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Author Workflow for publishing Open Access in Wiley Journals

19th October 2023

Sam Crowe
Senior Customer Success Manager

Fabio Di Bello
Customer Training Manager



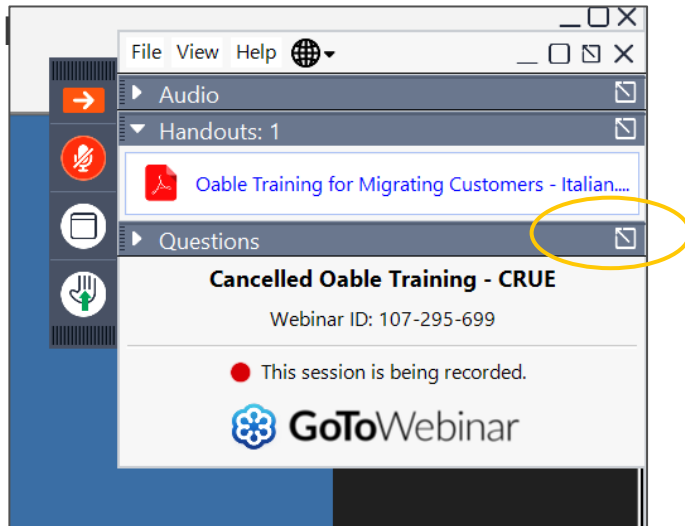
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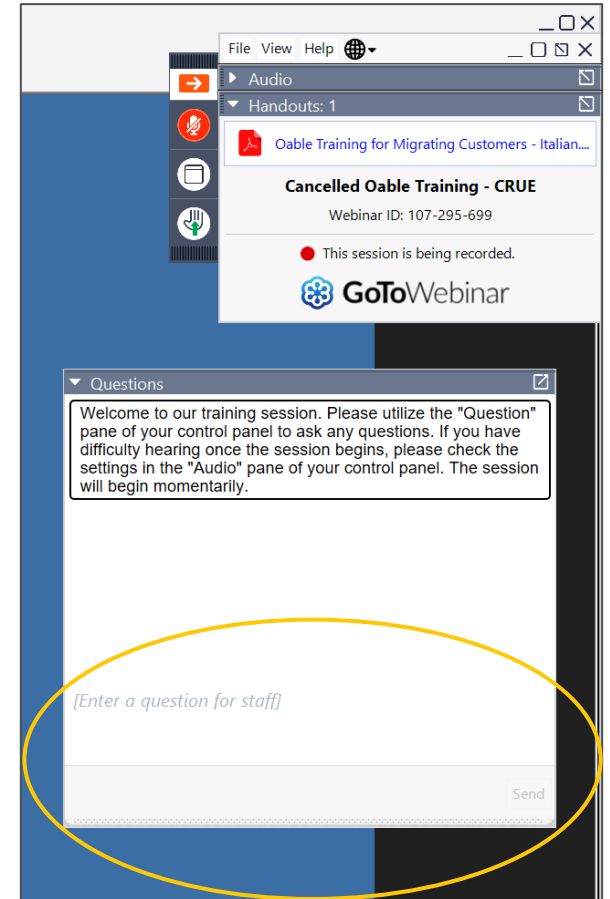
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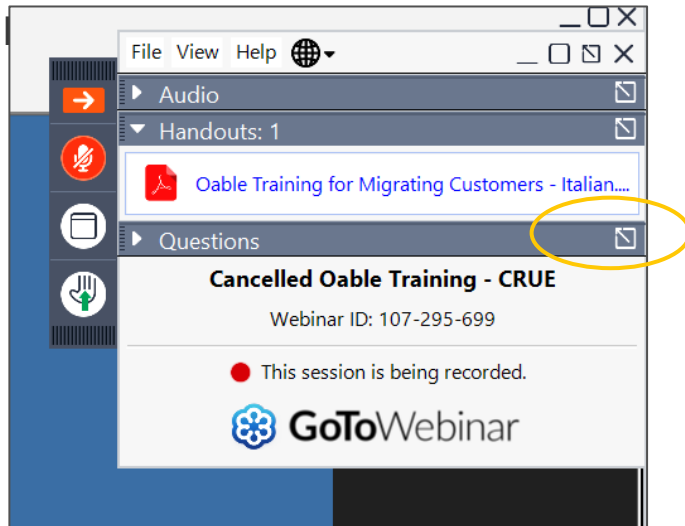
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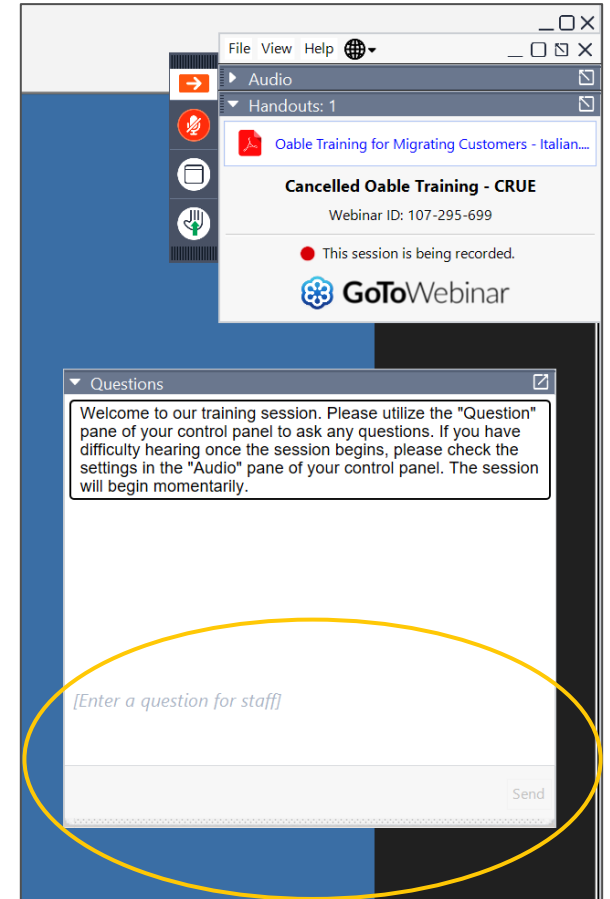
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Agenda

