Wiley Open Access Accounts

November 2019

WILEY

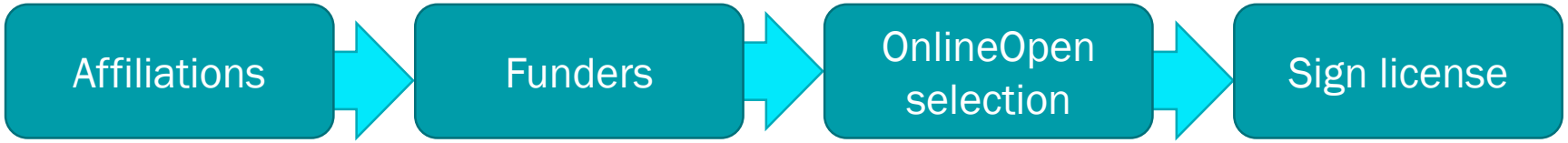
OnlineOpen:
Hybrid Open Access Option

WILEY

Author Invitation Workflow

Author Workflow

All authors are guided through these steps in this order, regardless of how they enter the workflow (via email link, Author Services Dashboard, etc.)



- Step 1: Invitation Email
- Step 2: Log in to Author Services Dashboard
- Step 3: Confirm Affiliations
- Step 4: Enter Funder Information
- Step 5: Select OnlineOpen
- Step 6: Copyright Ownership Selection
- Step 7: Creative Commons License Selection
- Step 8: License Signing
- Step 9: Confirmation

Step 1: Invitation Email

Author Services Invitation Email

Invitation Email

Corresponding author receives Article Acceptance letter via email containing eligibility text to alert availability of their Institutional WOA Account*

*If matching institution is provided at the point of submission

In Production: Your article accepted in Journal of Test

Dear Author,

Article ID: JAAL1234
Article DOI: 10.1002/jaal.1234
Journal: Journal of Test

Congratulations on the acceptance of your article for publication in Journal of Test.

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 has an agreement with your institution, UNIVERSITY OF SZEGED, a member of the Electronic Information Service National Programme, which covers the cost of the open access article publication charges (APCs) for affiliated corresponding authors. Choosing the OnlineOpen option won't incur any additional costs to you, your institution, or funder.

If you have any further questions, please get in touch with your local Open Access contact.

Please click on the link below to login using astest@mailinator.com:

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

Step 2: Log in to Author Services Dashboard to Review Actions

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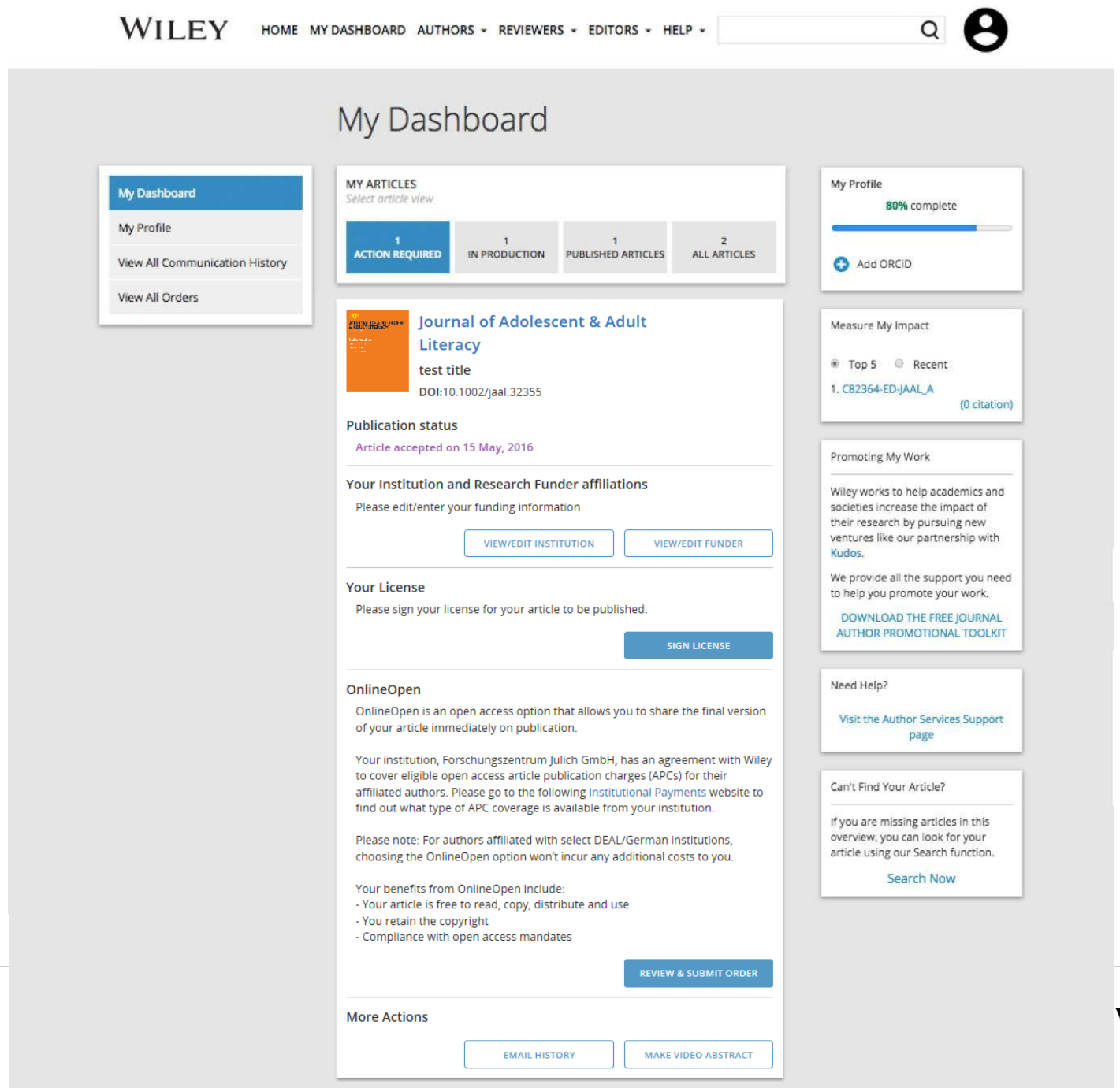
Author Services Dashboard

The author will see two blue buttons on the dashboard and have two required actions:

1) Sign a license
2) Make an OO selection

Clicking either one of these buttons will take them into the following flow.



Step 3: Confirm Affiliations

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*New Feature

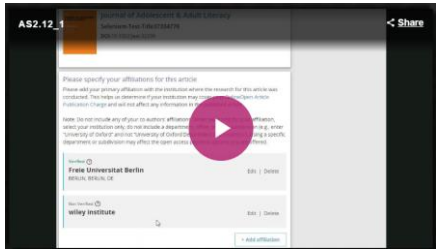
Confirm/Enter Institutional Affiliation – Ringgold Exact Match

Confirm/Enter Institutional Affiliation – Exact Match

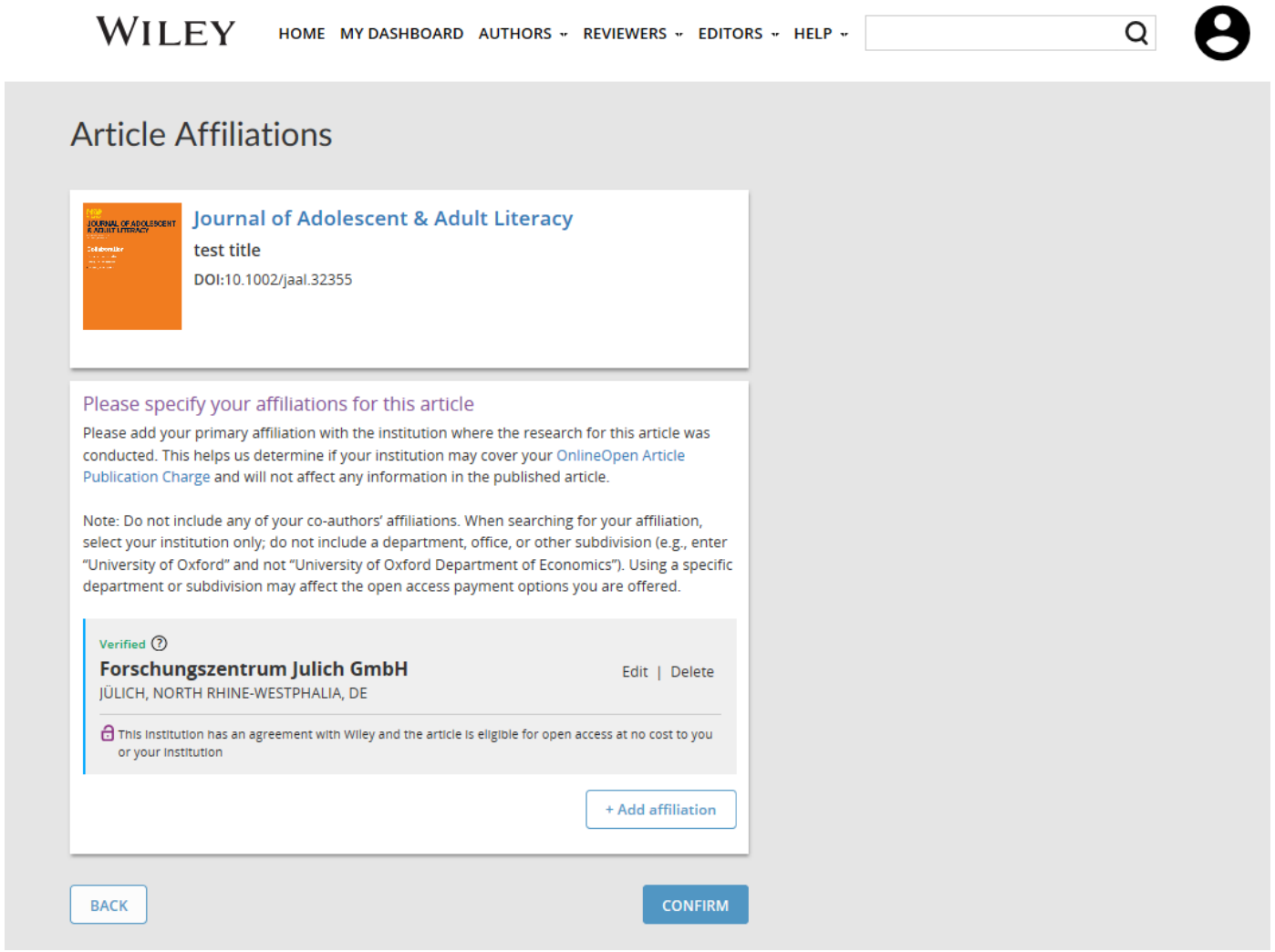
Author is taken to the new Institutional Affiliation(s) Confirmation screen.

If the institution(s) entered into EEO and ingested into AS* have an **exact match** with Ringgold database, this screen will be shown and **an open access icon** is displayed, indicating their eligibility.

*or user enters exact match by hand



Click on the video above to watch this step in action.

