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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Agenda

Customer Success Overview

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

Resources
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](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.
The Author Workflow in Wiley Open Access Accounts

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

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

Wiley Open Access Accounts (using Oable)
Authors’ Workflow for Gold Open Access Journals
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

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

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

Wiley Open Access Account Codes

You've been directed to this page because you indicated that a third party may be paying for your article publication charge.

To check your eligibility, please use the dropdown menus below to find your affiliated institution or funder. If your institution or funder isn't listed, it does not currently have an active Wiley Open Access Account and you'll need to select a different payment option in the manuscript submission system.

Select your country:
- Hungary

Select your account:
- University of Szeged (Pays 100% of APC for primary research and review articles)

Based on your selections above, this is your institution's Wiley Open Access Account code. Click on the button below to copy this code. When asked for your code in the manuscript submission system, please paste it into the specified field (CTRL+V or right-click and paste).

HUOS COPY CODE
Step 2:
After approval, author receives notification that their request to use the Wiley Open Access Account has 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
Step 3:
When article is accepted, author signs license agreement. No payment steps are necessary.
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.
Authors’ Workflow for Hybrid Journals
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.
Step 1: 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 Author Role

Rapid Communications in Mass Spectrometry
Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments
DOI: 10.1002/rcm.8022

Confirm corresponding author(s)

Most articles only have one or two corresponding authors.

- Berhane Abhra Asfaw
- Kaori Sakaguchi-Söder
- Anat Bernstein  Corresponding author
- Hagar Siebner
- Christoph Schüth

Selections made here will be reflected on the final published paper.
You will not be able to change this selection during proofing.

This list is incorrect
Confirm 1 corresponding author
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.
Step 2:
Funders & Grants Details
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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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).
Step 3:
Confirm Affiliations
Confirm Institutional Affiliation – Ringgold 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.
Confirm Institutional Affiliation – Ringgold 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 addition to the ‘Verified’ text with a green tick, shows that the information entered has been recognised by the Ringgold database.
As authors start typing their affiliation, possible matches will auto-populate below for authors to choose from. (This information comes from the Ringgold database.)
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.
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.
Step 4: Copyright Ownership Selection
Copyright Ownership

Author is presented with the Copyright Ownership selection.

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'
Copyright Ownership

Author is presented with the Copyright Ownership selection.
Step 5:
Confirm Open Access Option
Author is presented with the choice of publishing their article in open access.

Wiley has an agreement with your institution, Karolinska Institutet, to cover eligible open access article publication charges (APCs) for their affiliated authors. Visit our Wiley Open Access page to find out what type of APC coverage is available from your institution.

- 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

[Do you want to make your article open access?]

[Yes, make my article open access]
Step 6:
License Agreement Types
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.

License Agreement Types

<table>
<thead>
<tr>
<th>License Agreement Types</th>
<th>CC BY</th>
<th>CC BY-NC</th>
<th>CC BY-NC-ND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authors can:</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>- Generally retain copyright and grant a non-exclusive license.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>- Enter into other publishing agreements.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>- Archive in an institutional repository, subject archive or personal website.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Readers can quote and cite in research.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Readers can:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>- Create modified versions including abstracts, amendments, corrections, and figures.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>- Release modified versions under terms of their choosing including CC license.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Readers can redistribute commercially.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>- Choose CC BY.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>- Choose CC BY-NC.</td>
<td>✔</td>
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<td>✔</td>
</tr>
<tr>
<td>- Choose CC BY-NC-ND.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>
Step 7: License Submission
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.
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.
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].

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.
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

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
Publication tips

Get advice from our experts
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.

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

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
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
Submission

How to submit your article and what is peer review?
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
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
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

1. Author submits article
2. Article assessed by editor
3. Sent to reviewers
4. Reviews assessed by editor
5. Accepted
6. Publication
7. Production
8. Rejected
9. Revision required
10. Author submits revised paper
11. Further review needed?
Tips to survive peer review

**Accept** feedback as a learning experience

Remember very few submissions are accepted **unconditionally**

Seek **help** with language and statistics if you need it

**Persistence** pays! Answer questions and address revisions quickly

Understand that editors and reviewers are trying to help **improve** your paper

**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
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
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.

Learn More

Services We Offer

- [English Editing](https://en.wileyeditingservices.com/)
- Video Creation
- Article Preparation Services
- Article Promotion Services
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
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.

https://www.wiley.com/customer-success
Thank you very much!

Questions?

Fabio DiBello
Customer Success Manager
fdibello@wiley.com

Sam Crowe
Senior Customer Success Manager
scrowe@wiley.com