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ENABLING DISCOVERY | POWERING EDUCATION | SHAPING WORKFORCES

Author Workflow for publishing Open Access in Wiley Journals

19th October 2023

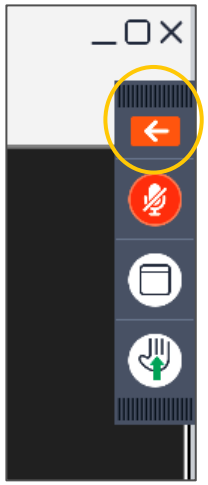
Sam Crowe
Senior Customer Success Manager

Fabio Di Bello
Customer Training Manager

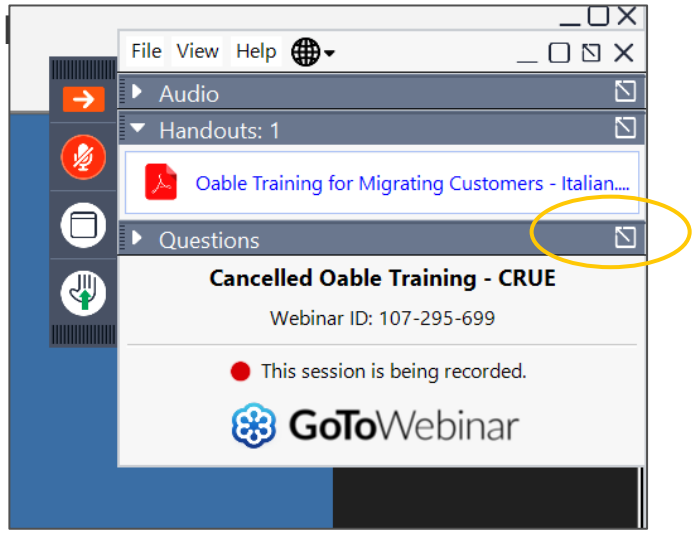
Using GoToWebinar

- **Ask questions**

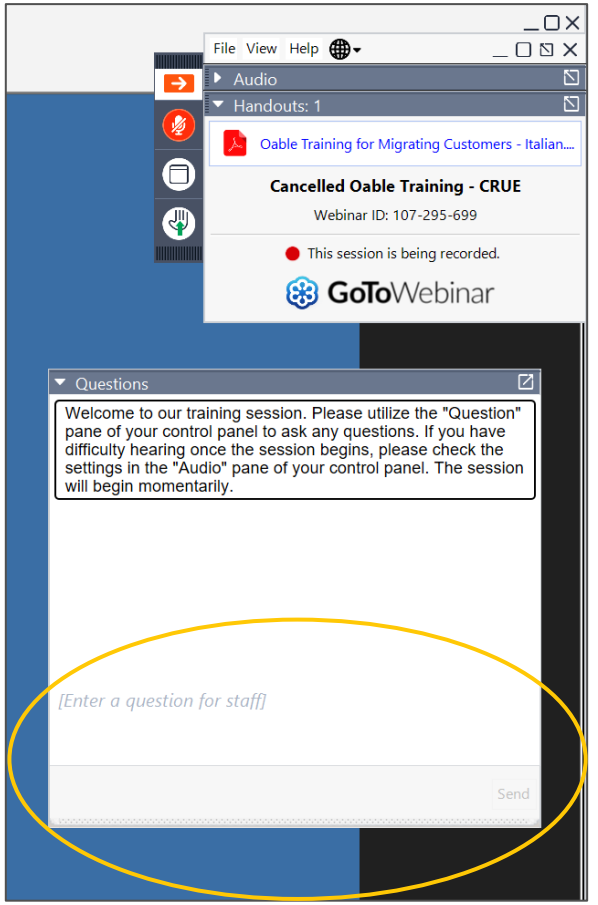
1. Click on the arrow in the upper right corner.



2. Click on the small box with the arrow in the Questions bar.



3. The Questions box pops out. Type your question and click send.



Using GoToWebinar

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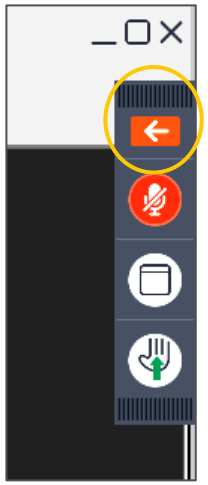

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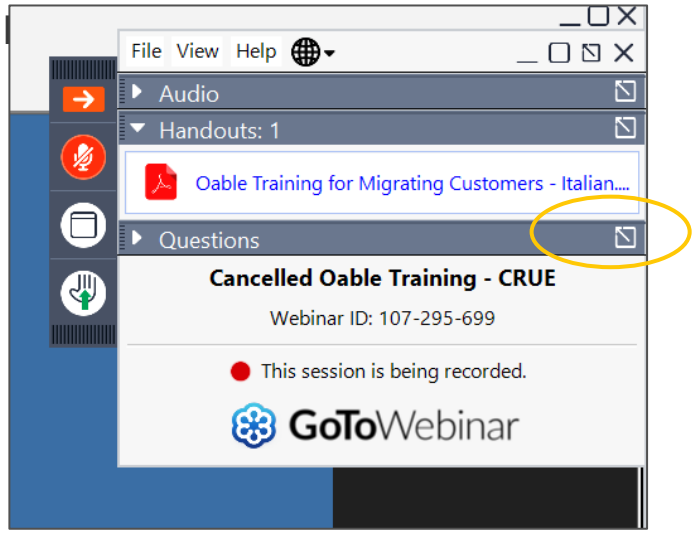

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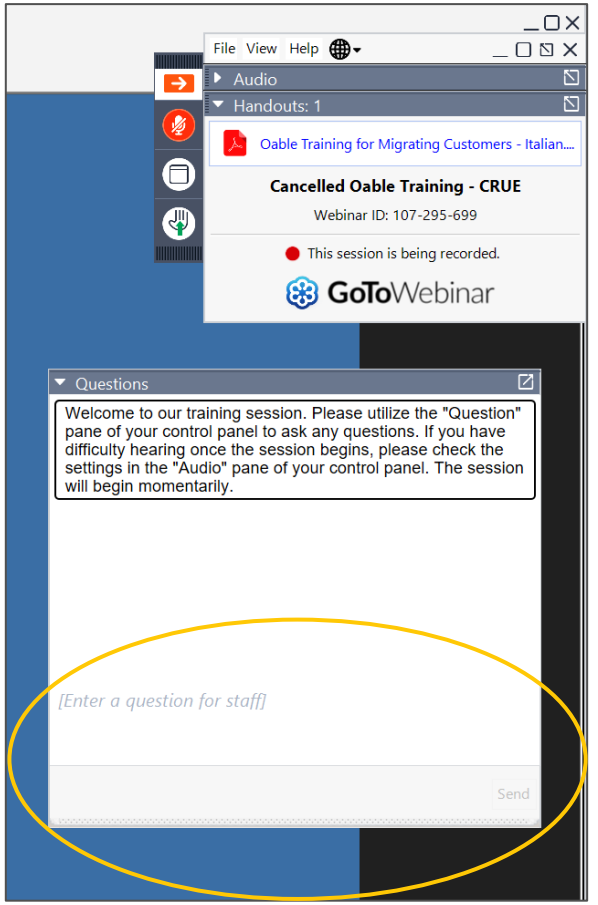

Agenda

Customer Success Overview

Authors Workflow

- How authors submit requests for fully open access journals and hybrid journals

Resources

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Customer Success Overview

Sam Crowe, Associate Director, Customer Success

scrowe@wiley.com
+44 7715 378203

- I am a Customer Success Manager (CSM). I work alongside admins, to ensure they, and the library community, have the resources and support they need to gain the most value from their Wiley partnership.
- My job is to provide members personalized support and resources for the Wiley products and services you have access to. I am their go-to person for any innovative ways Wiley can support researchers and other institutional stakeholders.
- I help with requests related to training, author workshops, usage reports, access, and provide your feedback and ideas back to Wiley so we can support your institution's strategic research priorities.

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Open access basics

What is open access and what are the benefits?

Open access

- Immediately, freely available online for all to read, download, reuse and share
- An Article Publication Charge (APC) is typically applied. This may be covered by an institution or funder
- Published under a Creative Commons (CC) license, author retains copyright

Types of journals

Subscription only journals:

- Free to publish but need to be subscriber to read

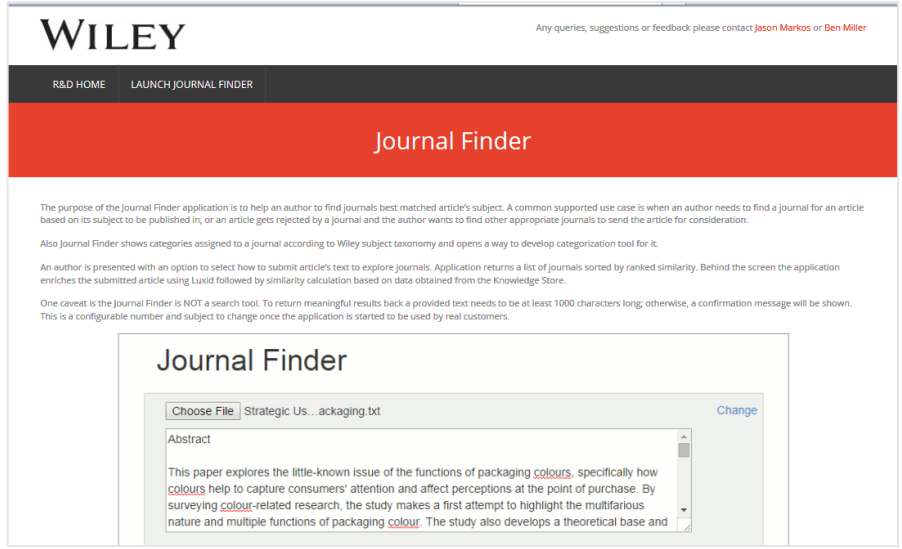
Hybrid journals:

- Subscription journal that allows open access publications
- Article can be published behind or outside paywall

Fully open access (gold) journals:

- Articles are freely accessible online
- Authors pay an Article Publication Charge (APC)
- The APC can be paid via the author's institution or funding

For listings of Wiley open access and hybrid journals, more information can be found here.



https://journalfinder.wiley.com/

Publish open access with Wiley at no cost

- Your institution has an open access agreement with Wiley.
- The article publication charges (APCs) that publishing open access entails may be covered by your institution through this agreement.
- This is subject to eligibility criteria at the discretion of administrators at your institution.
- The agreement also grants you access to Wiley journals.

Check your eligibility here.

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Authors' Workflow

The Author Workflow in Wiley Open Access Accounts

Open Access (fully gold)
Authors request funding on submission of their manuscript

OPEN

Wiley Open Access Accounts (using Oable)

Open Access (hybrid)
Authors invited into Author Services at acceptance of their manuscript for publication, and a funding request is generated using the responsible corresponding author's affiliation

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Authors' Workflow for Gold Open Access Journals

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Step 1:

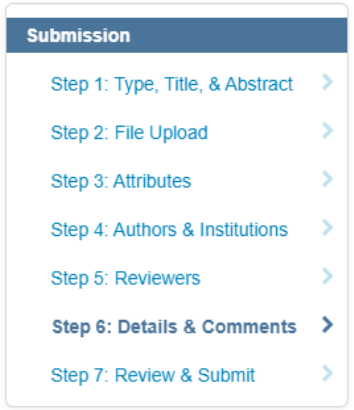
Author submits manuscript to Open Access Journal and indicates affiliation with Wiley Open Access Account in payment question

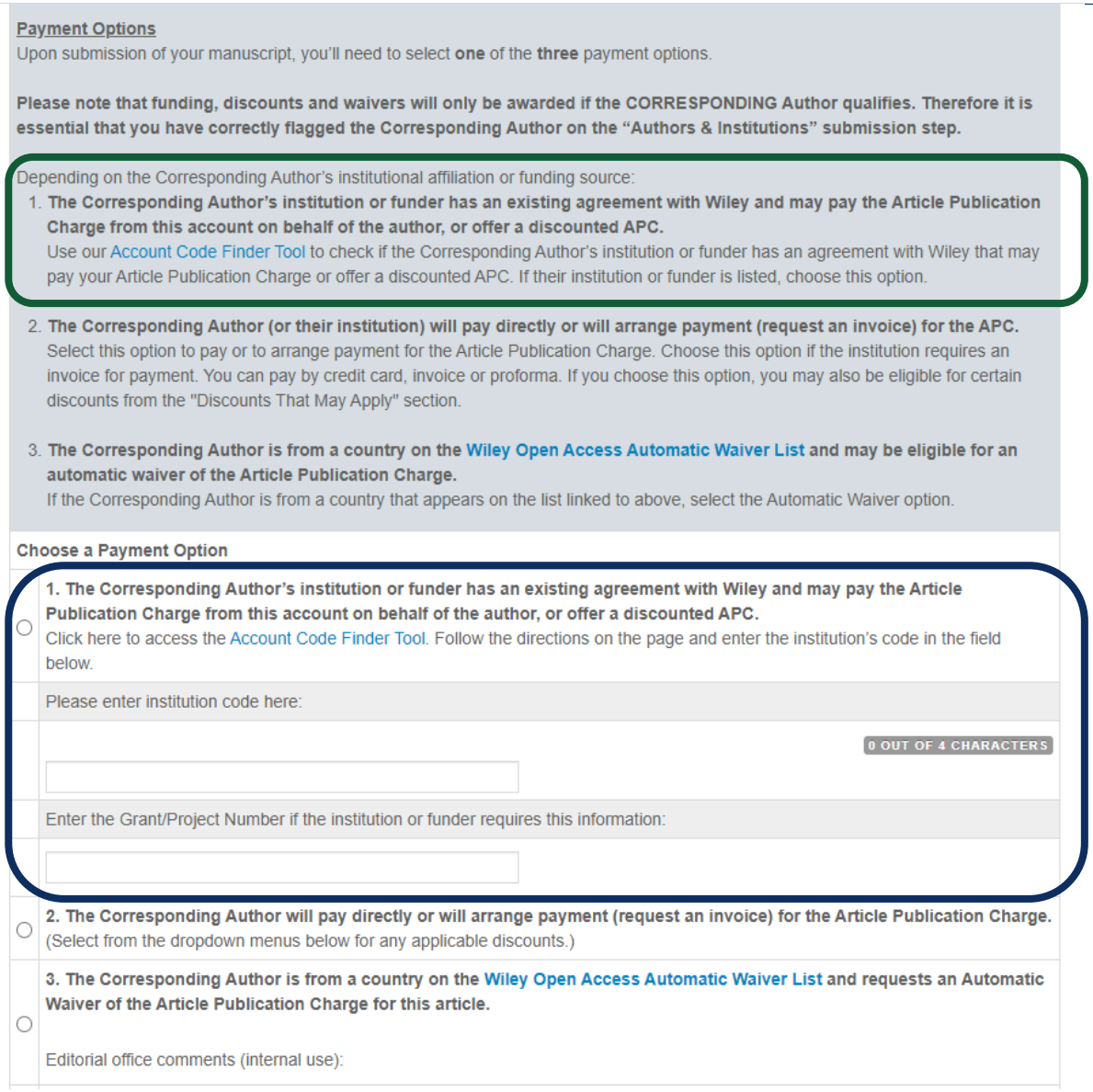
Submission to Open Access Journals

Submission to OA journal

Authors will be presented with a payment question during manuscript submission.

They will indicate their affiliation with a Wiley Open Access Account.

