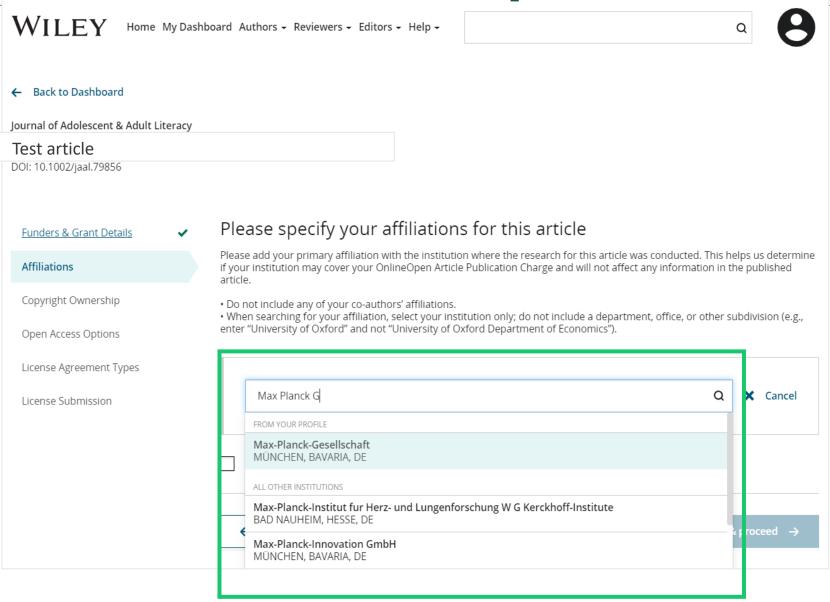
← Funders & Grant Details



**Enter Institutional Affiliation - No affiliation provided** 

### Enter Institutional Affiliation – No affiliation provided

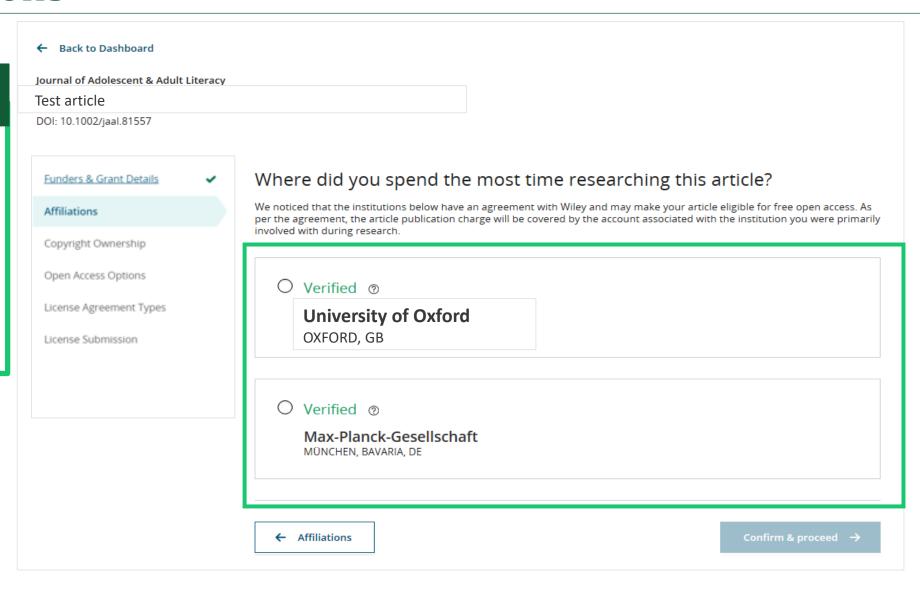
As authors start typing their affiliation, possible matches will autopopulate below for authors to choose from. (This information comes from the Ringgold database.)



# **Enter Institutional Affiliation – Multiple Wiley Open Access Account Affiliations**

## Enter Institutional Affiliation – Multiple WOA Affiliations

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.



