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オープンアクセス 出版手続きガイド

(フルゴールドOA誌での出版手続き)

ワイリー・パブリッシング・ジャパン
(2025年8月改訂)



はじめに

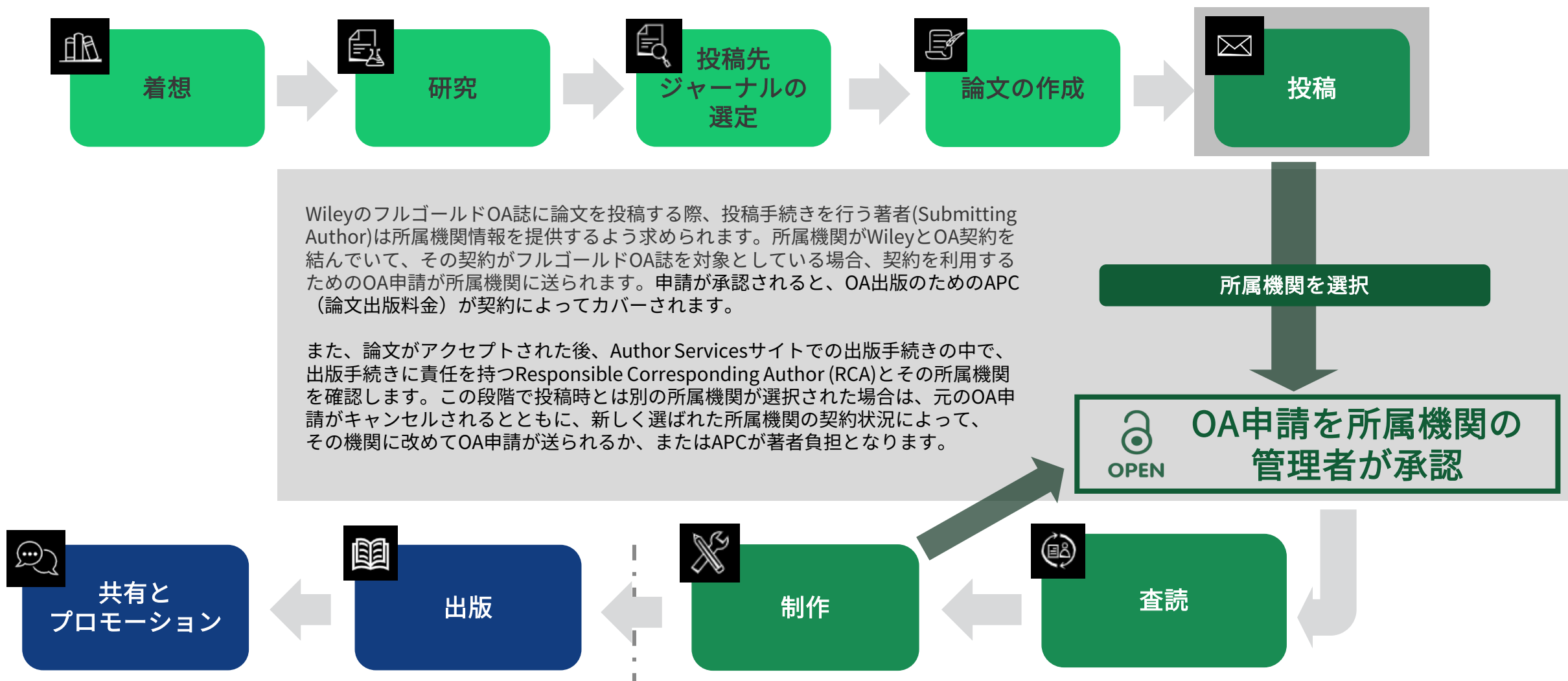
このガイドは、ご所属機関がWileyとオープンアクセス(OA)契約を結んでいる場合の、フルゴールドOA誌での出版手続きを解説しています。

フルゴールドOA

論文の投稿先がフルゴールドOA誌 = 収録論文すべてをOAで出版し、閲覧のために購読契約を要しないもの

ご注意ください - OA申請が論文のアクセプト前に所属機関に承認された場合、その承認は「条件付き」で、論文のアクセプト時に所属機関に十分なOA出版枠またはデポジットが残っている場合にのみ、APCがカバーされます。

フルゴールドOA誌での論文出版の流れ



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Step 1:

フルゴールドOA誌への
論文投稿時の手続き

論文投稿システムでの投稿時の手続き

(ScholarOne, Editorial Manager, eJournalPress等の場合)

所属機関の選択

投稿時に著者情報を入力する際に、所属機関名の一部を入力すると、データベースから候補が表示されます。その中から当てはまる機関を選んでください。

投稿時に登録した所属機関情報は、論文のアクセプト後に更新することができます。論文がアクセプトされると、Author Servicesサイトで出版手続きを行うよう招待メールが届きますが、そこでの手続き中に所属機関情報を確認し、必要に応じて更新するステップが含まれます。

Submission

Step 1: Type, Title, & Abstract

Step 2: File Upload

Step 3: Attributes

Step 4: Authors & Institutions

Step 5: Reviewers

Step 6: Details & Comments

Step 7: Review & Submit

Submitting Agent

Agent Question

Author

Submitting Agent

I, Dr. John Chipperfield, am submitting this manuscript on behalf of myself and my co-authors.

