Open Access
Publishing Workflow

For authors at institutions that

have an Open Access agreement with Wiley (for Hybrid journals)

Wiley Publishing Japan (updated Aug 2025)



Introduction

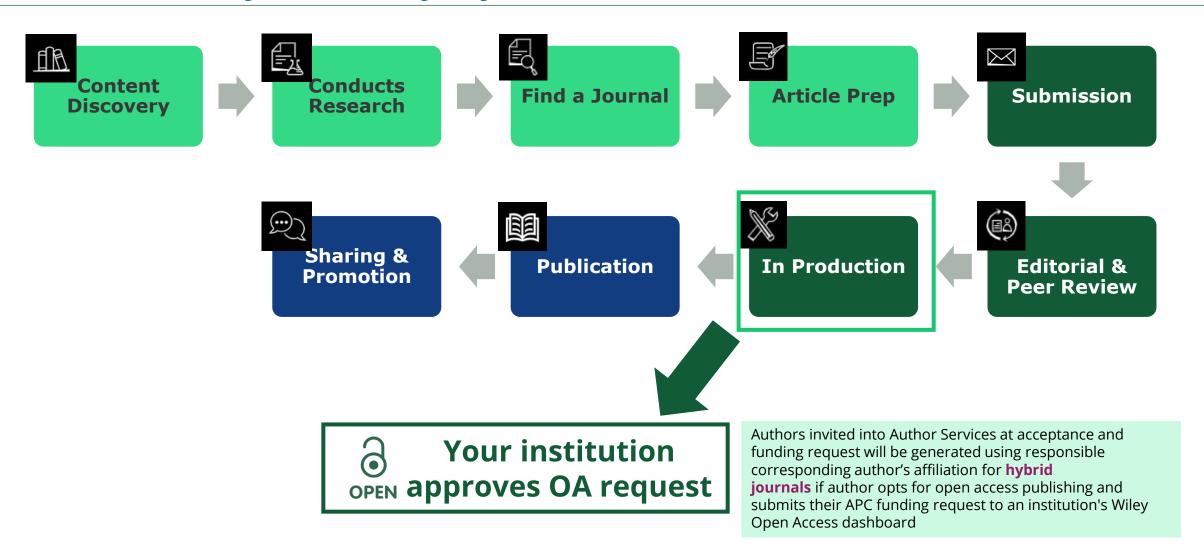
This guide is for authors affiliated with institutions that have an Open Access (OA) agreement with Wiley for Hybrid OA journals.

Hybrid OA

if you publish your article in a Hybrid journal, which means a subscription journal that also offers the option of publishing articles open access



Author Journey for Wiley Hybrid Journals





Paper Accepted - Invitation to Publish Open Access

Eligibility for APC funding coverage alert

In Production: Your article accepted in <journal title>

Dear Author,

Article ID: <article ID> Article DOI: <DOI> Journal: <journal title>

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.

Wiley and <eligible institution> have an agreement to cover the cost of your open access publishing.

Please click on the link below to login using <email>:

https://authorservices.wiley.com/home.html

If applicable, a list of available actions will appear below - check out your Author Services Dashboard for all actions related to your articles.

Sign your license agreement (REQUIRED)

Track your article's progress to publication

Submit an OnlineOpen order to make your article open access. Hint: Your open access publication fees may be covered by your institution or funder. Learn more.

Access your published article

Invite your colleagues to view your published article

If you need any assistance, please click here to view our Help section.

