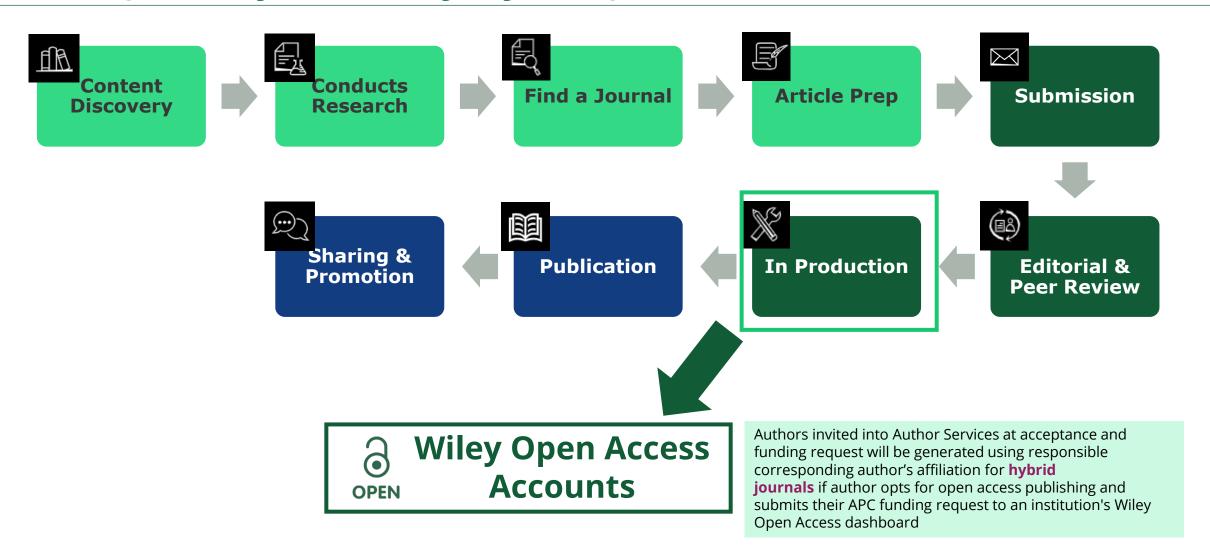
Authors Workflow for Wiley Hybrid Journals



Author Journey for Wiley Hybrid Journals





Paper Accepted - Invitation to Publish Open Access

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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.

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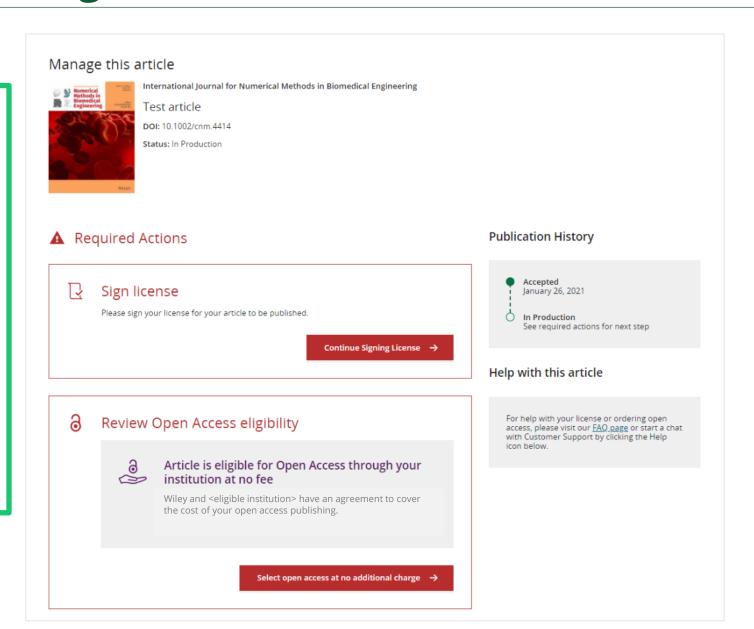
Author Services - Manage Article

Author Services Dashboard

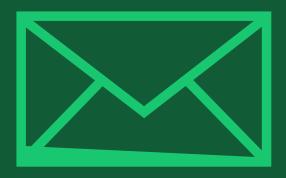
Authors are invited to Author Services when their article has been accepted by a journal.