I, Dr. John Chipperfield, am not an author on this manuscript. I am submitting this manuscript on behalf of an author.

Authors

Selected Authors

ORDER	ACTIONS	AUTHOR	INSTITUTION
1 Drag	Select...	Dr. John Chipperfield (Corresponding Author) jchipperfi@wiley.com	1. Dr University of Oxford 1 Physics Ellipse Oxford, UK OX1 2JD
2 Drag	Select...	Dr. Siarra Collier scollier+testphaseb@wileyqa.com	1. University of Wollongong 123, Baker Street Wollongong, NSW, AU 2522

Update Author Order

Add Author

Find using Author's email address

AuthorsEmail@example.com

Search

Previous Step

Save

Save & Continue

論文投稿システムでの投稿時の手続き (Research Exchange Submissionの場合)

所属機関の選択

Research Exchange Submissionでは、所属情報は自動的に論文原稿から取得されます。著者はシステムから提案されるベストマッチを選択できます。必要に応じて、著者は手動で所属機関を入力することもできます。

✓ Matched

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The affiliation you provided

Ashland University

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OR

Search for best match

You only need to select your parent organization, you do not need to match your department or other subdivision

Example: select **University of Oxford**, not **University of Oxford Department of Economics**

Find Organization

Start typing to find your organization

Author list

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wileydemo@mailinator.com

Email

vlipscombe@wiley.com

Country/Location

Australia

Affiliation(s)

Ashland University

☒ Corresponding Author

論文投稿システムでの投稿時の手続き (Research Exchange Submissionの場合)

所属機関の選択

著者が選択した所属に基づき、APCの一部または全てがカバーされる可能性があることを示すメッセージが表示されます。

論文がアクセプトされると、著者は再びダッシュボードに招待され、情報が最新かどうかを確認するよう促されます。その時点で、APCがカバーされるかどうかの情報が更新される場合があります。

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If you're eligible for multiple discounts, the highest available discount will apply



Open access APC discount or coverage

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例外: 所属機関のOA契約を利用しない場合

OA申請の却下を受ける

Submitting Authorの所属機関がWileyとOA契約を結んでいる場合、論文の投稿を完了すると自動的に所属機関にOA申請が送られます。

何らかの理由で、所属機関のOA契約を利用せず、APCを自己負担してOA出版したい場合は、投稿を完了した後、所属機関の管理者に連絡を取って**申請の却下**を受けてください。また学会の会員向けAPC割引を利用する場合は、投稿時にp.5のスライドの画面で、Society Membership Discount欄に割引コードなどの必要事項を記入した上で、投稿の完了後に申請の却下を受けてください。

1. 論文投稿を完了する（論文がOA契約の対象とシステムに判定されると、OA申請が所属機関に送られ、著者には次ページ p.10 の通知メールが到着する）
2. 管理者に連絡して申請の却下を受ける。却下通知メールと、APCの見積もりメールがそれぞれ到着します
3. 論文のアクセプト後、Author ServicesでAPCの支払い手続きを行います。詳しい手順は下のリンク先にあるガイド(PDF)をご参照ください

<https://authorservices.wiley.com/asset/photos/licensing-and-open-access-photos/How%20to%20pay%20the%20APC%20for%20an%20OA%20journal%20article.pdf>

OA申請が所属機関に送られたことの通知メール

著者への通知メール

投稿手続きが完了し、OA契約の利用資格があるとシステムに判定されると、所属機関にOA申請が送られるとともに、著者に通知メールが送られます。

論文のアクセプト前にOA申請が所属機関に承認されただけでは、「条件付きの承認」に留まります。論文のアクセプト時に所属機関に十分なOA出版枠またはデポジットが残っている場合にのみ、APCがカバーされます。この通知メールには、そのことが言及されています。

I am writing to confirm that, based on the information you have provided during submission, a request has been sent to your institution, funder or society for **conditional approval** to pay the article publication charge for the following manuscript submitted to <Journal Title>.

Your funding request must be approved, and your institution or funder must have sufficient funds or article allocations when your article is editorially accepted and an OA license is signed, to pay the article publication charge.

Article Title: <Article Title>

Manuscript ID: <Manuscript ID>

Institution/Funder Name: <Institution Name>

Funder Grant Number Provided: <Grant ID>

You may be contacted by your institution or funder with more details about your request.

