

WILEY

# Wiley Journal Author Workflows

Covering Your Authors' Open Access  
Publishing Cost



## Author Workflow for Wiley Hybrid Journals

After articles are accepted for publication, authors will be invited into Wiley Author Services to complete the next steps in the publication journey of their articles.

Authors will need to confirm on their author roles, research funders, institutional affiliations and choose between publishing their articles behind the paywall or open access. If they select the latter, they will be asked to sign a Creative Commons license, before APC funding requests are generated to institutions for their review, based on the responsible corresponding authors' institutional affiliations.

Institutional OA administrators will need to review and approve/reject the applications on their accounts upon receiving the requests..

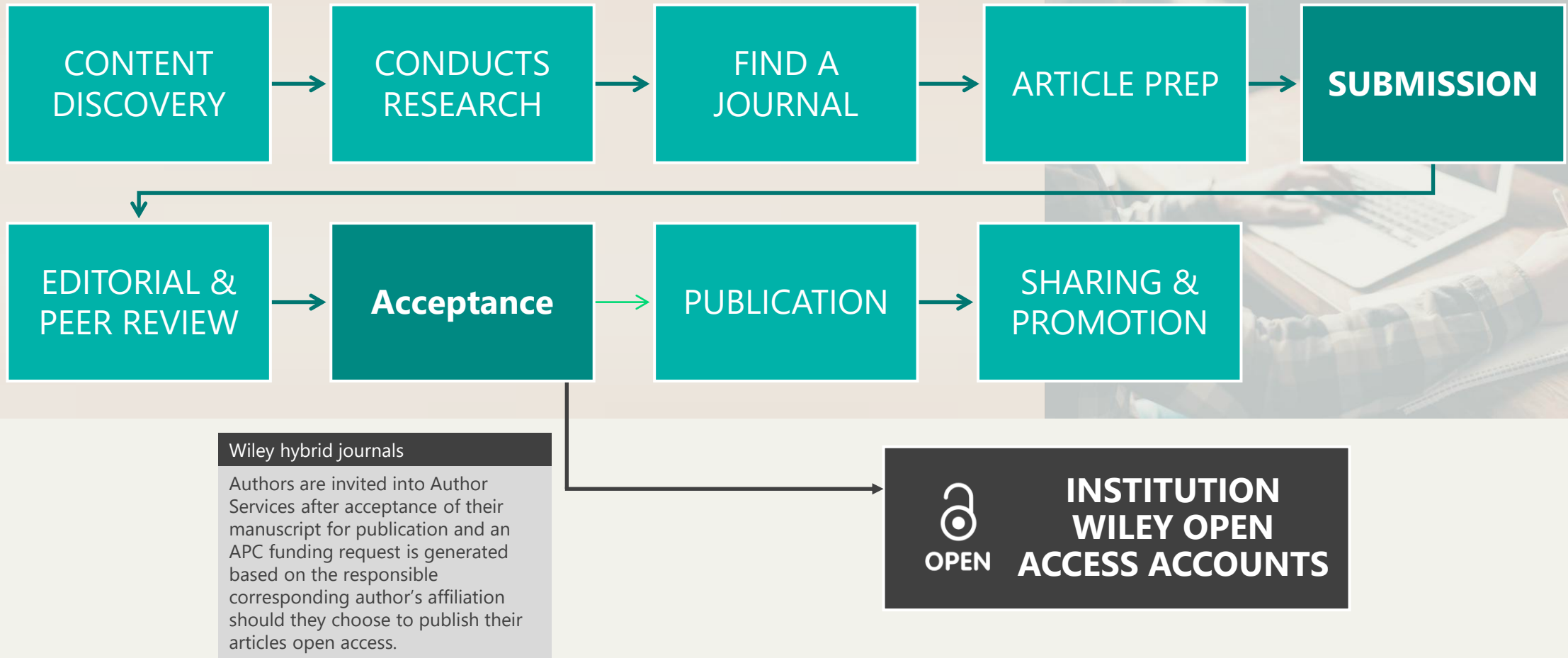
AUTHOR WORKFLOW GUIDE [HERE](#).



## How to select open

# Author Journey For Wiley Hybrid Journals

## APC Funding Request Submission After Article Acceptance for Publication



# Author Services Invitation

## Invitation

When an article is accepted for publication in a Wiley hybrid journal, authors will receive an invitation email, inviting them to return to Wiley Author Services to action on the administrative steps required for the article prior to publication.

**From:** [cs-author@wiley.com](mailto:cs-author@wiley.com)

**Subject:** In Production: Your article accepted in <Journal Title>

**Body:**

Dear <Author Name>,

Article ID: <Article AID>

Article DOI: <Article DOI>

Internal Article ID: <Article ID>

Article: <Article Title>

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.

Wiley and [Your Institution] have an agreement to cover the cost of your open access publishing.

