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Open Access Publishing Workflow

For authors at institutions
that have an Open Access
agreement with Wiley
(for Full Gold journals)

Wiley Publishing Japan
(updated Sep 2025)



Introduction

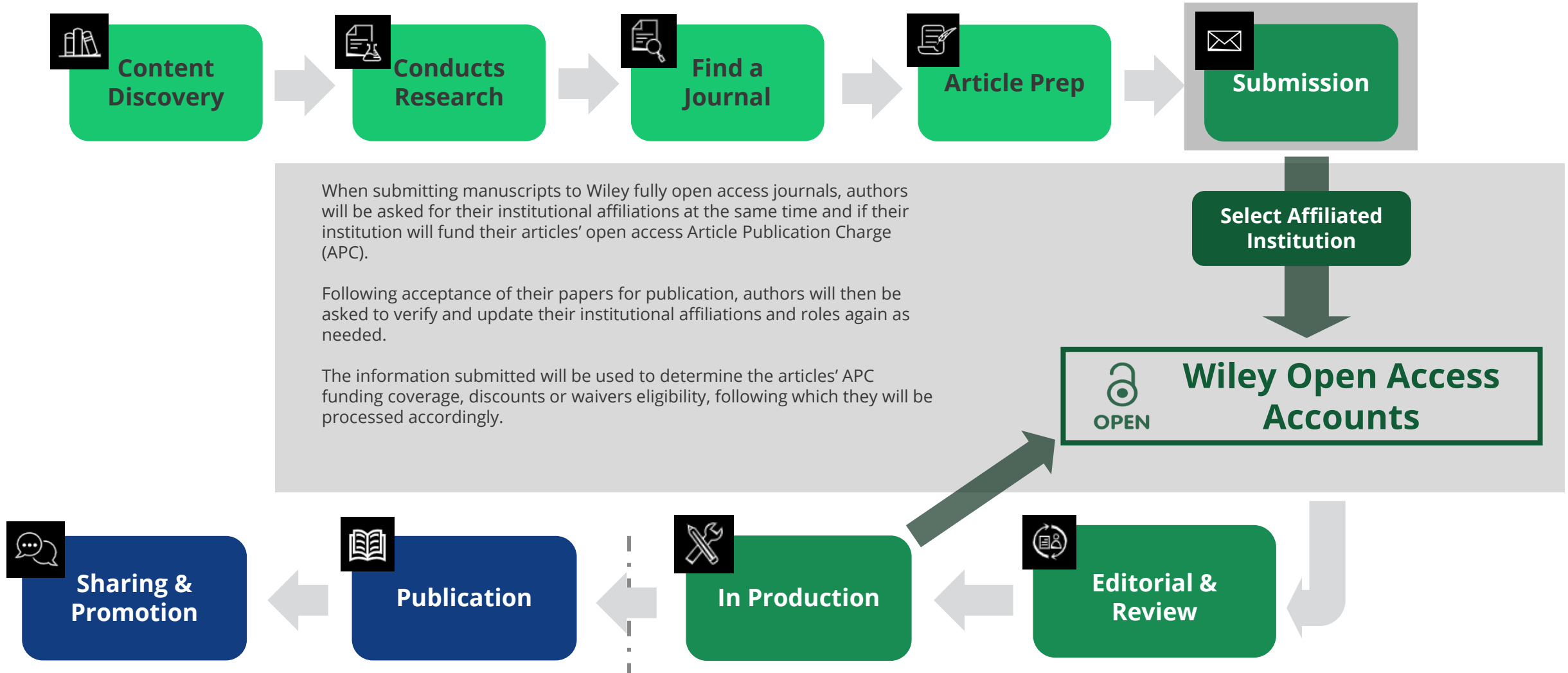
This guide is for authors affiliated with institutions that have an Open Access (OA) agreement with Wiley for Full Gold OA journals.

Full Gold OA

if you publish your article in a Full Gold OA journal, which means a journal that publishes all articles open access only

Note: The approval of your funding request is dependent on sufficient article allocations or funds being available at article acceptance and at time of license signing

Author Journey for Wiley Fully Open Access Journals



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Step 1:

Author submits manuscript to Fully Open Access Journal

Submission to Open Access Journals (via ScholarOne, Editorial Manager, eJournalPress, etc)

Institutional Affiliations

In Wiley fully open access journals, authors must agree that they are responsible for arranging payment of APC.