Sincerely,

Wiley Author Services



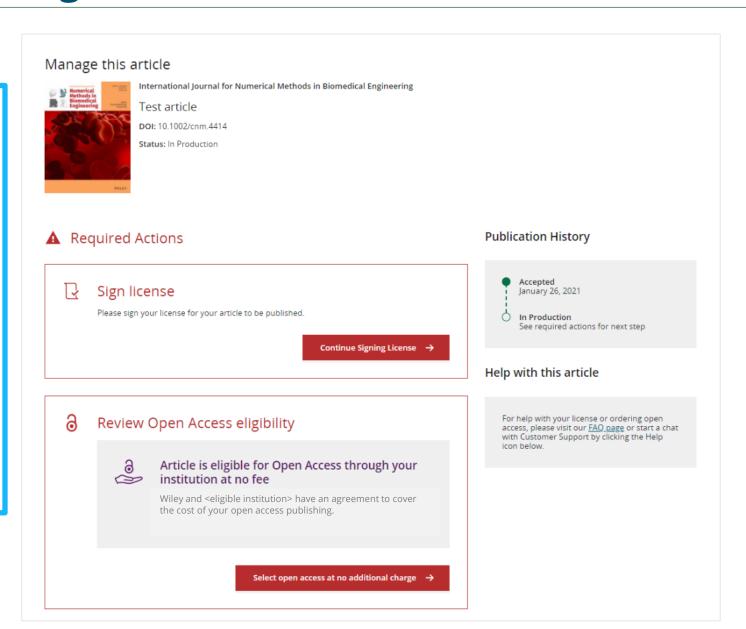
Author Services - Manage Article

Author Services Dashboard

Authors are invited to Author Services when their article has been accepted by a journal.

Any articles requiring actions will be automatically featured on the top.

'Manage article' button kicks off the process.







Step 1:

Confirm Author Role

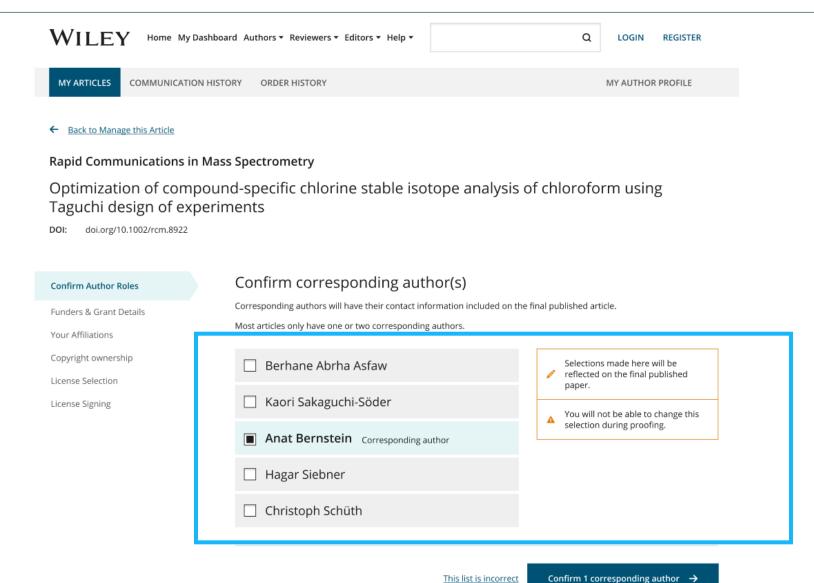
Author Services

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 1 corresponding author →

Confirm Responsible Corresponding Author

The padlock icon 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.

Confirm Authors

Funders & Grant Details

Affiliations

Copyright ownership

License Selection

License Signing

Which corresponding author is responsible for 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 affiliation with institutions that have pre-paid for Open Access publishing fees
- · Arranging payment for Open Access fees, when applicable
- Signing the copyright license and/or gathering signatures from copyright owners
- · Reviewing online proofs of the final article

← Corresponding authors



Article may be eligible for Open Access APC funding or discount

- Information provided at submission indicates Christoph Schüth may be affiliated with Technische Universität Darmstadt.
- Information provided at submission indicates Hagar Siebner may be affiliated with Technische Universität Darmstadt
- Information provided at submission indicates Berhane Abrha Asfaw may be affiliated with Technische Universität Darmstadt, Technische Universität Darmstadt and Technische Universität Darmstadt.