Following approval or denial of the request you will receive a further email notification of the decision and any further action required regarding the article publication charge.

OA申請の承認通知メール（論文のアクセプト前に承認）

承認通知メール

OA申請が論文のアクセプトよりも前に承認されると、著者はこのメールを受け取ります。

このメールにも、OA申請の承認は「条件付き」で、論文のアクセプト時に所属機関に十分なOA出版枠またはデポジットが残っている場合のみ、APCがカバーされることが書かれています。

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Article Title: <Article Title>

Manuscript ID: <Manuscript ID>

Institution/Funder Name: <Institution Name>

Funder Grant Number Provided: <Grant Number>

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Step 2:

論文アクセプト後の手続き

Author Services Dashboardページ

Author Services Dashboard

論文がアクセプトされると、Wileyからメールが届き、Author Servicesサイトで出版手続きを行うよう促されます。その手続きには、著者情報の確認やライセンス契約書への署名などが含まれます。

Author Services Dashboardでは、OA申請は所属機関に送信済みだが、APCがカバーされるには、OA出版枠またはデポジットが十分に残っていることが条件となるという注意書きが表示されます。また、OA契約の対象となる所属機関の情報を削除すると、APCがカバーされなくなることも通知されます。

Status: In Production

⚠

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When confirming your affiliations, if you remove the affiliation that was asked to cover your article publication charge, your article will no longer be eligible to be covered by this institution.

Publication History

Submitted

4 April 2025

Accepted

4 April 2025

In Production

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Responsible Corresponding Author の確認

RCAの所属機関が重要

この画面では、1本の論文に複数存在し得るCorresponding Authorの中から、Responsible Corresponding Author (RCA)を1人だけ選びます。RCAは、ライセンス契約書への署名をはじめ、論文の出版手続きに関して責任を持つ唯一の著者です。所属機関に対して論文のOA化を申請できるのはRCAだけです。

論文の投稿時には、Submitting Authorの所属機関によってOA契約の利用可否が判定されましたが、Submitting Authorとは別の著者がRCAに選ばれた場合は、RCAの所属機関に基づいてOA契約の利用可否が再判定されます。その結果、OA契約の利用対象から外れる場合があるのでご注意ください。

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Cancer Medicine

A correlation research of KI67 index, CT features, and risk stratification in gastrointestinal stromal tumor

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- Information provided at submission indicates **Siarra Collier** may be affiliated with **AMERICAN CENTER FOR PHYSICS**

If you wish to participate, they should be assigned as the responsible corresponding author.

☐ John Chipperfield

☒ **Siarra Collier** Responsible corresponding author

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新規または変更されたRCAへの通知メール

Author Servicesへの招待メール

Author Servicesで、出版手続きを行う Responsible Corresponding Author (RCA)が新規に選ばれるかまたは更新されると、新しいRCAはこのメールを受け取り、Author Servicesでの手続きを促されます。

このメールには、所属機関に十分なOA出版枠またはデポジットが残っている場合にのみAPCがカバーされることを著者に伝える文言が含まれています。

また、OA契約の対象となる所属機関の情報を削除すると、APCがカバーされなくなることも通知されます。

Congratulations on the acceptance of your article for publication in <Journal Title>.

Your article has been received and the production process is now underway. We look forward to working with you and publishing your article. Using Wiley Author Services, you can track your article's progress.

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When confirming your affiliations in Author Services, if you remove an affiliation that was asked to cover your article publication charge, your article will no longer be eligible to be covered by your institution.

Please click below to login - if you are using a different email address than this one, you will need to manually assign this article to your Dashboard (see "How do I assign a missing article to My Dashboard?".)

(...continued)

Research Funder（研究助成団体）の確認

研究助成団体の確認

著者は、最初に論文を投稿した際に提出した研究助成団体と助成金の詳細を再確認するよう求められます。

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RCAの所属機関情報の確認と変更

所属機関等の情報を再確認

著者(RCA)は、投稿時に提出した所属機関等の情報が正しいか確認を求められます。

この段階で所属機関を変更した場合は、変更後の所属機関に基づいてOA契約の利用可否が再判定されます。それにより、投稿時にOA契約の対象と判定されなかった論文が、アクセプト後にはOA契約対象となる場合があります。

逆に、論文の投稿時にOA契約の対象となっても、所属機関を変更することによってOA契約の対象から外れる場合もあります。その場合、投稿時に所属機関に提出されたOA申請は、自動的にキャンセルされます。

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Cancer Medicine

A correlation research of Ki67 index, CT features, and risk stratification in gastrointestinal stromal tumor