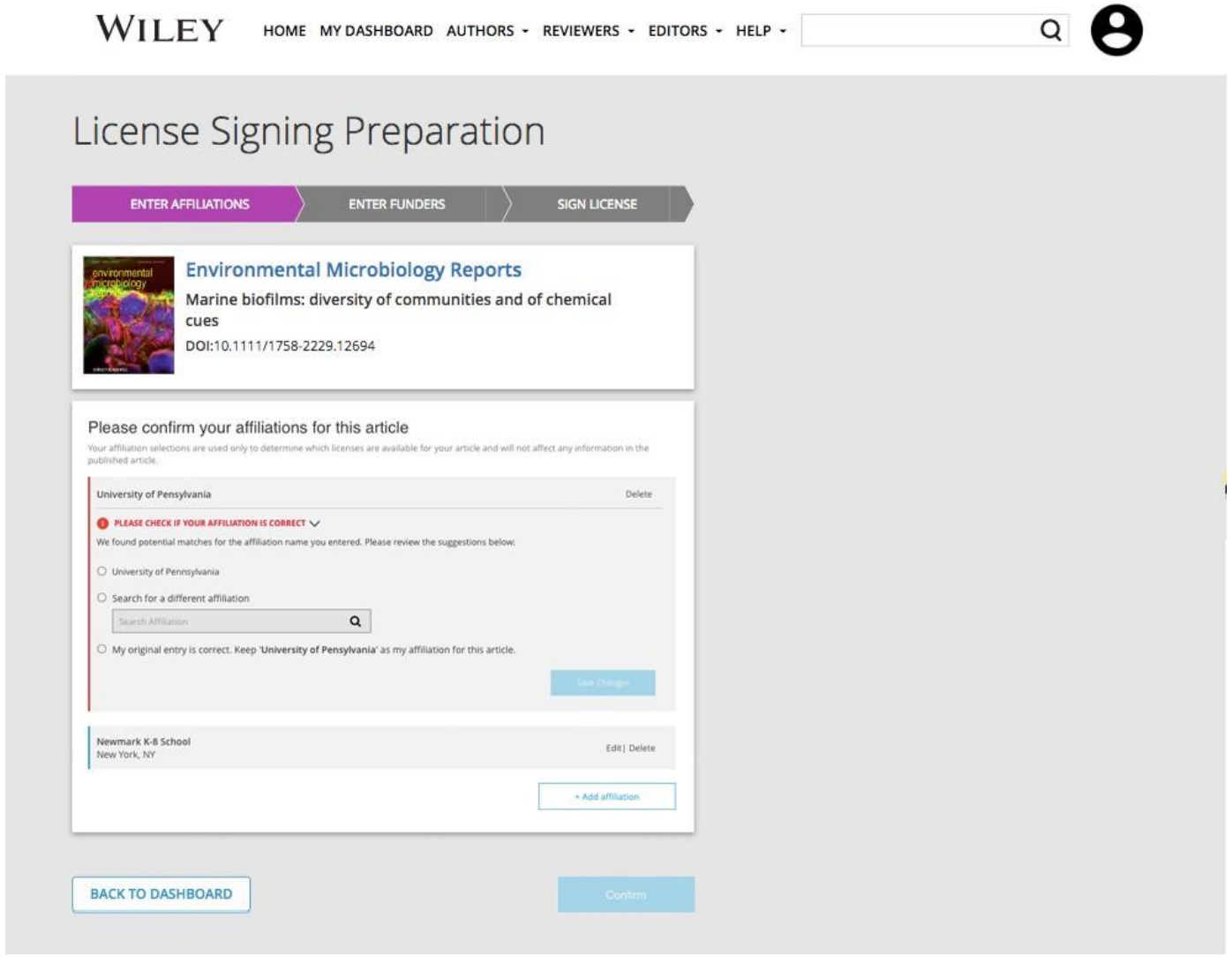


Confirm/Enter Institutional Affiliation – One Close Match with Ringgold

Confirm/Enter Institutional Affiliation – One Close Match

Author is taken to the new Institutional Affiliation(s) Confirmation screen.

If the institution(s) entered into EEO and ingested into AS doesn't have an exact match with Ringgold database, but one **close match** is identified, this screen will apply.

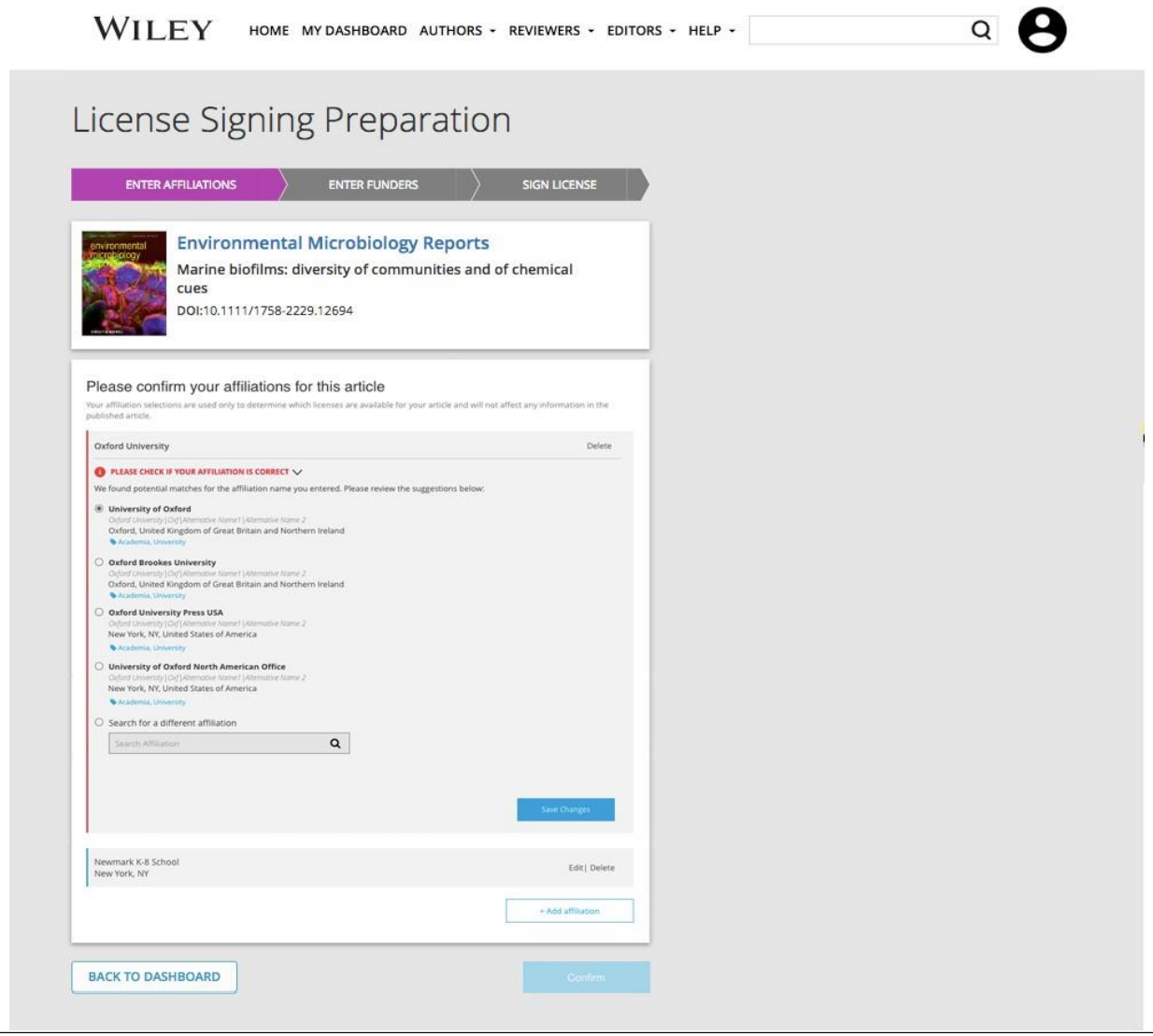


Confirm/Enter Institutional Affiliation – Multiple Close Matches with Ringgold

Confirm/Enter Institutional Affiliation – Multiple Close Matches

Author is taken to the new Institutional Affiliation(s) Confirmation screen.

If the institution(s) entered into EEO and ingested into AS doesn't have an exact match with Ringgold database, but **multiple close matches** are identified, this screen will be shown.

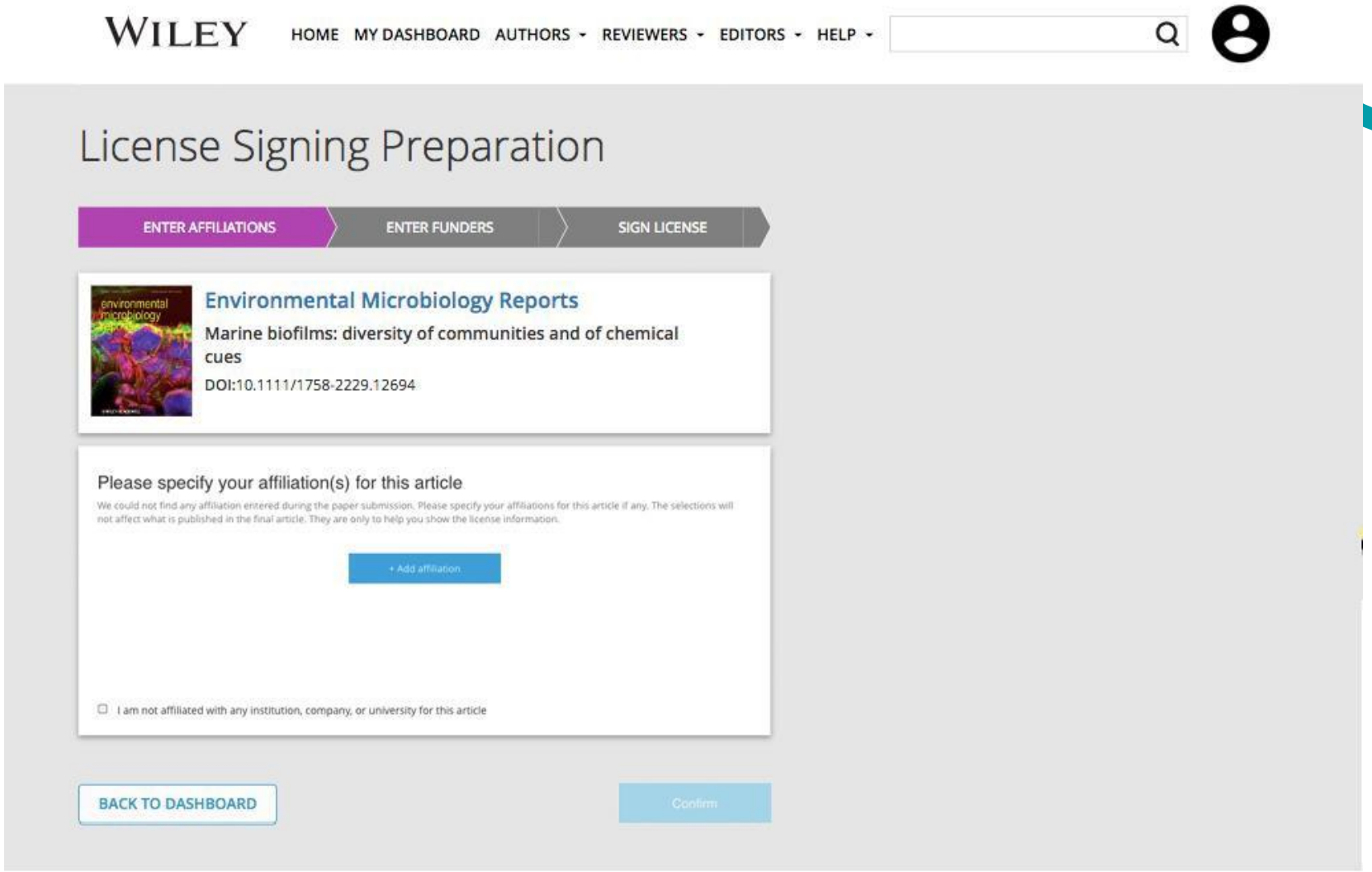


Confirm/Enter Institutional Affiliation – No Institution(s) From EEO

Confirm/Enter Institutional Affiliation – No Institution

Author is taken to the new Institutional Affiliation(s) Confirmation screen.

If the author has not entered an institution into EEO during article submission, this screen will be shown requesting that the author please add an institutional affiliation for his/her article.