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

O Berhane Abrha Asfaw 8
○ Kaori Sakaguchi-Söder
Anat Bernstein
Hagar Siebner
○ Christoph Schüth 3

Assign responsible author



2



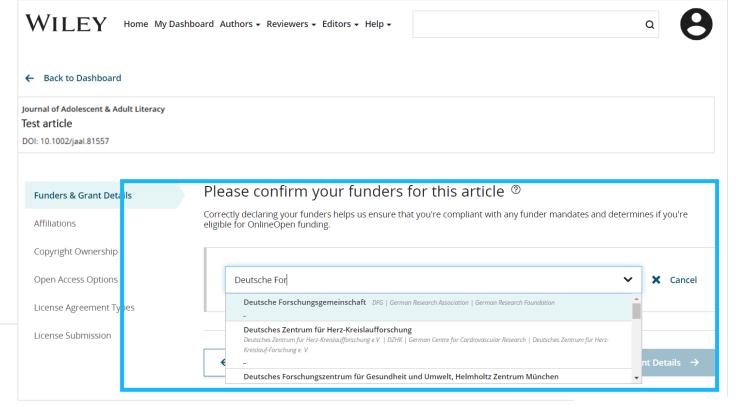
Step 2:

Funders & Grants Details

Funders & Grant Details

Funders

The author is presented with reported funders (if provided at submission) and is given an additional option to add/edit any funder(s).



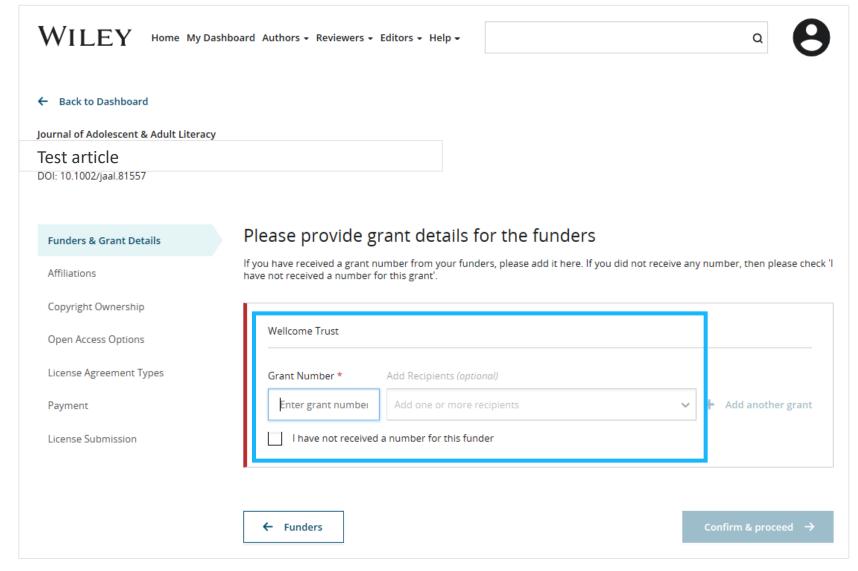




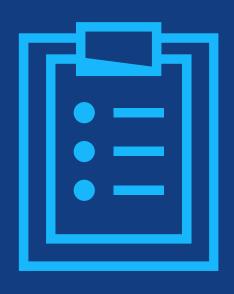
Funders & Grant Details

Funders

The author is presented with reported funders (if provided at submission) and is given an additional option to add/edit any new/existing funder(s).







Step 3:

Confirm Affiliations

Confirm Institutional Affiliation – Ringgold Exact Match

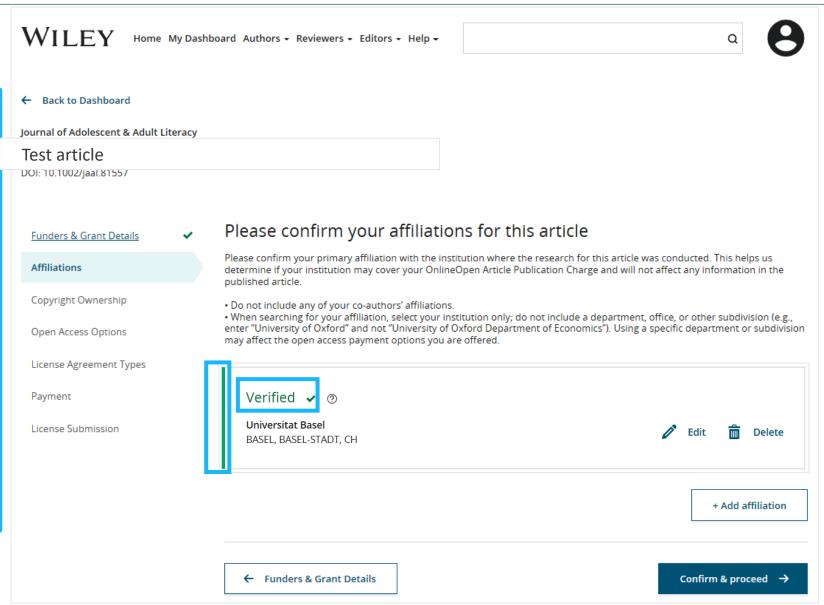
Confirm/Enter Institutional Affiliation – Exact Match