For authors seeking to apply for APC funding coverage under their institutions' Wiley Open Access Accounts, they need to ensure they state their affiliation to their institution in their submissions. Their eligibility will be based on this provided information.

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Article Publication Charge

* All articles published by ##JOURNAL_NAME## are fully Open Access. This means that upon publication they are immediately freely available online for all to read, download, and share. To cover publication costs for Open Access articles, Wiley journals charge an [Article Publication Charge \(APC\)](#), which varies by journal. [Learn more about APCs for this journal.](#)

☐ [journal.](#)

I agree that if accepted, the article will be published open access and that the Corresponding Author is responsible for arranging payment of the APC.

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Please select from the drop-down menus below for all discounts you wish to claim. Please note that the single, highest discount will apply.

Society Membership Discount

If the Corresponding Author is a member of one of the following societies and wishes to request a discount (as applicable), please select it from the list below:

Select...

Please enter the society membership ID number of the Corresponding Author:

Please enter the society Discount Code (this discount code is available from the society membership website or administrator):

Institutional Discount

The institutions or funding agencies listed below have agreed to cover a portion of the article publication charges in Wiley Open Access Journals for their affiliated researchers. If the Corresponding Author is affiliated with one of the organizations listed, please select it from the list below:

Select...

Other Discount

If you have received another type of discount code, such as a promotional discount code via e-mail or brochure, please enter it below:

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If the Corresponding Author's institution, funder, or society has a [Wiley Open Access Account \(WOAA\)](#), all or part of the APC might be covered. Eligibility is based on the submission date and the organization having an active account/partnership arrangement when the article is ready to be published.

- For institutional WOAA's, the manuscript will be automatically sent to the institution's Open Access dashboard for APC funding approval.
- For funder WOAA's, please obtain your funder's [Account Code](#) and enter it into the Other Discount field above.
- For society WOAA's, the organizations have asked Wiley to instruct authors to obtain an Account Code directly from them. Once obtained, enter the code in the Other Discount field above.

Automatic Discounts and Waivers

A discount or waiver will automatically be given to Corresponding Authors from institutions in countries and locations on the Wiley Open Access [Waivers and Discounts List](#).

Some journals may offer additional waiver initiatives for APCs. If you have received confirmation from an editor that your APC will be waived, please enter the text they have provided to you in the Other Discount field above.

If the Corresponding Author does not qualify for any of the discounts or waivers listed above and cannot pay the APC, do not proceed with submission to ##JOURNAL_NAME## as there is no additional support available. You should instead submit your article to another [Wiley journal](#) where articles can be published without charge under the subscription model.

Enter code to receive society membership discount (see page 9 for more info)

Submission to Open Access Journals

(via ScholarOne, Editorial Manager, eJournalPress, etc)

Institutional Affiliations

When entering author information in submissions, authors can key in their affiliated institutions and choose the best match from the suggestions given by the system.

This information can be updated again when the paper has been accepted for publication, at which point authors will be invited into the dashboard again to verify if the information is up-to-date.

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 [Edit](#)

☒ Author

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

☐ Submitting Agent

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

Authors

* Selected Authors [Edit](#)

	ORDER	ACTIONS	AUTHOR	INSTITUTION
↑ Drag	1	Select...	Dr. John Chipperfield (Corresponding Author) jchipperfi@wiley.com	1. Dr University of Oxford 1 Physics Ellipse Oxford, UK OX1 2JD
↑ Drag	2	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

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Search

Previous Step

Save

Save & Continue >

Submission to Open Access Journals

(via Research Exchange Submission)

Institutional Affiliations

In Research Exchange Submission, affiliations are automatically taken from the manuscript. Authors can choose the best match from the suggestions given by the system. Authors can also manually enter their affiliation if necessary.

✓ Matched

Ashland University

The affiliation you provided

Ashland University

Choose best match

☒ ASHLAND UNIVERSITY
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ASHLAND, OHIO, UNITED STATES

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

Q

Author list

Something wrong? Edit [Authors](#).

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Email

vlipscombe@wiley.com

Country/Location

Australia

Q

Affiliation(s)

Ashland University

X

Q

☒ Corresponding Author

Submission to Open Access Journals (via Research Exchange Submission)

Institutional Affiliations

Based on the affiliation authors are shown a message that indicates they may be eligible to have part or all of their APC covered.