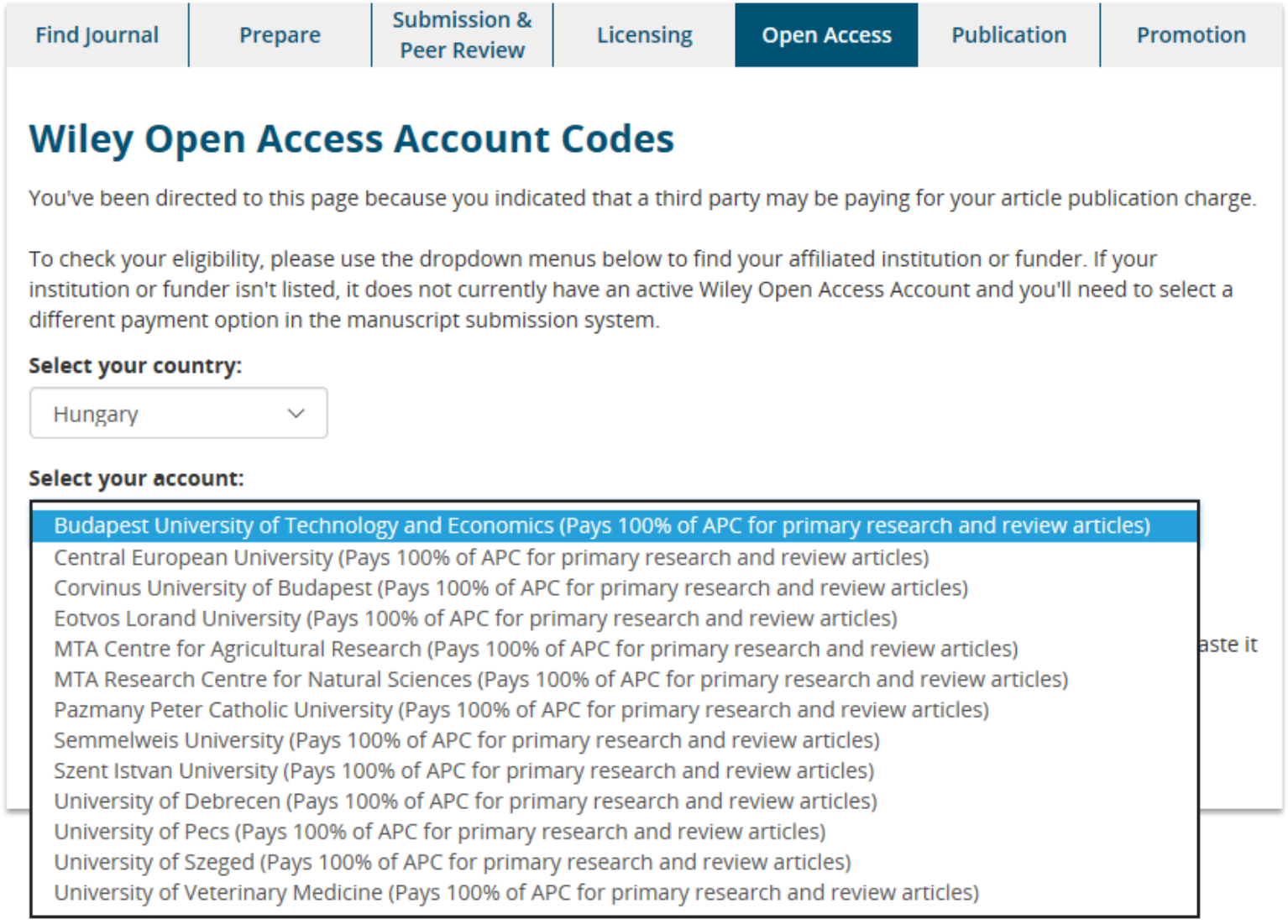




Wiley Open Access Account Codes

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.



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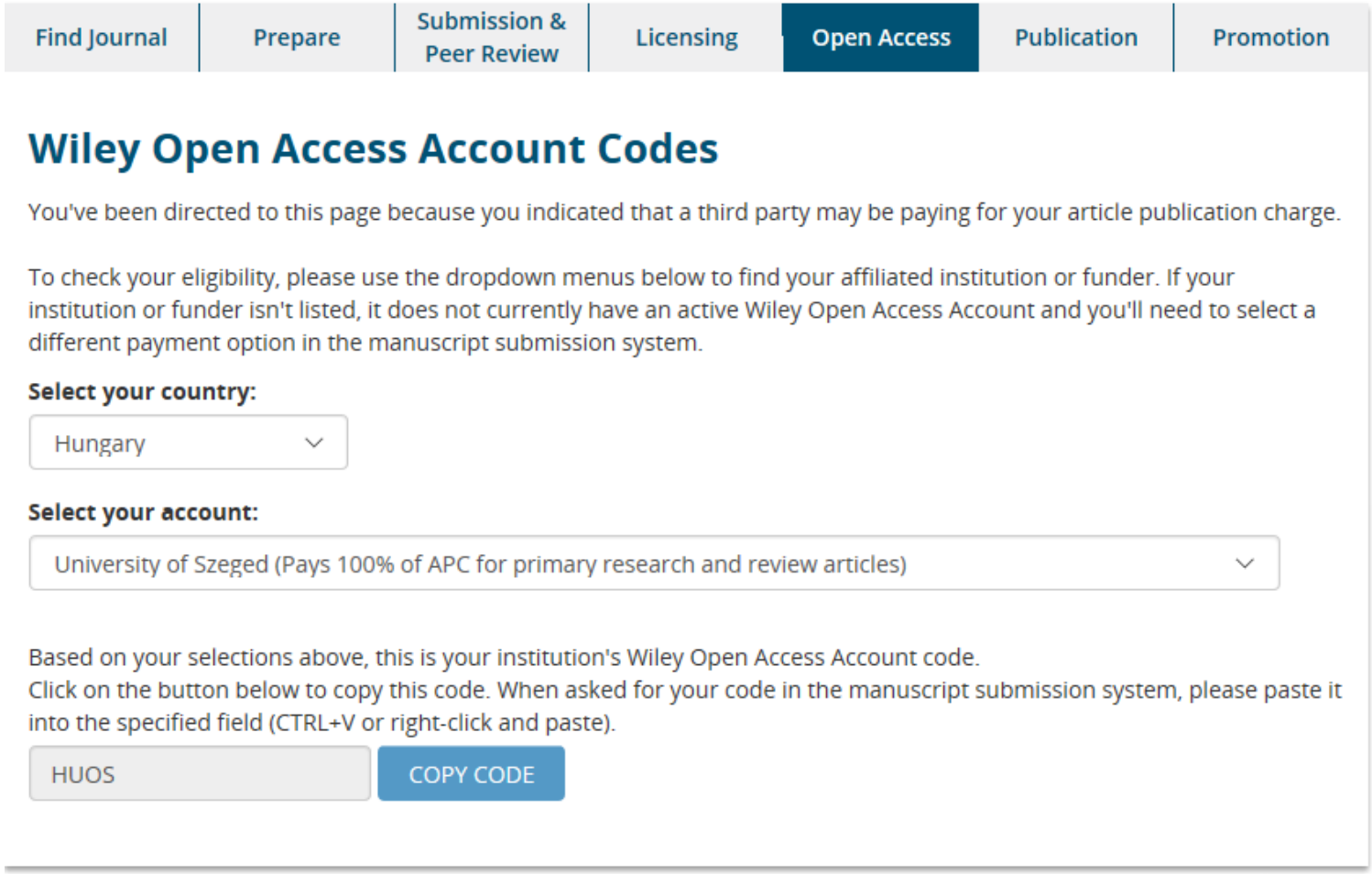
Authors will search for their institution and then copy and paste the code into the appropriate field in the manuscript submission system.



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Step 2:

After approval, author receives notification that their request to use the Wiley Open Access Account has been approved

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

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Step 3:

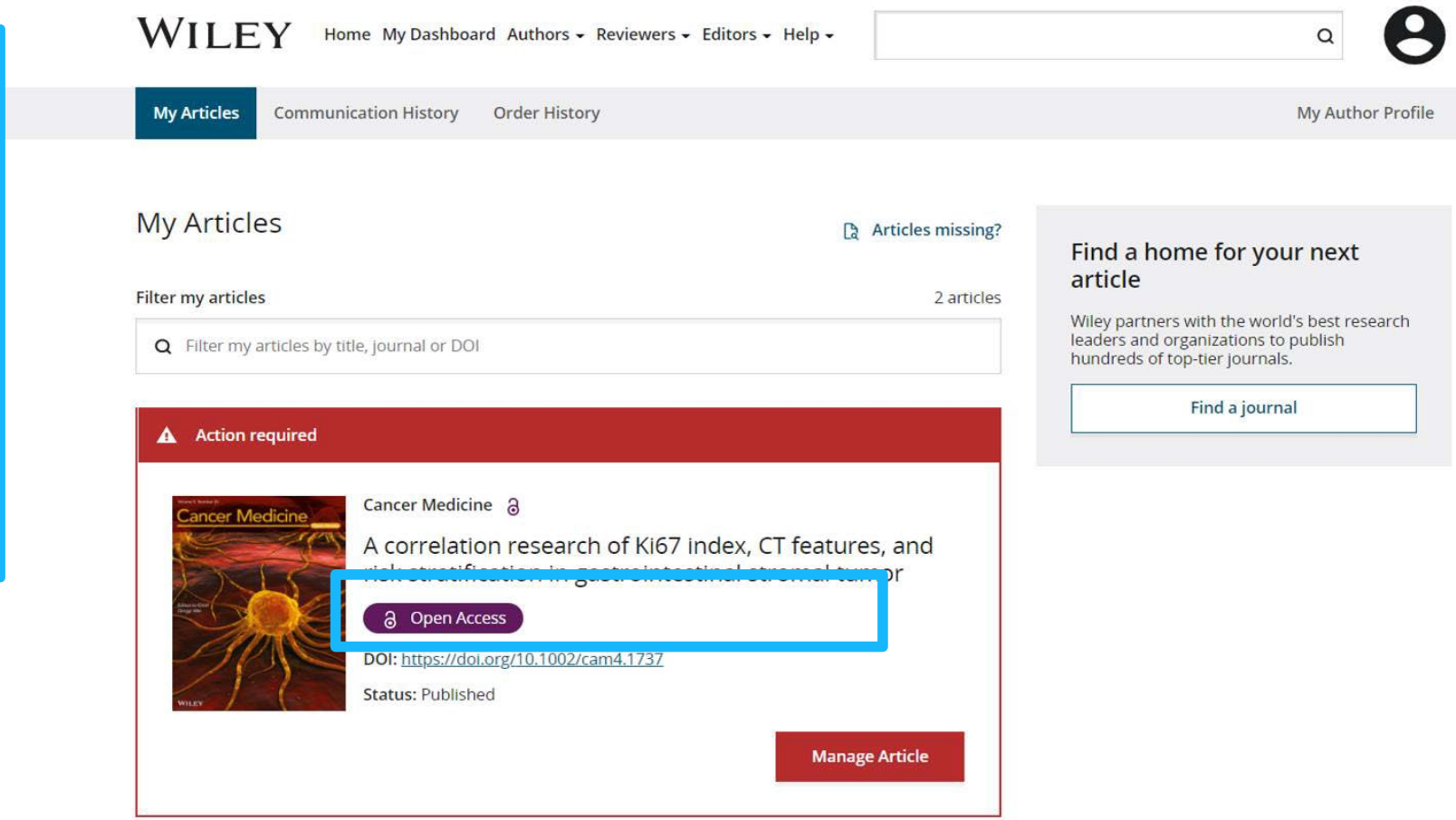
When article is accepted, author signs license agreement. No payment steps are necessary.

Author Services dashboard

Author Services Dashboard

The author will be asked to sign a license agreement.

No payment steps are necessary since the article publication charge has already been approved by the institutional account.



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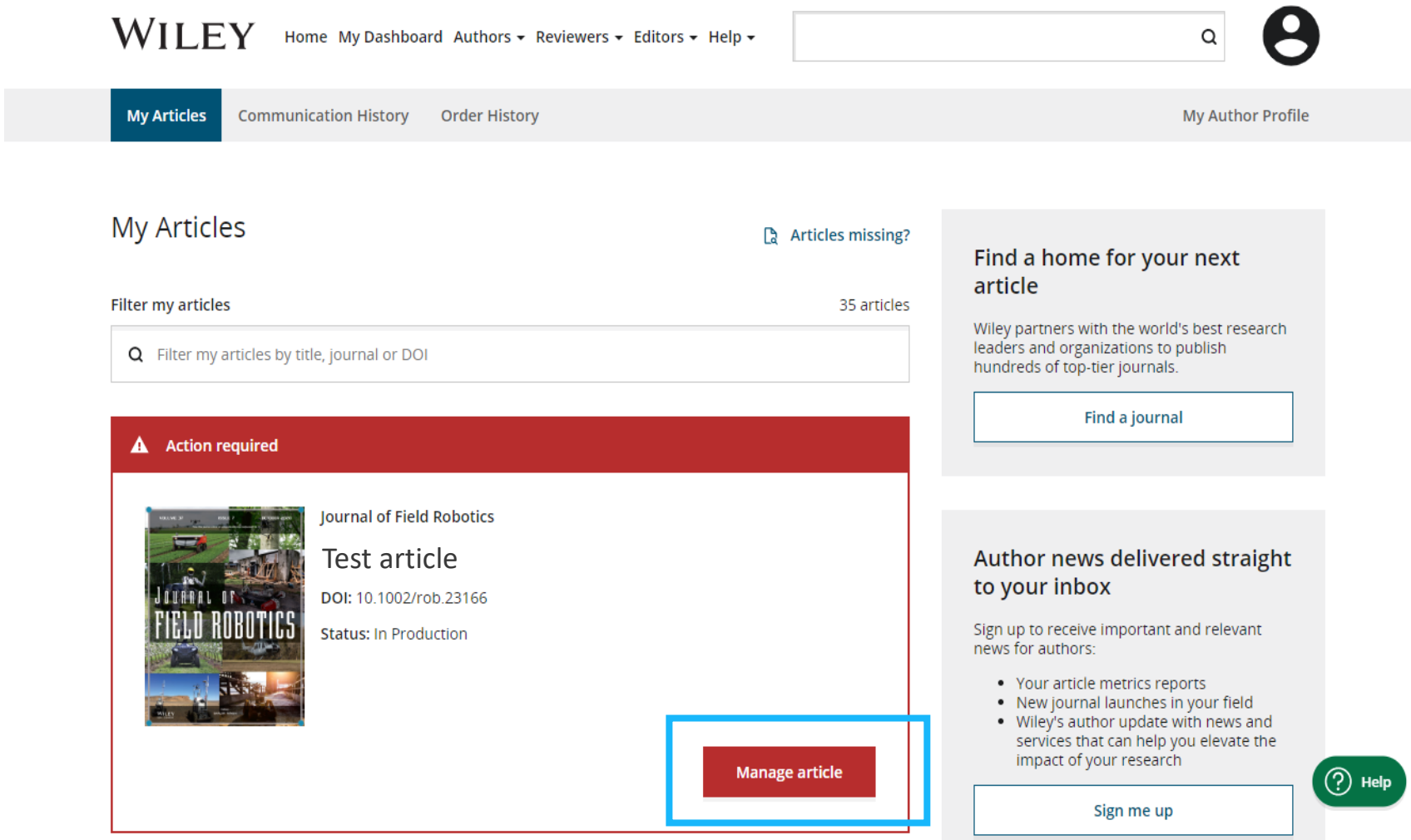
Authors' Workflow for Hybrid Journals

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.