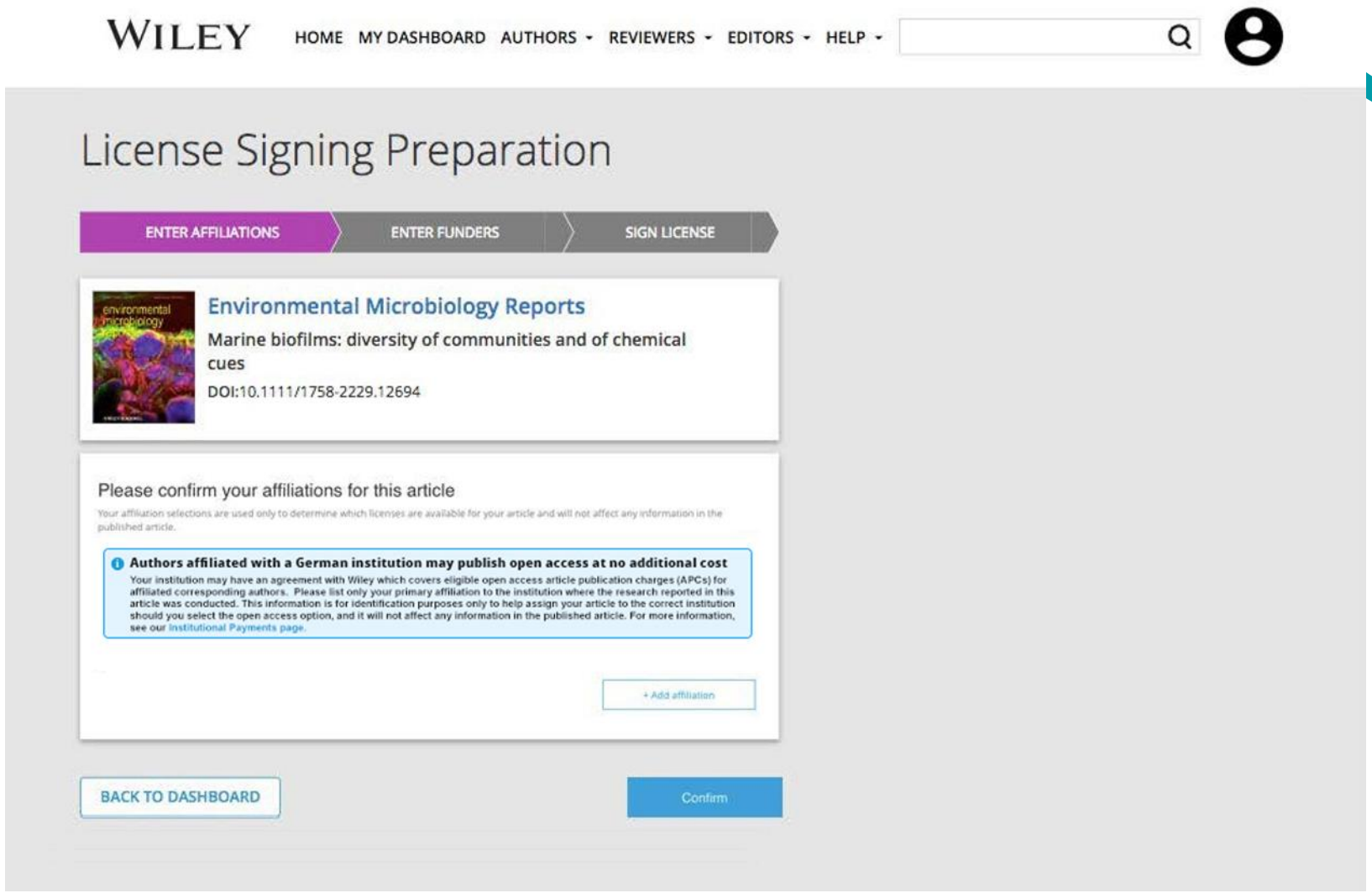


Confirm/Enter Institutional Affiliation – Geo-targeting via IP Range (Country)

Confirm/Enter Institutional Affiliation – Geo-targeting

Author is taken to the new Institutional Affiliation(s) Confirmation screen.

In certain cases we will also show a geo-targeted message to users with an IP address within one of our eligible countries to encourage them to select a related institution from our list, if applicable.

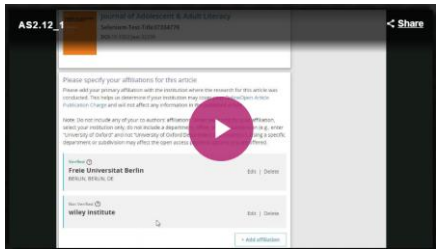


*New Feature

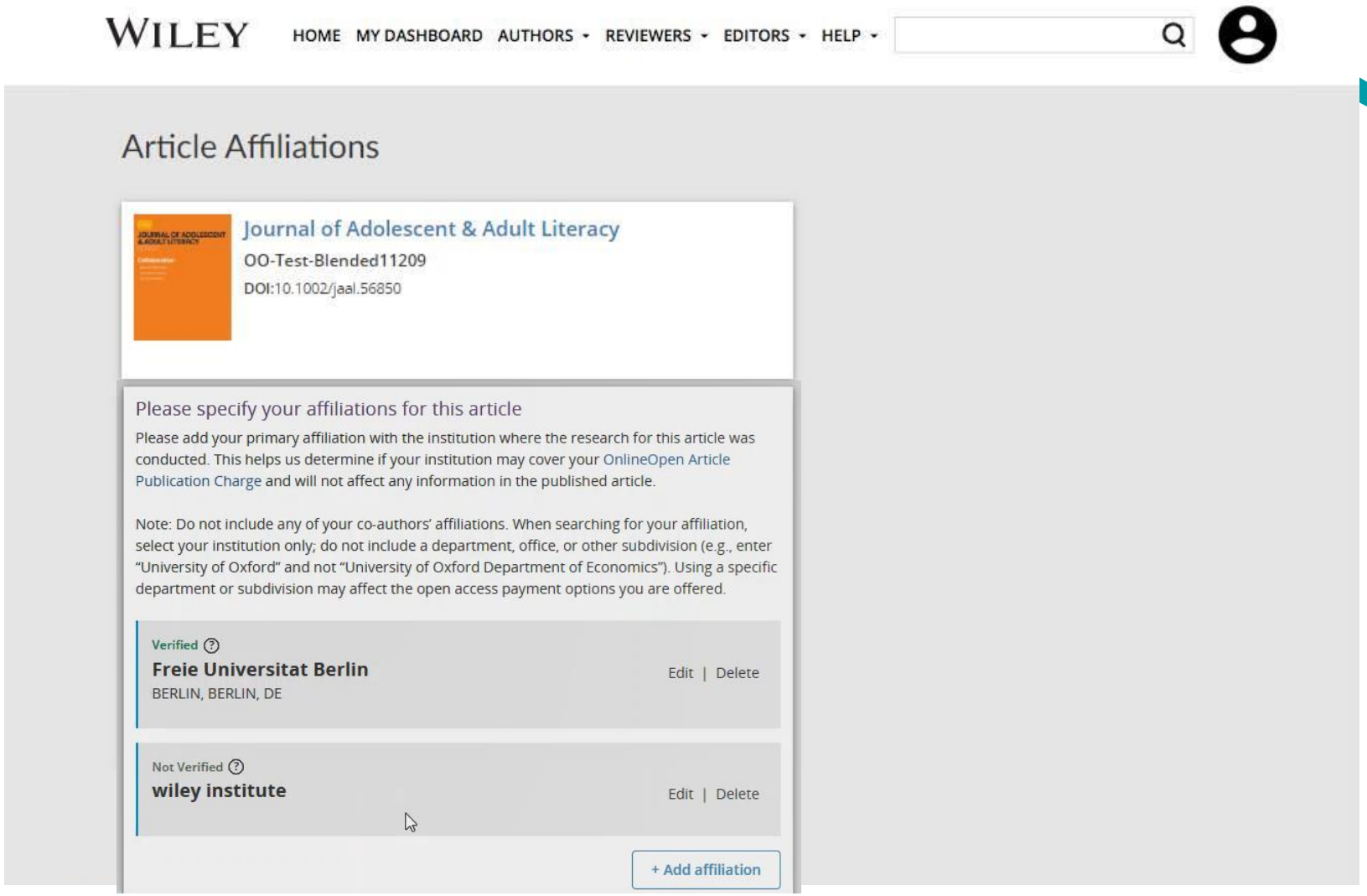
Confirm/Enter Institutional Affiliation – Verified/Not Verified Entry

Confirm/Enter Institutional Affiliation – Verified/Not Verified Entry

If the author types in an affiliation, it will be visually designated as 'Verified' (in Ringgold database) or 'Not Verified' (not in database).



Click on the video above to watch this step in action.

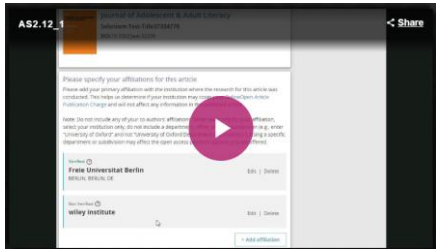


*New Feature

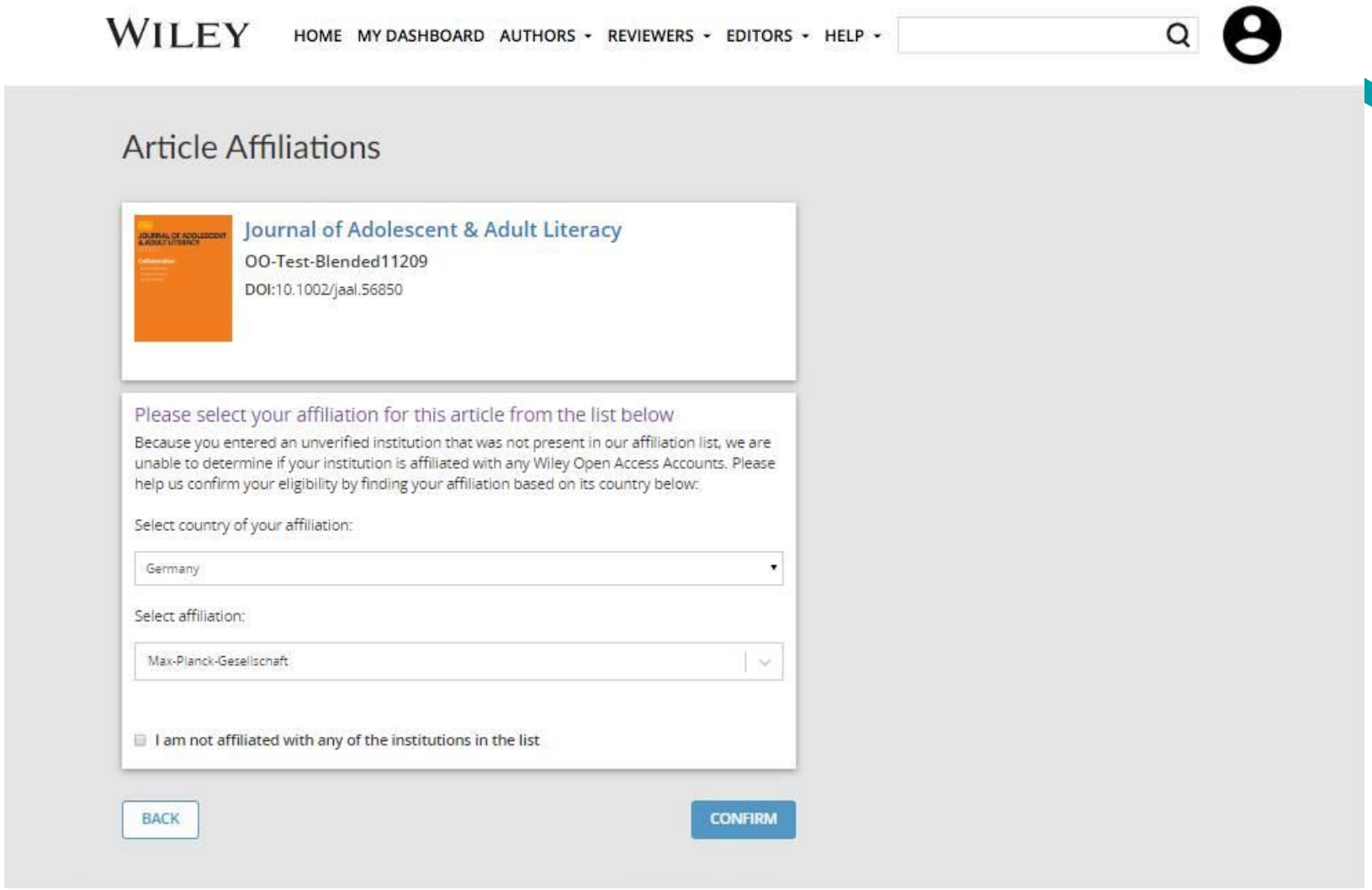
Confirm/Enter Institutional Affiliation – Follow-up to Not Verified Entry

Confirm/Enter Institutional Affiliation – Follow-up to Not Verified Entry

If the author confirms a Not Verified institution, an additional screen will ask the author to select from a list of institutions with Wiley Open Access Accounts filtered by country.



Click on the video above to watch this step in action.