This information can be updated again when the paper has been accepted for publication, at which point authors will be invited into the dashboard again to verify if the information is up-to-date.

Automatic Discounts and Waivers / Wiley Open Access Accounts

APC coverage, discounts, and waivers are only applied if the corresponding author is eligible

Discounts this submission is eligible for

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



Open access APC discount or coverage

Because the corresponding author **wileydemo@mailinator.com** is associated with **Ashland University**, this submission may be eligible for the Article Publication Charge (APC) to be discounted or entirely covered. If accepted, Wiley will contact you with further instructions.

[Learn more about institutional discounts and coverage](#)

Note: How to pay APC on your own, not using your institution's OA agreement

Get your OA request denied

If a Submitting Author is affiliated with an institution that has an OA agreement with Wiley, an OA request is submitted to the institution automatically once submission of an article is completed.

If, for some reason, you would like to pay APC on your own, instead of using the OA agreement, you need to ask your institution's OA administrator to **deny your OA request**. If you take advantage of a society membership discount, enter information such as a discount code in the Society Membership Discount section at submission (see page 5) before you get your OA request denied by your institution.

1. Complete submission (if the system confirms that your article is eligible for your institution's OA agreement, a funding request is submitted to your institution while you receive a notification email in the following page 10)
2. Ask your institution's OA administrator to deny your funding request. Then you will receive a denial notification and an APC quote by email
3. Once your article is accepted for publication, pay the APC via Author services. For more details, see the payment instruction in PDF below:

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

Notification to author – funding request sent to institution

New request email

This email will tell authors that a request for funding has been sent to their institution for their **conditional** approval.

There is wording that tells authors that their coverage depends on there being sufficient funds at the time of article acceptance.

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.

Notification to author - Funding Request Approved Email (Pre-acceptance)

Approval Email

Today, if a funding request is approved for an author whose manuscript is still under editorial review, authors receive this email.

Again, there is wording that tells authors that their coverage depends on there being sufficient funds at the time of article acceptance.

If a funding request is denied, the author will receive a denial notification and an APC quote.

I am responding to your request for your institution, funder or society to pay the article publication charge for the following manuscript submitted to <Journal Title>:

Article Title: <Article Title>

Manuscript ID: <Manuscript ID>

Institution/Funder Name: <Institution Name>

Funder Grant Number Provided: <Grant Number>

Your payment request has been **conditionally** approved by the institution, funder, or society.

If your manuscript is accepted for publication in <Journal Title>, **and if funds are remaining at the point of acceptance and signing of your open access license**, you will not personally be asked by Wiley to pay the article publication charge.* **If funds are no longer available, you will be asked to pay the article publication charge (minus any discounts for which you may be eligible).**

(...continued)



Step 2:

Post-acceptance, authors need to sign into the Author Dashboard to confirm author details

Author Services Dashboard

Author Services Dashboard

Post-acceptance, the author will be asked to log into Wiley Author Services to complete the next administrative steps for their article, including confirming author information and signing the license for their article.

The author will be told that their institution has already been sent a request for funding but that payment of the APC depends on sufficient funds. The author is also told that removing their eligible affiliation will mean they are no longer covered.

Status: In Production

Required Actions

**Sign license**
Please sign your license for your article to be published.

Sign License →

Grow the impact of your research

**Important information regarding your open access funding request**
A request has already been sent to **Iwate Daigaku** to pay the article publication charge. 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.
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
See required actions for next step

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Confirming Author Roles

Confirming Author Roles

Authors will be asked to check through all of the authors listed on the article and confirm their details and roles.

If there is a change in corresponding author roles and corresponding institutional information, the information may be used to reprocess the article's APC funding coverage application or available discounts or waivers, where applicable.

[← Back to Manage this Article](#)

Cancer Medicine

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

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Which corresponding author is responsible for the remaining publication activities?

Wiley requires **one** corresponding author to be assigned to complete remaining pre-publication activities, including:

- Confirming the article's funding information
- Verifying their affiliation(s) to determine potential eligibility for partial or full coverage of open access publishing fees
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Article may be eligible for Open Access APC funding or discount

- 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

[← Corresponding authors](#)

[Assign responsible author →](#)

Invitation to Author Services (only sent to new/changed RCAs)

Invitation email

In Author Services, if the Corresponding Author says that someone else should be the Responsible Corresponding Author, the new RCA would receive this email.

This email contains wording that tells the author that their coverage is dependent on there being sufficient funds available.