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



- 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

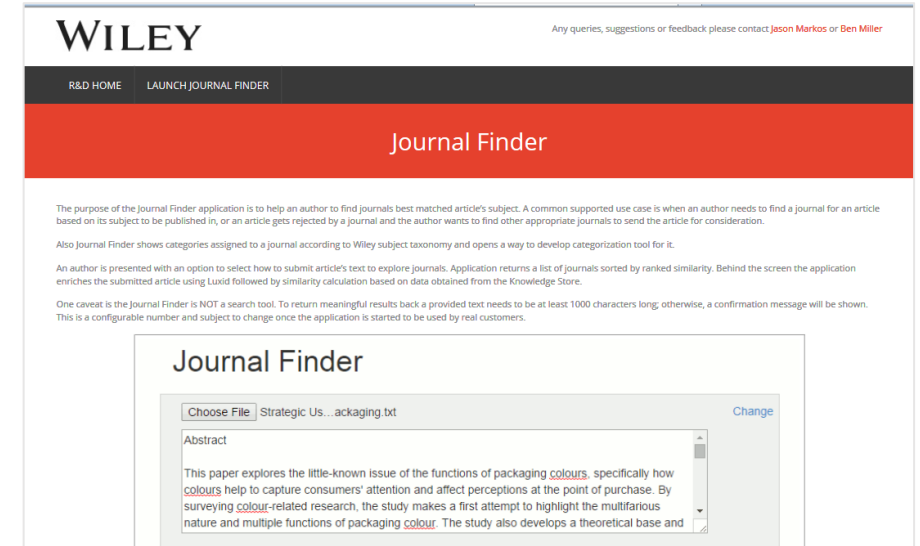
Hybrid journals:

- 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](#).



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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



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
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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 OA journal

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Submission

- Step 1: Type, Title, & Abstract >
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- Step 3: Attributes >
- Step 4: Authors & Institutions >
- Step 5: Reviewers >
- Step 6: Details & Comments >
- Step 7: Review & Submit >

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2. **The Corresponding Author (or their institution) will pay directly or will arrange payment (request an invoice) for the APC.** Select this option to pay or to arrange payment for the Article Publication Charge. Choose this option if the 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.

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Thank you for submitting your manuscript to Test Journal.

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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.

The screenshot displays the Wiley Author Services dashboard. At the top, the Wiley logo is on the left, and navigation links for Home, My Dashboard, Authors, Reviewers, Editors, and Help are on the right. A search bar and a user profile icon are also present. Below the navigation, there are tabs for My Articles, Communication History, and Order History. The My Articles tab is active, showing a filter search bar and a count of 2 articles. A red banner at the top of the article list indicates 'Action required'. The first article is from 'Cancer Medicine' and is titled 'A correlation research of Ki67 index, CT features, and risk stratification in gastrointestinal stromal tumor'. The 'Open Access' button for this article is highlighted with a blue box. A 'Manage Article' button is located at the bottom right of the article card. On the right side of the dashboard, there is a section titled 'Find a home for your next article' with a 'Find a journal' button.