Any articles requiring actions will be automatically featured on the top.

'Manage article' button kicks off the process.







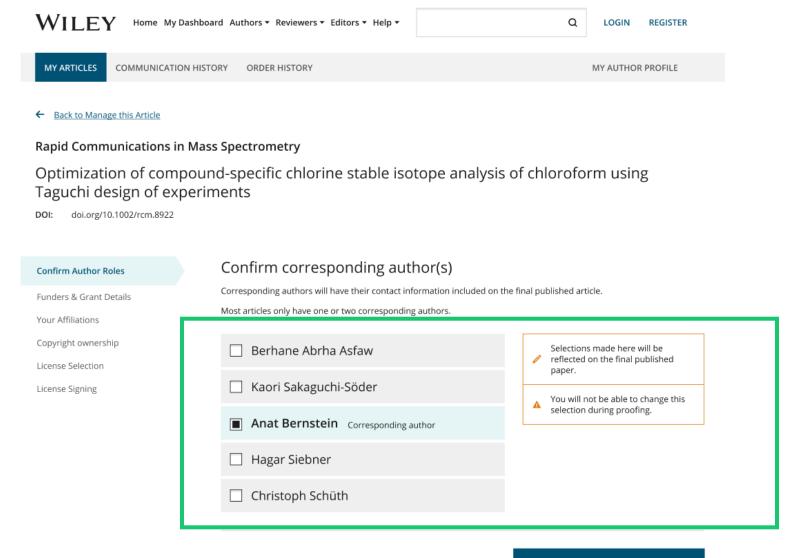
Step 1:

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Confirm Author Role

Author Role

The author list will show all authors from the manuscript.





This list is incorrect Confirm 1 corresponding author →

Confirm Responsible Corresponding Author

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Funders & Grant Details

Affiliations

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O Berhane Abrha Asfaw 8
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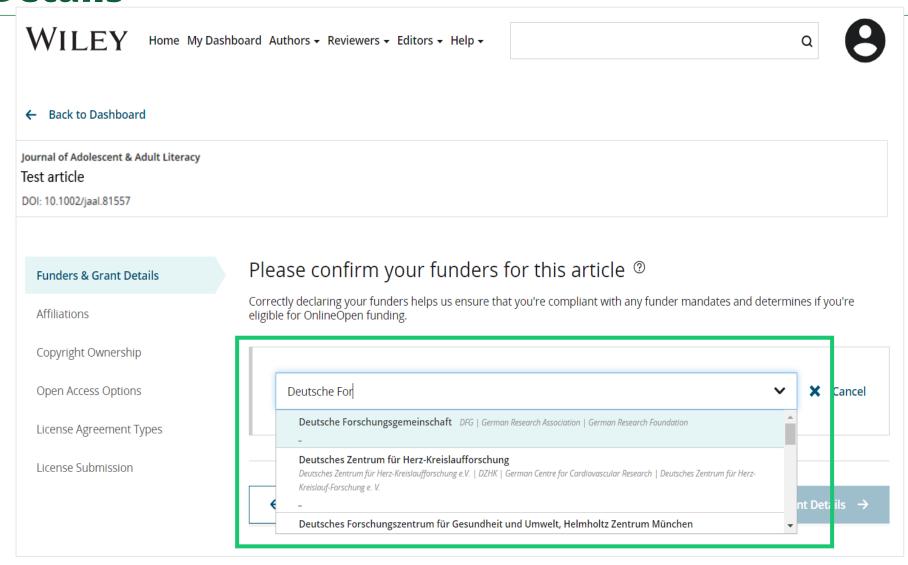
Step 2:

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Funders & Grant Details

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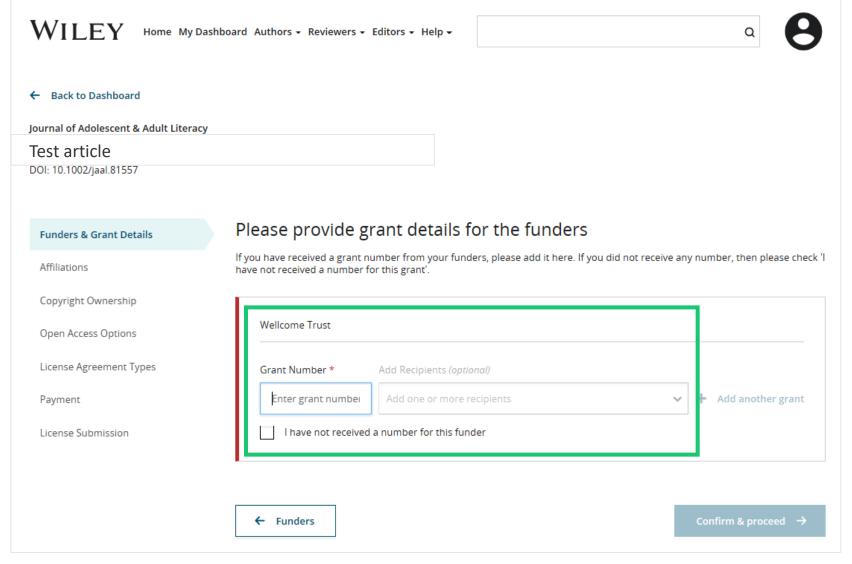




Funders & Grant Details

Funders

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Confirm Institutional Affiliation - Ringgold Exact Match

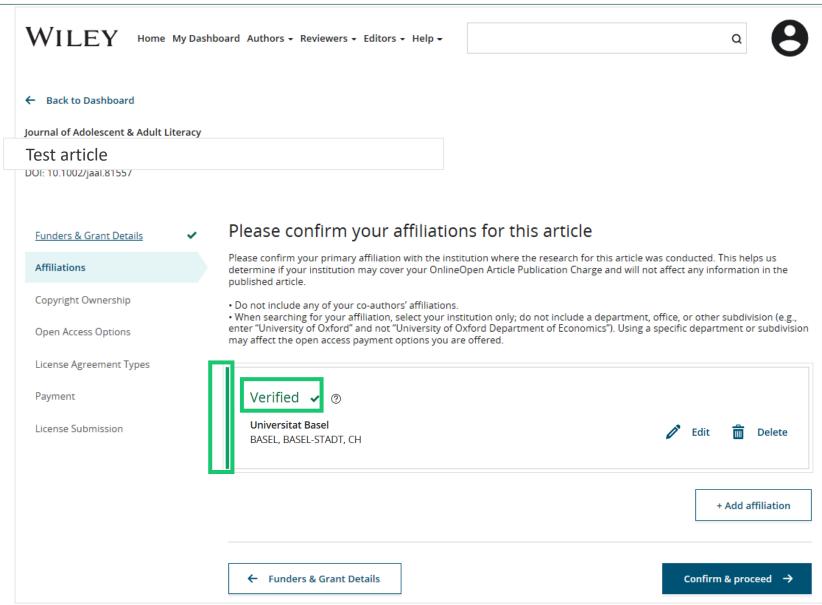
Confirm/Enter Institutional Affiliation – Exact Match

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The presence of a green bar on the lefthand 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.

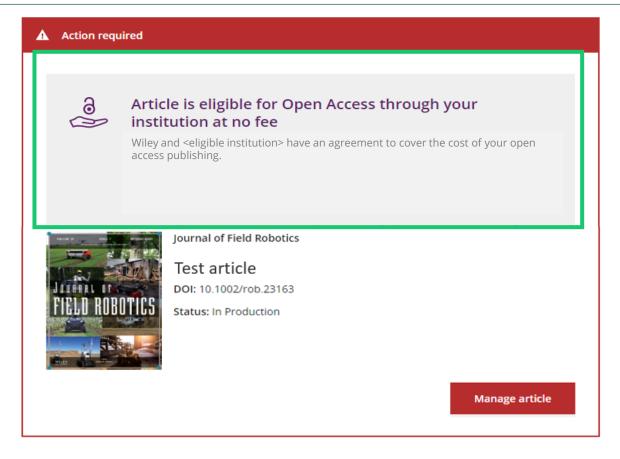




Confirm Institutional Affiliation – Ringgold Exact Match (Homepage View)

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.