DOI:10.1111/jdi.17060

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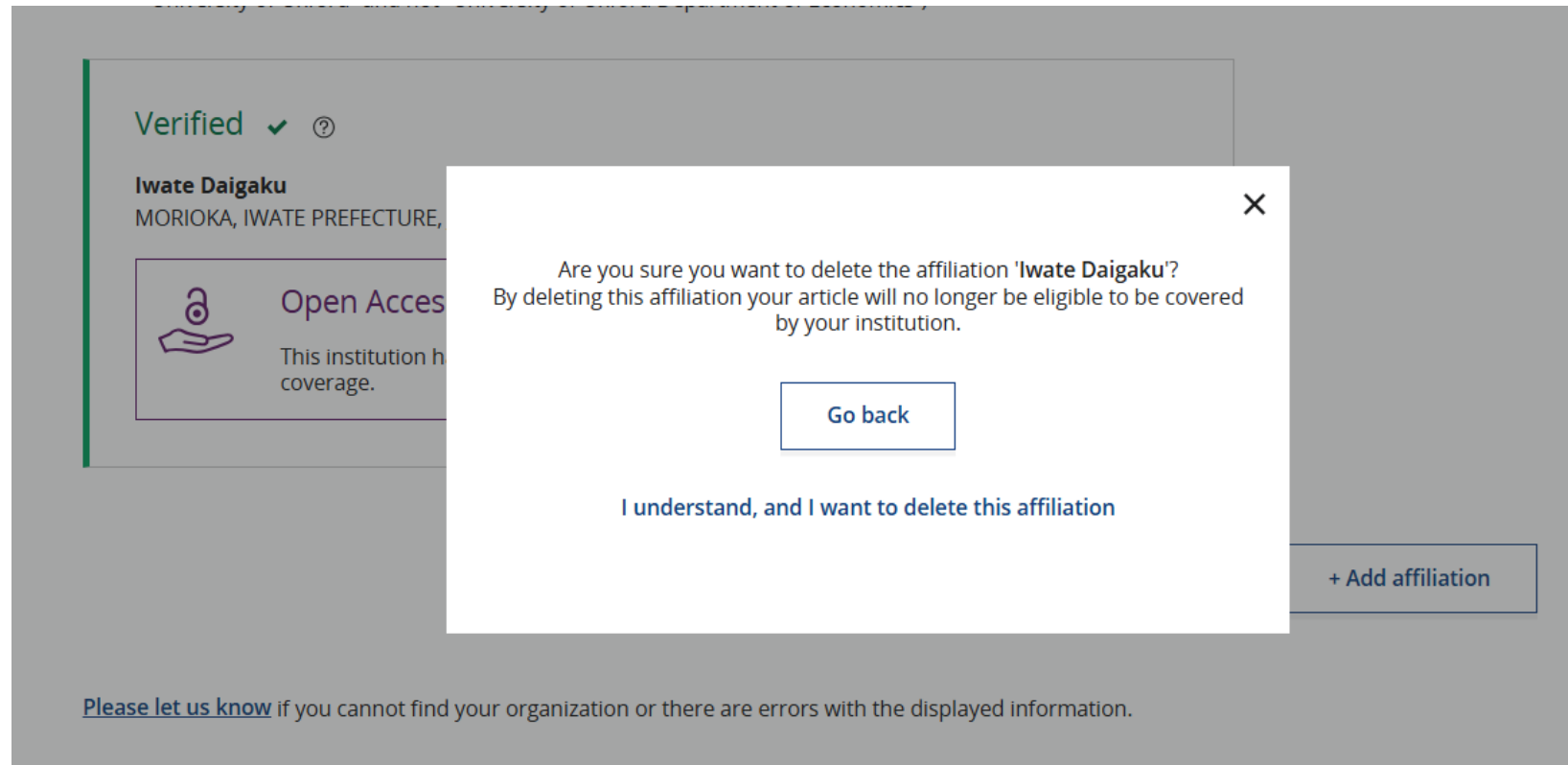
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所属機関の確認

RCAの所属機関を確認する

OA申請の提出先である所属機関を削除しようとすると、それによってOA契約の対象外になると警告が表示されます。



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Step 3:

ライセンス契約書の署名

著作権者の選択

論文の著作権者

この画面では、論文の著作権を誰が持つかを選択します。大学に所属する研究者の場合は、通常 Yes（著者自身が著作権を保持する）を選びます。

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← Affiliations

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Step 4:

OA申請が所属機関に承認されると、
著者に通知メールが到着（論文のアクセプト後に承認された場合）

OA申請の承認通知メール（論文のアクセプト後に承認）

承認通知メール

論文がアクセプトされ、著者がAuthor Servicesでライセンス契約書の署名まで完了した後に所属機関がOA申請を承認した場合は、この通知メールが著者に送られます。

このメールが届いたら、論文のAPCが所属機関のOA契約によってカバーされることが確定します。

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

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