Eligibility for APC funding coverage alert

Please click below to log in - if you are using a different email address to <Author Email>, you will need to manually assign this article to your Dashboard (see [How do I assign a missing article to My Dashboard?](#)):

Wiley has a new, unified log in process with CONNECT to streamline the author experience across all of its platforms. When you click on your invitation link, you will be redirected to log in through the new CONNECT portal before going back to manage your article. Link to Author Services: <Link to article on Author Services>

[<Login Link>](#)

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) -- you will receive an email when this task is ready on your dashboard.

Track your article's progress to publication

Make your article open access. Your institution or funder may help you publish your article open access, making it immediately and freely available to read, download, and share. Learn more [here](#).

Access your published article

Invite your colleague to view your published article

If you need any assistance, please click here to view our Help section.

Sincerely,

Wiley Author Services

# Author Services Dashboard

## Author Dashboard

When logged into Wiley Author Services, authors will be able to locate articles on their account that require further action.

To begin the workflow for an article, authors will need to click on the 'Manage article' button.

The screenshot displays the Wiley Author Services Dashboard. At the top, the Wiley logo is followed by navigation links: Home, My Dashboard, Authors, Reviewers, Editors, and Help. A search bar and a user profile icon are on the right. Below the navigation bar, there are tabs for 'My Articles', 'Communication History', and 'Order History', with 'My Author Profile' on the far right. The main content area is titled 'My Articles' and includes a link for 'Articles missing?'. A filter section shows 'Filter my articles' with a count of '35 articles' and a search input field containing the text 'Filter my articles by title, journal or DOI'. A red banner with a warning icon and the text 'Action required' is positioned above a card for a 'Test article' in the 'Journal of Field Robotics'. The article details include the DOI '10.1002/rob.23166' and the status 'In Production'. A red 'Manage article' button is highlighted with a blue border. To the right of the main content, there are two promotional boxes: 'Find a home for your next article' with a 'Find a journal' button, and 'Author news delivered straight to your inbox' with a 'Sign me up' button and a 'Help' icon.

# Author Services Dashboard

## Author 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.

### Manage this article



International Journal for Numerical Methods in Biomedical Engineering

Test article

DOI: 10.1002/cnm.4414

Status: In Production

### ⚠ Required Actions



#### Sign license

Please sign your license for your article to be published.

You might be required to answer questions relating to your co-authors and copyright owners of the work.

Sign License →



#### Review Open Access eligibility



#### Article is eligible for Open Access coverage through your institution

Wiley and <Institution Name> have an agreement to cover the cost of your open access publishing.

Select open access →

### Publication History

- Submitted  
1 August 2024
- Accepted  
1 December 2024
- In Production  
See required actions for next step

### Help with this article

For help with your license or ordering open access, please visit our [FAQ page](#) or start a chat with Customer Support by clicking the Help icon below.



# Administration steps for Authors to Publication

WILEY HYBRID JOURNALS

## STEP 1

Confirm  
Author Role

# 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”.

**WILEY** Home My Dashboard Authors ▾ Reviewers ▾ Editors ▾ Help ▾  [LOGIN](#) [REGISTER](#)

[MY ARTICLES](#) [COMMUNICATION HISTORY](#) [ORDER HISTORY](#) [MY AUTHOR PROFILE](#)

[← 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



**Confirm Author Roles**

- Funders & Grant Details
- Your Affiliations
- Copyright ownership
- License Selection
- License Signing

### Confirm corresponding author(s)

Corresponding authors will have their contact information included on the final published article.

Most articles only have one or two corresponding authors.

<input type="checkbox"/> Berhane Abrha Asfaw	<p> Selections made here will be reflected on the final published paper.</p> <p> You will not be able to change this selection during proofing.</p>
<input type="checkbox"/> Kaori Sakaguchi-Söder	
<input checked="" type="checkbox"/> Anat Bernstein Corresponding author	
<input type="checkbox"/> Hagar Siebner	
<input type="checkbox"/> Christoph Schüth	
<input type="checkbox"/>	

[This list is incorrect](#) [Confirm 1 corresponding author →](#)

# Confirm Author Role

## 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](https://doi.org/10.1002/rcm.8922)

#### Confirm Author Roles

Funders & Grant Details

Your Affiliations

Copyright ownership

License Selection

License Signing

### 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

[← Corresponding Authors](#)

[Confirm →](#)

# 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.

The screenshot shows a confirmation screen for an author. At the top left, there is a link: [← Back to Manage this Article](#). The article title is "Rapid Communications in Mass Spectrometry" and the subtitle is "Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments". The DOI is "doi.org/10.1002/rcm.8922". On the left side, there is a vertical menu with the following items: "Confirm Author Roles" (highlighted with a light blue arrow), "Funders & Grant Details", "Your Affiliations", "Copyright ownership", "License Selection", and "License Signing". The main content area contains the text: "Based on the information you provided, you can still proceed with completing your required actions". Below this text is a bulleted list: 

- 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.