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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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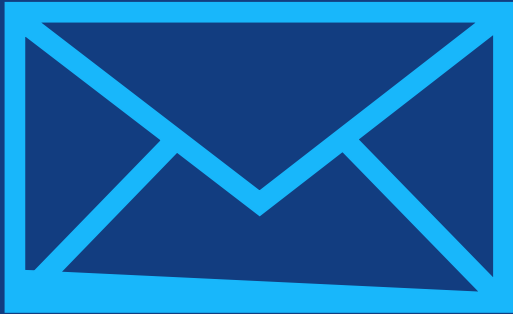
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Author Role

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The screenshot shows the Wiley Author Center interface. At the top, the Wiley logo is on the left, and navigation links for Home, My Dashboard, Authors, Reviewers, Editors, and Help are in the center. A search bar and LOGIN/REGISTER links are on the right. Below this is a secondary navigation bar with MY ARTICLES (highlighted), COMMUNICATION HISTORY, ORDER HISTORY, and MY AUTHOR PROFILE. The main content area starts with a back link to 'Manage this Article' and the article title 'Rapid Communications in Mass Spectrometry' with its subtitle 'Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments' and DOI. A sidebar on the left lists navigation options: Confirm Author Roles (highlighted), Funders & Grant Details, Your Affiliations, Copyright ownership, License Selection, and License Signing. The main content area is titled 'Confirm corresponding author(s)' and includes instructions that corresponding authors' contact info will be published and that most articles have one or two. A list of authors is shown with checkboxes: Berhane Abrha Asfaw, Kaori Sakaguchi-Söder, Anat Bernstein (checked and labeled 'Corresponding author'), Hagar Siebner, and Christoph Schüth. A blue box highlights this list. To the right of the list, two orange-bordered boxes contain warnings: 'Selections made here will be reflected on the final published paper.' and 'You will not be able to change this selection during proofing.' At the bottom right, there is a link 'This list is incorrect' and a dark blue button 'Confirm 1 corresponding author' with a right arrow.

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 - Local government agencies (U.S., U.K., etc.)
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 - 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'

[← Back to Affiliations](#)

[Confirm & proceed →](#)

Copyright Ownership

Copyright Ownership

Author is presented with the Copyright Ownership selection.

Journal of Adolescent & Adult Literacy

Selenium-OO-Test-2023-07-25WATYDv5TKa

DOI:10.1002/jaal.38940

[Funders & Grant Details](#) ✓

[Affiliations](#) ✓

[Copyright Ownership](#) ✓

[Open Access Options](#)

License Agreement Types

License Submission

Copyright ownership continued

You have answered that you do not own the copyright for this work.

Who does own the copyright to this work?

Please select one from the following options:

The organizations and agencies listed in each category have non-standard licensing terms. Most organizations or agencies use the standard licensing terms, for which you can click "Other." If your organization or agency requires non-standard licensing terms and is not listed here, please click Help below.

U.S. Government

Applies only if the work was authored as part of a contributing author's official duties as a United States federal government employee; such works are in the public domain in the US.

U.K. Government

Applies only if one or more contributing author are employees of the U.K. government.

Intergovernmental Organization (IGO) or Non-Governmental Organization (NGO)

Applies if one or more contributing authors are employees of an IGO or NGO. For example, World Health Organisation, United Nations and their subsidiaries, World Bank, etc.

Other Government

Applies only if one or more contributing authors are government employees outside of the U.S. and U.K.

Company or Institution

This can apply to a private or commercial corporation to whom you are employed. This does not typically apply to most universities and academic institutions.

[← Back to Affiliations](#)

[Confirm & proceed →](#)



Step 5:

Confirm Open Access Option

Open Access Option

Open Access

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

[← 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?

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- 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 →**

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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](#)

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	<input type="radio"/> Choose CC BY	<input type="radio"/> Choose CC BY-NC	<input type="radio"/> 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	✓	—	—
	<input type="radio"/> Choose CC BY	<input type="radio"/> Choose CC BY-NC	<input type="radio"/> 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.

[← 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 Submission**

Please sign the license

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Journal of Adolescent & Adult Literacy

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for publication in Journal of Adolescent & Adult Literacy (the "Journal")
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Contributor's Name

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

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Article details:

International Journal for Numerical Methods in Biomedical Engineering

Test article

DOI: 10.1002/cnm.4413

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Indicate your agreement with the following statement: "It was easy and straightforward to order the OnlineOpen open access option for my journal article."

- Strongly disagree
- Disagree
- Neither agree nor disagree
- Agree
- Strongly agree

Please add any comments below to expand on your reply.

