

# Author Services Workflow

Wiley Open Access Accounts

March 2018

# Author Services Invitation Email

## 1. Invitation Email

Corresponding author receives Article Acceptance letter via email containing eligibility text to alert availability of KEMÖ Institutional WOA Account via Blended Deal\*

\*If matching institution is provided at the point of submission.

In Production: Your article accepted in Journal of Test

Dear Author,

Article ID: JAAL1234  
Article DOI: 10.1002/jaal.1234  
Journal: Journal of Test

Congratulations on the acceptance of your article for publication in Journal of Test.

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 has an agreement with your institution, UNIVERSITAT WIEN, to cover the open access article publication charges (APCs) for their affiliated authors. Visit our [Institutional & Funder Payments](#) page to find out what type of APC coverage is available from your institution. Please note: For authors affiliated with a VSNU or KEMO institution, open access APCs will be covered at no additional cost to the institution.

Please click on the link below to login using [astest@mailinator.com](mailto:astest@mailinator.com):

<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.

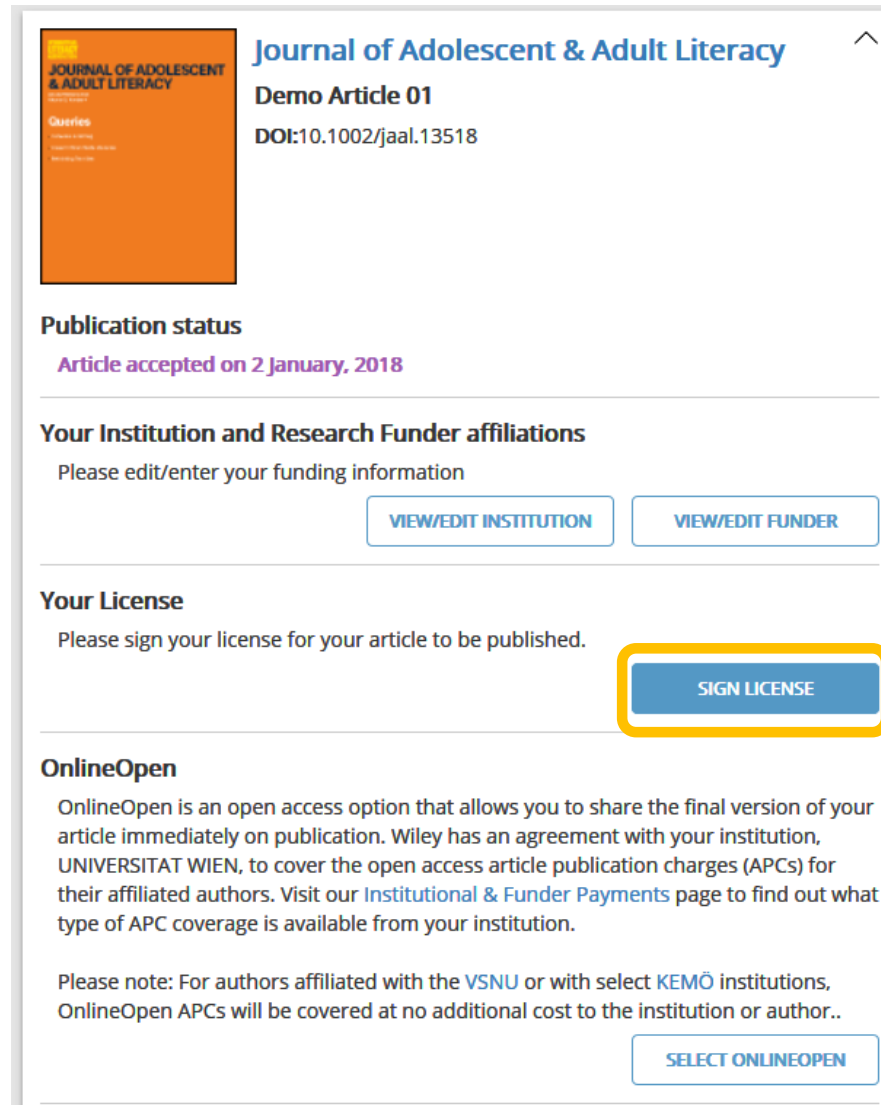
Sincerely,  
Wiley Author Services

## Author Dashboard

### 2. Author Dashboard/ Sign License

Author registers/logs in to Wiley Author Services, locates article on Dashboard, and clicks, "SIGN LICENSE."