 At the bottom right, there is a dark blue button with the text "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.

[← 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



#### 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.

# Selecting Responsible Corresponding Author

## RCA Selection

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.

Berhane Abrha Asfaw 

Kaori Sakaguchi-Söder

Anat Bernstein

**Hagar Siebner**  Responsible corresponding author

Christoph Schüth 

[← Corresponding authors](#)

[Assign responsible author →](#)

# Confirming Responsible Corresponding Author Role

## RCA Confirmation

The padlock icon 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.

- Berhane Abrha Asfaw 
- Kaori Sakaguchi-Söder
- Anat Bernstein
- Hagar Siebner**  Responsible corresponding author
- Christoph Schüth 

[← Corresponding authors](#) [Assign responsible author →](#)

# Confirming Responsible Corresponding Author Role

## RCA 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 →

# Administration steps for Authors to Publication

WILEY HYBRID JOURNALS

## STEP 1

Confirm  
Author Role

## 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).

WILEY

Home My Dashboard Authors ▾ Reviewers ▾ Editors ▾ Help ▾



← Back to Dashboard

Journal of Adolescent & Adult Literacy

Test article

DOI: 10.1002/jaal.81557

Funders & Grant Details

Affiliations

Copyright Ownership

Open Access Options

License Agreement Types

License Submission

### Please confirm your funders for this article <sup>?</sup>

Correctly declaring your funders helps us ensure that you're compliant with any funder mandates and determines if you're eligible for OnlineOpen funding.

Cancel

- Deutsche Forschungsgemeinschaft DFG | German Research Association | German Research Foundation
- 
- Deutsches Zentrum für Herz-Kreislaufforschung  
Deutsches Zentrum für Herz-Kreislaufforschung e.V. | DZHK | German Centre for Cardiovascular Research | Deutsches Zentrum für Herz-Kreislauf-Forschung e. V.
- 
- Deutsches Forschungszentrum für Gesundheit und Umwelt, Helmholtz Zentrum München

nt Details →

# Funders & Grant Details

## Funders

Once the funders are selected, enter grant number and information as appropriate, before proceeding to the next step.

**WILEY** Home My Dashboard Authors ▾ Reviewers ▾ Editors ▾ Help ▾

[← Back to Dashboard](#)

Journal of Adolescent & Adult Literacy

Test article

DOI: 10.1002/jaal.81557

**Funders & Grant Details**

Affiliations

Copyright Ownership

Open Access Options

License Agreement Types

Payment

License Submission

### Please provide grant details for the funders

If you have received a grant number from your funders, please add it here. If you did not receive any number, then please check 'I have not received a number for this grant'.

Wellcome Trust

Grant Number \* Add Recipients (optional)

▾ [+ Add another grant](#)

I have not received a number for this funder

[← Funders](#) [Confirm & proceed →](#)

# Administration steps for Authors to Publication

WILEY HYBRID JOURNALS

## STEP 1

Confirm  
Author Role

## STEP 2

Funders &  
Grants  
Details

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

### Sign License

[Funders & Grant Details](#) ✓

**Affiliations**

Copyright Ownership

Open Access Options

License Agreement Types

License Submission

### Please confirm your affiliations for this article

Please add your primary affiliation with the institution where the research for this article was conducted.

Correctly declaring your affiliations helps us determine if your institution can cover your open access Article Publication Charge (APC). This will not affect any information in the published article.

- Do not include any of your co-authors' affiliations
- When searching for your affiliation, select your institution only; do not include a department, office, or other subdivision (e.g., enter "University of Oxford" and not "University of Oxford Department of Economics")

Verified ✓ ⓘ

**John Wiley & Sons Inc**

OXFORD,GB

Edit Delete

**Open Access**

This institution has an agreement with Wiley and the article is eligible for open access coverage.

+ Add affiliation

Please let us know if you cannot find your organization or there are errors with the displayed information.

### Please confirm the country/location in which you are based

Country/Location\*

United Kingdom of Great Britain and Northern Ireland

← Funders & Grant Details

Confirm & proceed →

### Help with affiliations


- What does it mean if my institution is "not verified"?
- What if my department is not listed?
- What if my organization is not listed?
- Should I list the affiliations of my coauthors?
- What if I changed or moved organizations?
- What if my institution is listed, but its name or location is incorrect?

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

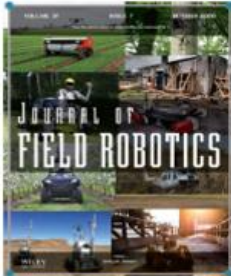
## Confirm/Enter Institutional Affiliation – Exact Match

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.

**Action required**



**Article is eligible for Open Access coverage through your institution**  
Wiley and <eligible institution> have an agreement to cover the cost of your open access publishing.