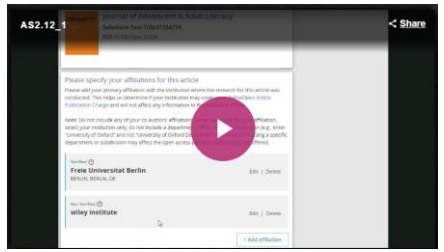


*New Feature

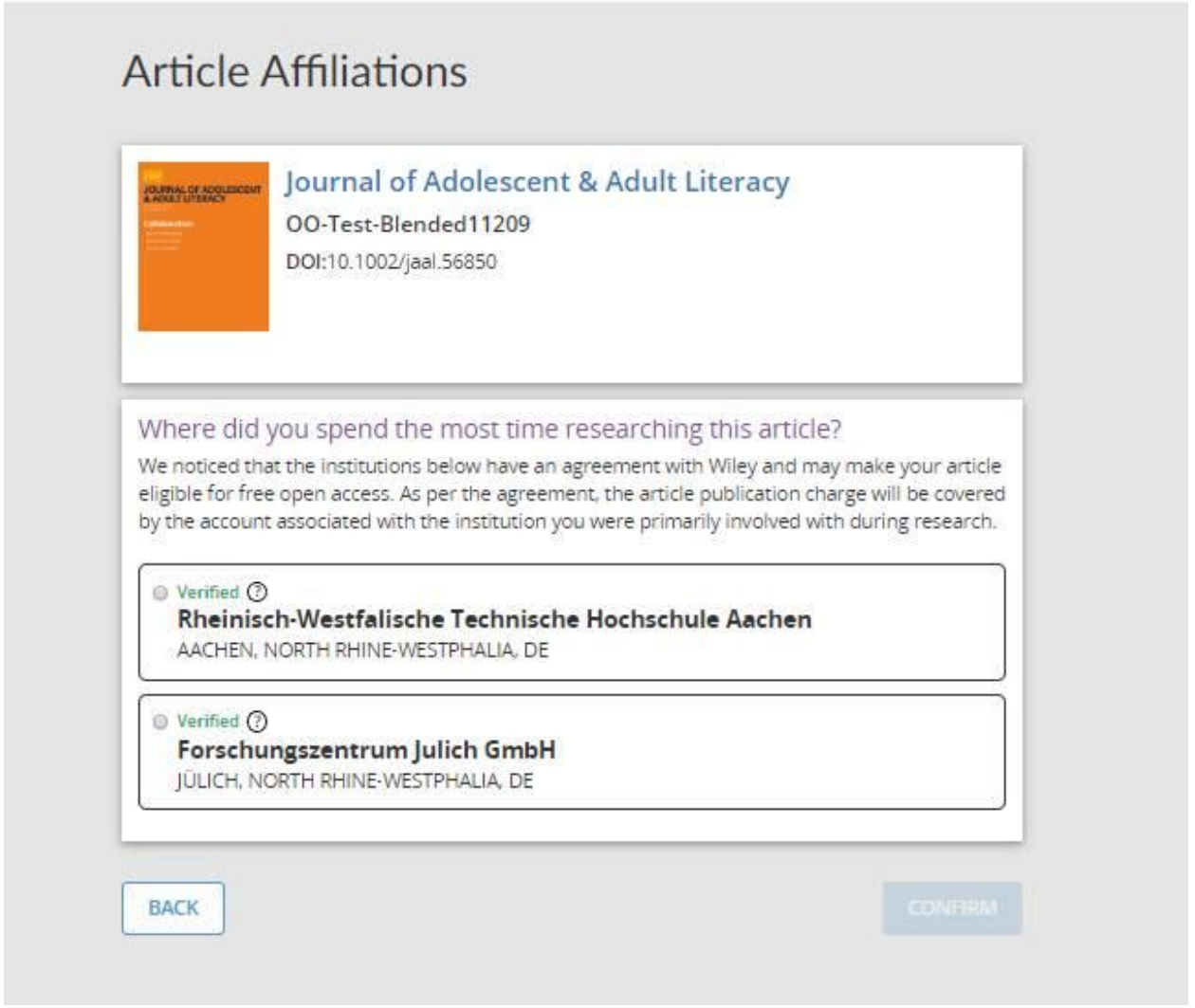
Confirm/Enter Institutional Affiliation – Multiple Wiley Open Access Account Affiliations

Confirm/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.



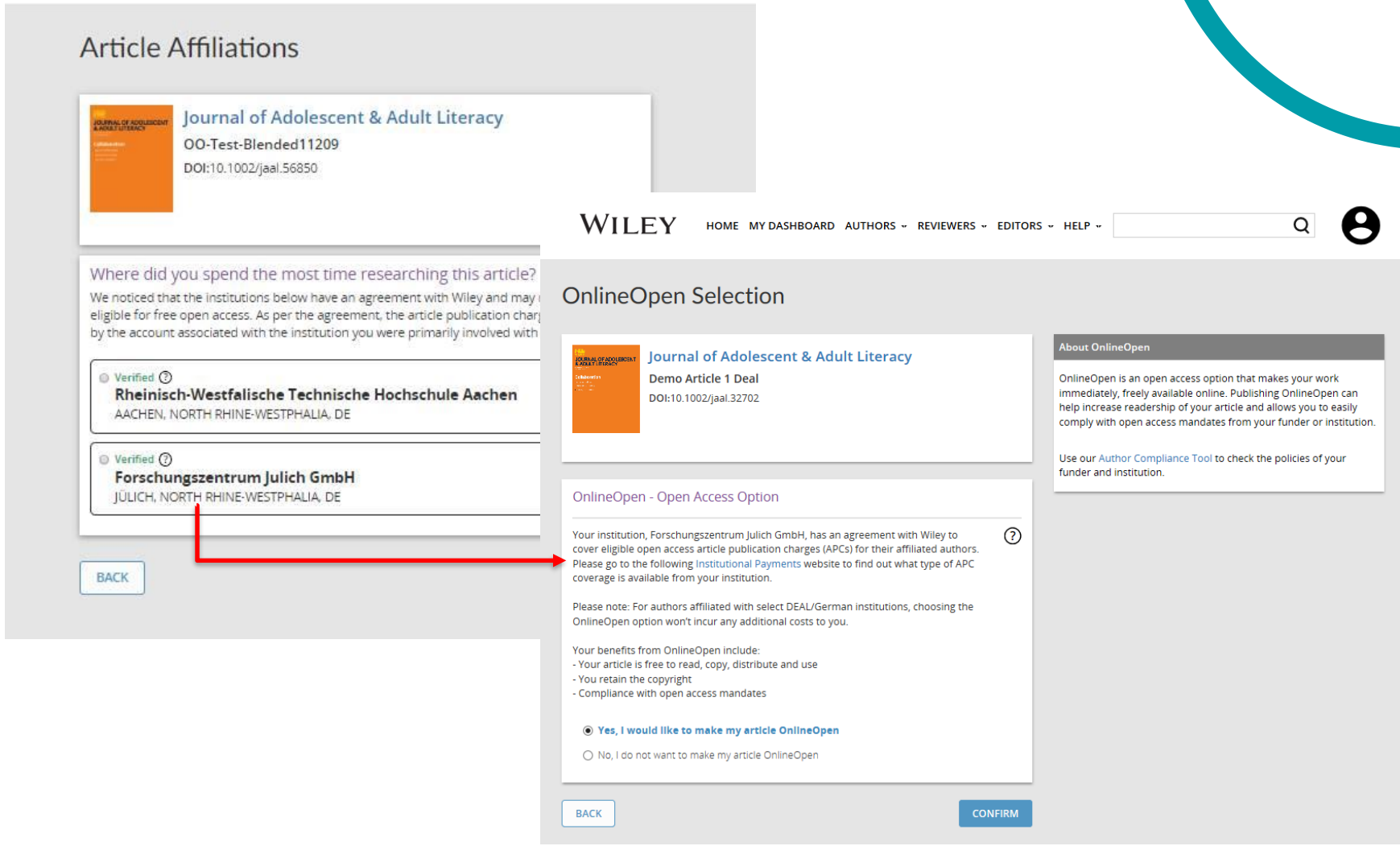
Click on the video above to watch this step in action.



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

Confirm/Enter Institutional Affiliation – Multiple WOA Affiliations

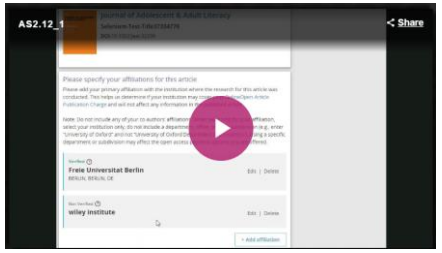
Once the author selects one of the institutions, all future screens show the eligibility notification for the institution that was selected.



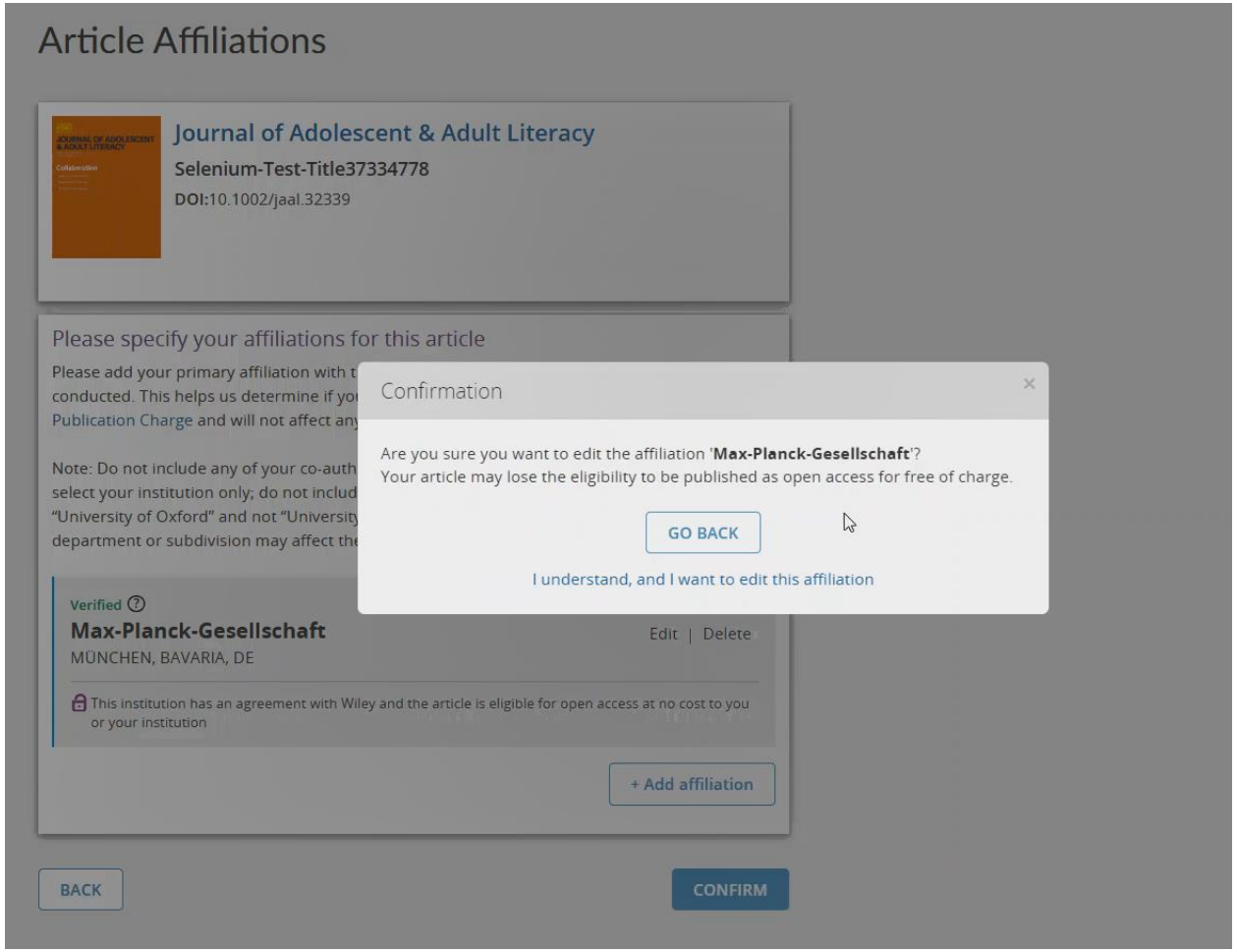
Confirm/Enter Institutional Affiliation – Verified WOA Affiliation Removed

Confirm/Enter Institutional Affiliation – Remove Verified Affiliation

If an author tries to remove or change an affiliation that is already Verified **and** eligible to publish OA at no cost, a popup lets them know they could lose that eligibility if they edit or delete it.