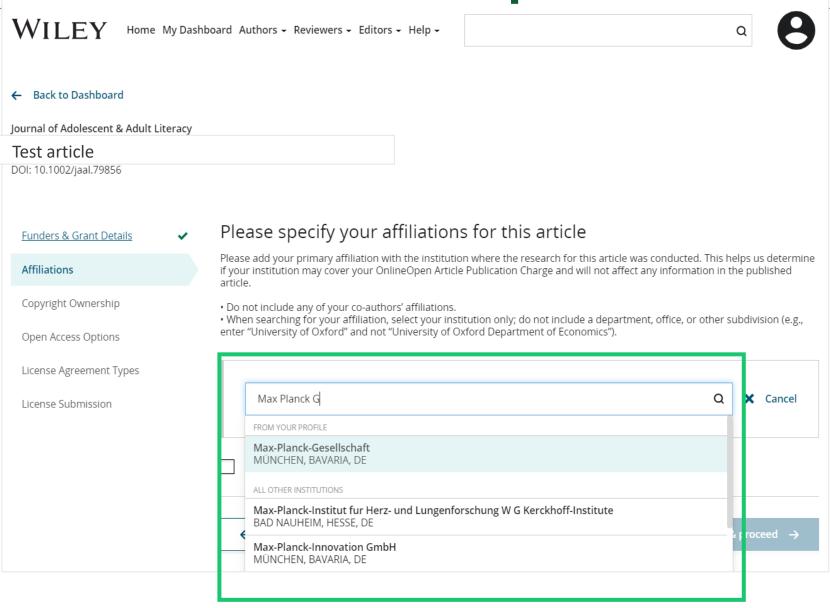




Enter Institutional Affiliation - No affiliation provided

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.)

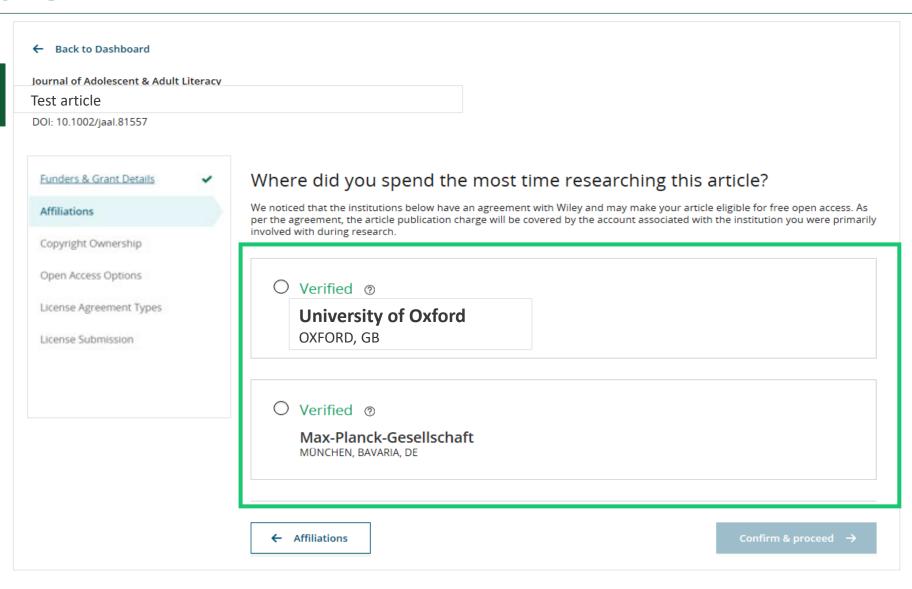




Enter Institutional Affiliation – Multiple Wiley Open Access Account Affiliations

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.