Journal of Field Robotics  
**Test article**  
DOI: 10.1002/rob.23163  
Status: In Production

[Manage article](#)

# Enter Institutional Affiliation – No affiliation provided

## Enter Institutional Affiliation – No affiliation provided

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

Test Research

Test Hybrid article

DOI:10.1002/asxx.70005

### Sign License

[Funders & Grant Details](#) ✓

Affiliations

Copyright Ownership

Open Access Options

License Agreement Types

License Submission

### Please specify your affiliations for this article

Please add your primary affiliation with the institution where the research for this article was conducted.

Correctly declaring your affiliations helps us determine if your institution can cover your open access Article Publication Charge (APC). This will not affect any information in the published article.

- Do not include any of your co-authors' affiliations
- When searching for your affiliation, select your institution only; do not include a department, office, or other subdivision (e.g., enter "University of Oxford" and not "University of Oxford Department of Economics")

Wiley|  Q

<input type="checkbox"/>	John Wiley & Sons Inc HOBOKEN, NEW JERSEY, US
<input type="checkbox"/>	John Wiley & Sons Inc MEDFORD, MASSACHUSETTS, US
<input type="checkbox"/>	Wiley-VCH GmbH WEINHEIM, BADEN-WÜRTTEMBERG, DE
<input type="checkbox"/>	Wiley Companies COSHOCOTON, OHIO, US
<input type="checkbox"/>	Wiley College MARSHALL, TEXAS, US
<input type="checkbox"/>	Wiley Middle School LEANDER, TEXAS, US

→

### Help with affiliations

- > What does it mean if my institution is "not verified"?
- > What if my department is not listed?
- > What if my organization is not listed?
- > Should I list the affiliations of my coauthors?
- > What if I changed or moved organizations?
- > What if my institution is listed, but its name or location is incorrect?

# Enter Institutional Affiliation – Multiple Wiley Open Access Account Affiliations

## Enter Institutional Affiliation – Multiple 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.

← Back to Dashboard

Journal of Adolescent & Adult Literacy

Test article

DOI: 10.1002/jaal.81557

- Funders & Grant Details ✓
- Affiliations**
- Copyright Ownership
- Open Access Options
- License Agreement Types
- License Submission

### Where did you spend the most time researching this article?

We noticed that the institutions below have an agreement with Wiley and may make your article eligible for free open access. As per the agreement, the article publication charge will be covered by the account associated with the institution you were primarily involved with during research.

- Verified ⓘ  
**University of Oxford**  
OXFORD, GB
- Verified ⓘ  
**Max-Planck-Gesellschaft**  
MÜNCHEN, BAVARIA, DE

← Affiliations

Confirm & proceed →

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

## Enter Institutional Affiliation – Multiple 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.

The screenshot displays the 'Affiliations' section of a Wiley Open Access account. The page title is 'Journal of Adolescent & Adult Literacy' and the article is 'Test article'. A sidebar on the left contains navigation links: 'Funders & Grant Details', 'Affiliations' (highlighted), 'Copyright Ownership', 'Open Access Options', 'License Agreement Types', and 'License Submission'. The main content area is titled 'Please confirm your affiliations for this article' and includes instructions: 'Please confirm your primary affiliation with the institution where the research for this article was conducted. This helps us determine if your institution may cover your OnlineOpen Article Publication Charge and will not affect any information in the published article.' Below this are two bulleted notes: 'Do not include any of your co-authors' affiliations.' and 'When searching for your affiliation, select your institution only; do not include a department, office, or other subdivision (e.g., enter "University of Oxford" and not "University of Oxford Department of Economics"). Using a specific department or subdivision may affect the open access payment options you are offered.'

Two affiliations are listed:

- Verified** ✓ ⓘ  
Universitat Basel  
BASEL, BASEL-STADT, CH  
[Edit] [Delete]
- Verified** ✓ ⓘ  
Max-Planck-Gesellschaft  
MÜNCHEN, BAVARIA, DE  
[Edit] [Delete]

The second affiliation, Max-Planck-Gesellschaft, has a purple 'Open Access' box below it with the text: 'This institution has an agreement with Wiley and the article is eligible for open access at no cost to you.'

# Administration steps for Authors to Publication

WILEY HYBRID JOURNALS

## STEP 1

Confirm  
Author Role

## STEP 2

Funders &  
Grants  
Details

## STEP 3

Confirm  
Affiliations

## STEP 4

Copyright  
Ownership  
Selection

# Copyright Ownership

## Copyright Ownership

Author is presented with the Copyright Ownership selection.

The first option is the most commonly selected, except for work carried out under specific governments' employ or for corporations/ institutions with specific IP ownership contractual clauses.

[Funders & Grant Details](#) ✓

[Affiliations](#) ✓

**Copyright Ownership**

[Open Access Options](#)

[License Agreement Types](#)

[License Submission](#)

## Copyright ownership

The following steps will establish who has copyright ownership for the work.