The email also tells the author that if an eligible affiliation is removed, their APC will no longer be covered by their institution.

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.

A request has already been sent to your institution, funder or society to pay the article publication charge. 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.

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)

Confirming Research Funders

Confirming Research Funders

Authors will be asked to reconfirm their research funders and grant details provided when they first submitted their manuscript.

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Affiliations

Copyright Ownership

License Agreement Types

Discount and Billing Details

Payment Method

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Please confirm your funders for this article [?]

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

This journal offers a number of [license options](#). By signing, you confirm that you are able to grant the necessary permissions for this article and its supplementary materials. These permissions include your funder policy restrictions. You are expected to meet your funder's policies, for example if the funder is a member of [Coalition S](#).

John Slade Ely Fund



Edit



Delete



Add funder



Back to Manage this Article

Confirm & proceed to Grant Details



Confirming Institutional Affiliations

Confirming Institutional Affiliations

Authors will be asked to confirm their institutional affiliations provided when they first submitted their manuscript.

If there are any changes at this stage, the information provided will be used to re-check eligibility for open access coverage. This ensures that any authors who may have missed eligibility at submission are captured at article acceptance.

The wording on this screen will be updated to tell authors that removing an eligible affiliation will impact their APC coverage.

[← Back to Manage this Article](#)

Cancer Medicine

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

DOI:10.1111/jdi.17060

Sign License

[Funders & Grant Details](#) ✓

Affiliations

Copyright Ownership

License Agreement Types

License Submission

Please confirm your affiliations for this article

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

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

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

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COLLEGE PARK, Maryland, US



Edit



Delete



Open Access

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

[+ Add affiliation](#)

[Please let us know](#) if you cannot find your organization or there are errors with the displayed information.