Authors need to confirm or edit their institutional affiliation.

This information is pre-populated based on the Responsible Corresponding Author's details provided through our submission systems, at the point of submission of the article.

This step should always be the Responsible Corresponding Author's institutional affiliation(s).

The presence of a green bar on the lefthand 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.

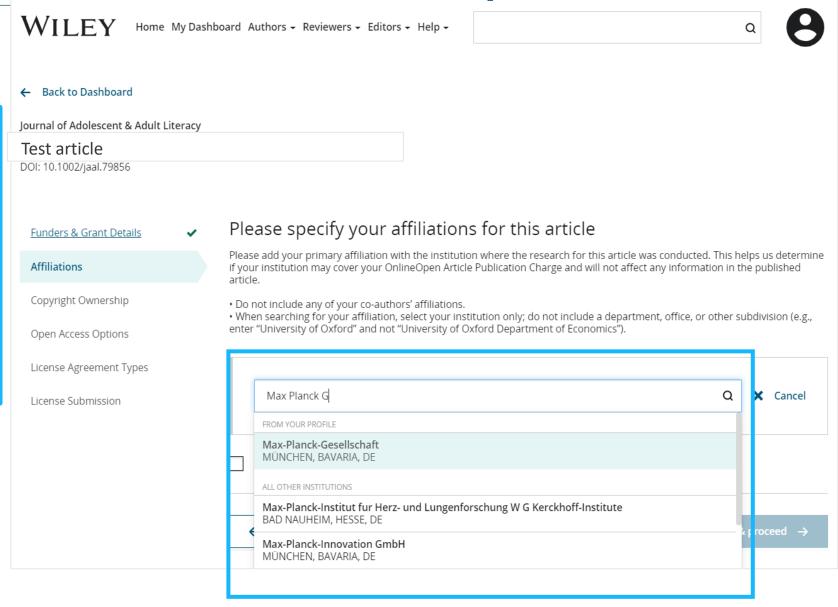




Enter Institutional Affiliation – No affiliation provided

Enter Institutional Affiliation – No affiliation provided

As authors start typing their affiliation, possible matches will autopopulate below for authors to choose from. (This information comes from the Ringgold database.)