After we have identified the relevant copyright owners, we will provide instructions on how the license(s) can be signed and submitted.

### Do you own the copyright to this work?

Please select and confirm from the following options

Yes, I own the copyright to this work

*This is the correct selection for many works*

In most academic and healthcare institutions, faculty retain the copyright for work that they have authored. Please check with your institution to see if different policies apply.

No, I do not own the copyright to this work

*Another party may own the copyright to this work*

This can apply if:

- This work was completed as part of official duties during the course of employment. Example employers where this can apply:
  - Local government agencies (U.S., U.K., etc.)
  - Private companies
  - Intergovernmental Organizations (IGOs) or Non-governmental Organizations (NGOs)
- There is a related clause outlined in the original statement of work
- The work has been contracted or 'made for hire'

[? Help](#)

# Administration steps for Authors to Publication

WILEY HYBRID JOURNALS

## STEP 1

Confirm  
Author Role

## STEP 2

Funders &  
Grants  
Details

## STEP 3

Confirm  
Affiliations

## STEP 4

Copyright  
Ownership  
Selection

## STEP 5

Confirm  
Open Access  
Option

# Open Access Option

## Selecting Open Access

Author is presented with the choice of publishing their article in open access or under the subscription model.


The screenshot shows a web interface for selecting an open access option. On the left is a vertical navigation menu with the following items: 'Back to Manage this Article' (with a left arrow), 'International Journal for Numerical Methods in Biomedical Engineering', 'Test article', 'DOI:10.1002/cnm.4413', 'Funders & Grant Details' (with a green checkmark), 'Affiliations' (with a green checkmark), 'Copyright Ownership' (with a green checkmark), 'Open Access Options' (highlighted with a light blue arrow), 'License Agreement Types', and 'License Submission'. The main content area is titled 'Do you want to make your article open access?'. Below this title is a blue-bordered box containing an open access icon and the text 'Open Access' and 'Wiley and <eligible institution> have an agreement to cover the cost of your open access publishing.'. Below the box is the text 'Make your article freely available for everyone to read, copy, distribute and share.' followed by 'Publishing open access:' and a bulleted list: '• Enables the greatest possible readership and multidisciplinary influence', '• Allows your article to be cited widely and achieve the greatest possible impact in your field', and '• Complies with open access mandates - retain copyright and choose a Creative Commons license'. At the bottom are three buttons: '← Copyright Ownership', 'Keep my article subscription-only', and 'Yes, make my article open access →' (which is highlighted with a blue border).

← Back to Manage this Article

International Journal for Numerical Methods in Biomedical Engineering  
Test article  
DOI:10.1002/cnm.4413

[Funders & Grant Details](#) ✓  
[Affiliations](#) ✓  
[Copyright Ownership](#) ✓  
**Open Access Options**  
License Agreement Types  
License Submission

### Do you want to make your article open access?

 **Open Access**

Wiley and <eligible institution> have an agreement to cover the cost of your open access publishing.

Make your article freely available for everyone to read, copy, distribute and share.

Publishing open access:

- Enables the greatest possible readership and multidisciplinary influence
- Allows your article to be cited widely and achieve the greatest possible impact in your field
- Complies with open access mandates - retain copyright and choose a Creative Commons license

← Copyright Ownership    [Keep my article subscription-only](#)    **Yes, make my article open access →**