Click on the video above to watch this step in action.



Step 4: Enter Funder Information

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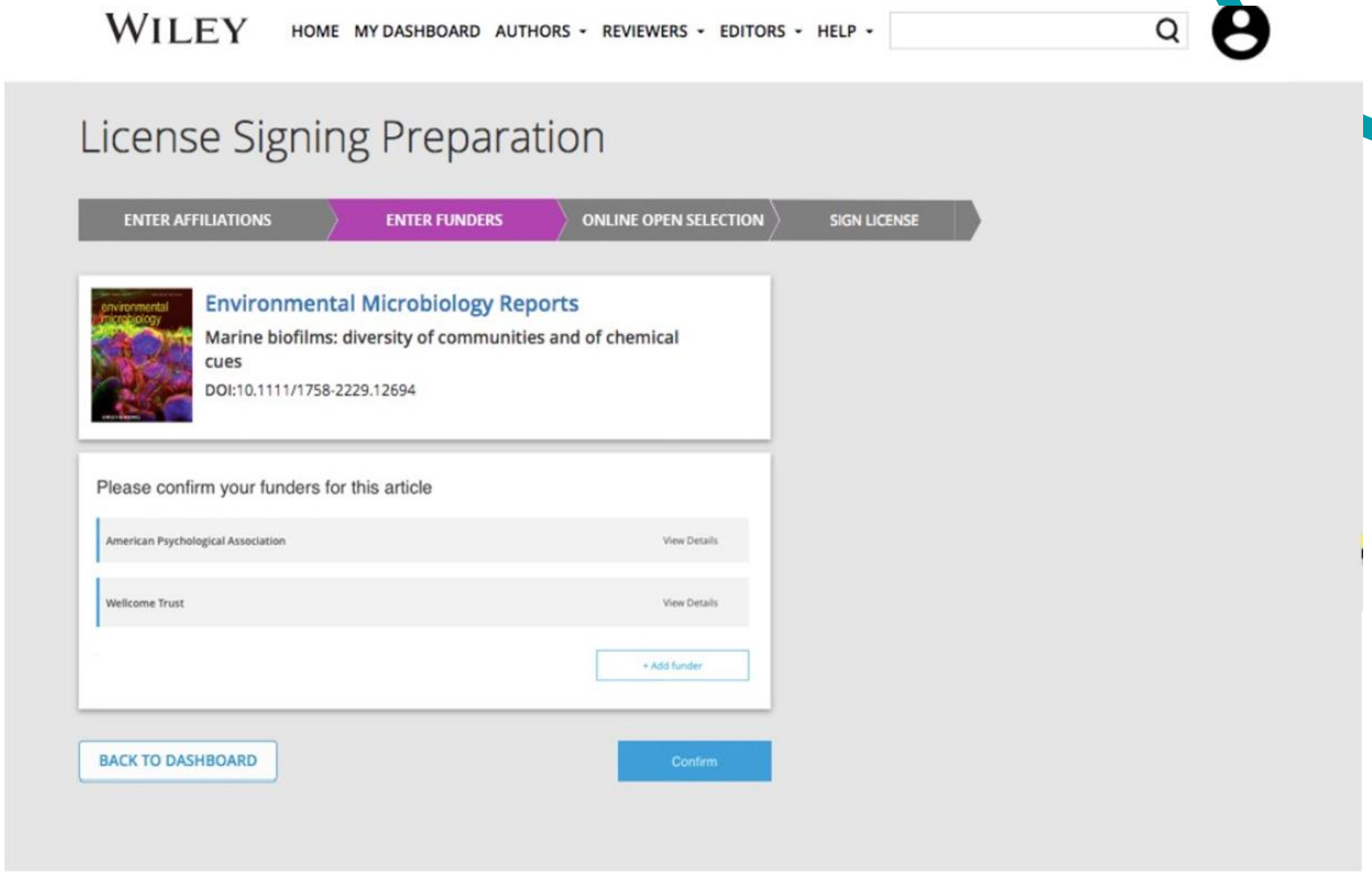
Licensing Signing – Funders

Funders

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 5: OnlineOpen Selection Defaulted Yes Option

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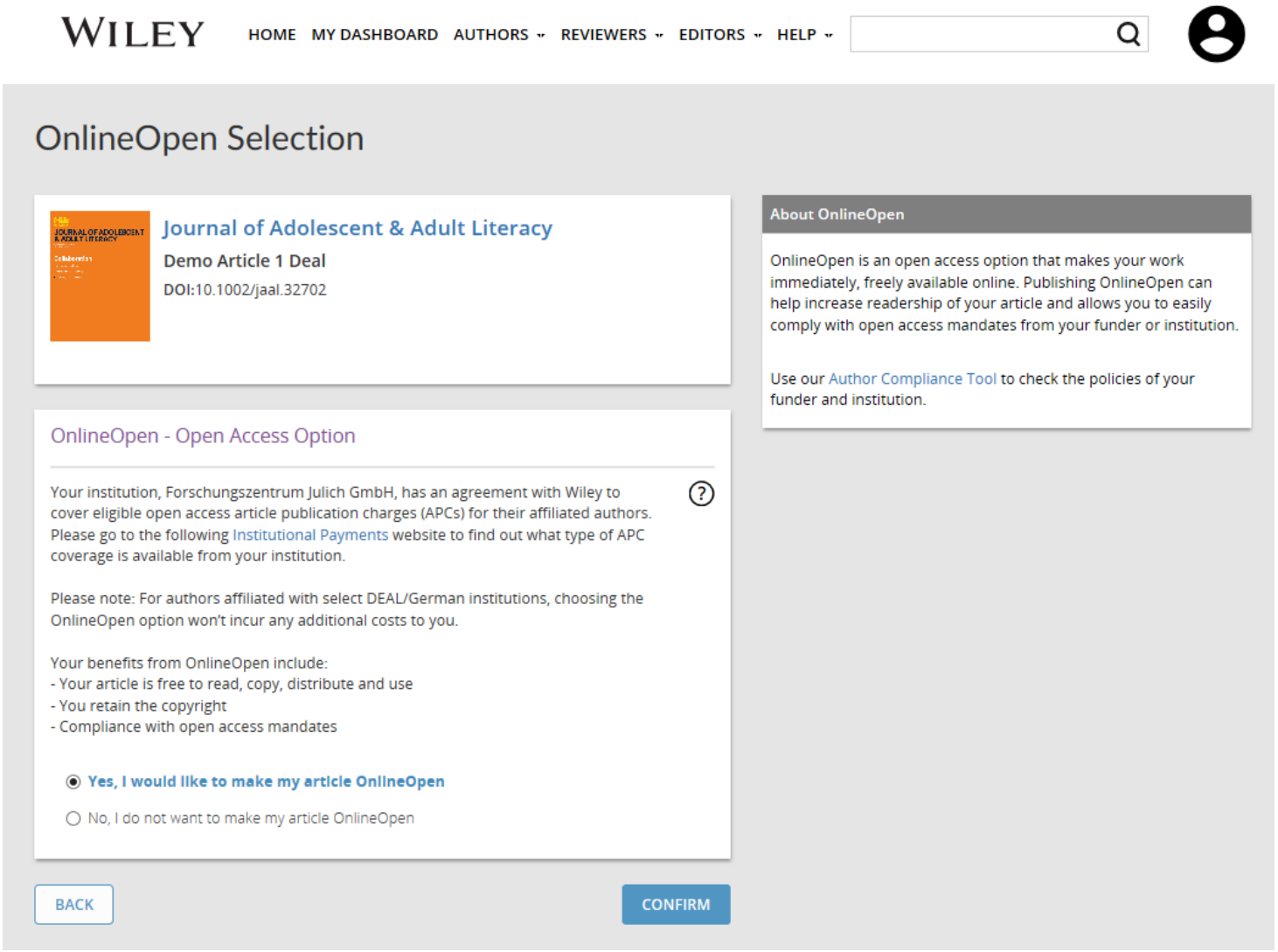
‘Yes’ is Pre-Selected for Author

Select OO – Default Yes

Author is presented with ‘OnlineOpen – Open Access Option’ pre-selected to “Yes, I would like to make my article OnlineOpen” by default.



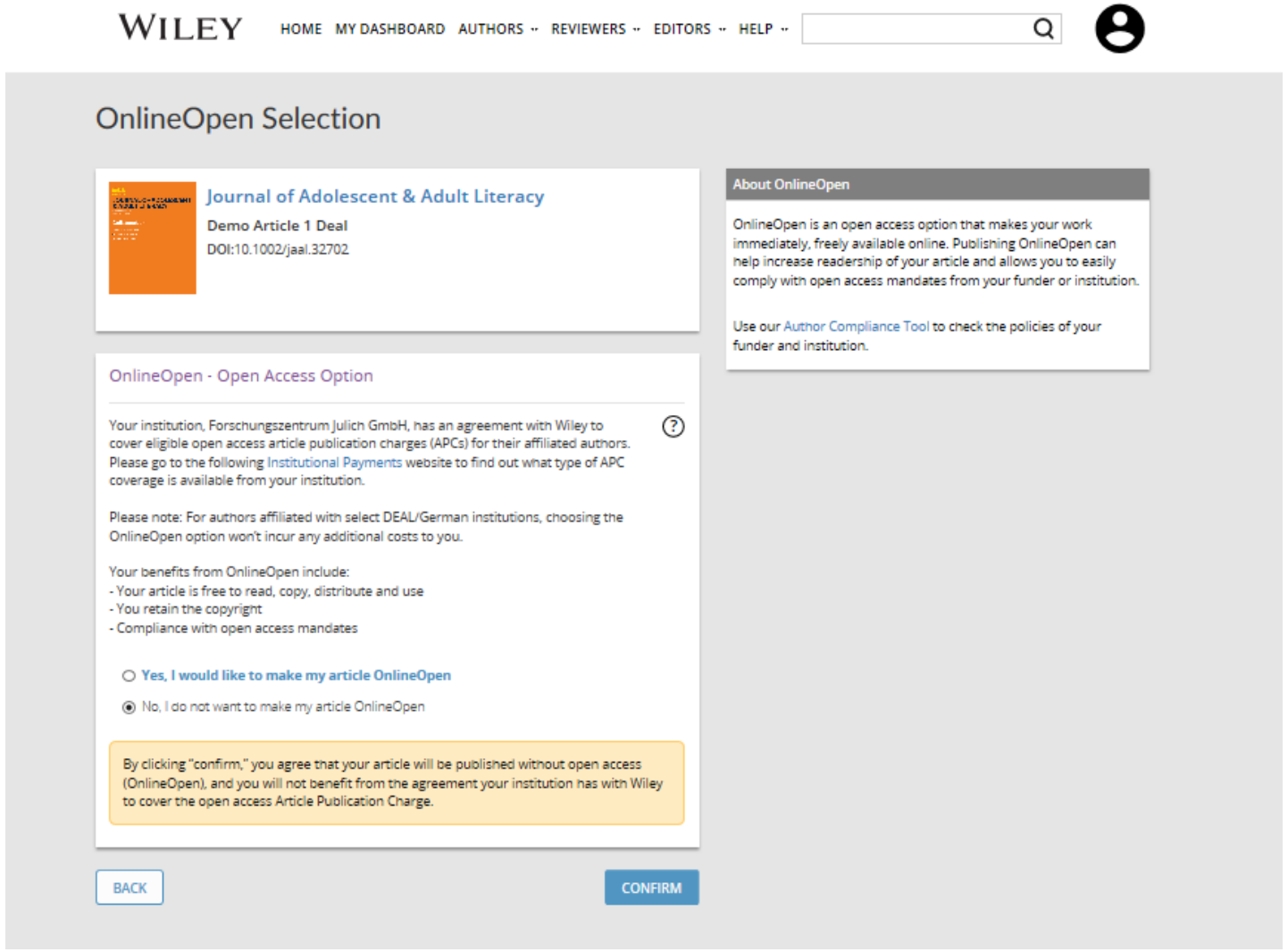
Author Changes Selection From Default 'Yes' to 'No'

Select OO – Author Changes Selection From Default "Yes" to "No"

Author is presented with 'OnlineOpen – Open Access Option' pre-selected to "Yes, I would like to make my article OnlineOpen" by default and actively changes selection to "No, I don't want to make my article OnlineOpen."

Author is then presented with a warning message.

Once author clicks "Confirm", author's opt-out/active selection of 'No' will be recorded for reporting and the author will continue on to sign the appropriate CTA license.