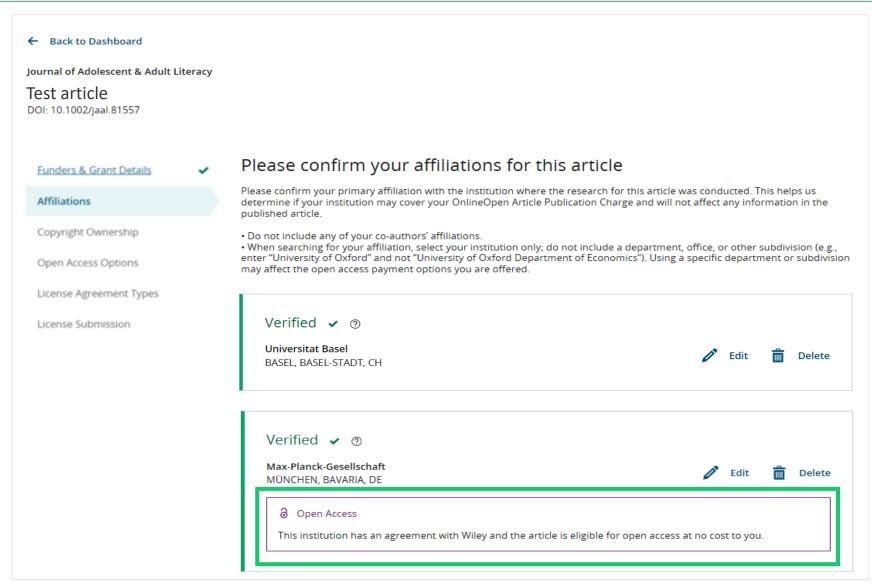


# **Confirm/Enter Institutional Affiliation – Multiple Wiley Open Access Account Affiliations**

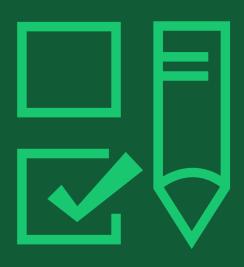
## Enter Institutional Affiliation – Multiple WOA Affiliations

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.







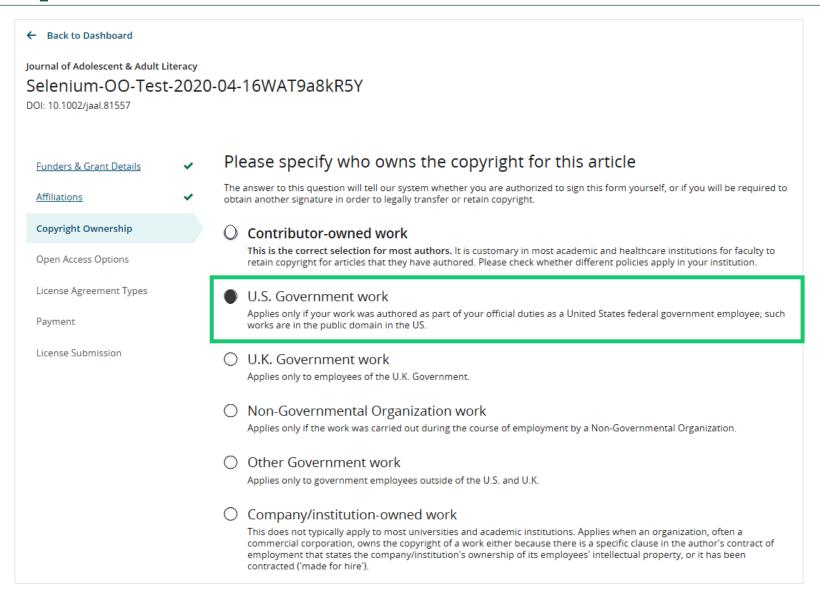
# Step 4:

Copyright Ownership Selection

## **Copyright Ownership**

### Copyright Ownership

Author is presented with the Copyright Ownership selection.

