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
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)

Most articles only have one or two corresponding authors.

- Berhane Abriha Asfaw
- Kaori Sakaguchi-Söder
- Anat Bernstein  Corresponding author
- Hagar Siebner
- Christoph Schüth
Confirm Author Role

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

The option(s) selected here determine whether Customer Support needs to intervene, or whether the author can proceed through the workflow.
Confirm Author Role

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.

Rapid Communications in Mass Spectrometry
Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments
DOI: doi.org/10.1062/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
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

 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.

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 author'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.

- Berhane Abrha Asfaw
- Kaori Sakaguchi-Söder
- Anat Bernstein
- Hagar Siebner - responsible corresponding author
- Christoph Schüth
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
DOI: 10.1002/rcm.8922

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

Confirm change →
Step 2:
Funders & Grants Details
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).
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
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.
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.

It looks like you are based in Germany. Did you know that authors affiliated with over 900 German institutions can publish open access at no additional cost?

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

- **Contributor-owned work**
  - This is the correct selection for most authors. It is customary in most academic and healthcare institutions for faculty to retain copyright for articles that they have authored. Please check whether different policies apply in your institution.

- **U.S. Government work**
  - Applies only if your work was authored as part of your official duties as a United States federal government employee; such works are in the public domain in the US.

- **U.K. Government work**
  - Applies only to employees of the U.K. Government.

- **Non-Governmental Organization work**
  - Applies only if the work was carried out during the course of employment by a Non-Governmental Organization.

- **Other Government work**
  - Applies only to government employees outside of the U.S. and U.K.

- **Company/institution-owned work**
  - This does not typically apply to most universities and academic institutions. Applies when an organization, often a commercial corporation, owns the copyright of a work either because there is a specific clause in the author's contract of employment that states the company/institution's ownership of its employees' intellectual property, or it has been contracted (made for hire).
Copyright Ownership

Author is presented with the Copyright Ownership selection.

Please choose the most applicable employment description for the US Govt. ownership:

- All authors are employees of NASA, NIH, USDA, or USGS
  This applies if all authors are employees of NASA, NIH, USDA, or USGS

- At least one but not all authors are employees of NASA, NIH, USDA, or USGS
  This applies if at least one author is an employee of NASA, NIH, USDA, or USGS

- All authors are U.S. Government employees
  This applies if all authors are employed by the U.S. Government

- At least one but not all authors are U.S. Government employees
  This applies if at least one is employed by the U.S. Government
Step 5:
Confirm Open Access Option
Author is presented with the choice of publishing their article in open access.
Step 6:
License Agreement Types
License Agreement Types

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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.
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