Step 6: Copyright Ownership Selection

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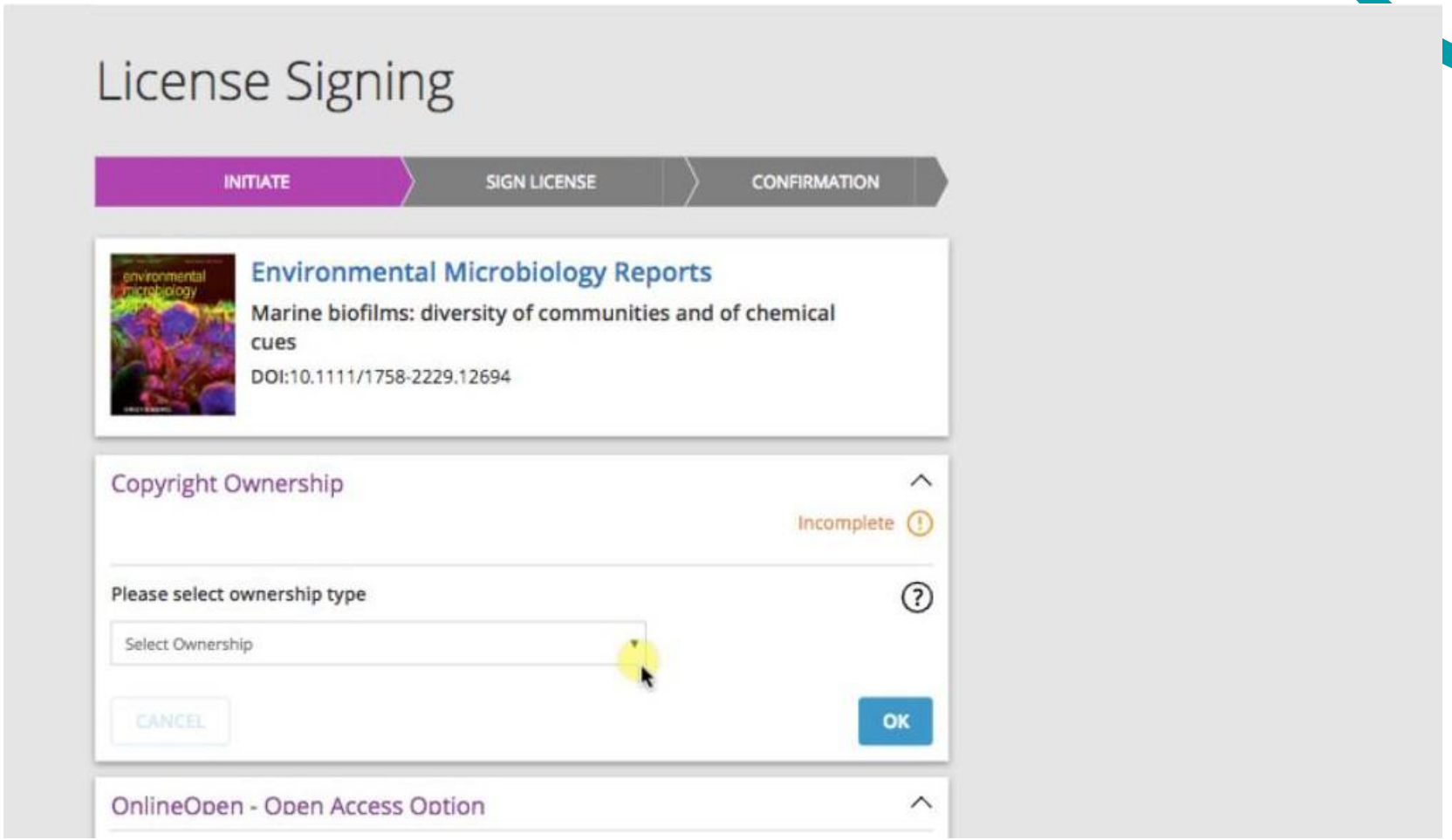
License Signing – Copyright Ownership

Copyright Ownership

Author is presented with License Signing options: Copyright Ownership selection, Creative Commons licensing selection, etc.

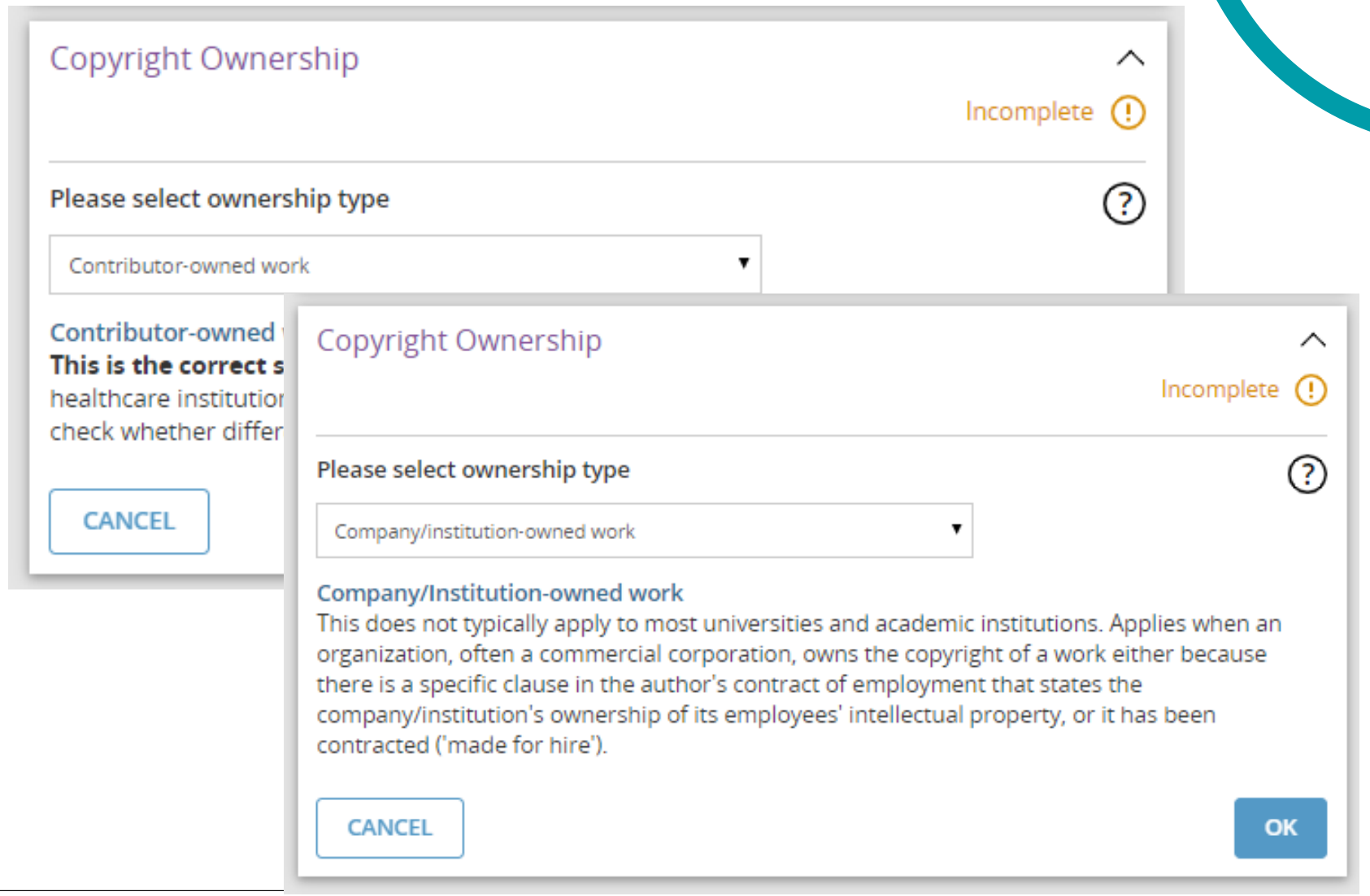


License Signing – Copyright Ownership Choices

Copyright Ownership

Author is presented with the following choices when selecting ownership type.

If other signatures are required, some ownership types will require the corresponding author to download a PDF license, sign offline (collect all relevant signatures), and then upload the completed PDF back to Wiley Author Services Dashboard.



Step 7: Creative Commons License Selection

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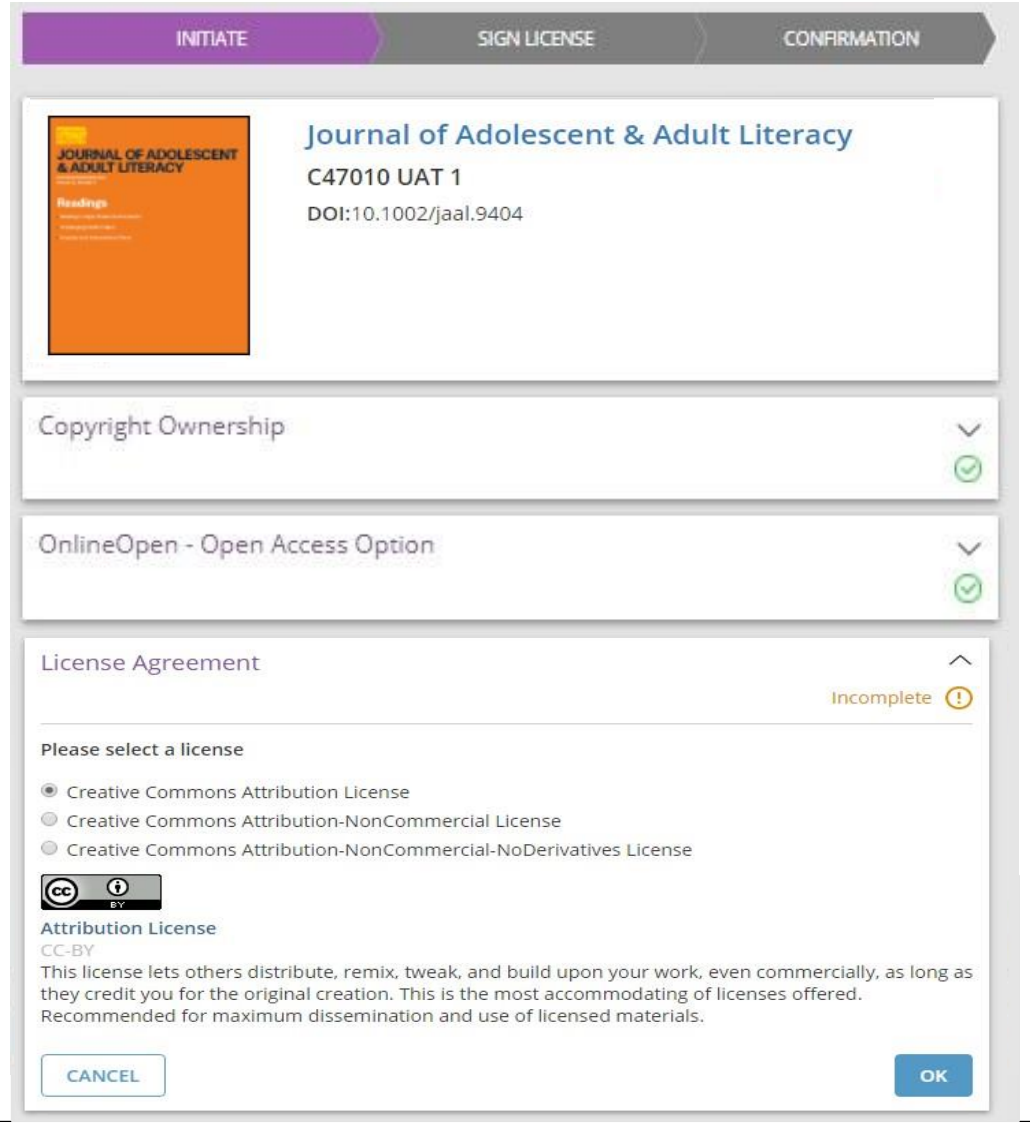
License Signing – License Agreement Selection

License Agreement

If *OnlineOpen* 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.

* Some journals will only allow a Creative Commons Attribution License (CC-BY) if mandated by a funding source.