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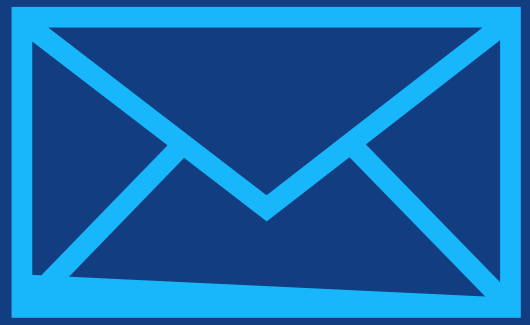


Step 1:

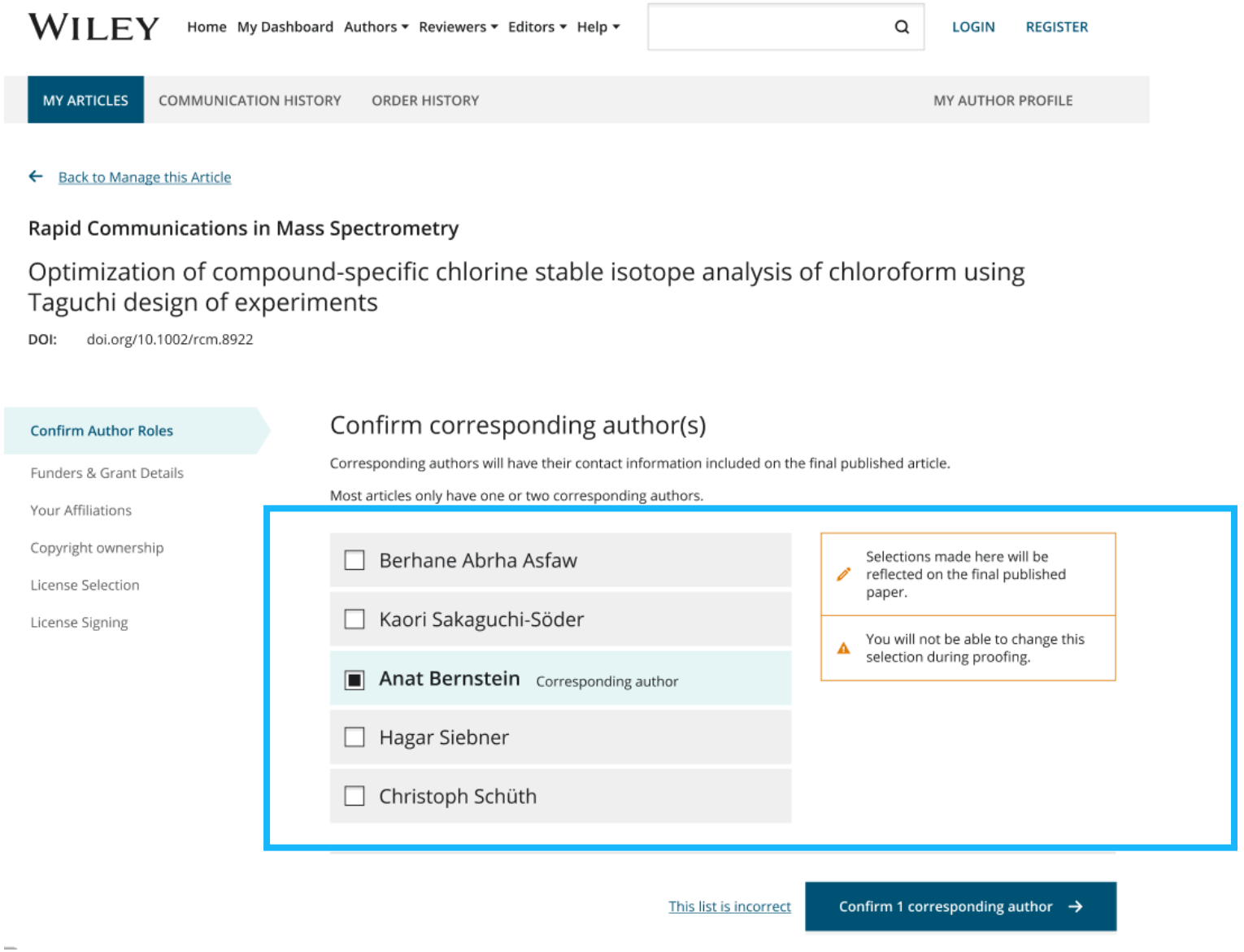
Confirm Author Role

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".

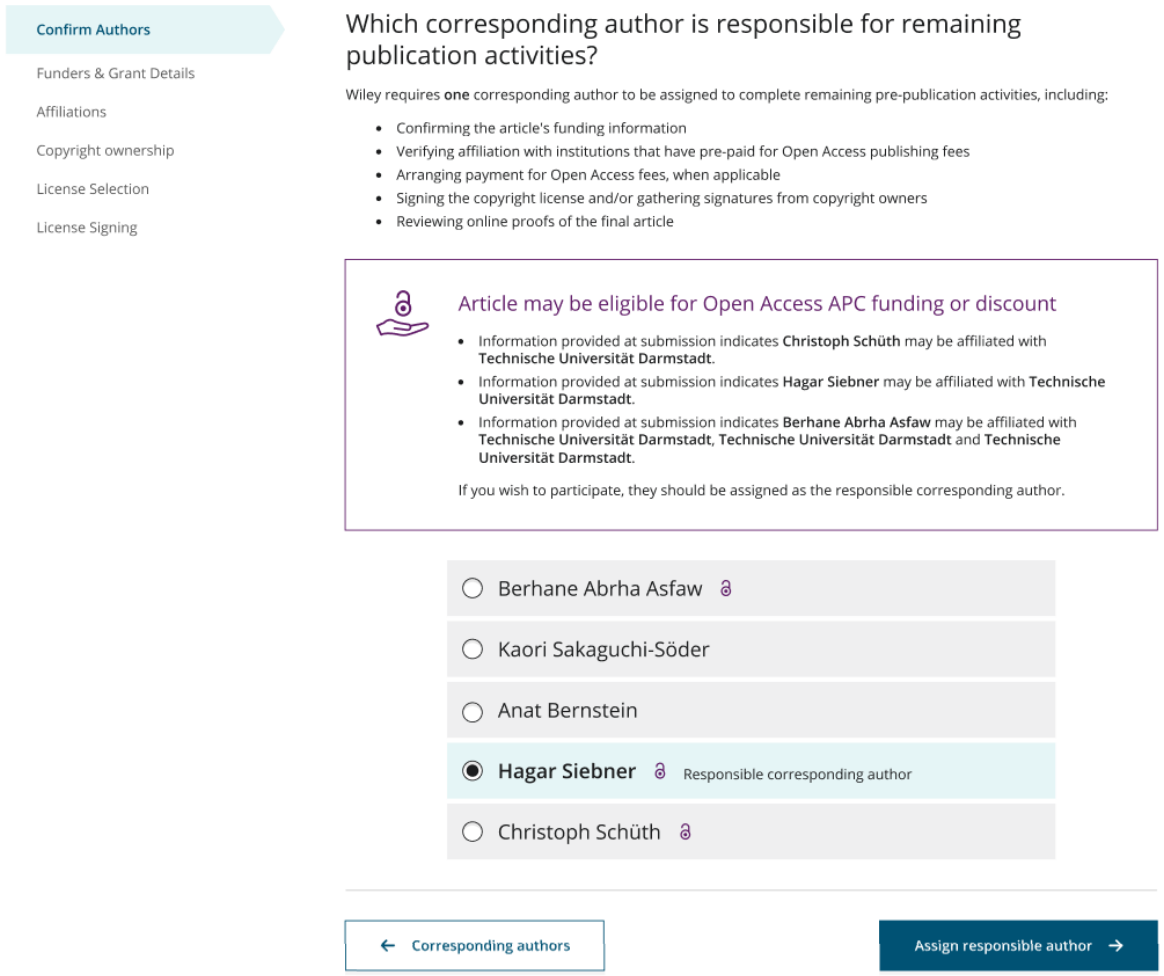


Confirm Responsible Corresponding Author

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.



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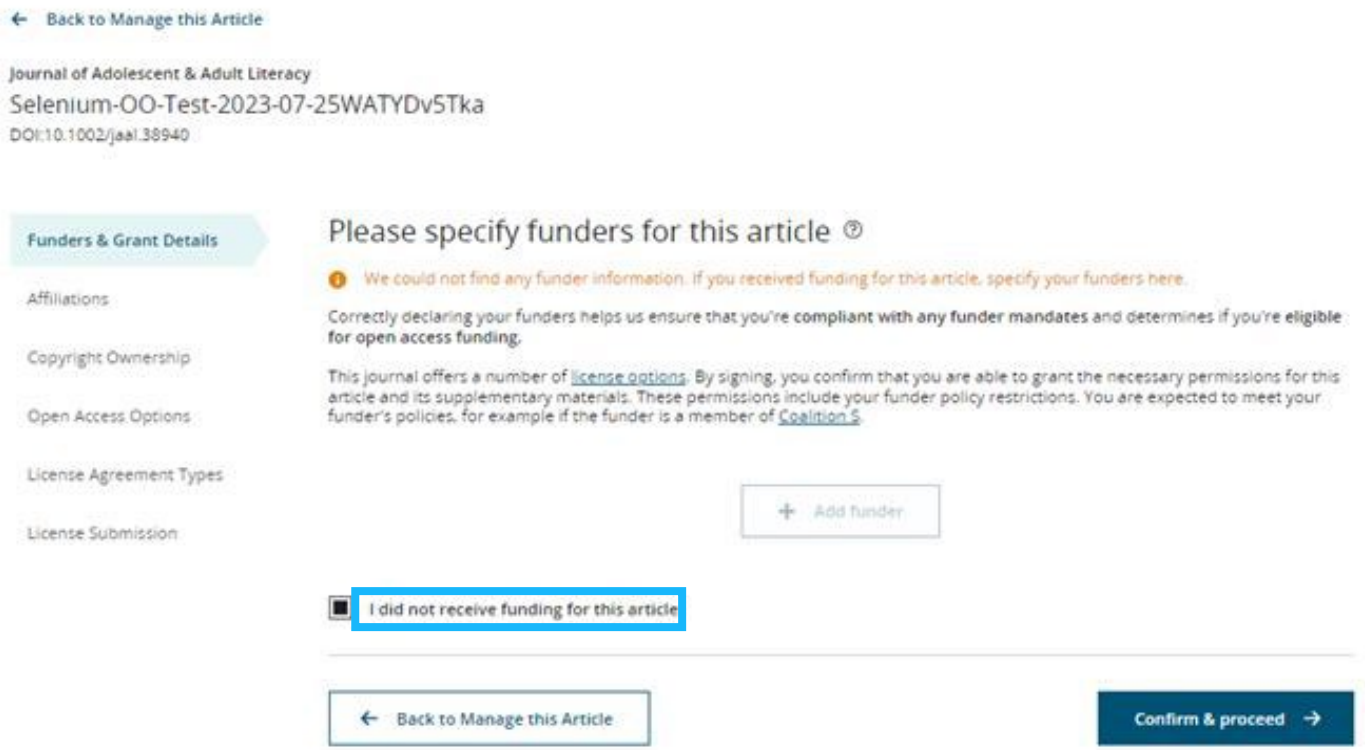
Step 2:

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).



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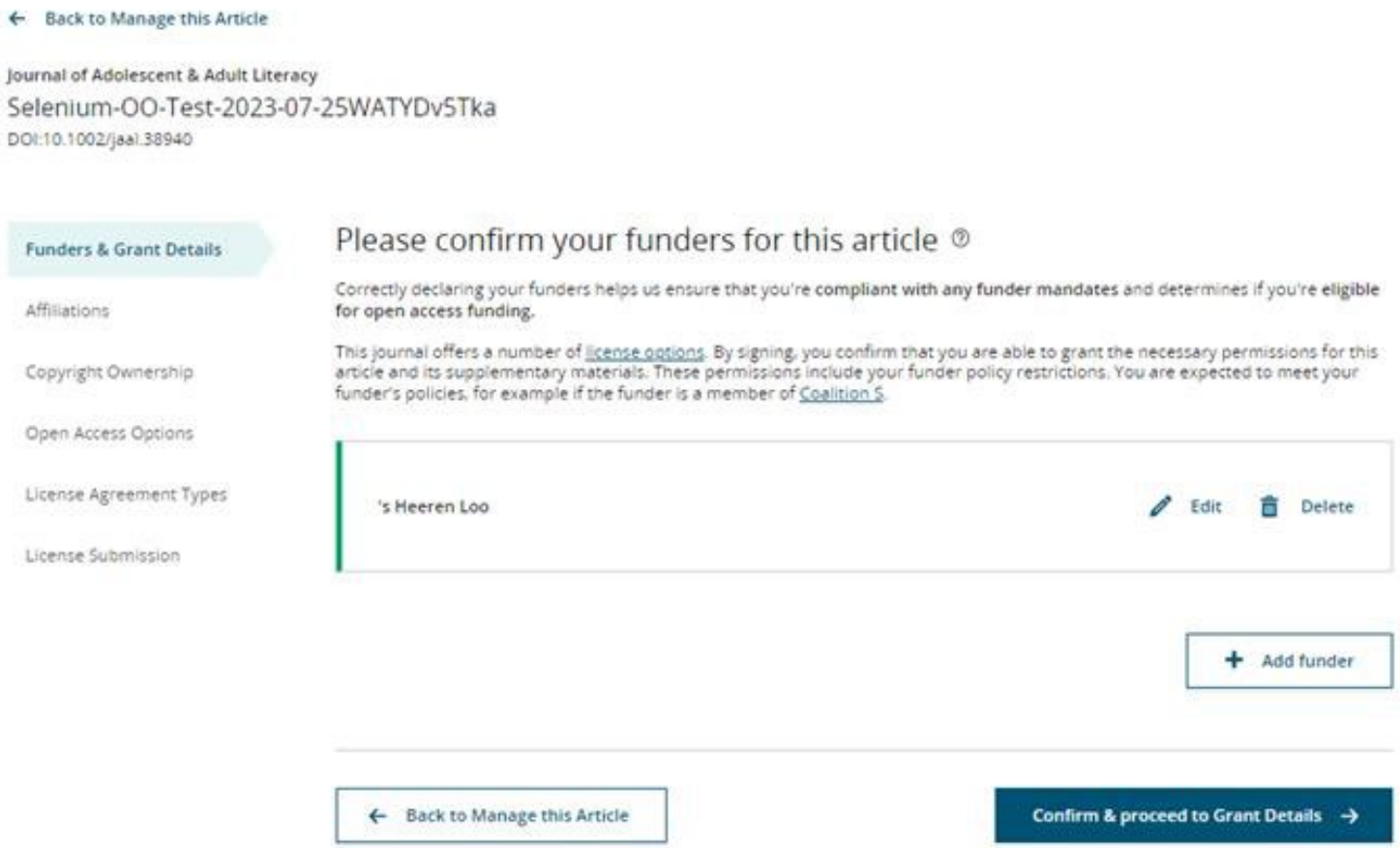

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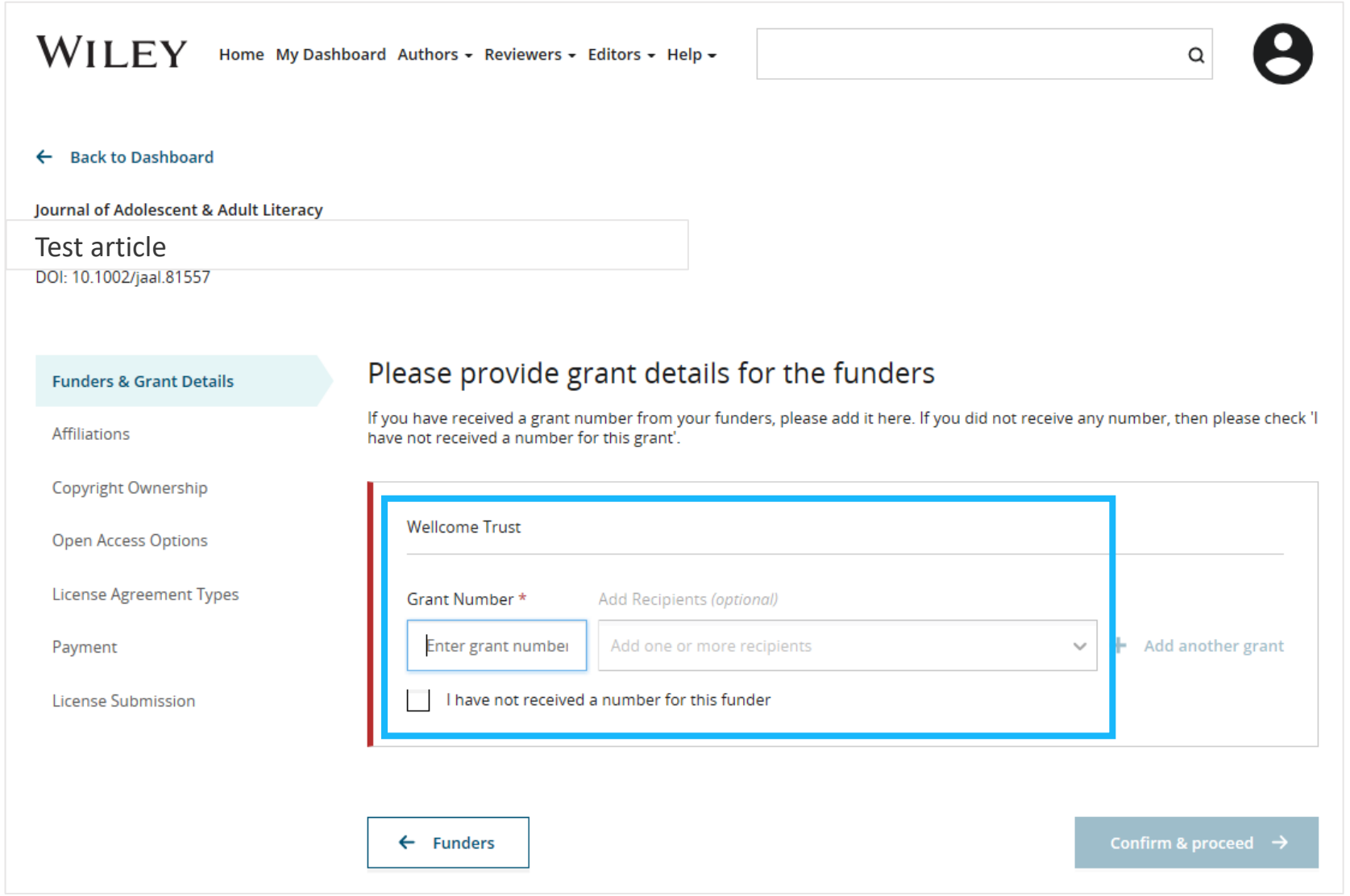