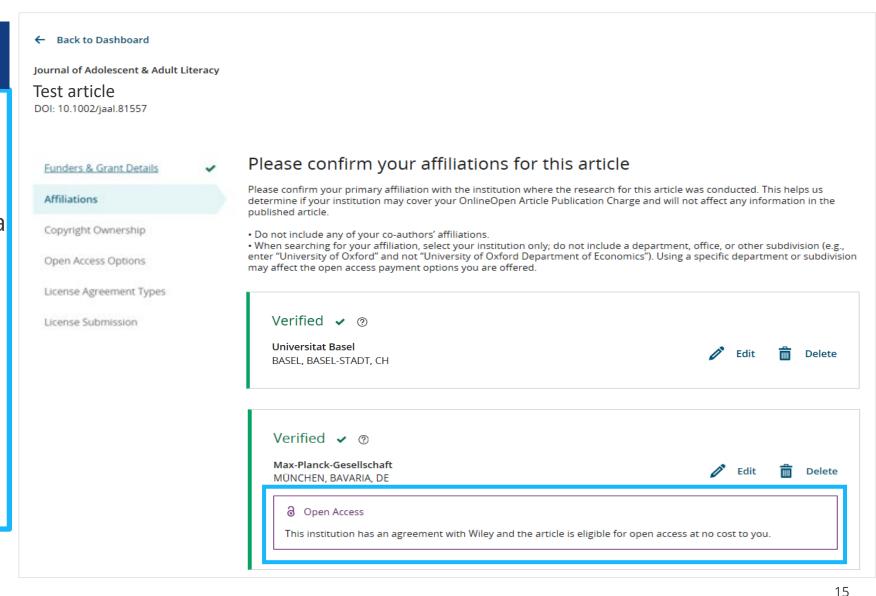


Confirm/Enter Institutional Affiliation – Multiple Wiley Open Access Account Affiliations

Institutional Affiliation – Multiple WOA Affiliations

Authors will see a purple 'Open Access' box to alert the author that they have triggered the eligibility criteria for funding based on their affiliation.

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

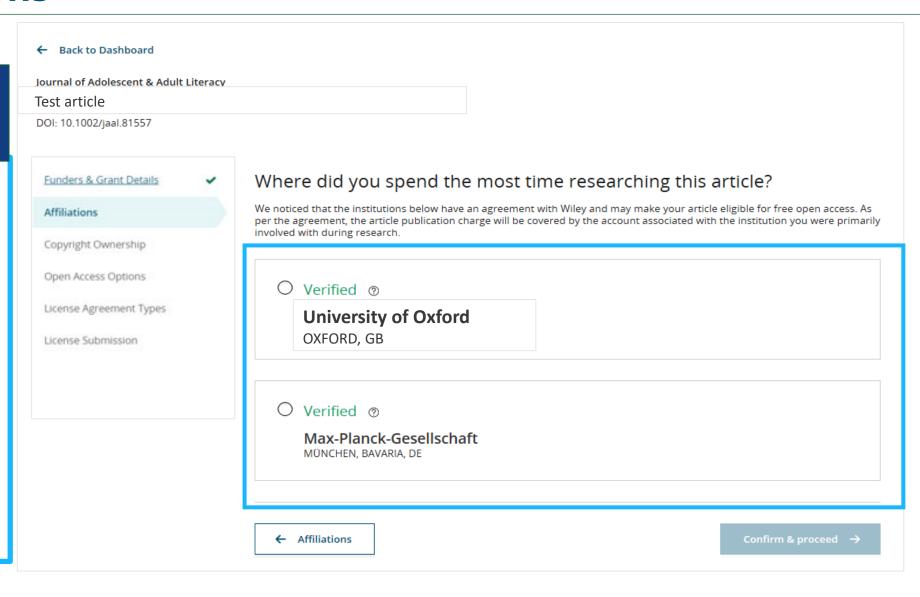




Enter Institutional Affiliation – Multiple Wiley Open Access Account Affiliations

Enter Institutional Affiliation – Multiple WOA Affiliations

If the author enters affiliations with multiple institutions and more than one of the institutions has a Wiley Open Access Account, an additional screen will be presented asking the author to select which institution is most appropriate to cover the open access fees.







Step 4:

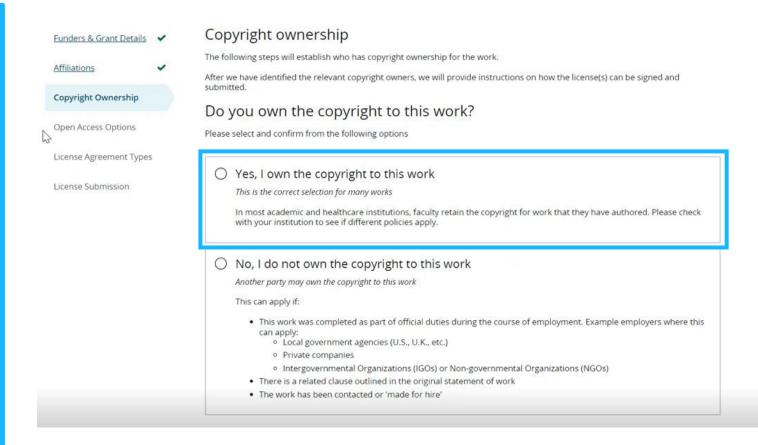
Copyright Ownership Selection

Copyright Ownership

Copyright Ownership

Author is presented with the Copyright Ownership selection.