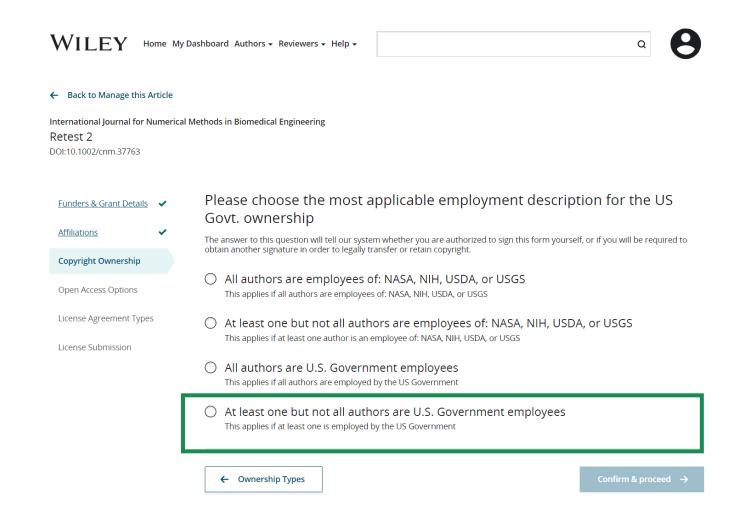




## **Copyright Ownership**

### Copyright Ownership

Author is presented with the Copyright Ownership selection.







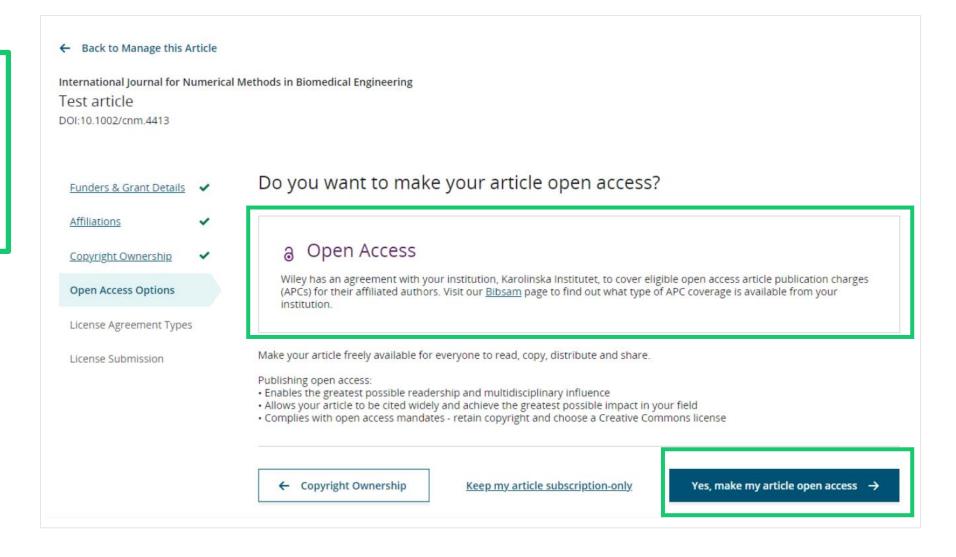
# Step 5:

Confirm Open Access Option

## **Open Access Option**

#### **Open Access**

Author is presented with the choice of publishing their article in open access.







# Step 6:

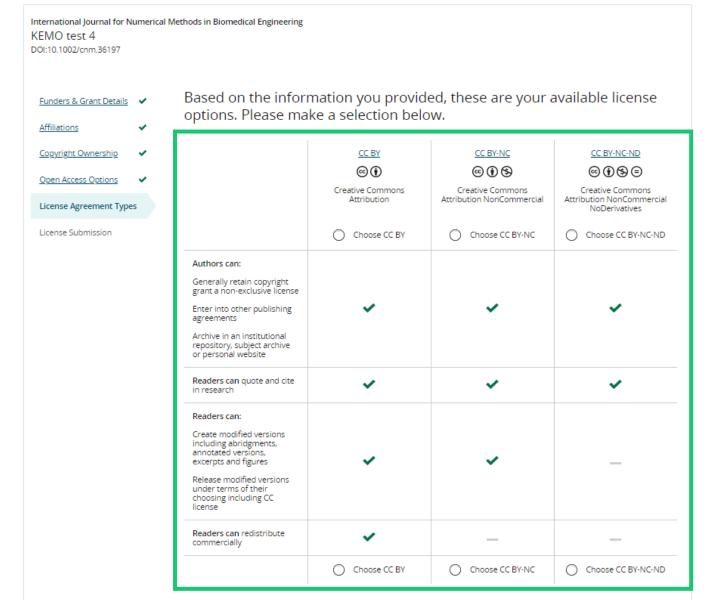
License Agreement Types

## **License Agreement Types**

#### **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.

A short description of each Creative Commons license type is made available per license type to aid authors when deciding which license to sign.