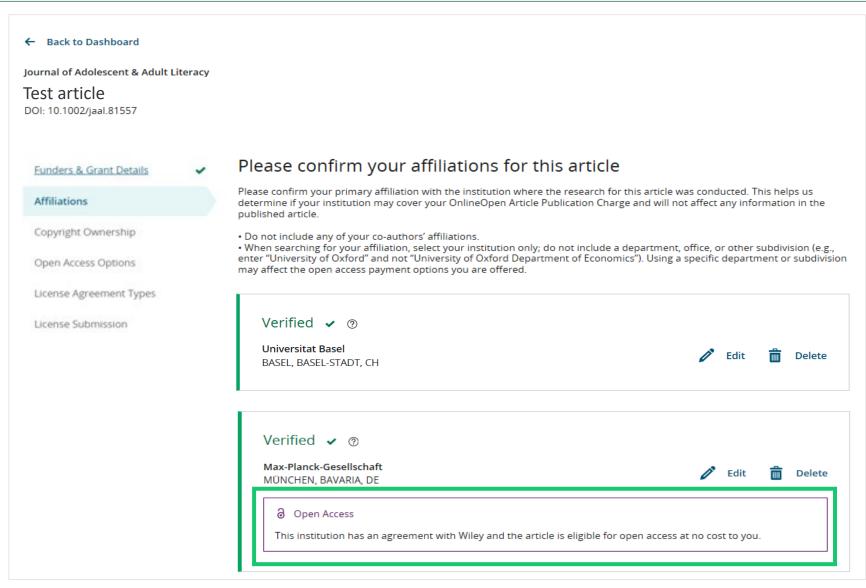


Confirm/Enter Institutional Affiliation – Multiple Wiley Open Access Account Affiliations

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.

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Step 4:

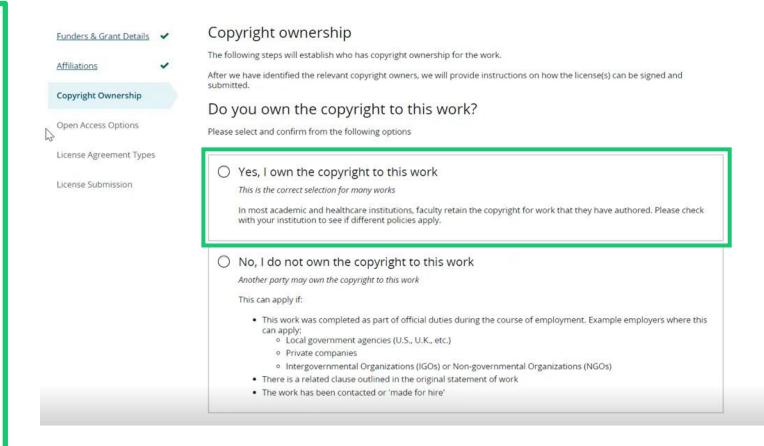
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Copyright Ownership

Copyright Ownership

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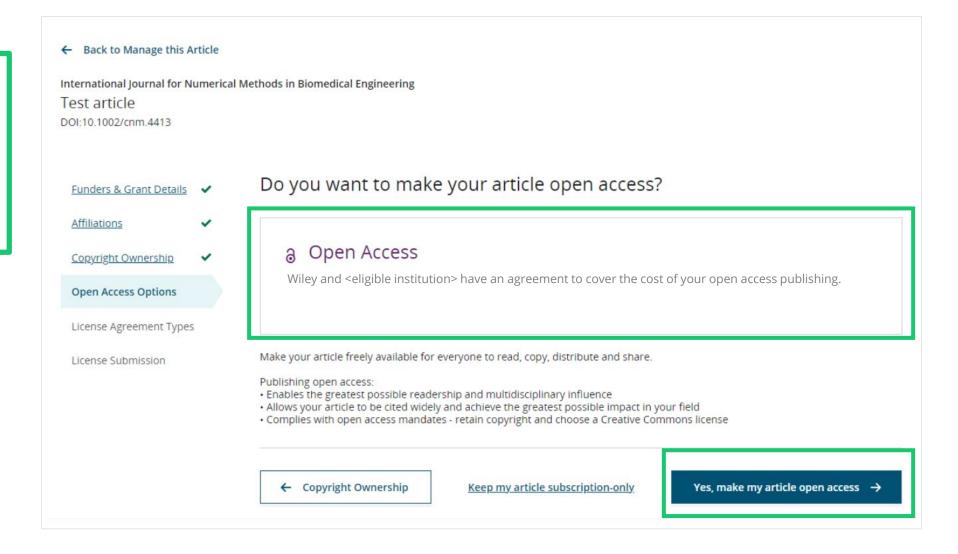
Step 5:

Confirm Open Access Option

Open Access Option

Open Access

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







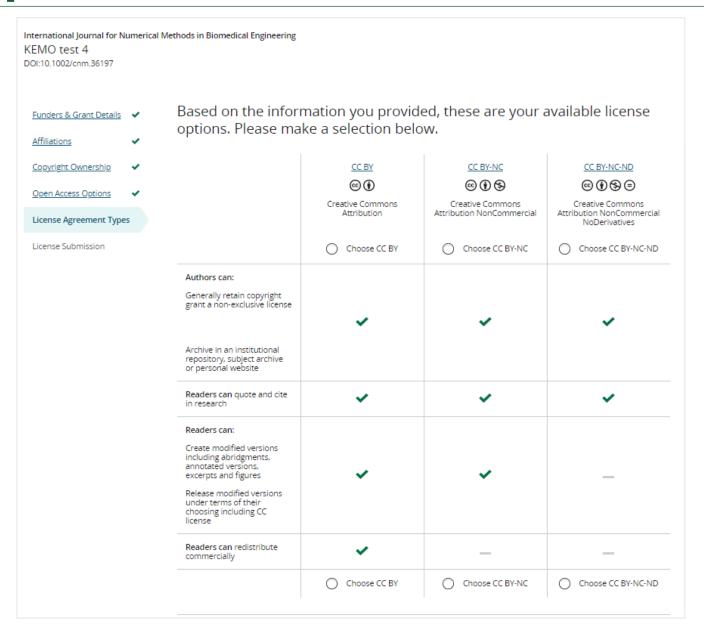
Step 6:

License Agreement Types

License Agreement Types

License Agreement

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Step 7:

License Submission

License Submission

Sign & Submit

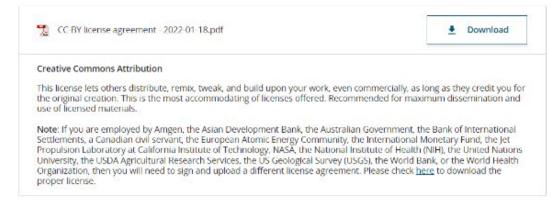
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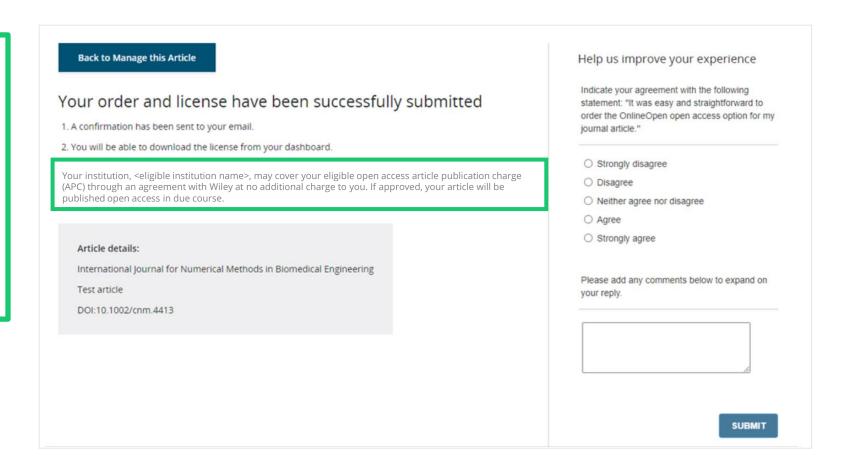


License Signing

Confirmation

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

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





Thank You!

Questions?