The first option is the most commonly selected, except for work carried out under specific governments' employ or for corporations/ institutions with specific IP ownership contractual clauses.







Step 5:

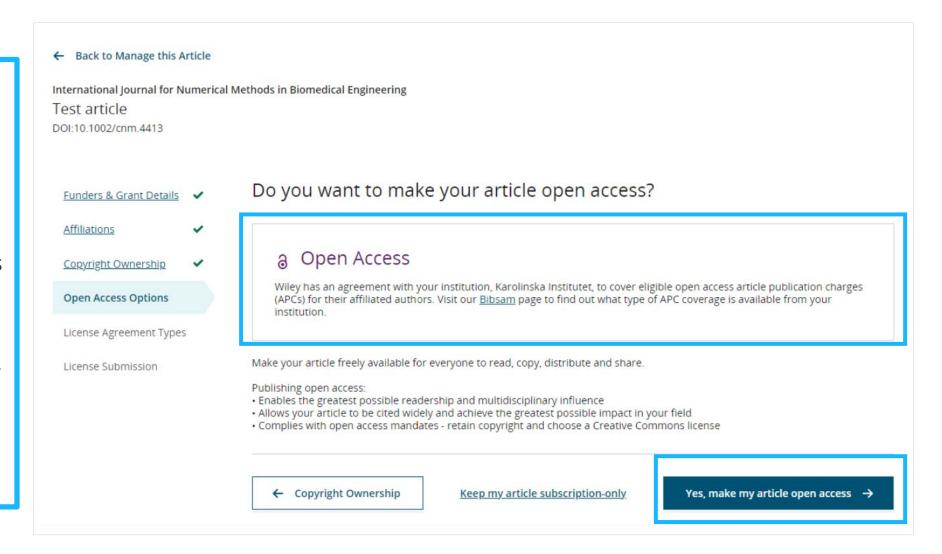
Confirm Open Access Option

Open Access Option

Open Access

Author is presented with the choice of publishing their article in open access. Choose "Yes" if you would like to make your article open access through your institution's OA agreement.

If not, choose "Keep my article subscription-only". Choose this option too if APC (Article Publication Charge) is waived by your journal.





Note 1: How to pay APC on your own, not using your institution's OA agreement

Get your OA request denied

If, for some reason, you don't want to use your institution's OA agreement with Wiley but pay APC on your own, click "Yes" as shown in the previous page to submit an OA request, and then reach out to your institution's OA administrator to get the OA request denied.

Once your request is denied, you can return to Author Services and order OA at your cost. (follow the link on the right)

- 1. Submit an OA request by clicking "Yes" as shown in the previous page
- 2. Ask your institution's OA administrator to deny the OA request
- 3. Return to Author Services and order Open Access (follow the link below for details)

Yes, make my article open access →



https://authorservices.wiley.com/author-resources/Journal-Authors/ open-access/hybrid-open-access/how-to-order-hybrid-open-access.html



Note 2: How to take advantage of society membership discount

To receive discount

Some society journals offer APC discount to society members. If you would like to take advantage of the discount, choose "Yes" in the OA selection step and then ask your institution's OA administrator to deny your OA request (see page 21).

Once it is done, return to Author Services and order open access, entering information to receive discount in the APC payment step.

- 1. Follow the same steps as in page 21 to get your OA request denied by your institution's OA administrator, and then go back to Author Services to order open access
- You are presented with APC amount

You chose to make this article open access

This journal offers an option to make your article open access. Some funders and institutions require open access. Check with your funder and/or institution to find out their open access policies, or visit our Author Compliance Tool to learn more · Available to everyone immediately on publication

- · No embargo period for final article
- · You retain copyright with a Creative Commons license

Open Access Article Publication Charge*

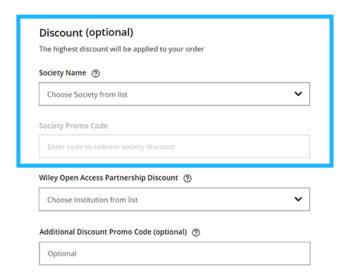
USD \$2600

GBP £1750

EUR €2150

*This is an optional charge which only applies if you want to publish your article as open access. Currency will be determined based on the billing address provided at payment. Prices listed do not include any additional discounts for which you may be eligible or applicable taxes.