Step 8: Sign License

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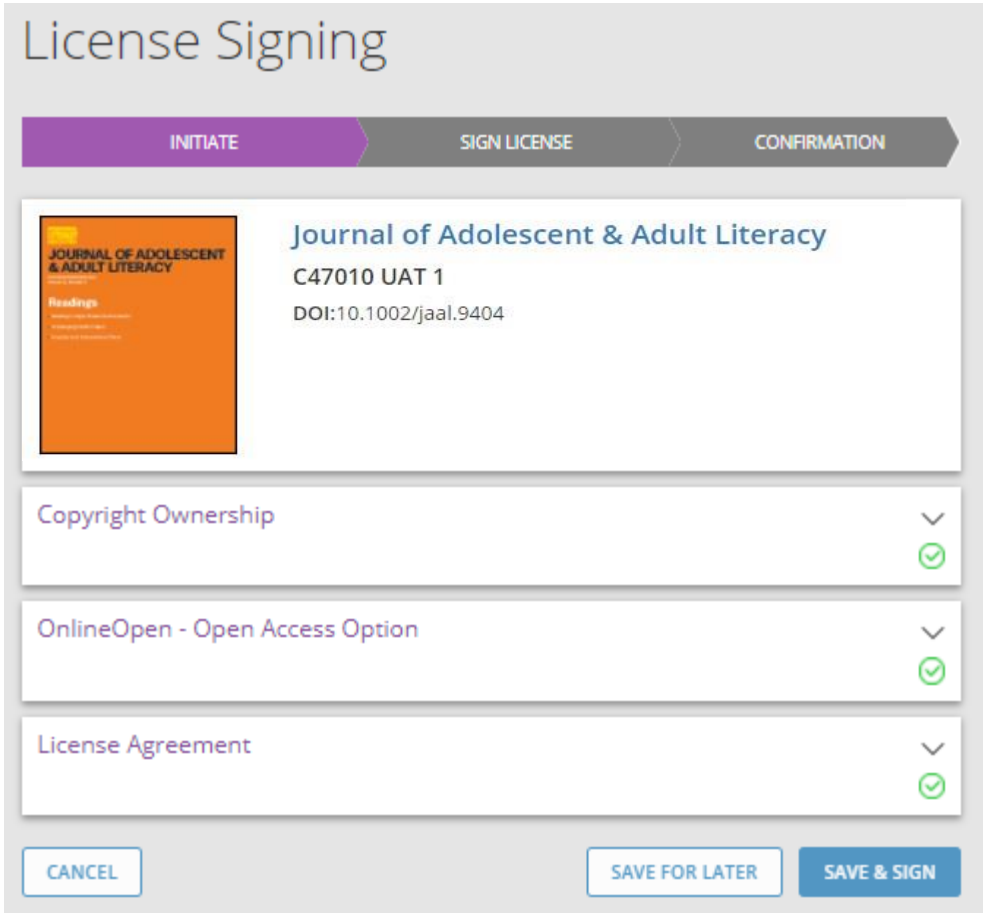
License Signing – Option to Sign or Save for Later

Save & Sign

Once author completes all License Signing sections, author is presented with confirmation icons.

Author has the option to click “SAVE FOR LATER” or “SAVE & SIGN” to proceed.

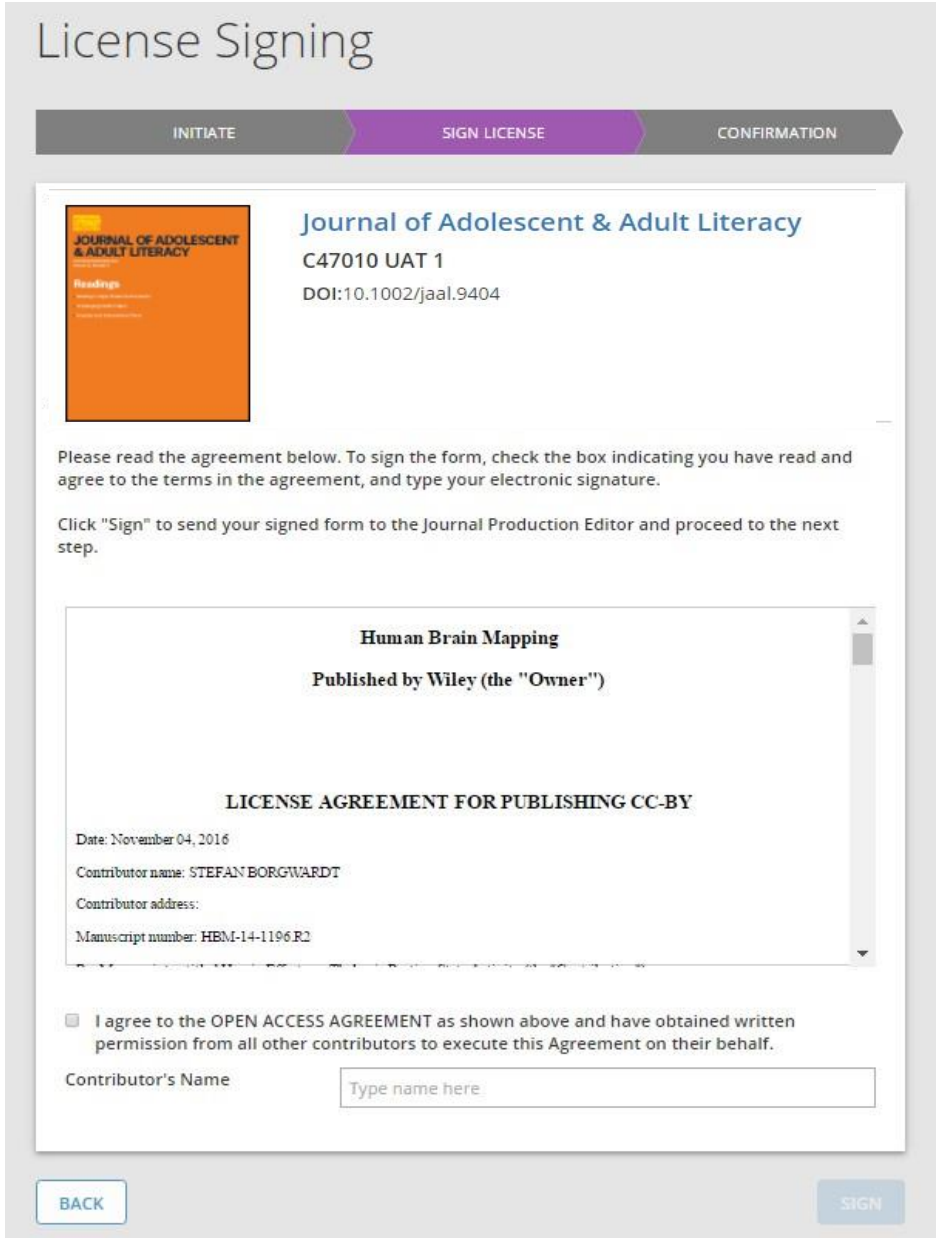


License Signing – CC-BY License

Review License Agreement

Author is presented with electronic copy of the Creative Commons license agreement selected and asked to review. If author agrees with all items within agreement presented, author must:

- confirm by ticking box (“*I agree to the OPEN ACCESS AGREEMENT…*”)
- type full name (electronic signature)
- Click “SIGN” button to complete licensing signing process.



Step 9: License and OO Order Confirmation

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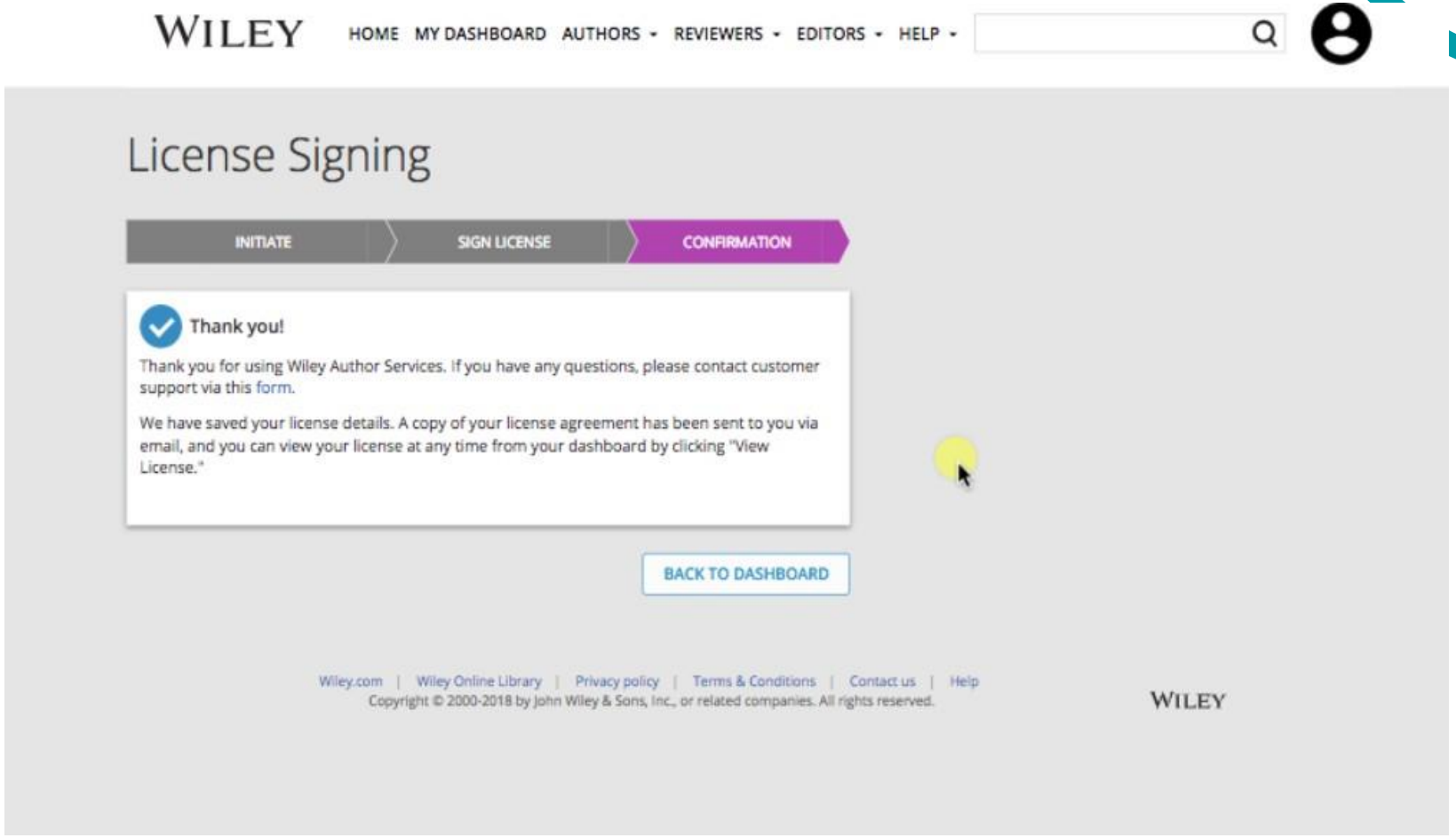
License/Order Confirmation

License Signing and OO Selection - Confirmation

If Author continued with “Yes” for OnlineOpen, the order is submitted automatically on behalf of the author and the author is presented with a confirmation screen. New text TBD to make clear that the OO selection has also been submitted.

To exit the *License Signing Form*, click “BACK TO DASHBOARD” button.