Eligibility text is displayed within *OnlineOpen* section for author dependent on reported/confirmed Institutional affiliation and other eligibility requirements.



The screenshot displays the Wiley Author Services dashboard for a specific article. At the top left is a thumbnail of the journal cover. To its right, the journal title 'Journal of Adolescent & Adult Literacy' is shown in blue, followed by the article title 'Demo Article 01' and its DOI '10.1002/jaal.13518'. Below this is the 'Publication status' section, which states 'Article accepted on 2 January, 2018'. The next section is 'Your Institution and Research Funder affiliations', with a prompt to 'Please edit/enter your funding information' and two buttons: 'VIEW/EDIT INSTITUTION' and 'VIEW/EDIT FUNDER'. The 'Your License' section follows, with the instruction 'Please sign your license for your article to be published.' and a prominent blue 'SIGN LICENSE' button highlighted with a yellow border. The final section is 'OnlineOpen', which explains the open access option and provides a 'SELECT ONLINEOPEN' button at the bottom right.

## Article Affiliations

### 3. Institutional Affiliations

Author is asked to confirm/edit/add institutional affiliation per article in the Wiley Author Services Dashboard.

If entering a new Institutional affiliation, author is presented with dropdown list with type-ahead feature that matches text string to results found within Ringgold database for selection.

## Article Affiliations



**Journal of Adolescent & Adult Literacy**

C47010 UAT 1

DOI:10.1002/jaal.9404

Your OnlineOpen charges may be waived based your institution affiliations. In order to determine eligibility, we need to identify institution uniquely. We are using the Ringgold database for institutional information. Please ensure that all your institutions have been validated against the provided list.

Select Institution

NEW YORK UNIVER

**NEW YORK UNIVERSITY HEALTH CENTER**  
NEW YORK, NY, United States of America  
Corporate, INSTORG

**NEW YORK UNIVERSITY LAW LIBRARY**  
NEW YORK, NY, United States of America  
Academic, Academic/Libraries, INSTORG

**NEW YORK UNIVERSITY NEUROSCIENCE INSTITUTE**

## Article Funding Organizations

### 4. Funding Organizations

Author is asked to confirm/edit funding sources per article in the Wiley Author Services Dashboard.

If entering a new funding source, author is presented with a dropdown list with type-ahead feature that matches text string to results found within FundRef database for selection.

Authors are then asked to enter the relevant grant number(s), and select the grant recipient from the dropdown list of all authors associated with his/her article.

## Article Funding Organizations



Journal of Adolescent & Adult Literacy

C47010 UAT 1

DOI:10.1002/jaal.9404

### Declare Your Funding

Correctly declaring your funding helps us: 1) ensure you are compliant with any funder mandates, including receiving the correct license, and 2) notify you if OnlineOpen funding is available from your funder(s).

#### Please note:

- You MUST declare funding received from FWF, Bill and Melinda Gates Foundation, any of the Research Councils UK, and/or any member of the Charity Open Access Fund (such as Wellcome Trust).
- "Grant Number" is a required field. If you do not have a grant number, please enter "N/A."

The following funding organization(s) supported the research in my article

I have not received any funding

Austrian Science|

-

Austrian Science Fund  
FWF | FWF Der Wissenschaftsfonds | Fonds zur Förderung der Wissenschaftlichen  
Forschung

-

Australian Marine Sciences Association AMSA

-

Australian Mathematical Sciences Institute AMSI

- Remove grant number

ADD ANOTHER GRANT NUMBER

Grant Recipient

Select Recipient

## License Signing


### 5a. Copyright Ownership / OnlineOpen

Author is asked to select *Copyright Ownership* type.

Author is presented with eligibility text (if applicable) again in *OnlineOpen - Open Access Option* section (if author has not already selected OnlineOpen).