SUBMIT

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.

1. Select Journal 2. Pre-submission Checklist 3. Manuscript & Author Details 4. Files Upload

3. Manuscript & Author Details

Please provide the details of all the authors of this manuscript, in the order that they appear on the manuscript.
Your details have been pre-filled as the submitting author.

Manuscript Title *
Test manuscript for author's guide

Manuscript Type *
Please select
Review Article
Research Article

Abstract *
Test abstract of my manuscript.

Authors + ADD AUTHOR [Journal Author Submission Guidelines](#)

#1 Author	SUBMITTING	CORRESPONDING		
Email aurelia.apetrei+author@hind...	First name John	Last name Doe	Affiliation University of Cambridge, Ca...	Country United Kingdom of Great Bri...

< BACK NEXT STEP >

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?



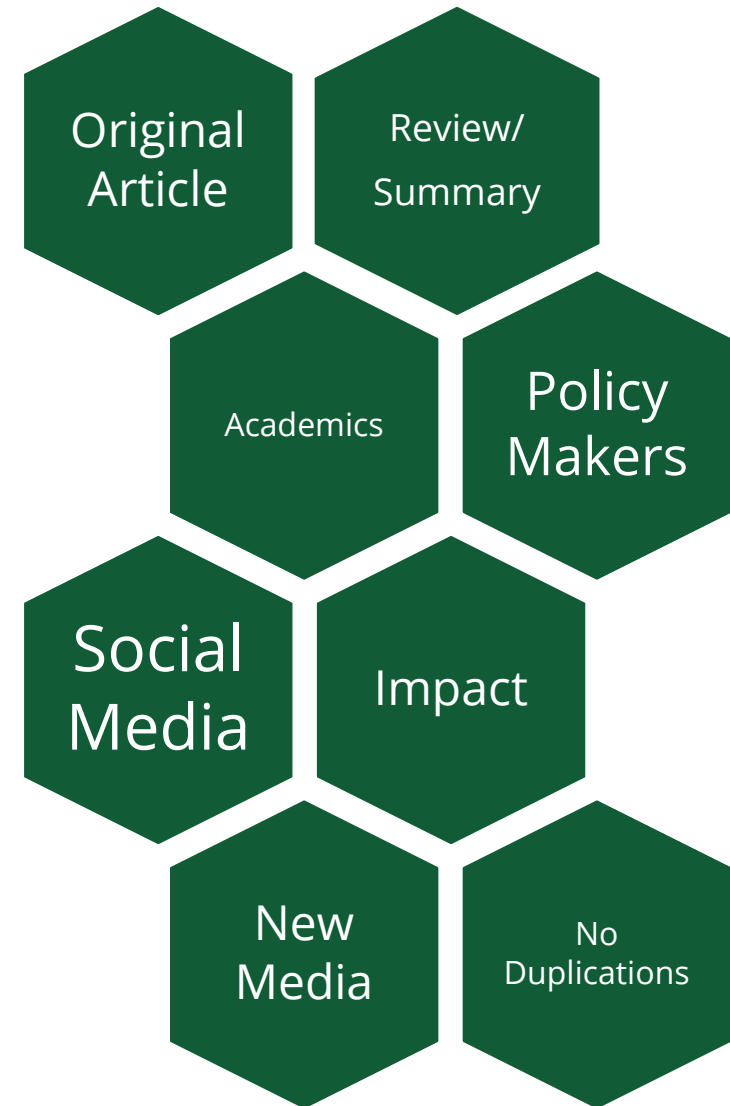
Who are you writing for?



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.

Find the journal that's right for your research Beta

Not sure where to submit your article? Our Journal Finder Beta can suggest Wiley journals that may be relevant for your research. Simply enter your title and abstract and we'll create a list of potential journals for you to consider. We also recommend reviewing the journal's Aims and Scope before deciding where to submit.

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FIND MATCHING JOURNALS FIND JOURNAL BY TITLE

Enter your manuscript information * Both fields are required

Manuscript title

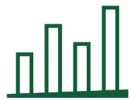
Manuscript abstract

0 of 3000 characters Please continue to enter more info for better results

Other Considerations

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

And what else?