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Step 3:

Confirm Affiliations

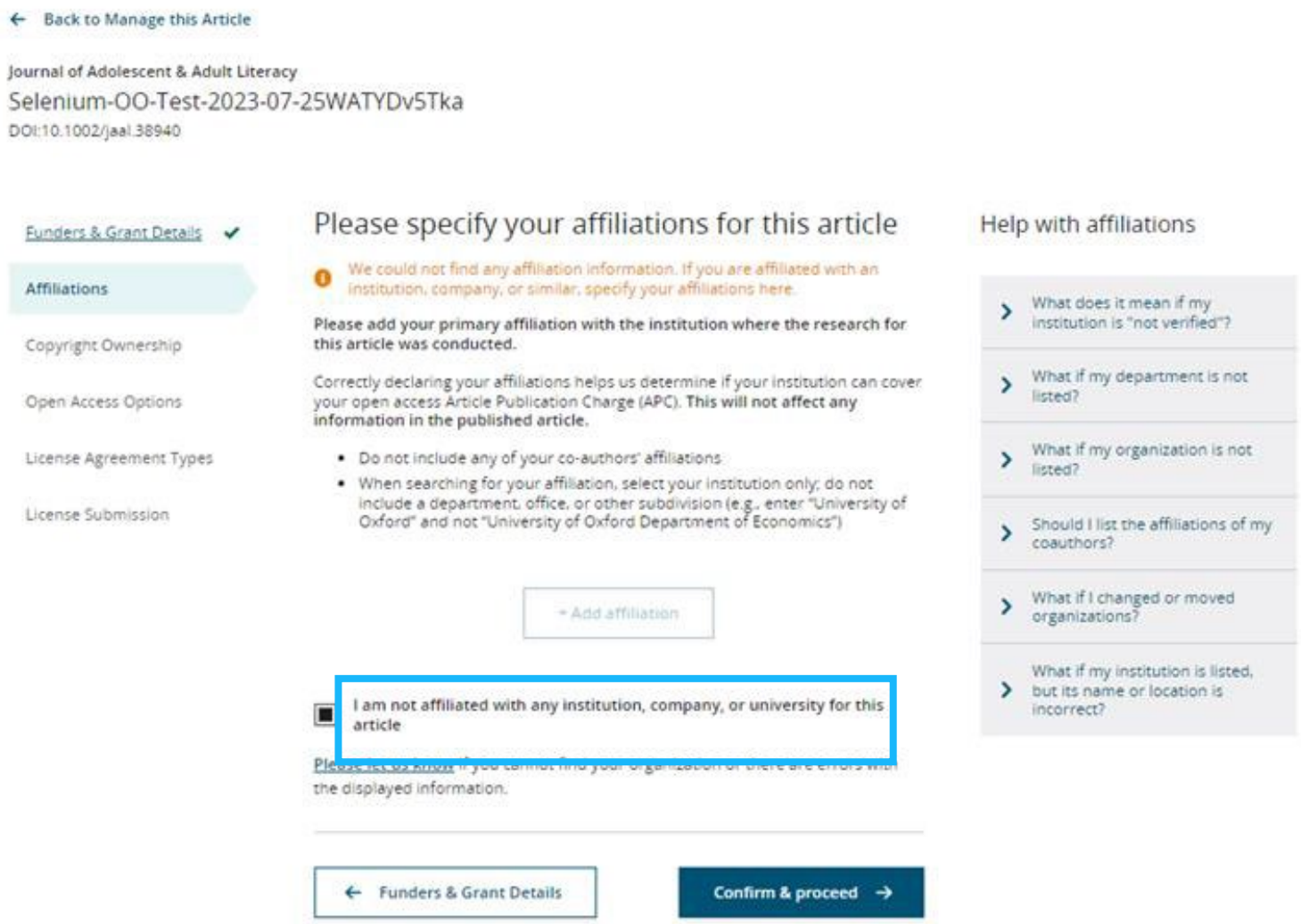
Confirm Institutional Affiliation – Ringgold Exact Match

Confirm/Enter Institutional Affiliation – Exact Match

This is pre-populated based on the Responsible Corresponding Author's details provided through our submission systems.

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.



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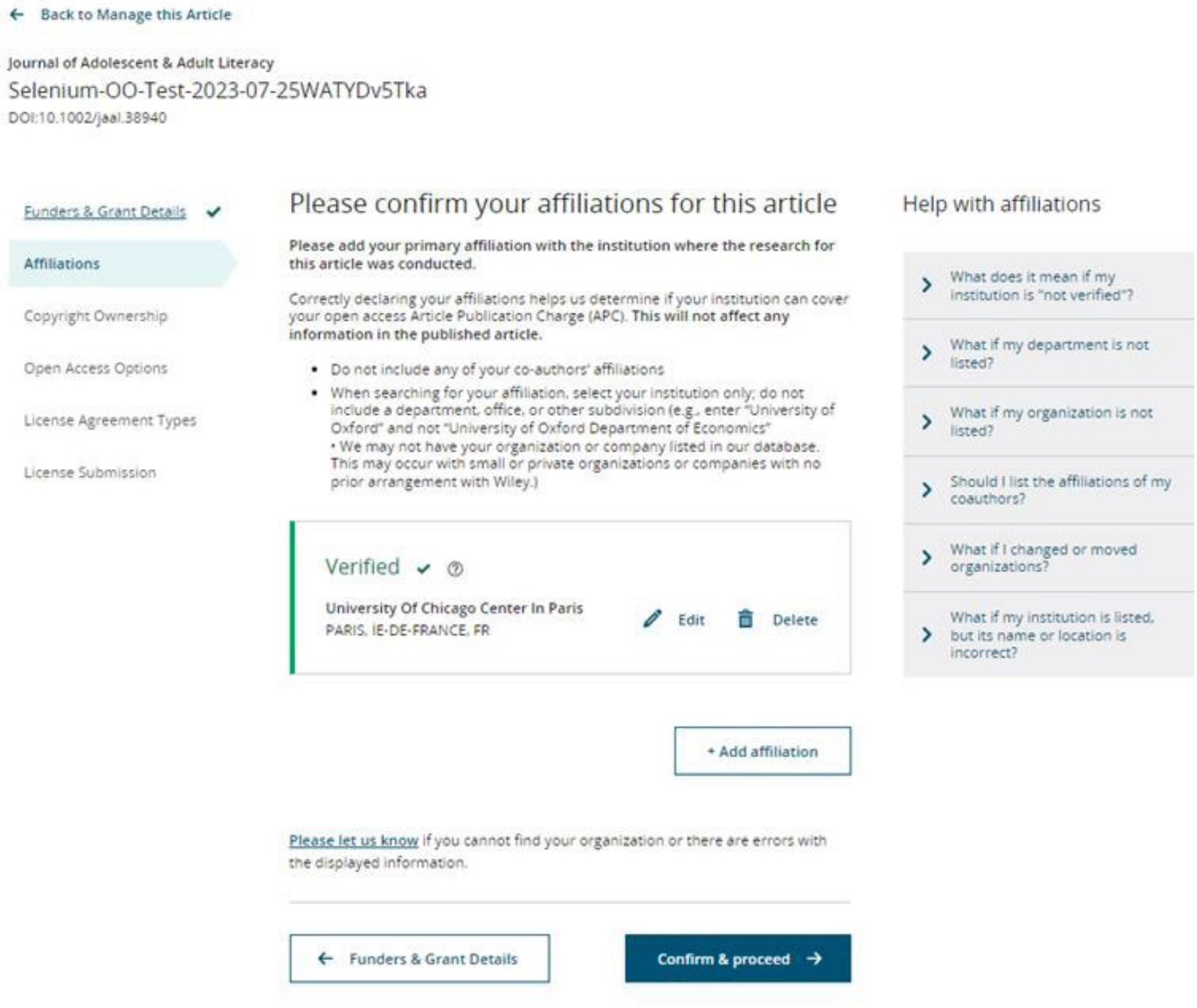
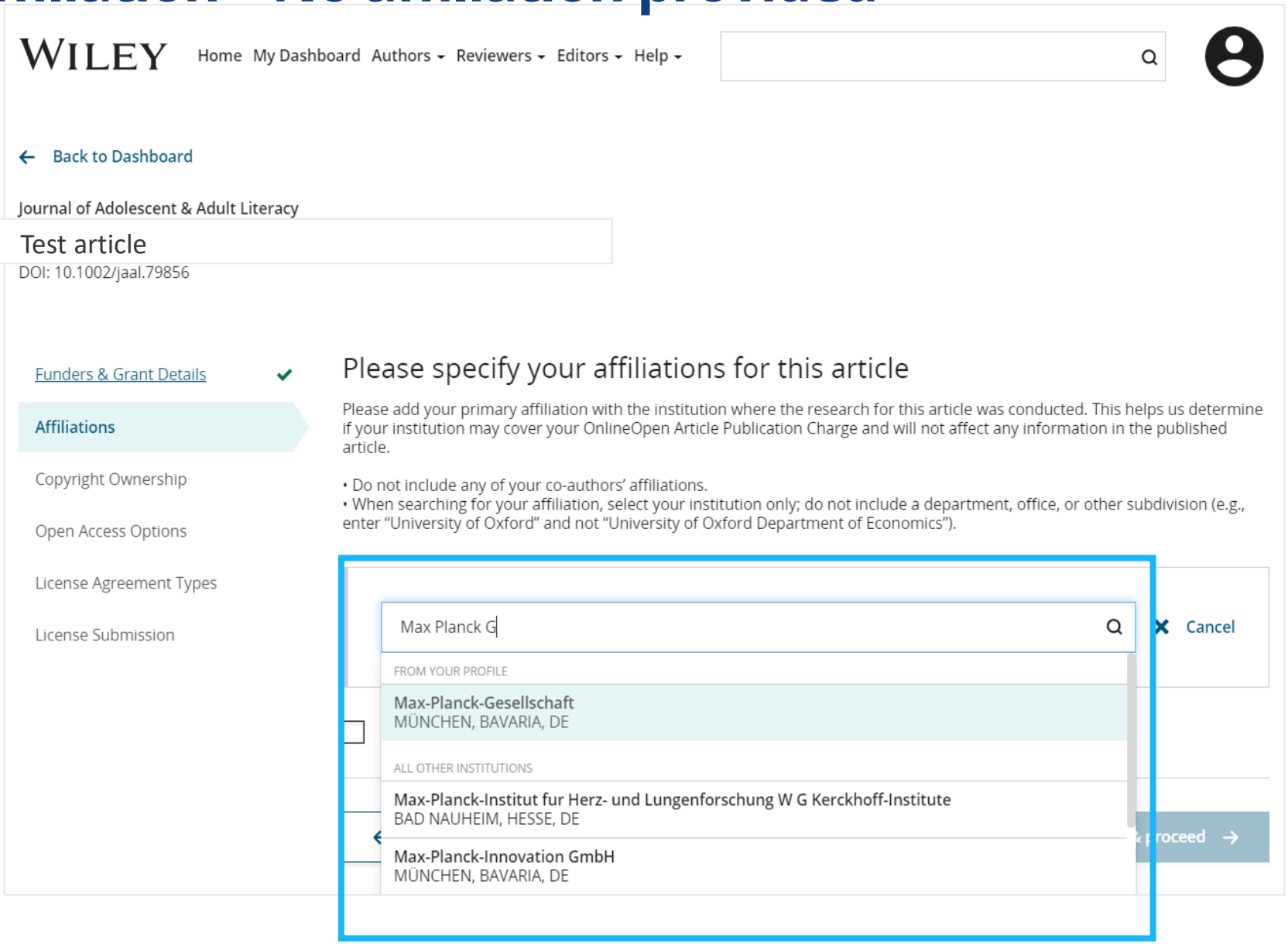


Enter Institutional Affiliation – No affiliation provided

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.)

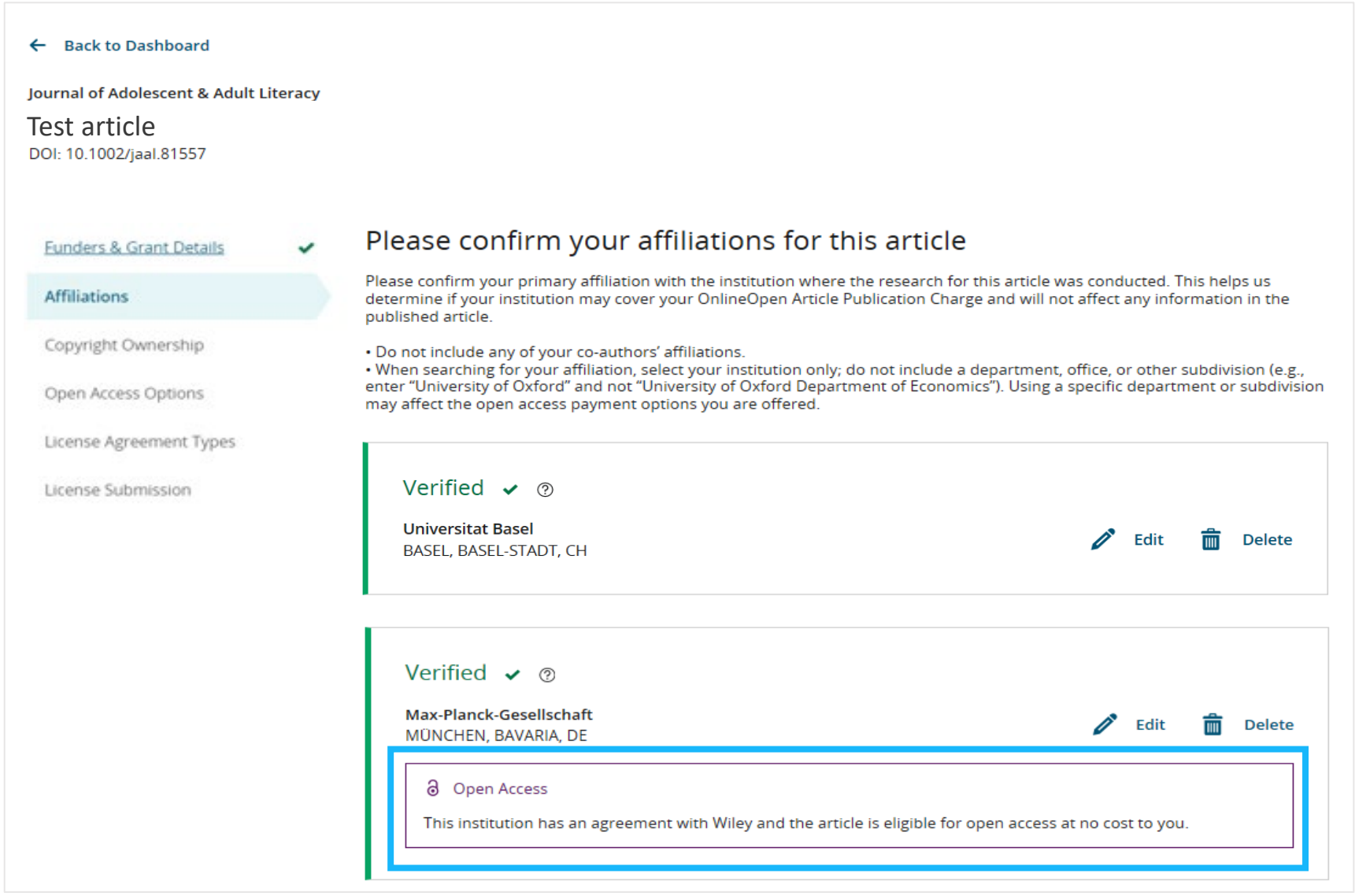


Confirm/Enter Institutional Affiliation – Multiple Wiley Open Access Account Affiliations

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.