# Administration steps for Authors to Publication

WILEY HYBRID JOURNALS

## STEP 1

Confirm  
Author Role

## STEP 2

Funders &  
Grants  
Details

## STEP 3

Confirm  
Affiliations

## STEP 4

Copyright  
Ownership  
Selection

## STEP 5

Confirm  
Open Access  
Option

## STEP 6

License  
Agreement  
Types

# License Agreement Types

## License Agreement




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




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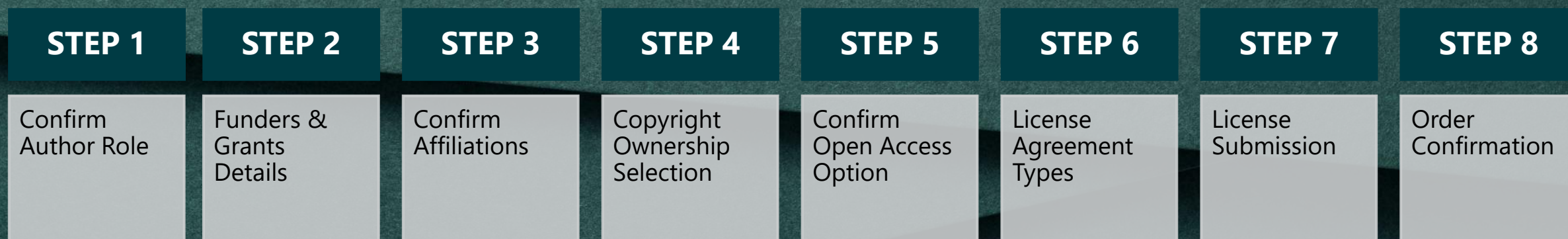
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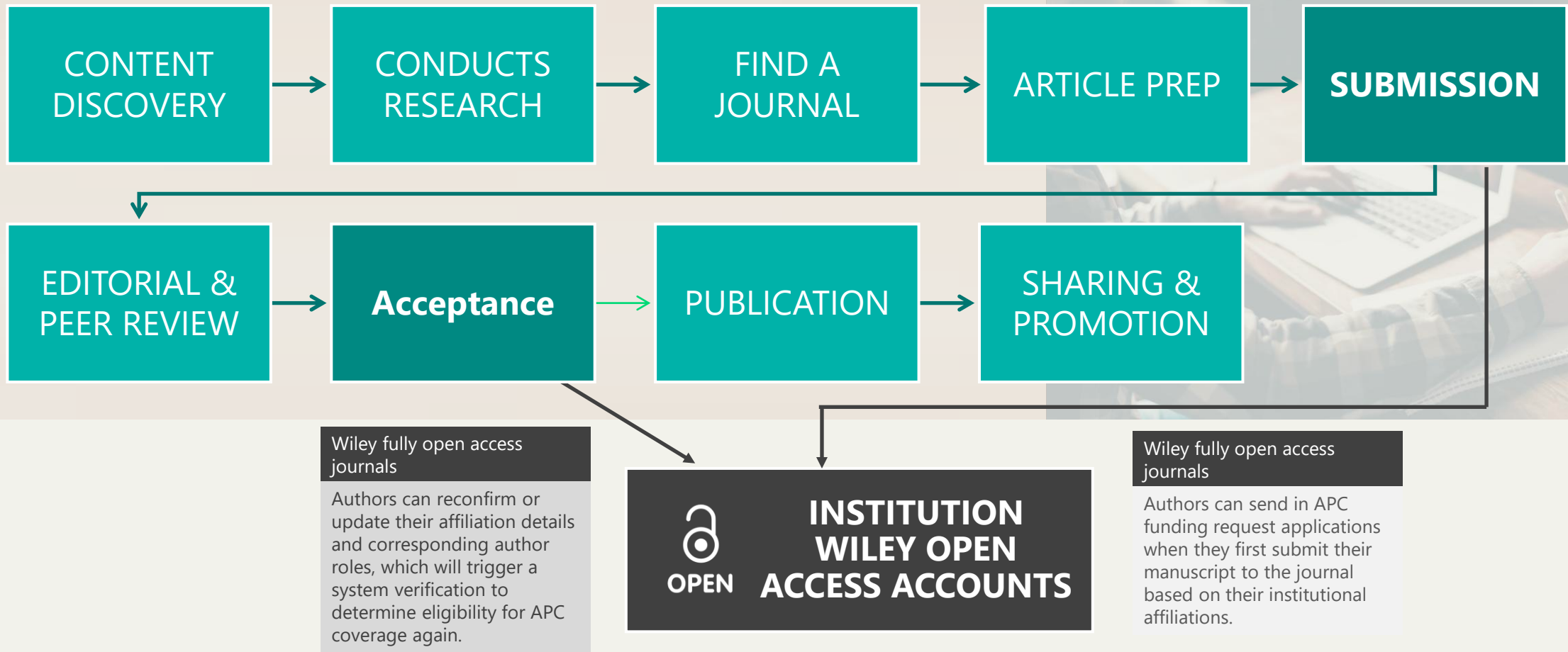
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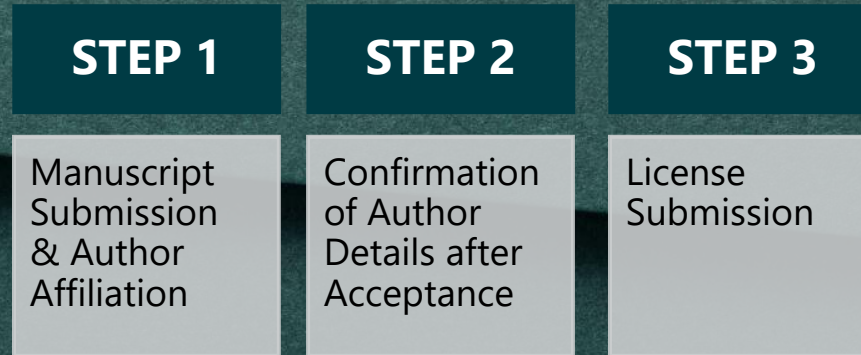
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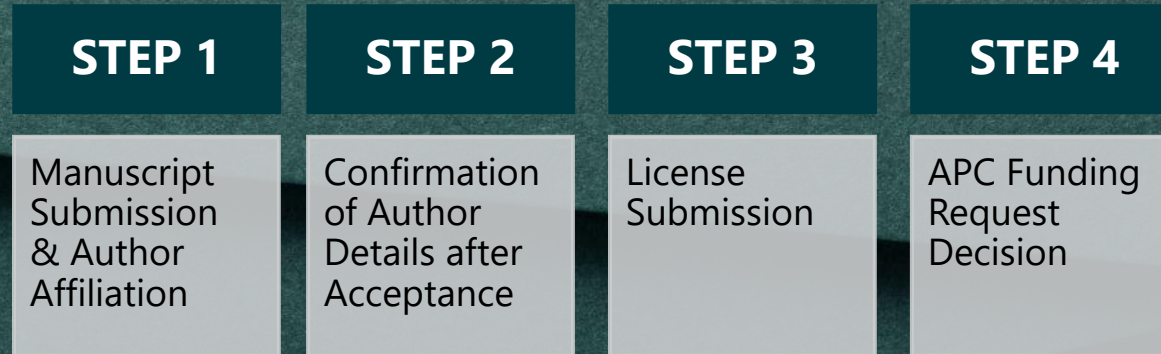
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**Body:**