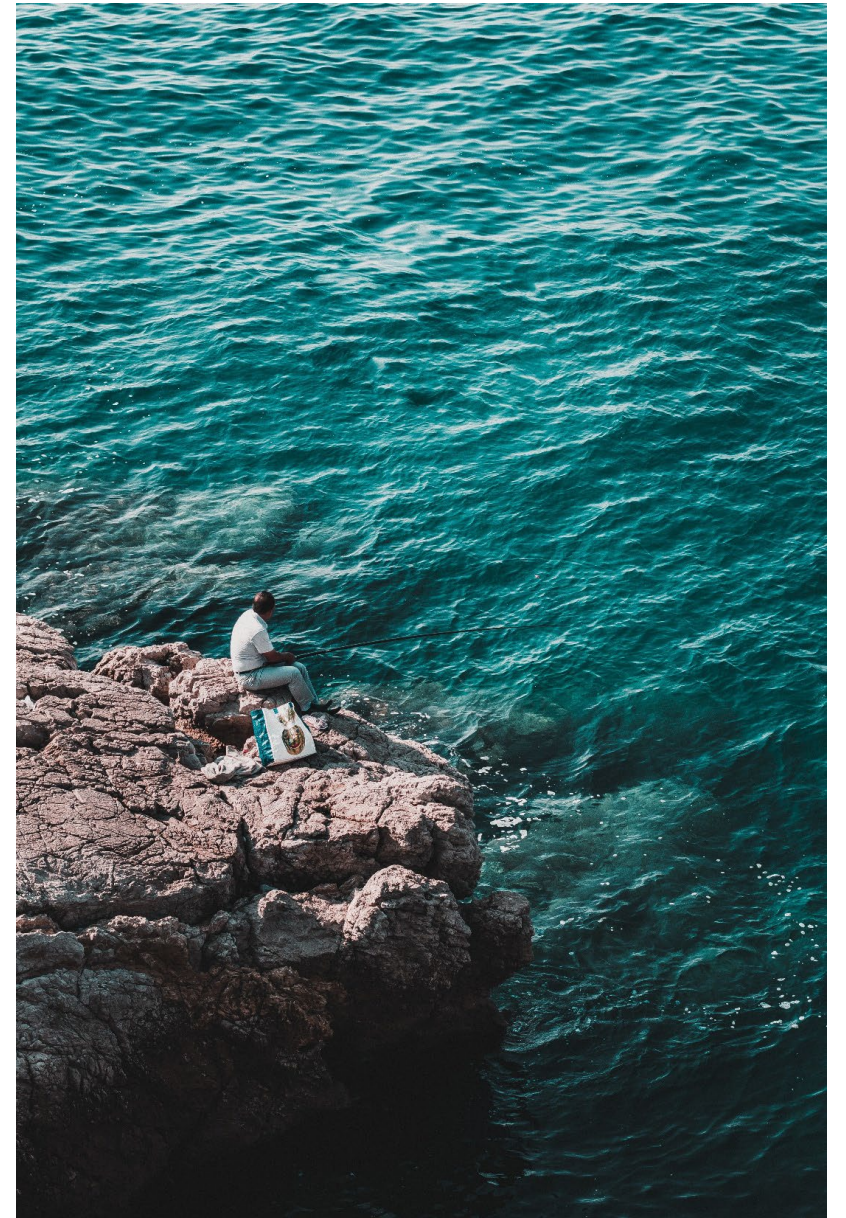
Impact – citations, metrics



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

References

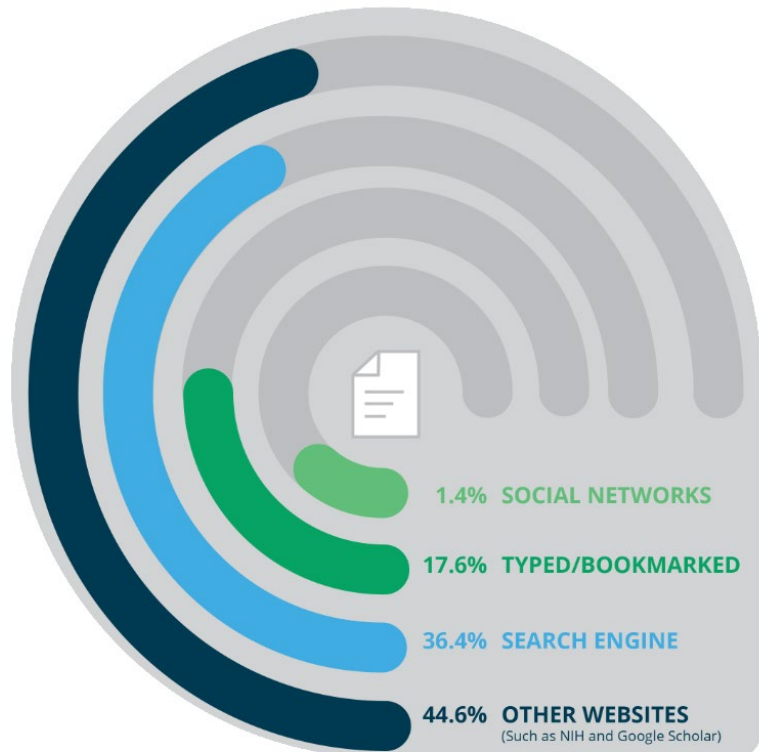
- More mistakes are found here than in any other section of most papers
- Be sure to cite **all** the papers on which your work is based
- Make sure your citations are **relevant**
- If you have published lots of papers before, try to **avoid excessive self-citations**
- Most journals are international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



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



Check against 93% of Top Cited Journal content and 70+ billion current and archived web pages.