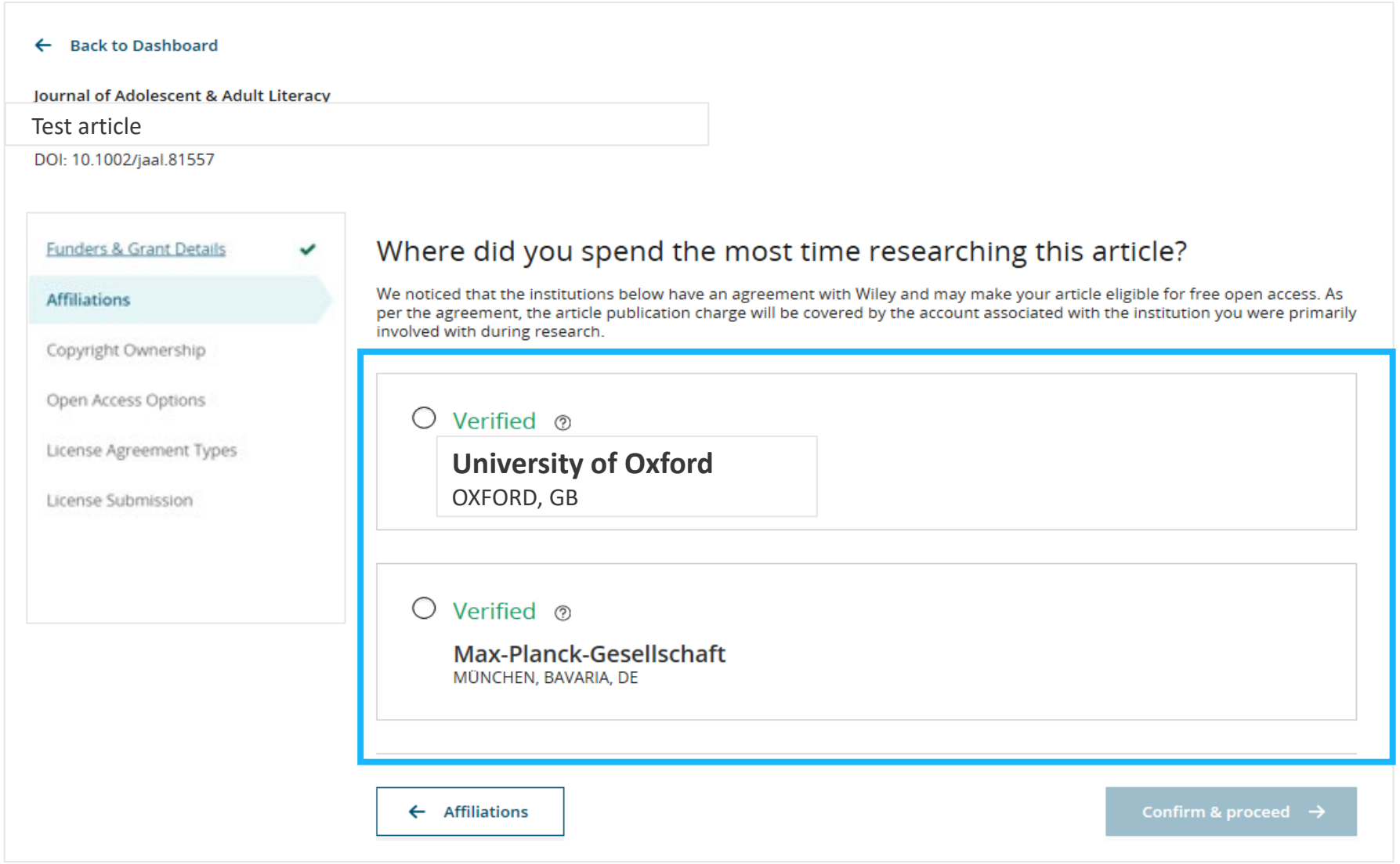
The lack of this purple box, in this case for the University of Basel, also confirms that this institution does not currently have an agreement with Wiley to cover APCs for their researchers.



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.



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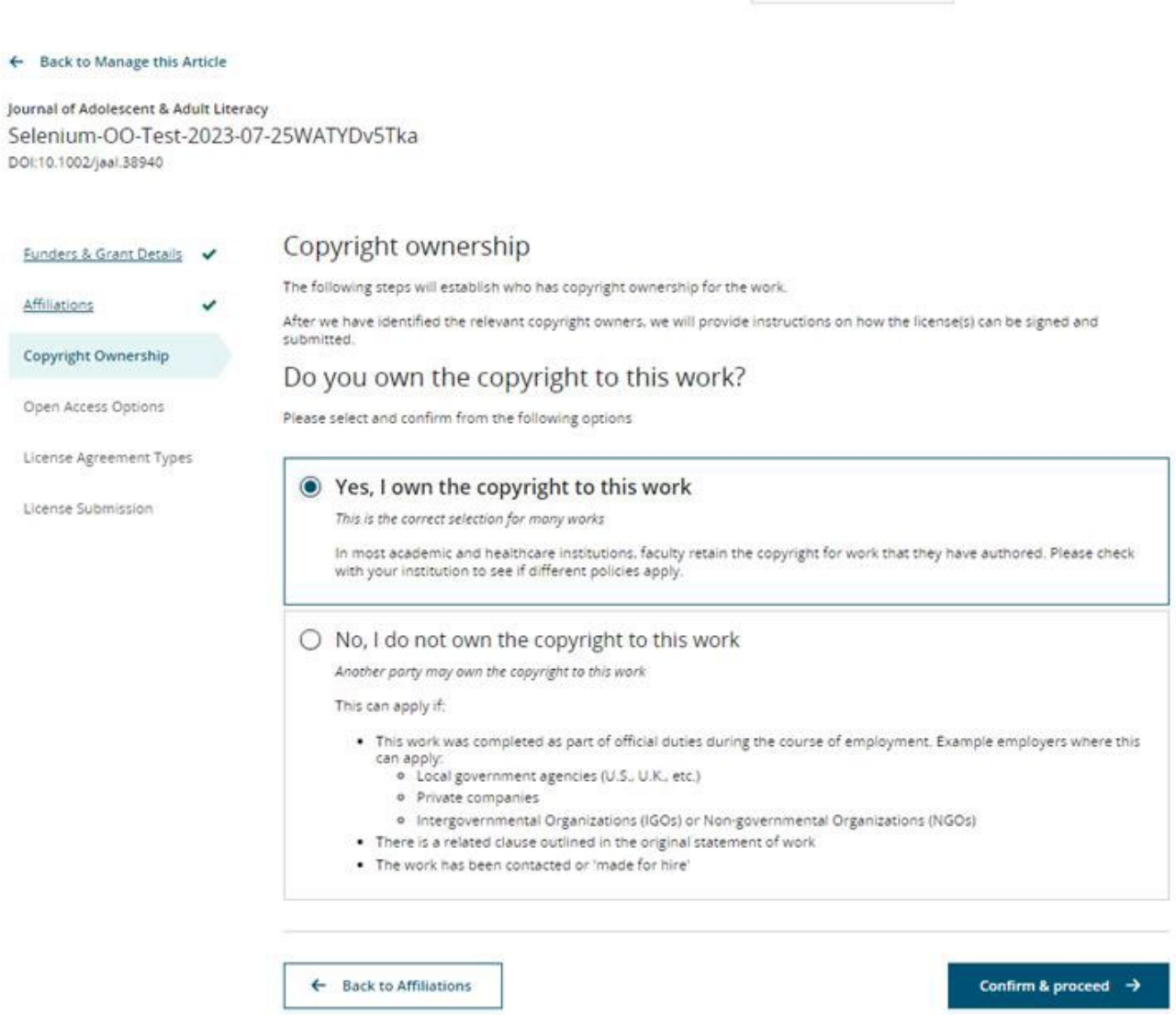
Step 4:

Copyright Ownership Selection

Copyright Ownership

Copyright Ownership

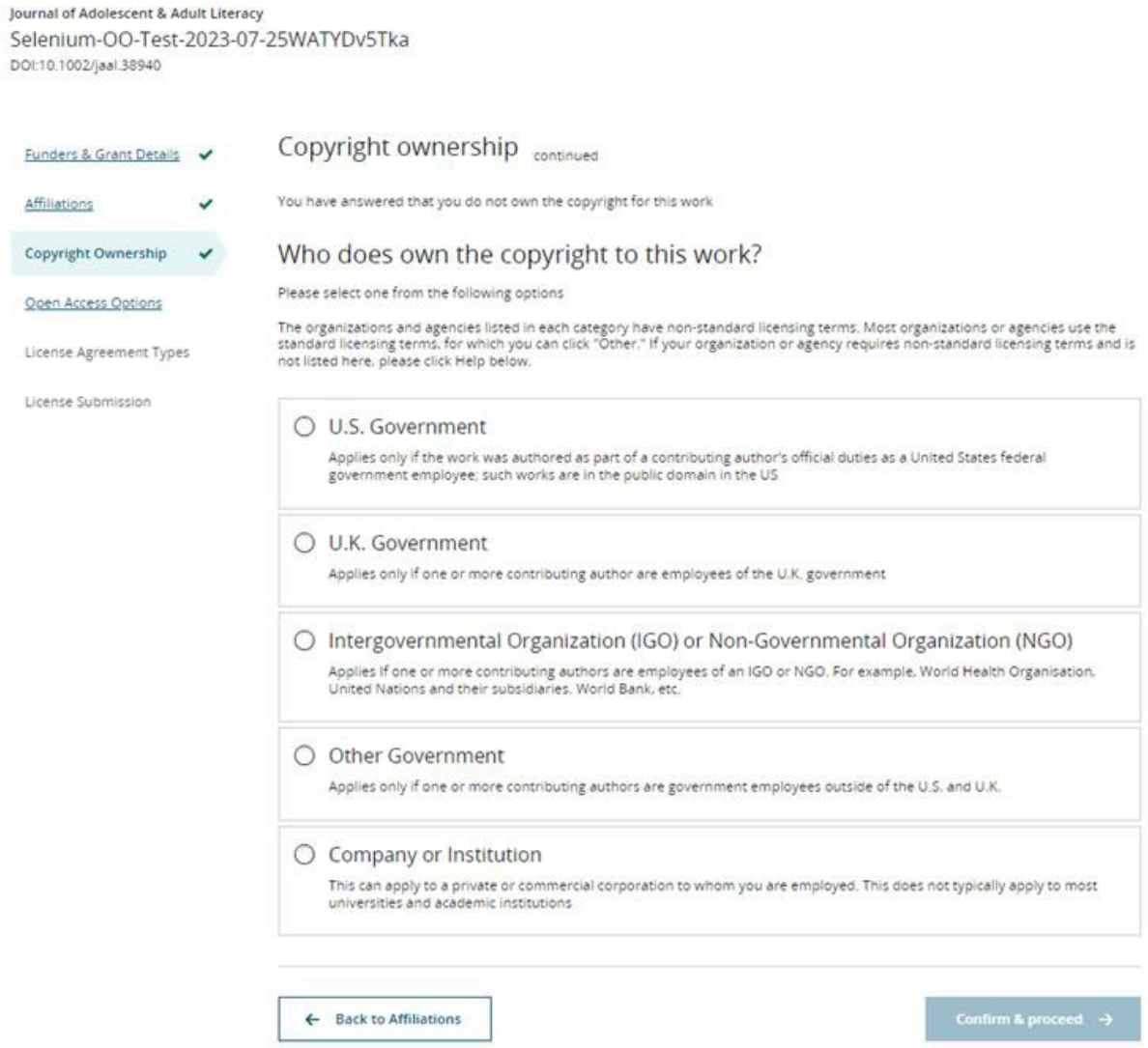
Author is presented with the Copyright Ownership selection.



Copyright Ownership

Copyright Ownership

Author is presented with the Copyright Ownership selection.



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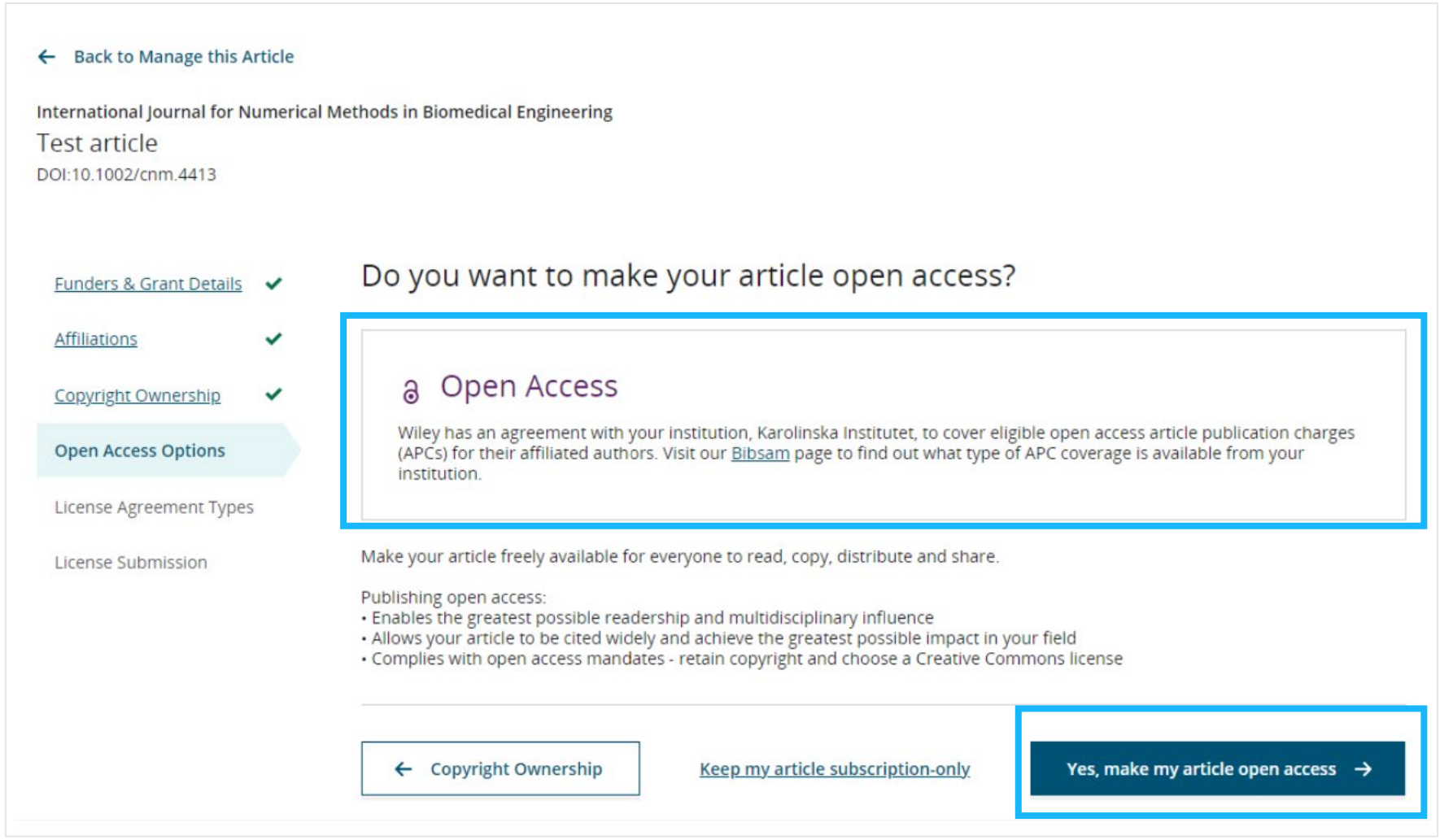
Step 5:

Confirm Open Access Option

Open Access Option

Open Access

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



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Step 6:

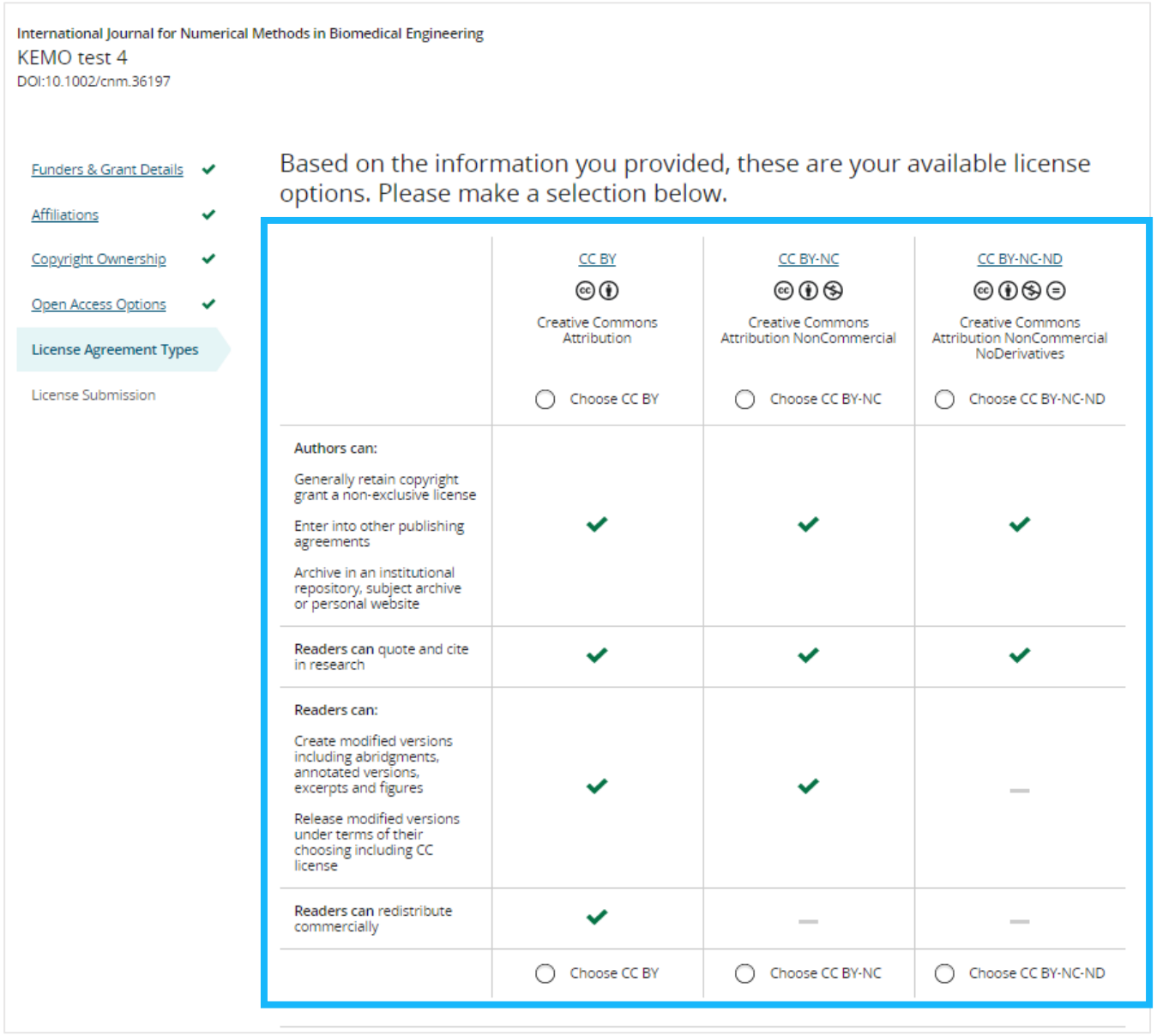
License Agreement Types

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.



International Journal for Numerical Methods in Biomedical Engineering
KEMO test 4
DOI:10.1002/cnm.36197

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

Based on the information you provided, these are your available license options. Please make a selection below.

	CC BY Creative Commons Attribution Choose CC BY	CC BY-NC Creative Commons Attribution NonCommercial Choose CC BY-NC	CC BY-NC-ND Creative Commons Attribution NonCommercial NoDerivatives Choose CC BY-NC-ND
Authors can: Generally retain copyright grant a non-exclusive license Enter into other publishing agreements Archive in an institutional repository, subject archive or personal website	✔	✔	✔
Readers can quote and cite in research	✔	✔	✔
Readers can: Create modified versions including abridgments, annotated versions, excerpts and figures Release modified versions under terms of their choosing including CC license	✔	✔	—
Readers can redistribute commercially	✔	—	—
	Choose CC BY	Choose CC BY-NC	Choose CC BY-NC-ND

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Step 7:

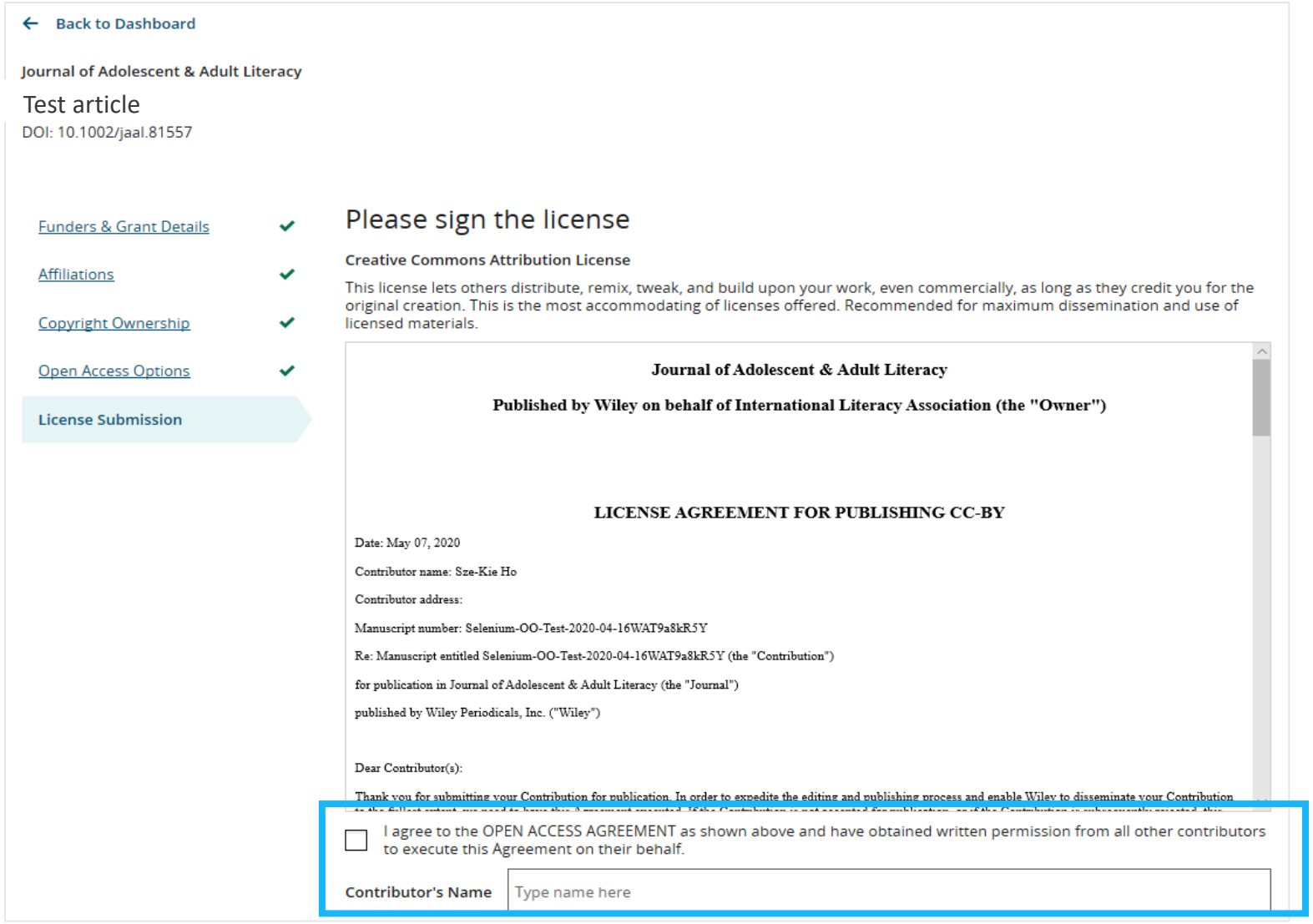
License Submission

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.



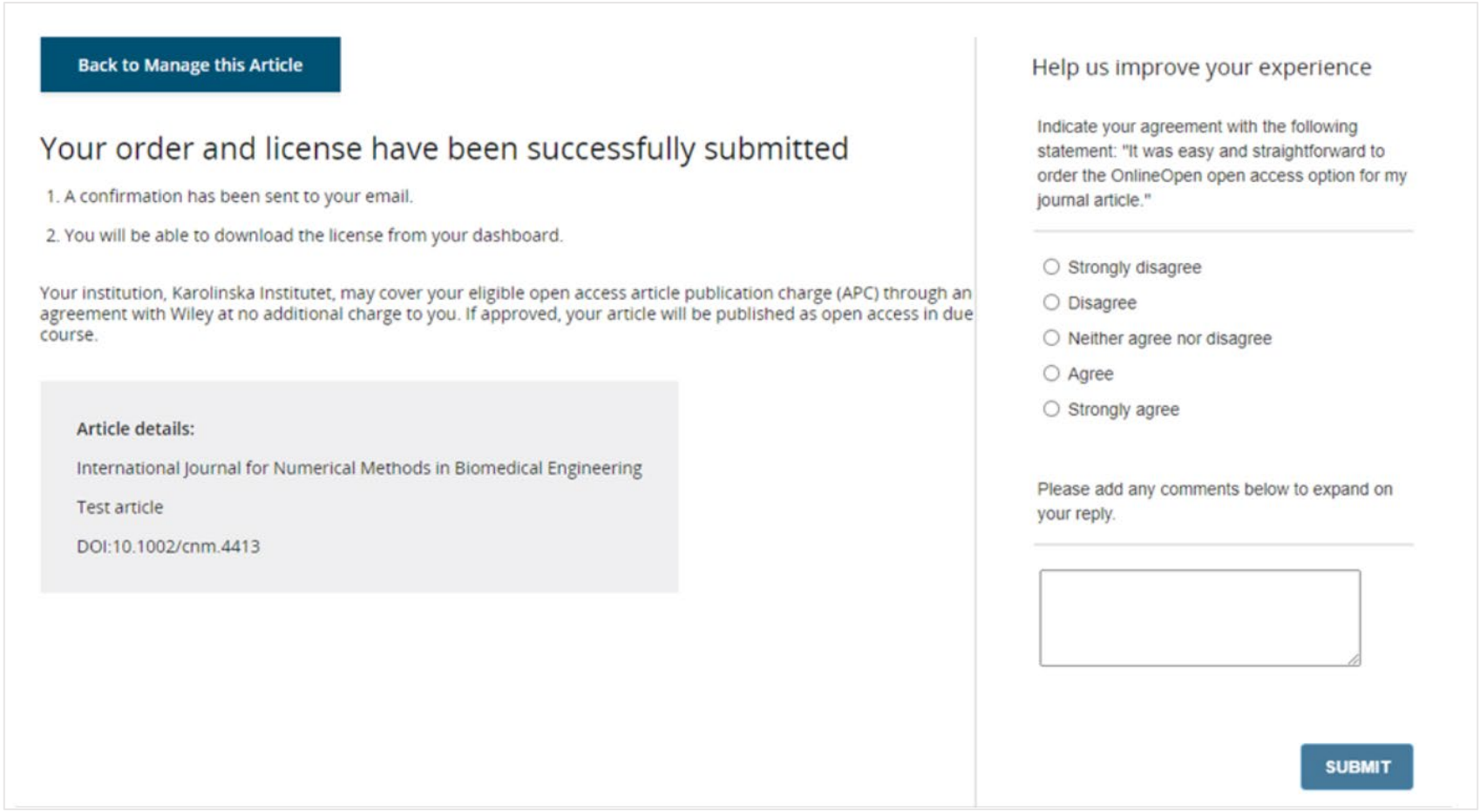
License Signing

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.



Submission to Open Access Journals (Hindawi)

- Hindawi journals have a **slightly different workflow for authors**, managed through the Phenom system, as opposed to prior workflows taking place in Wiley's EEO/submission systems or Wiley Author Services.

- As part of their submission workflow, authors will be asked to input all authors on the paper. Please note it is this step that **triggers eligibility.**

- This system only allows for **one corresponding author (CA)** to be labelled here. Each author can only add **one affiliation.**

- Authors will get **emails** on:
  - Submission, acceptance, rejection, or withdrawal of manuscript
  - Approval or denial of request

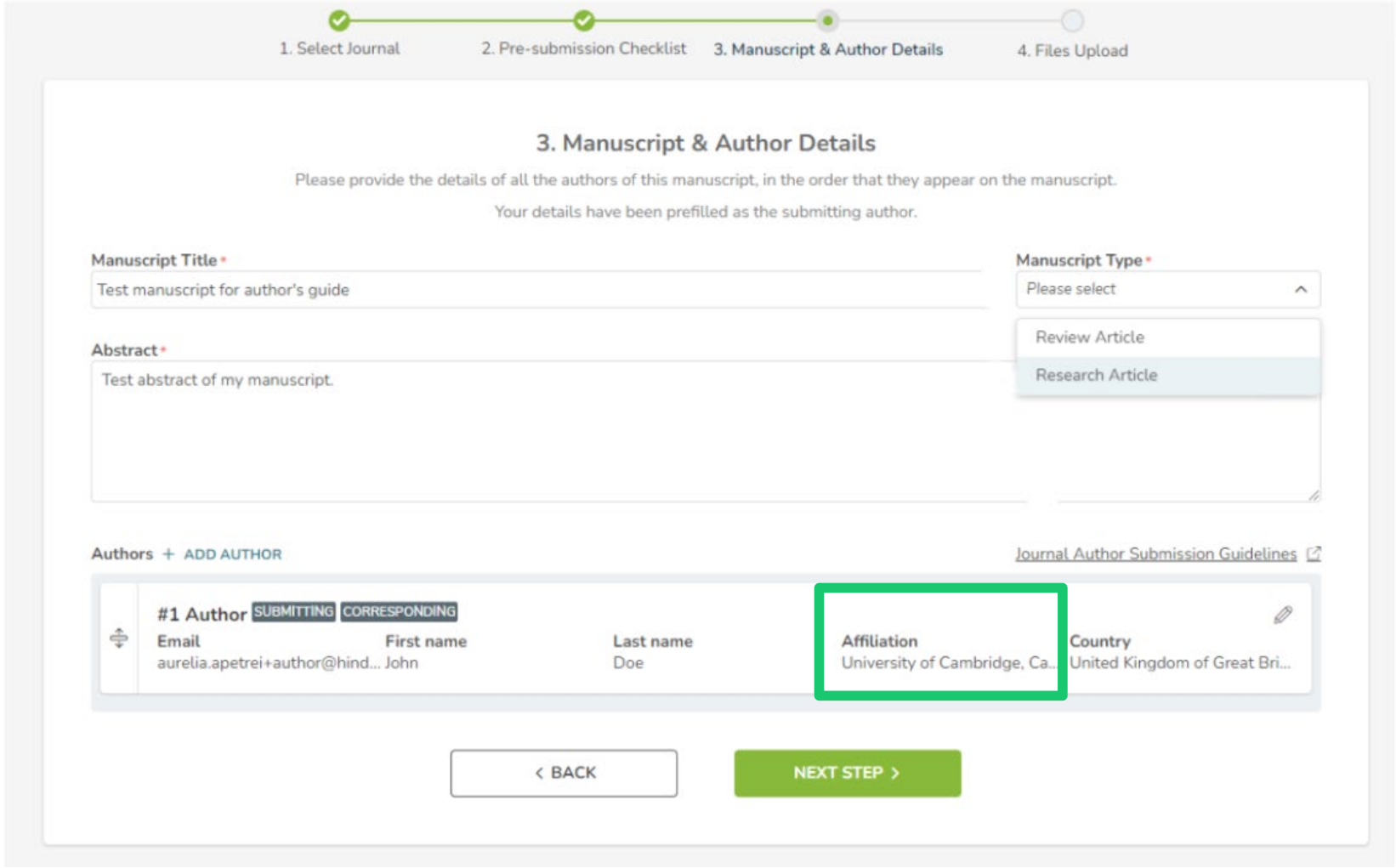
Submission to Open Access Journals (Hindawi)

APC funding request submission

The corresponding author submitting an article to Hindawi journals need to type in and select their affiliated institution from a drop-down list at the submission stage.