In the Discount (optional) section, choose your society name and enter a discount code provided by the society in the Society Promo Code field (follow the link below for more information)



https://authorservices.wiley.com/author-resources/Journal-Authors/ open-access/hybrid-open-access/how-to-order-hybrid-open-access.html



Note 3: If you did not choose OA after acceptance but would like to submit an OA request later

From Author Services

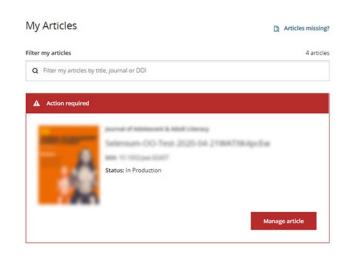
As long as your article is eligible for your institution's OA agreement with Wiley, you can submit an OA request to your institution even if you did not choose OA after acceptance of the article.

An OA request can be submitted before or after the article is published.

 Click "Manage Article" in the Author Services



3. Follow the link below for details (From Step 5 onwards, refer to "My APC will be covered by an institution or funder that has an open access arrangement with Wiley" section)





https://authorservices.wiley.com/author-resources/Journal-Authors/ open-access/hybrid-open-access/how-to-order-hybrid-open-access.html





Step 6:

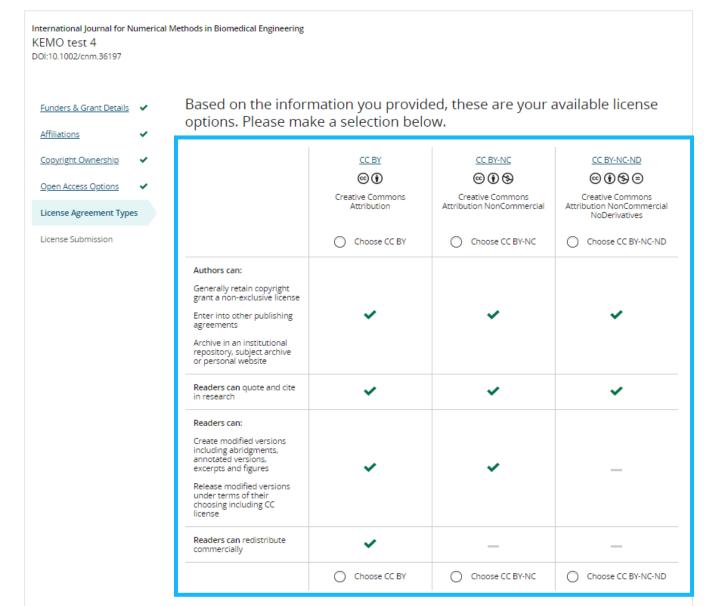
License Agreement Types

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.







Step 7:

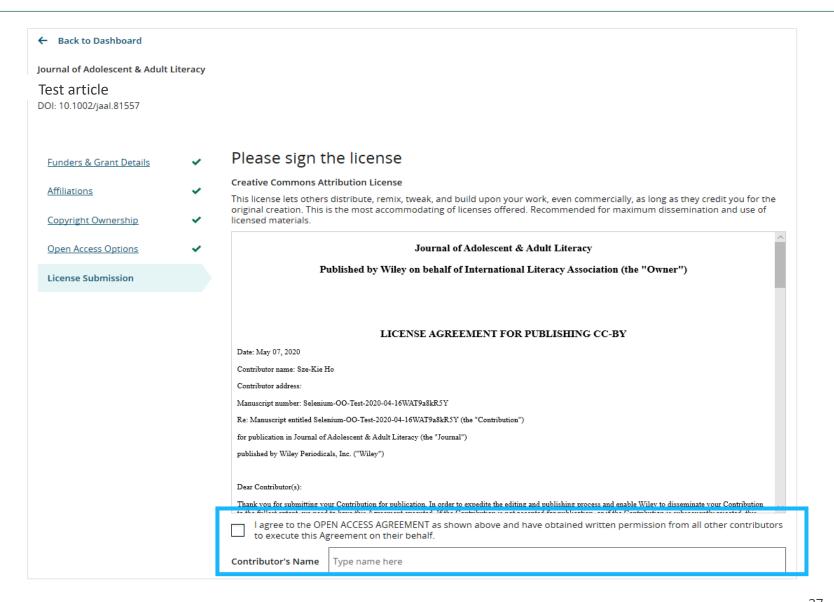
License Submission

License Submission

Sign & Submit

The next step is license signing.

If the Responsible
Corresponding Author
correctly added a
mandated funder as one
of their original research
funders for this paper,
authors will automatically
be asked to review and
sign a CC-BY license.





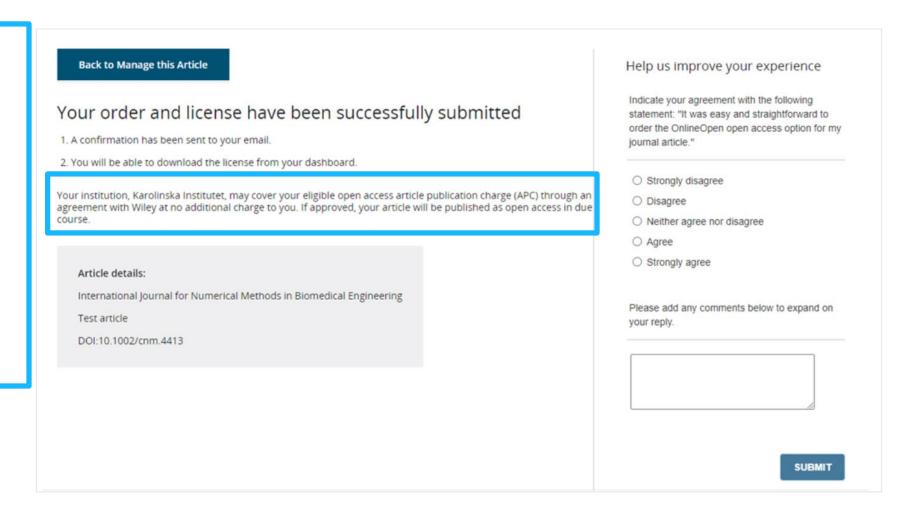
License Signing

Confirmation

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

When this happens, they will be greeted with this confirmation screen.

Their funding request will then appear in their institution's Wiley Open Access Account (WOAA) dashboard immediately, for review and approval.





If your OA request was denied by your institution (1)

Denial notification

If your OA request was approved or denied by your institution, you receive a notification email from Wiley. If you receive a denial notification (right), you have two options:

- 1. Publish the article as subscription-only, without paying APC
- 2. Make the article open access by paying APC on your own

See the next page for steps for each.

[Denial notification email]

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 DH ID:

Article DOI:

Journal Code:

Institution/Funder Name:

ABC University denied your Open Access payment request. Denial reason:

If you still want to make your article Open Access, please visit your https://authorservices.wiley.com/home.html either arrange for payment yourself or submit a new funding request to a different institution.

Sincerely,

The Wiley Open Access Account Team <u>accountdashboardsupport@wiley.com</u>



If your OA request was denied by your institution (2)

Your steps after denial

- 1. Publish the article as subscription-only, without paying APC
- 2. Make the article open access by paying APC on your own

Visit the Author Services and follow the steps described here for each.

Log into the Author Services and click on **Manage article**



1. Publish the article as subscription-only, without paying APC

Click on **Sign License** and sign CTA (license agreement for non-OA articles)

Your License
Please sign your license for your article to be published.

Sign License



2. Make the article open access by paying APC on your own

Click on Order Open Access and pay APC by invoice or credit card