1,300 Top Journals worldwide use iThenticate to screen and review submissions.

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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



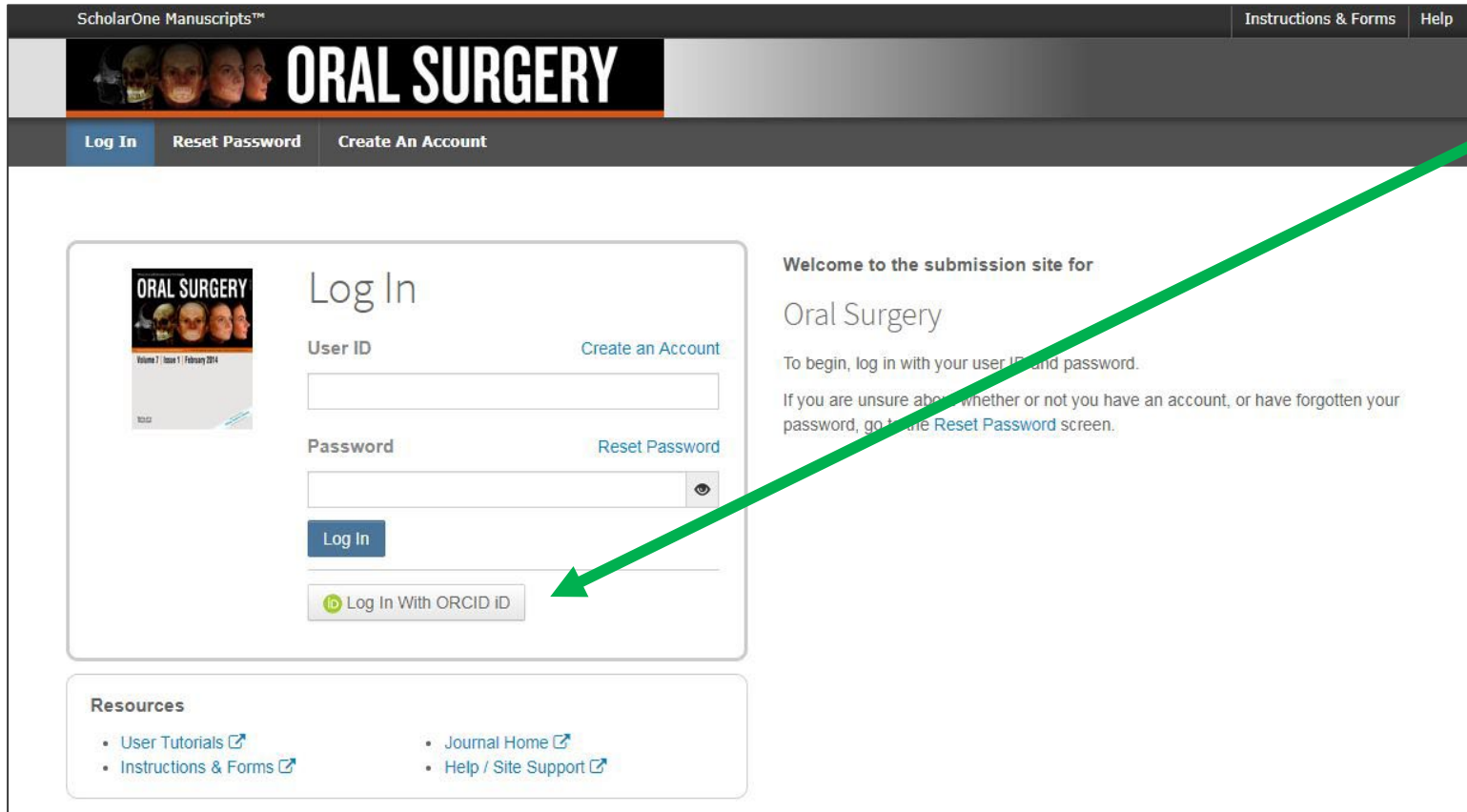
Many journals now have free-format submission