Please confirm the country/location in which you are based

Country/Location*

Australia

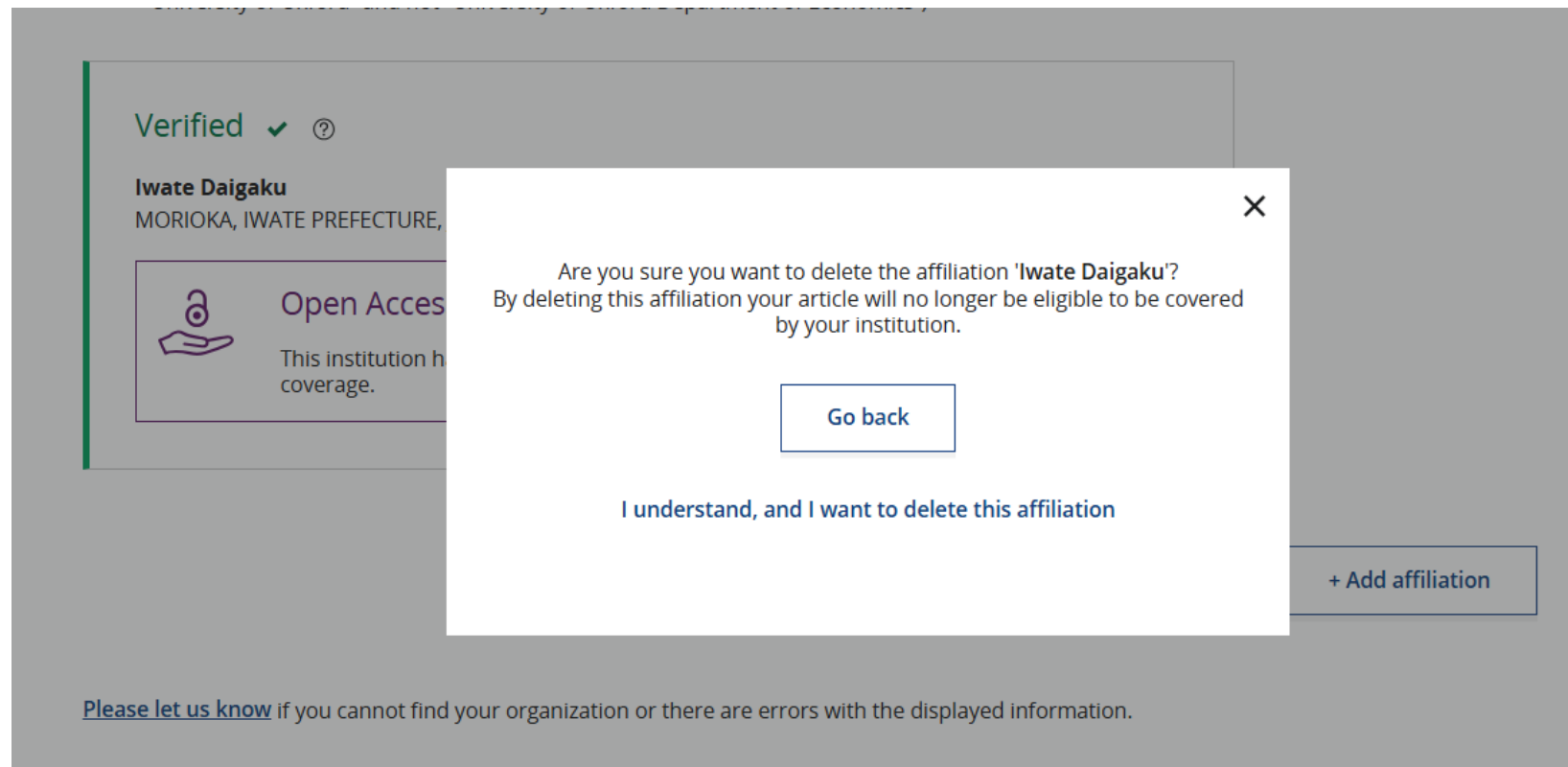
Help with affiliations

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

Confirming Institutional Affiliations

Confirming Institutional Affiliations

If an author does attempt to remove the affiliation that has been sent a funding request, the author will be alerted that doing so will result in them losing open access coverage.



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Step 3:

License Submission

Copyright Ownership

Copyright Ownership

The next step is to select who owns the copyright for this work.

The first option is the most commonly selected by researchers working for universities.

Copyright ownership

The following questions will establish who has copyright ownership over the work and help us provide you with the correct license(s) to be signed and submitted.

What is copyright ownership?



Owners of the copyright to this work have control of the work's reproduction, distribution, creation of derivatives, etc.

In most cases, the copyright owners are the people who contributed to the research and authored the manuscript. However, if the research was performed when acting within the scope of employment, the copyright owner could be the employer.

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'

← Affiliations

Confirm & proceed →

License Selection

License Selection

The next step is to select an open access license type.

Authors will usually be offered three Creative Commons license types (exact selections will depend on the journal).

Select a Creative Commons (CC) license type

Based on the information you provided, these are your available license options and corresponding rights, which are detailed more fully in the author agreement. Before you select a license, please ensure that the license you select complies with any open access policies set by your funder, institution, or other organization.

The selection you make has no impact on the Article Publication Charge (APC)

	CC BY  Learn more	CC BY-NC  Learn more	CC BY-NC-ND  Learn more
Authors can Retain copyright and archive the work Grant a non-exclusive license to any of the Creative Commons rights associated with the selected CC license	✓	✓	✓
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Anyone can Remix and transform the work 	✓	✓	—
Anyone can Redistribute commercially 	✓	— *	— *
	Select CC BY No additional cost	Select CC BY-NC No additional cost	Select CC BY-NC-ND No additional cost

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Sign & Submit

The next step is license signing.

The responsible corresponding author will need to sign the Creative Commons license for the article to complete the administrative steps required.

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Date: March 10, 2025

Responsible Corresponding Author (the "Author") name: Venetia UAT_tester

Author email address:

Manuscript number: TSTDATA-2024-12-31pAuydrFWHqF

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for publication in PDH OO Journal (the "Journal")

published by Wiley Periodicals LLC ("Wiley")

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Responsible Corresponding Author's name

Type name here

[← License Agreement Types](#)

Submit license for review



Step 4:

Author receives notification that their request for APC funding coverage has been approved (if not received pre-acceptance)

Funding Request Approval Email (Post-acceptance)

Request Approval

Author will receive this email if the request has been approved after editorial acceptance.

The email is only sent once the request has been deducted from the institution's available balance, so the approval is no longer conditional.

Dear Author,

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

Your payment request has been reviewed by <Institution Name> and it has been approved.

Your article will be published open access as per the agreement between <Institution Name> and Wiley.

Article Title: <Article Title>

Manuscript ID: <Manuscript ID>

Article DH_ID: <Article DH ID>

Article DOI: <Article DOI>

Institution/Funder Name: <Institution Name>

Sincerely,
Wiley Open Access