Fully 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

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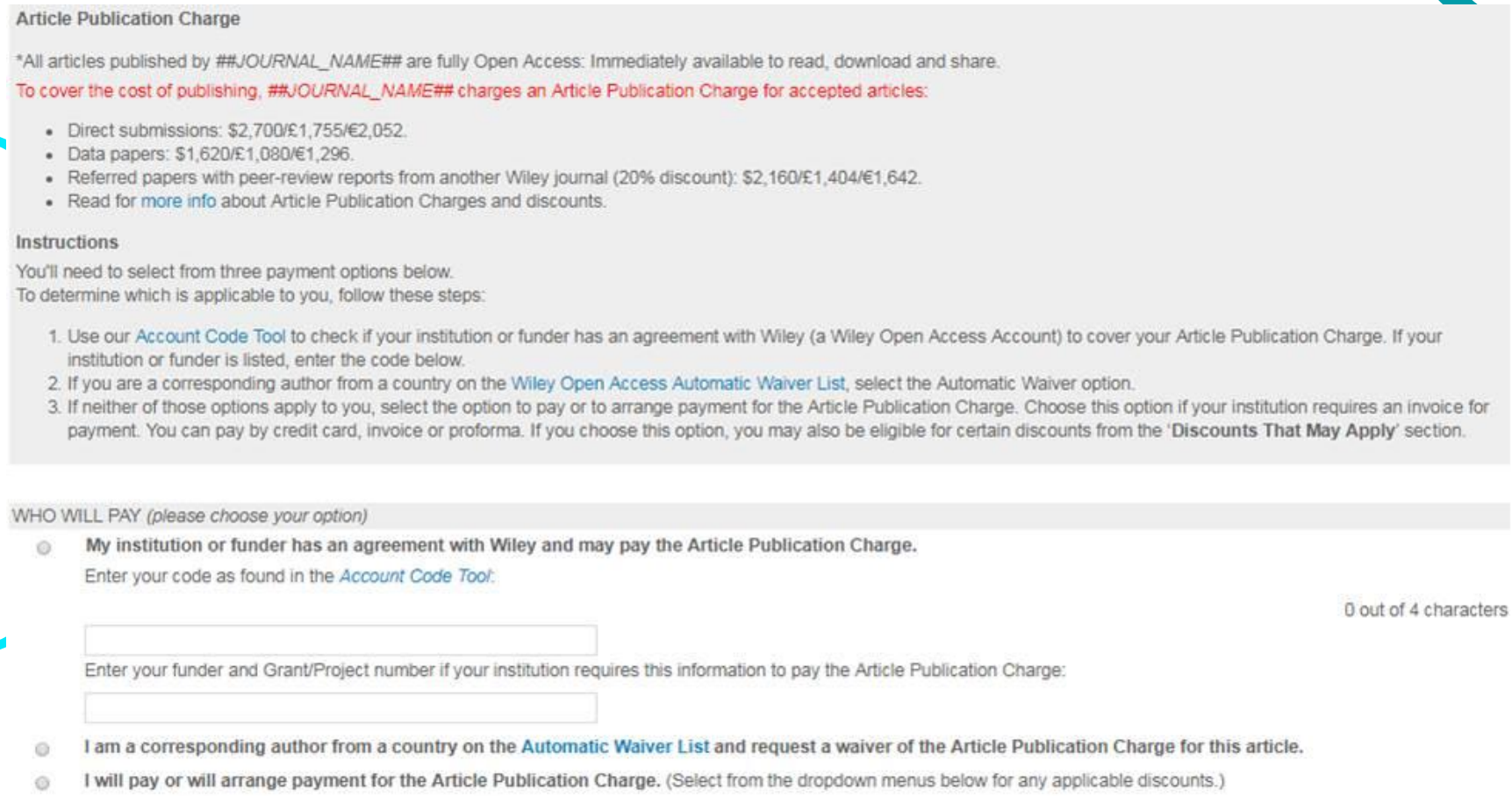
Submission to Open Access Journals

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.



Article Publication Charge

*All articles published by *##JOURNAL_NAME##* are fully Open Access: Immediately available to read, download and share.

To cover the cost of publishing, *##JOURNAL_NAME##* charges an Article Publication Charge for accepted articles:

- Direct submissions: $2,700/£1,755/€2,052.
- Data papers: $1,620/£1,080/€1,296.
- Referred papers with peer-review reports from another Wiley journal (20% discount): $2,160/£1,404/€1,642.
- Read for more info about Article Publication Charges and discounts.

Instructions

You'll need to select from three payment options below.
To determine which is applicable to you, follow these steps:

1. Use our Account Code Tool to check if your institution or funder has an agreement with Wiley (a Wiley Open Access Account) to cover your Article Publication Charge. If your institution or funder is listed, enter the code below.
2. If you are a corresponding author from a country on the Wiley Open Access Automatic Waiver List, select the Automatic Waiver option.
3. If neither of those options apply to you, select the option to pay or to arrange payment for the Article Publication Charge. Choose this option if your 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.

WHO WILL PAY *(please choose your option)*

My institution or funder has an agreement with Wiley and may pay the Article Publication Charge.

Enter your code as found in the *Account Code Tool*:

0 out of 4 characters

Enter your funder and Grant/Project number if your institution requires this information to pay the Article Publication Charge:

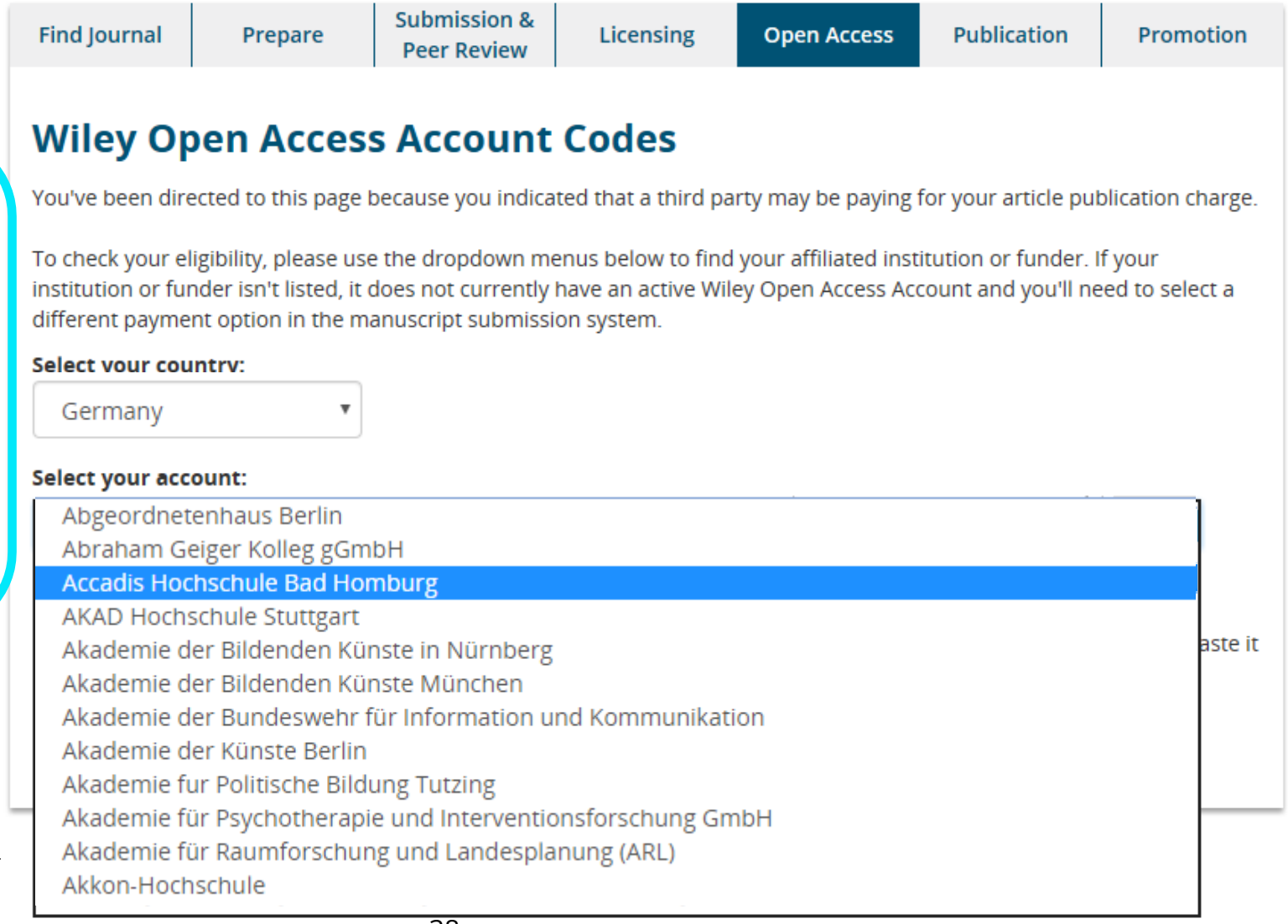
I am a corresponding author from a country on the Automatic Waiver List and request a waiver of the Article Publication Charge for this article.

I will pay or will arrange payment for the Article Publication Charge. (Select from the dropdown menus below for any applicable discounts.)

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.



Wiley Open Access Account Codes

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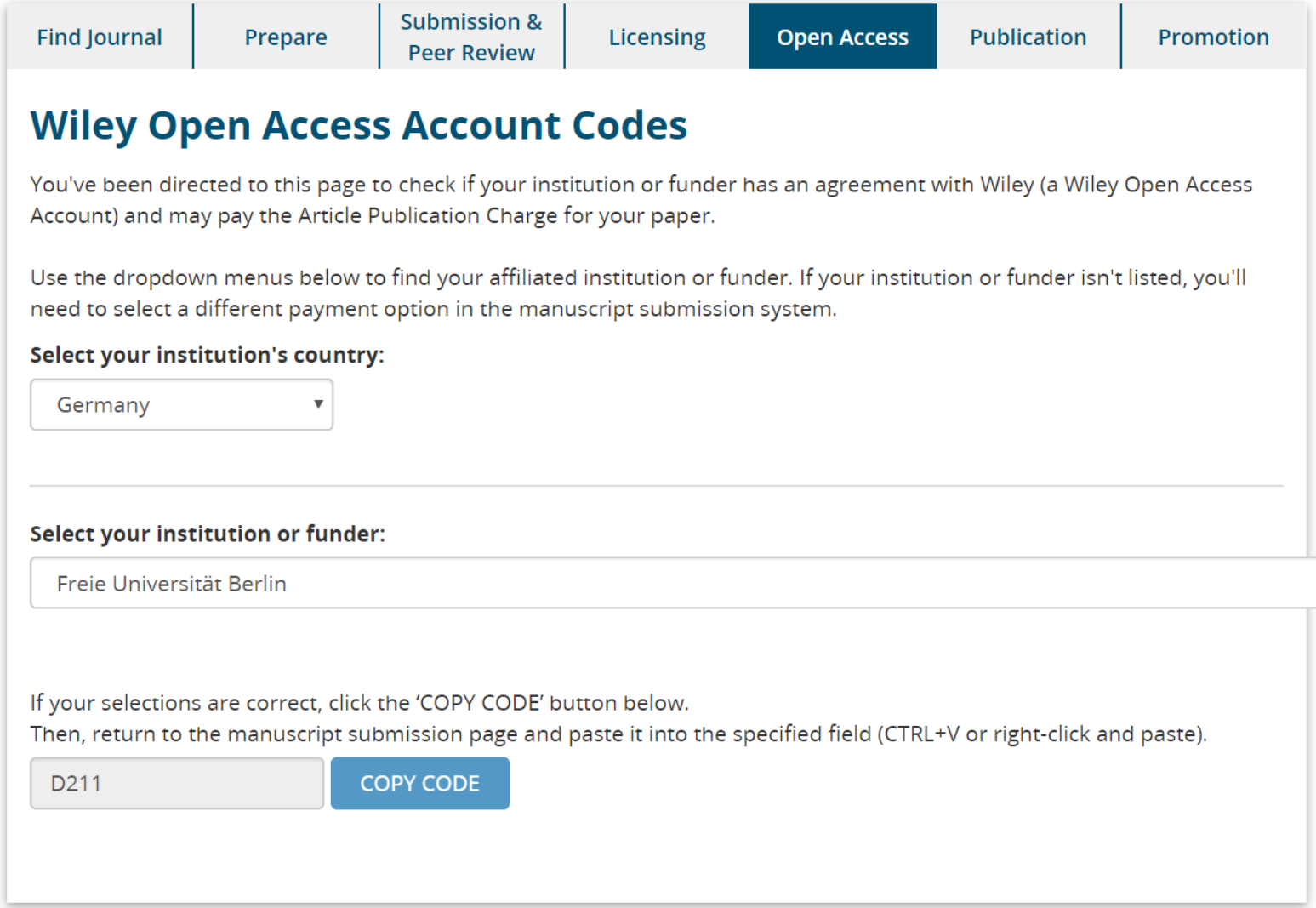

Step 2: Author receives notification that their request to use the Wiley Open Access Account has been approved

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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
cs-openaccess@wiley.com

Step 3: When article is accepted, author signs license agreement. No payment steps are necessary.

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Thank you!

Author Resources:

Wiley Author Services website

www.wileyauthors.com

Author Contact:

Wiley Customer Support Team

cs-onlineopen@wiley.com

Institution/Library Contact:

Eva-Maria Scheer. Senior Customer Success Manager

escheer@wiley.com

Account Dashboard Team

accountdashboard@wiley.com

Management:

Kristin McNealy, Senior Director Author Product Strategy & Operations

kmcnealy@wiley.com