WILEY

The screenshot shows the Wiley Online Library website for the journal *Ecology and Evolution*. At the top, there is a search bar and a 'Login / Register' link. Below the search bar is a banner for SCITRUS with the text 'Personalized discovery' and a 'Create your feed' button. The main content area features the journal title 'Ecology and Evolution' with an 'Open Access' badge. Below the title, there is information about the Editors-in-Chief, the Online ISSN (2045-7758), and copyright information. A green arrow points to the 'CONTRIBUTE' menu in the navigation bar, which is open to show 'Author Guidelines'. Other options in the menu include 'Submit a Manuscript' and 'For Referees'. To the right of the main content, there is a 'LATEST ISSUE >' section for Volume 9, Issue 17, September 2019. Below the main content, there is a section for 'Our Philosophy' and 'Featured in Ecology and Evolution' with a thumbnail image of wildflowers. On the right side, there are links for 'Submit an Article' and 'Get content alerts', and a 'More from this journal' section with a list of related topics.

Submitting your manuscript

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



ScholarOne Manuscripts™ Instructions & Forms Help

ORAL SURGERY

Log In Reset Password Create An Account

ORAL SURGERY
Volume 7 | Issue 1 | February 2014

Log In

User ID [Create an Account](#)

Password [Reset Password](#)

Log In

Log In With ORCID ID

Welcome to the submission site for
Oral Surgery

To begin, log in with your user ID and password.

If you are unsure about whether or not you have an account, or have forgotten your password, go to the [Reset Password](#) screen.

Resources

- [User Tutorials](#)
- [Instructions & Forms](#)
- [Journal Home](#)
- [Help / Site Support](#)

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

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:

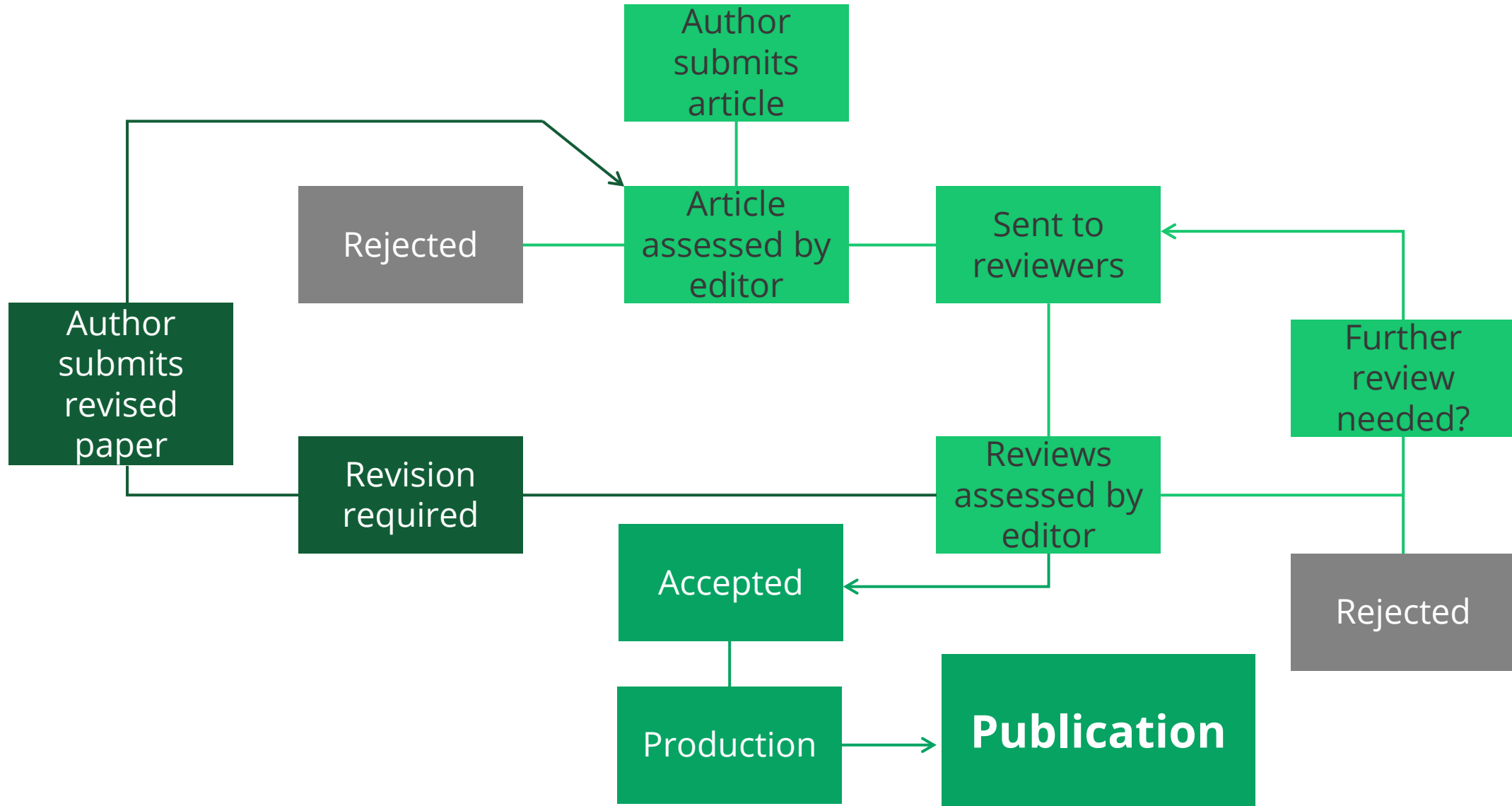
- True, credible?
- Important, relevant?
- Communicated effectively?
- Novel?
- Plagiarism?