# Step 7:

License Submission

### **License Submission**

### Sign & Submit

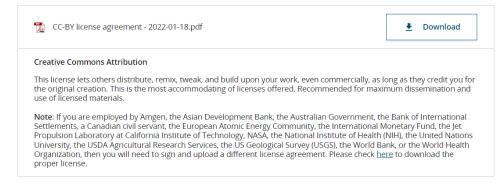
The next step is license signing.

If the Responsible
Corresponding Author
correctly added a
mandated funder as one
of their original research
funders for this paper,
authors will automatically
be asked to review and
sign a CC-BY license.



Please upload and submit the signed license to publish your article successfully

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← License Agreement Types





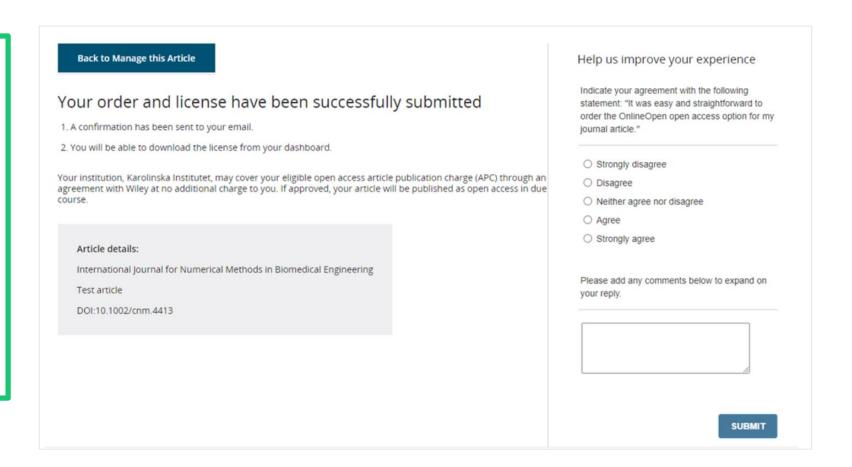
## **License Signing**

#### **Confirmation**

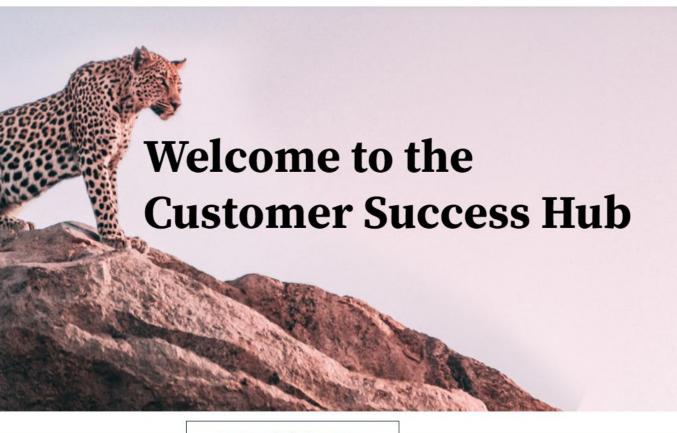
Once the Responsible Corresponding Author has signed and submitted their license for this article, their funding request will be submitted.

When this happens, they will be greeted with this confirmation screen.

Their funding request will then appear in their institution's Wiley Open Access Account (WOAA) dashboard immediately, for review and approval.







Resources, education, and inspiration for Wiley's partners, customers, and communities.

Welcome to the Customer Success Hub! Here, you'll find everything you need to successfully use our products, grow your expertise, continue your professional development, and share your knowledge with your peers and communities.

**Training Hub Resources** 