If there is a match to an institution with an existing account with Wiley, their OA APC funding request will be routed accordingly. Authors will be notified once their request has been approved.

If there is no match, or the request is rejected, authors will be notified too and need to pay the APC on their own.



Hindawi Journal – APC Funding Request Approved

Dear [Author],

I am responding to your open access request to your institution for the following article.

Article Title: …
Article ID: [XXX]
Journal Code: [XXX]
Journal Name: …
Institution/Funder Name: …

Your article will be published open access as per the agreement between [institution/funder].

APC Funding Request Approval Email Alert

Once an institution has reviewed and approved an APC funding request, the corresponding author of the article will receive an email notification on this approval.

The article will be published open access in due course, and the APC will be funded by the approving institution.

Hindawi Journal – APC Funding Request Denied

Dear [Author],

We are responding to your request for your institution or funder to pay the article publication charge for the following article.

Article Title: …
Article ID: [XXX]
Journal Code: [XXX]
Journal Name: …
Institution/Funder Name: …

[Institution/Funder] denied your open access payment request.

Denial reason: Order cancelled

APC Funding Request Denial Email Alert

If an institution has reviewed and denied an APC funding request, the corresponding author of the article will similarly receive an email notification on this as well.

Why Publish?

Registration
Establish the ownership and the priority of your work

Recognition
Acknowledgement by your peers

Career Progression
Promotions, grant applications, research funding

Responsibility
To society, to your institution, taxpayer-funded research, to make a contribution to scientific progress

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Publication tips

Get advice from our experts

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Before Publication

Writing your article and finding the right place to publish

What are you Writing?

Start thinking before you start writing

Keep thinking when you've finished writing

What type of article are you writing?

Who are you writing for?

What will make this publication successful for you?

Be self-aware

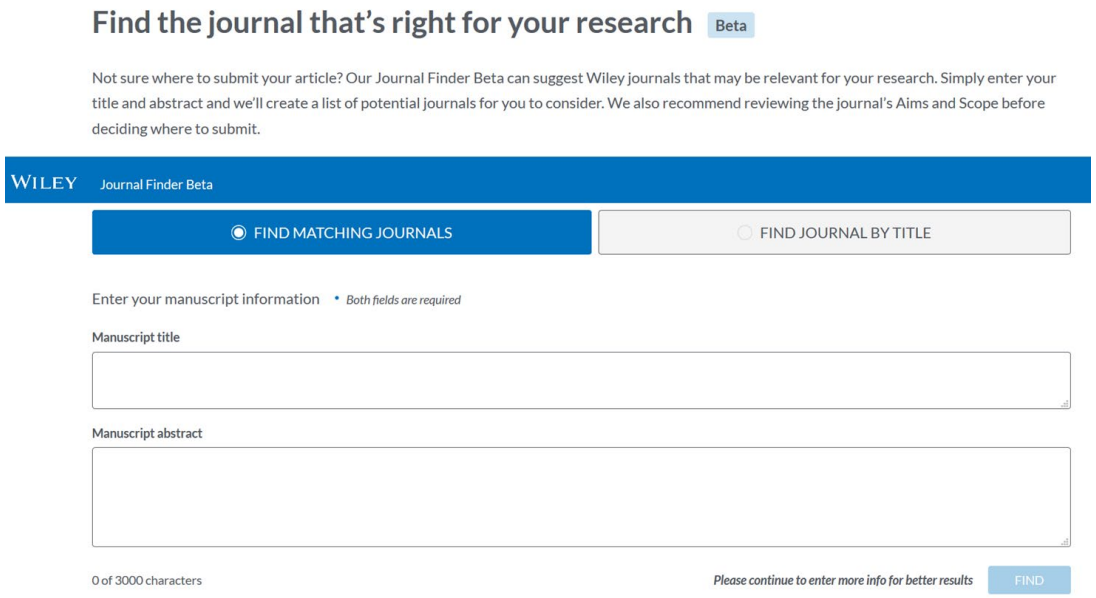
Finding a Journal

How to generate a list of potential journals:

- Where do you read papers related to your research?
- What journals have you cited or intend to cite in your own research?
- What do your peers suggest?
- Where does your supervisor want you to publish?

Journal Finders

Publishers and subject sites (blogs, etc) provide guidance on the best places to publish (especially useful for specialist subjects). They might have journal lists or journal finder tools, such as the one on the right from Wiley.



Other Considerations

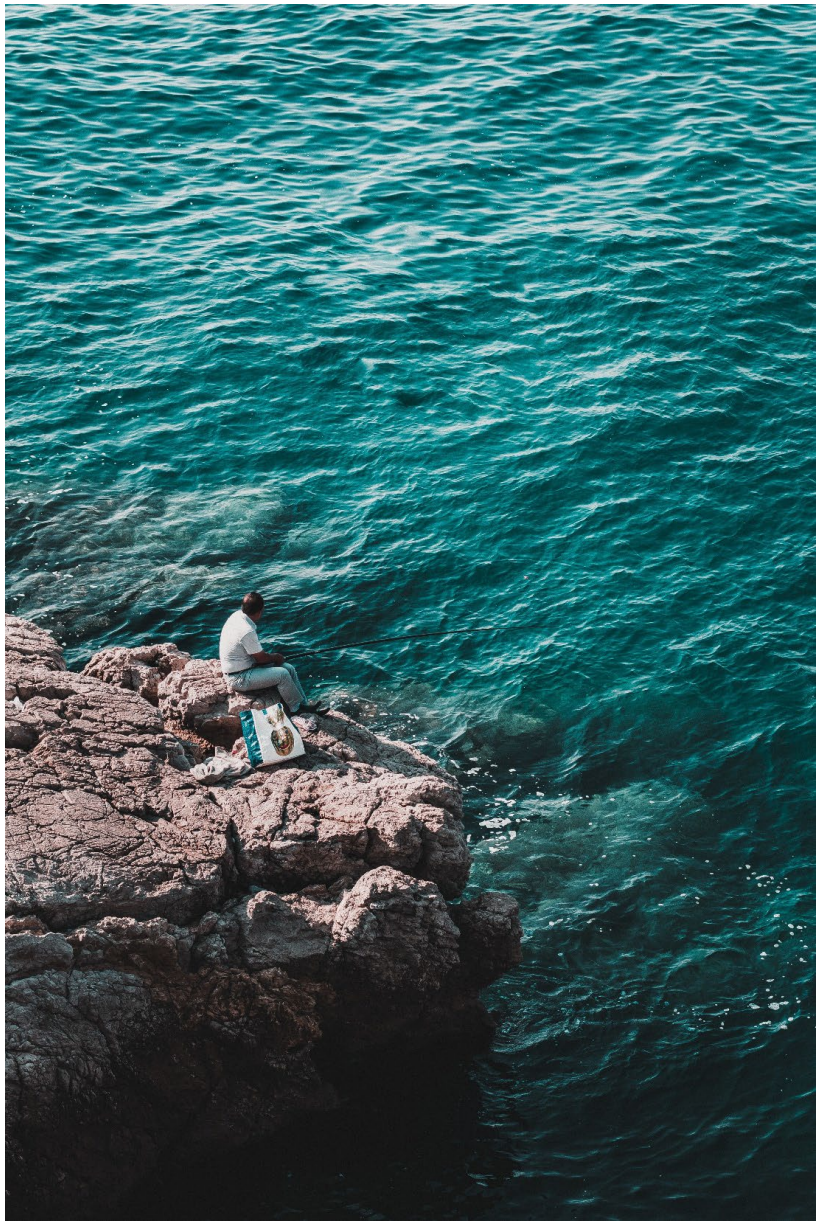
- Aims & Scope
- Review and publication timescales
- Likelihood of acceptance
- Article Types

And what else?

Impact – citations, metrics

Promotion - social media, sharing

Accessibility – readership, Open Access



Structure of a Research Article

- Title
- Abstract
- Introduction
- Method/Experimental Section
- Results and Discussion
- Conclusion
- References
- Authors/Acknowledgements

READ AUTHOR SUBMISSION GUIDELINES!

Titles are Vital!

What makes a good research article title?

- **Short;** typically 10 to 20 substantial words
- **Keywords** up front, and optimised (N.B. Google et al.)
- Clearly states a **key finding**, or **asks a question**
- Use **current terminology** in your field of study, e.g. coronavirus, Covid-19 or SARS-CoV-2
- Stimulate reader **interest**

Abstract

You have 20 seconds to explain your work to a scientist who is unfamiliar with it.

SHORT, STAND-ALONE SUMMARY OF YOUR RESEARCH

- Don’t cram the abstract with details. Tell the audience that the butler did it in the 1st sentence!
- Stand alone. Use plain language, avoid citations and non-standard abbreviations
- Include keywords
- In 7-10 sentences: Key results, what you did, unanswered questions, broader view/implications

Poor cover letter: wasted opportunity

Explain to the editor:

- Why work is significant
- What is the major advance
- Why the journal is the right one
- Disclose conflicts of interest
- List related papers in press and prepare to provide copies!
- Provide reviewers suggestions

The cover letter should take shape from the paper's intro & conclusion

Dear Editor of JOURNAL B,

We would like to submit our manuscript *****. We hope you will find it suitable for JOURNAL A.**

Get the journal/editor's names right!
Especially if not 1st choice…

The core of the article

INTRODUCTION

- Introduce the reader to **what** is really relevant to your research and explain **why**.
- Provide the necessary background information.
- **Put the study into context**. Make sure that the cited literature reflects the current state of knowledge in the field.

MATERIALS AND METHODS

- **Characterize methods and materials fully, in extensive details**, and according to journal requirements
- Be **transparent** with editors, reviewers, and readers. Impurities, missing data, problems encountered
- Already published techniques should simply be referred to

RESULTS & DISCUSSION

- Focus on the important and unexpected results. Not on small details.
- **Stand proudly on the shoulder of giants**. Don't sell an old idea as a new one; cite the source.
- Tell your main results as a **logical easy-to-understand story** (this is not necessarily the order in which you performed the investigation).
- Discuss all results, and any limitations in your data
- Salami are for eating, not publishing

"Salami slicing": Fragmentation of results into multiple papers

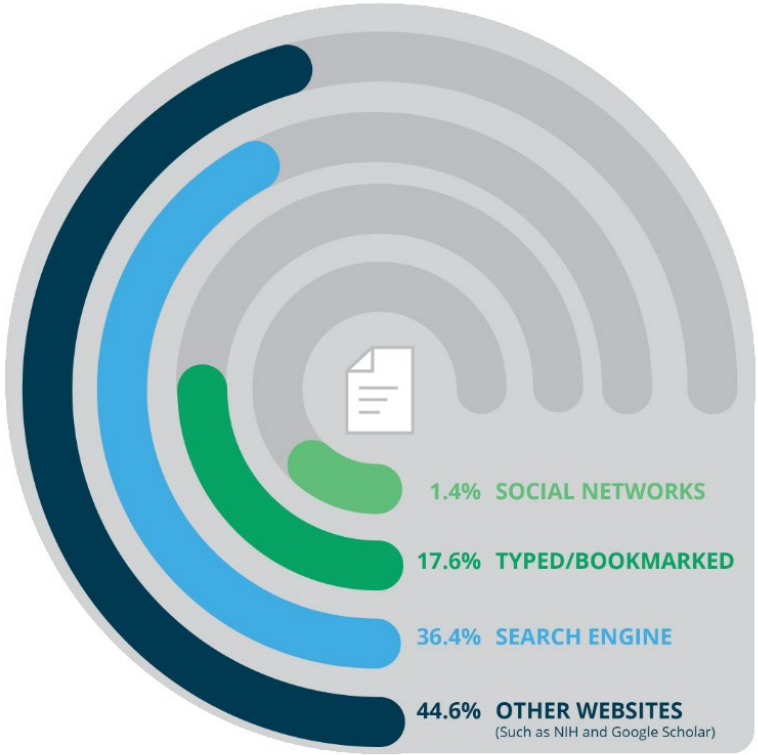
Tips for writing better science papers, Series in ChemistryViews:
http://bit.ly/ChemistryViews_BetterPapers

References

- More mistakes are found here than in any other section of most papers
- Be sure to cite **all** the papers on which your work is based
- Make sure your citations are **relevant**
- If you have published lots of papers before, try to **avoid excessive self-citations**
- Most journals are international – avoid citing too many publications from a single region

The Importance of Search Engine Optimisation (SEO)

Visits to Wiley Online Library (WOL)
May 2018 – May 2019



Google

Title: Core keywords / key-phrases

Abstract: Repeat core keywords / key-phrases 2 – 3 times, and add other field-related ones

Headings and body text: Consistent use of keywords

Additional Considerations

Plagiarism

- Most journals use a plagiarism checking tool such as iThenticate to screen new submissions against published papers
- The tool picks up text matches. Phrases and the odd sentences can be acceptable, but entire paragraphs are problematic

Self-plagiarism or text recycling

- Reusing text from your own previously published papers

WILEY

Submission

How to submit your article and what is peer review?

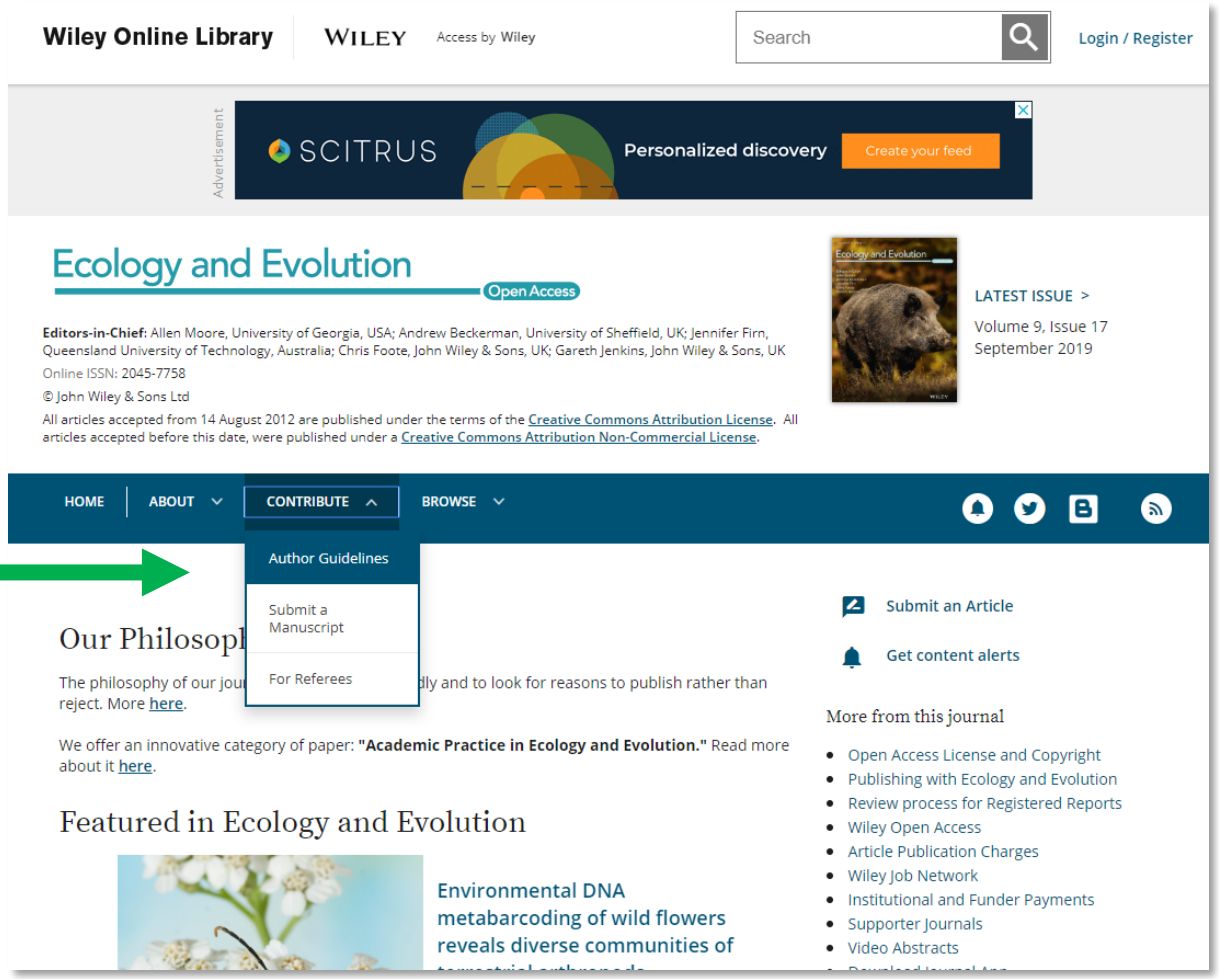
Author Guidelines

Always read the author guidelines before you submit.