Dear <Author Name>,

I am writing with an update on the request made to your institution, funder or society to pay the article publication charge for the following article submitted to <Journal Title>.

Your funding request has been approved.

Your article will be published open access as per the agreement between your institution, funder or society and Wiley.

Article DH\_ID: <Article ID>

Article DOI: <Article DOI>

Journal Group Code: <Journal Code>

Institution/Funder Name: <Institution Name>

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Wiley Open Access

# Request Denied

## APC Funding Request Denied

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**Subject:** Your open access funding request has been denied or cancelled

**Body:**

Dear <Author Name>,

I am writing with an update on the request made to your institution, funder or society to pay the article publication charge for the following article submitted to <Journal Title>.

Your funding request has been denied. Denial reason: <Denial Reason>

Article Title: <Article Title>

Manuscript ID: <Manuscript ID>

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Article DOI: <Article DOI>

Journal Group Code: <Journal code>

Institution/Funder Name: <Institution Name>

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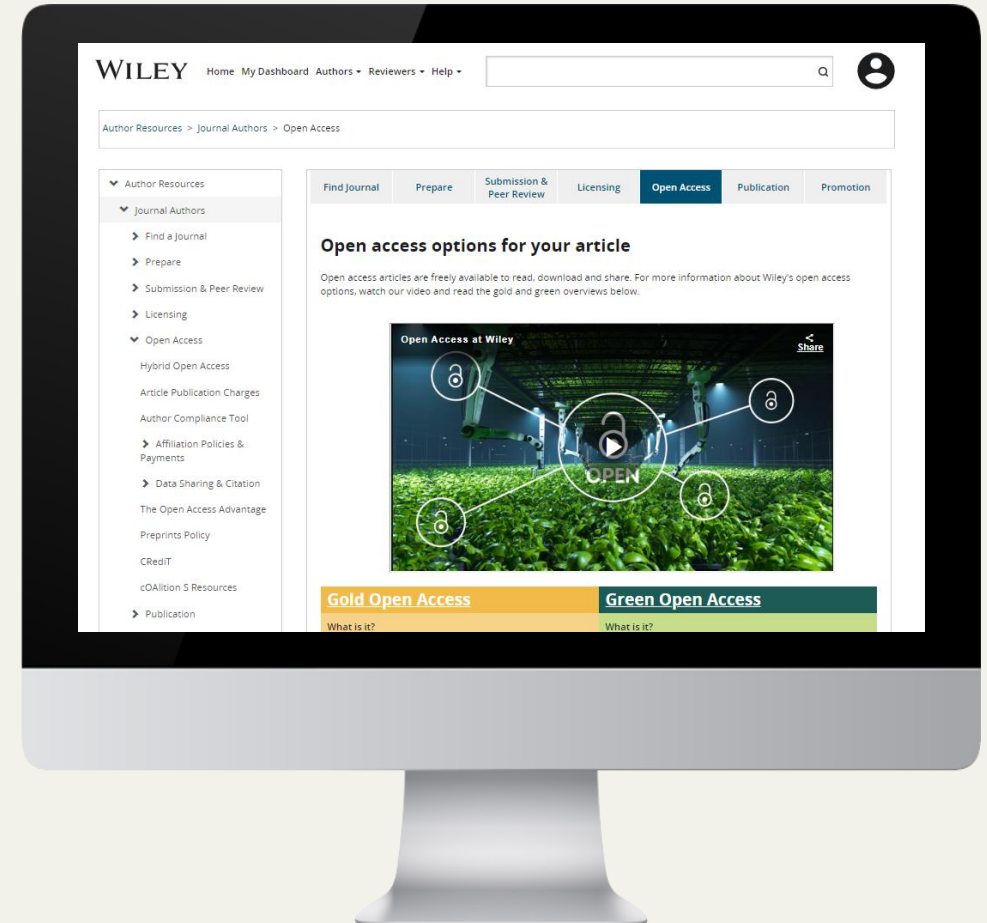
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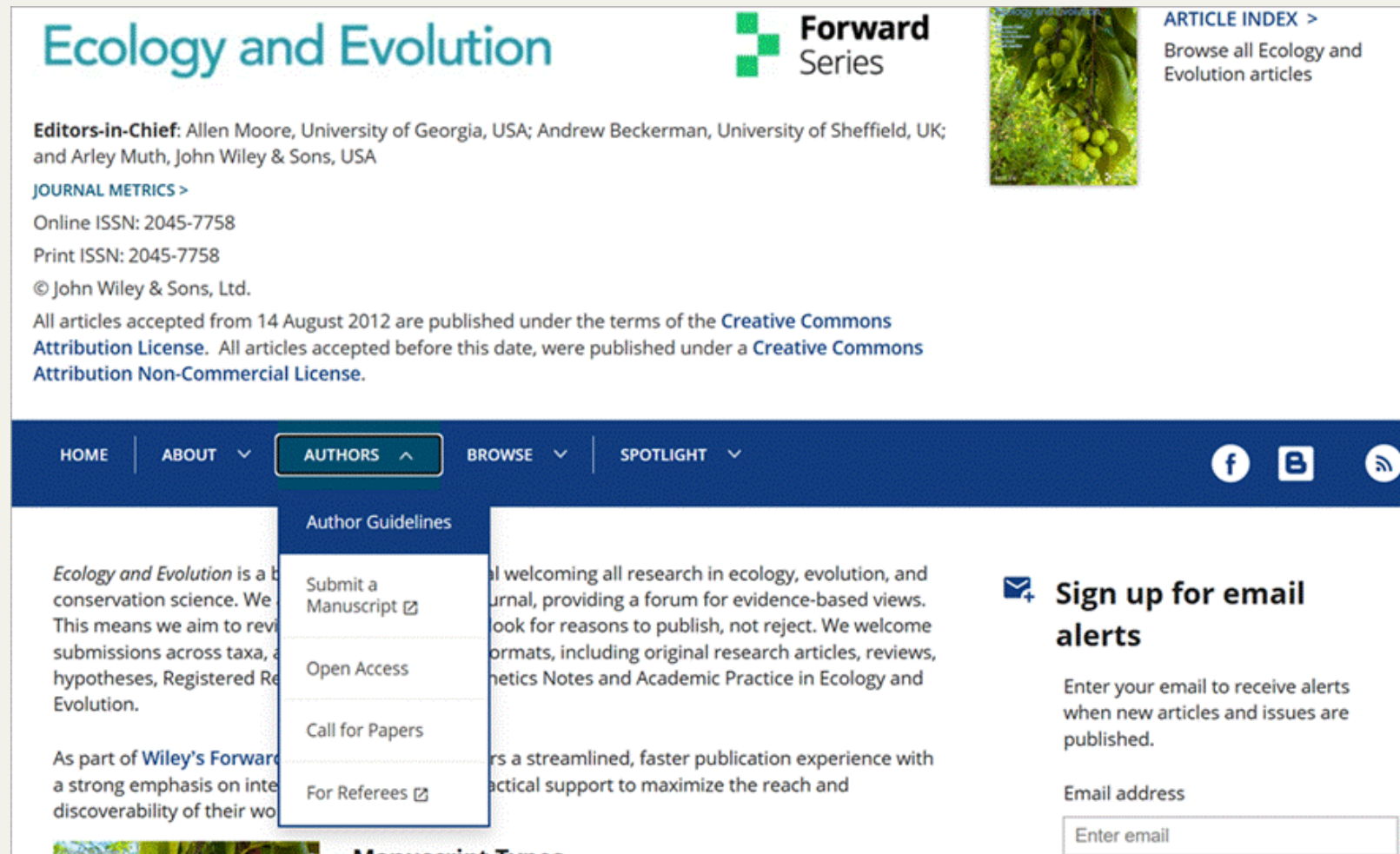


Open Data information



# Journal Author Guidelines

Guidelines vary for each journal, typically found under the “Authors” menu item within the publication.



The screenshot displays the website for the journal *Ecology and Evolution*, part of the **Forward Series**. The page includes the journal title, editors-in-chief information, ISSN numbers, and copyright details. A navigation bar at the top contains links for HOME, ABOUT, **AUTHORS**, BROWSE, and SPOTLIGHT. The **AUTHORS** menu is open, showing a dropdown with the following options: Author Guidelines, Submit a Manuscript, Open Access, Call for Papers, and For Referees. To the right of the navigation bar, there is a link for ARTICLE INDEX and a sign-up section for email alerts.

**Ecology and Evolution** Forward Series

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Online ISSN: 2045-7758  
Print ISSN: 2045-7758  
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