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
unconditionall
∨

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

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](https://www.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](#)



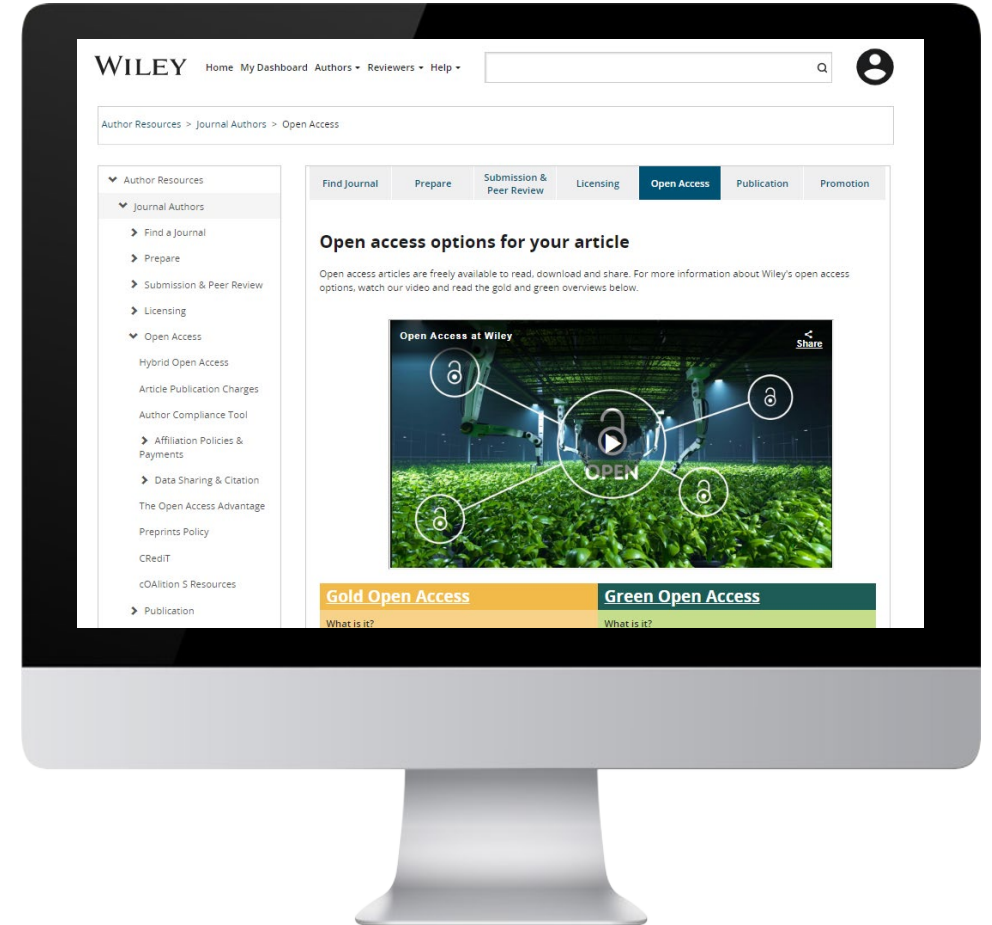
[Article Publication Charges](#)



[Affiliation policies & payments](#)



[Open Data information](#)





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Refer Now!

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Support & FAQs

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With you every step of the way

From manuscript preparation to article promotion, our services save you time and help create the best possible outcome for your work – so you can focus on your research

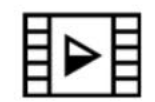
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Services We Offer



English



Video



Article Preparation



Article Promotion

Chat

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 data 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! 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](#)

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Thank you very much!

Questions?

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Senior Customer Success Manager

scrowe@wiley.com