Look at:

- Format & style
- Length
- Figures/tables
- Title page or cover letter
- Open research requirements

Many journals now have free-format submission



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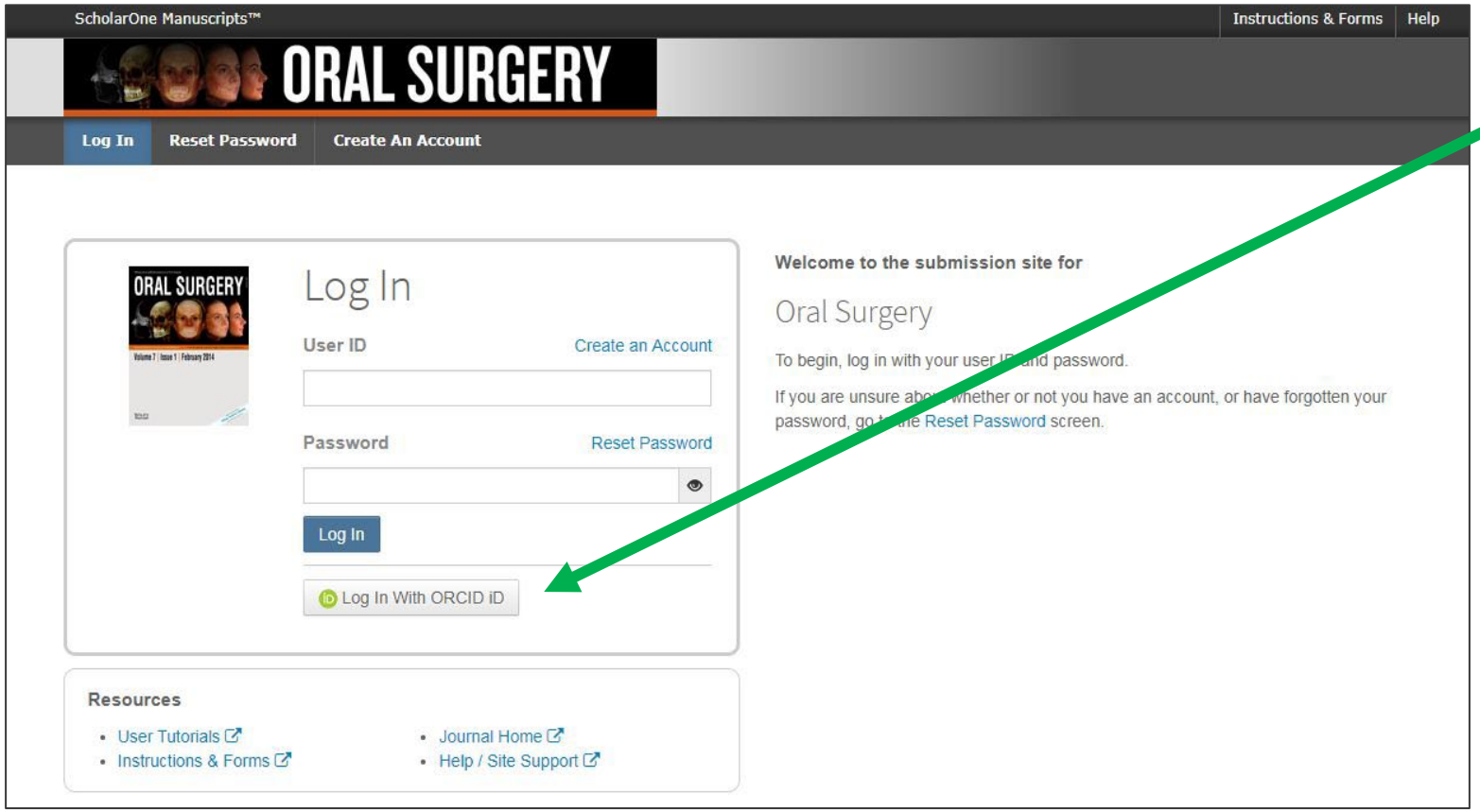
Submitting your manuscript

Typically via an Electronic Editorial Office (EEO) such as ScholarOne Manuscripts



You'll have the option to log in with your **ORCID ID**

- **Free, unique** identifier
- Distinguishes you from other researchers
- **Connects you with your research activity** – preprints, publications, peer reviews, grants
- Your ORCID profile is visible to all and is a valuable promotional tool to gain recognition for your achievements

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Peer Review

*"**Peer review** is the evaluation of work by one or more people of similar competence to the producers of the work (peers)."*

What is assessed?

Suitability for publication:

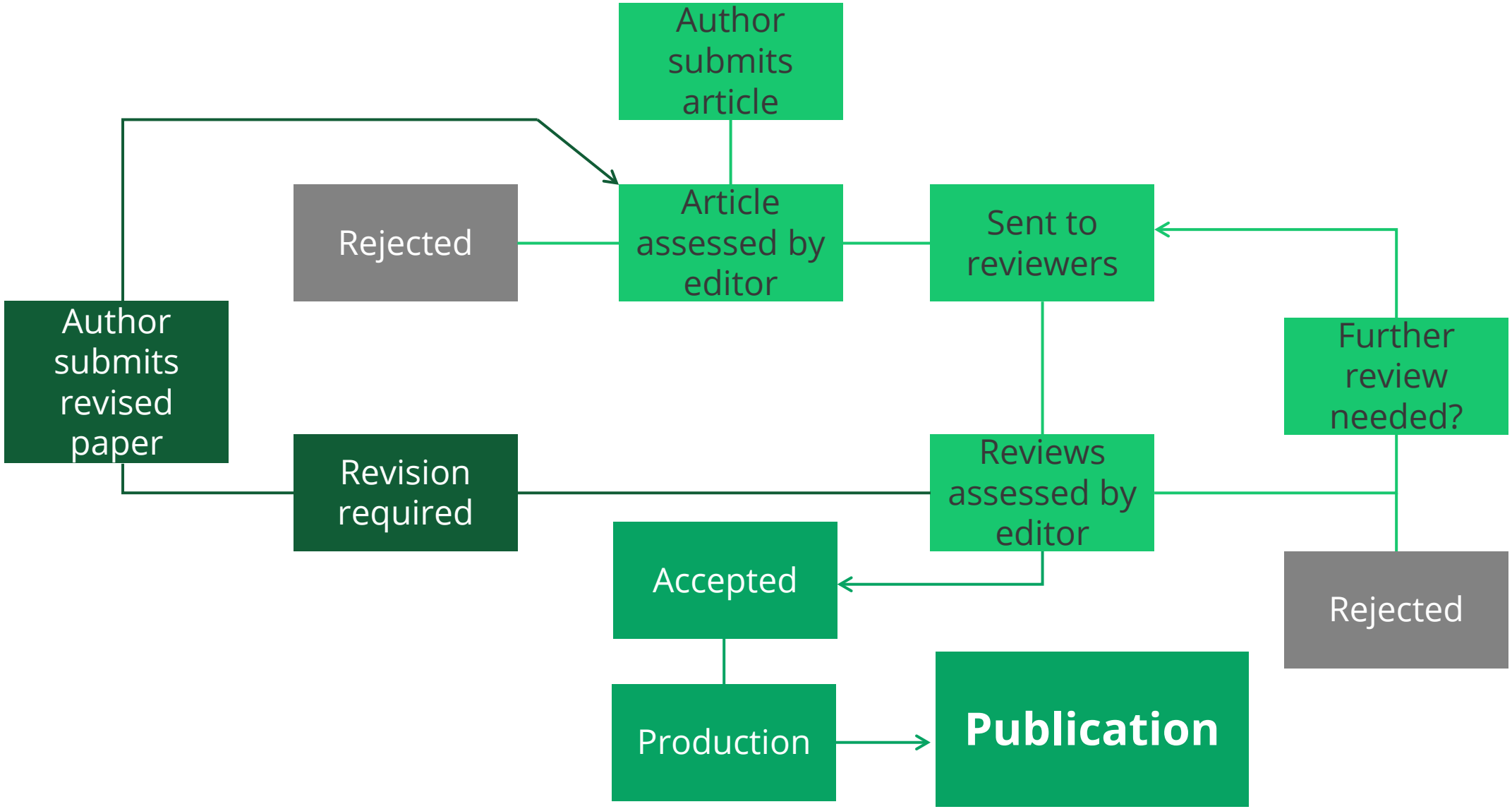
- True, credible?
- Important, relevant?
- Communicated effectively?
- Novel?
- Plagiarism?

Why is it assessed?

Verify and improve the research:

- Interpretation of results
- Reasoning
- Presentation
- Critical but constructive feedback
- New / additional ideas

Peer Review Process



Tips to survive peer review
Accept feedback as a learning experience
Remember very few submissions are accepted unconditionally
Understand that editors and reviewers are trying to help improve your paper
Seek help with language and statistics if you need it
Persistence pays! Answer questions and address revisions quickly
Celebrate your accomplishment ! You are one step closer to being published

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What is unethical?

EuCheMS guidelines:

‘Scientific misconduct in publishing includes but is not limited to’:

- Fraud
- Duplicate submission
- Duplicate publication
- Inadequate citing
- Plagiarism
- Self-plagiarism

How is it detected?

Peer review – Reviewers are very good at it!

Members of your community all read papers on similar topics

Specialist plagiarism detection software

Data analysis & analysts

A few golden rules

- Articles should always be submitted to one journal at a time
- The same article should not be published in more than one place
- Several articles based on the same research must each make a unique contribution
- Acknowledge all those that have contributed to the work

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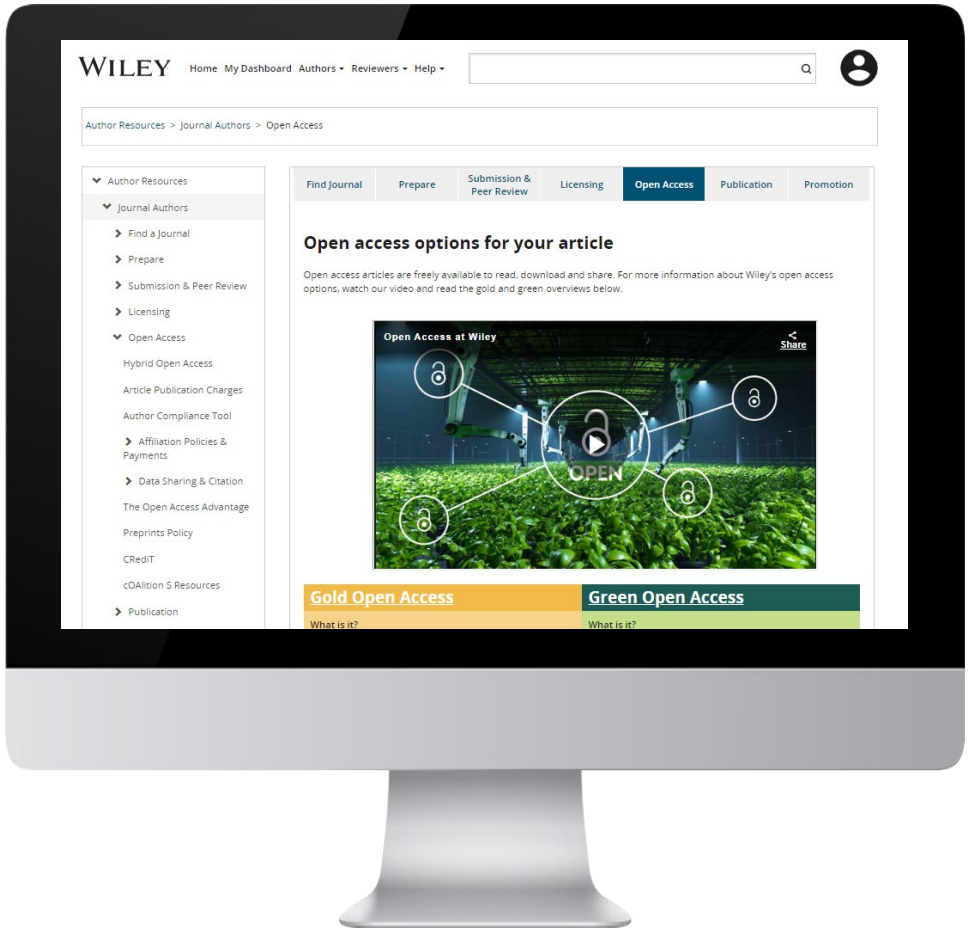
Useful Resources for Authors and Researchers

Wiley Author Services

WileyAuthors.com features resources to assist authors, reviewers, and editors with all steps of the publishing process, including:

- Finding a journal
- Open access information
- Author Compliance Tool
- Article Publication Charges
- Affiliation policies & payments
- Open Data information



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4/27/2022

Other resources

We also work with platforms, organizations, and solutions that provide additional support to authors:

Authorea

Helps authors collaborate on articles, write, cite, host date and publish

Kudos

Helps authors increase the visibility and impact of their articles

Manuscripts

Helps authors format, edit, and share their articles

Publons

Helps researchers track and share their peer review contributions

ORCiD

Provides a unique identifier to help authors get credit for all of their research

GetFTR

Helps researchers access the published articles they need

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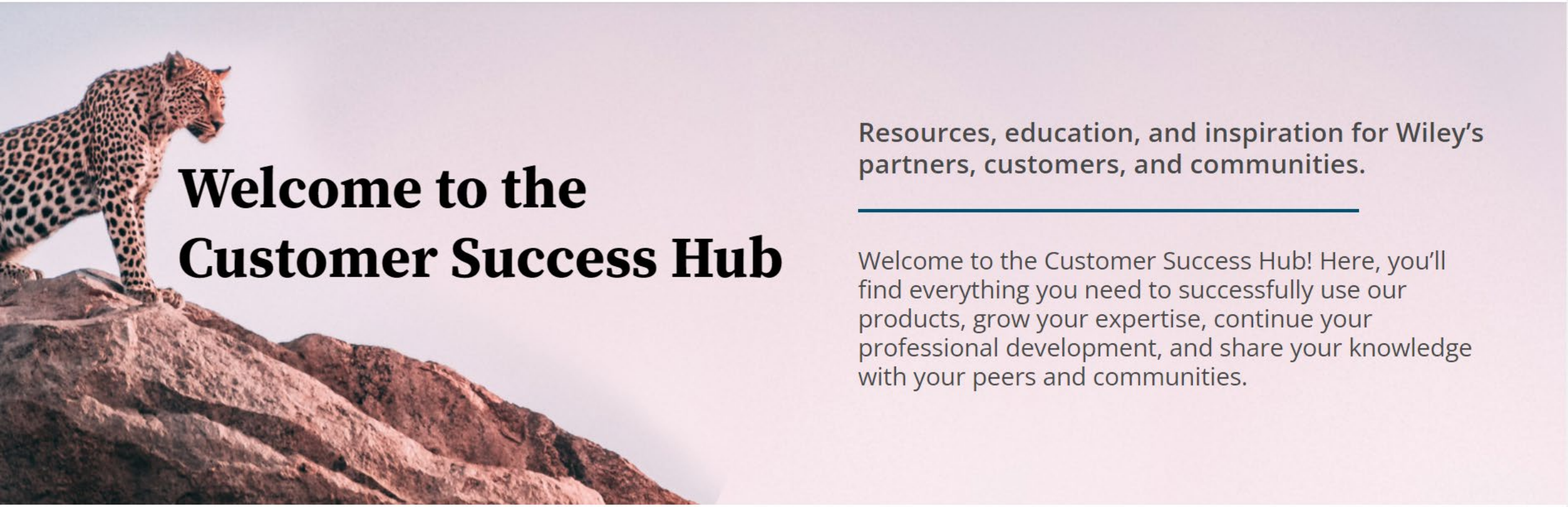

Welcome to the Customer Success Hub

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

https://www.wiley.com/customer-success

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Thank you very much!

Questions?

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