### License Signing

INITIATE SIGN LICENSE CONFIRMATION



**Journal of Adolescent & Adult Literacy**  
C47010 UAT 1  
DOI:10.1002/jaal.9404

#### Copyright Ownership

Incomplete ⓘ

Please select ownership type ⓘ

Select Ownership ▾

CANCEL OK

#### OnlineOpen - Open Access Option

Incomplete ⓘ

I would like to order OnlineOpen ⓘ

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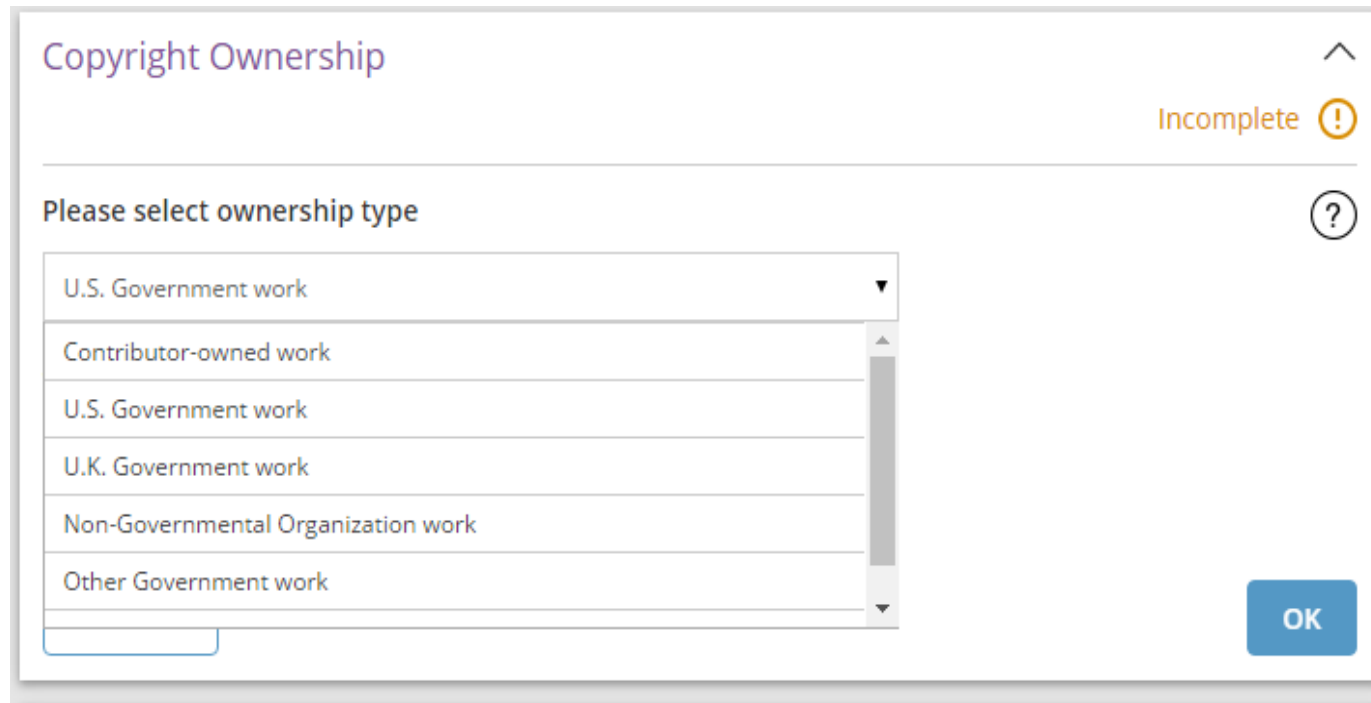
Yes  
 No

## License Signing – Copyright Ownership Choices

### 5b. Copyright Ownership

Author is presented with the following choices when selecting ownership type.

If other signatures are required, some ownership types will require the corresponding author to download a PDF license, sign offline (collect all relevant signatures), and then upload the completed PDF back to Wiley Author Services Dashboard.



The screenshot shows a dialog box titled "Copyright Ownership" with a status indicator "Incomplete" and a warning icon. Below the title is a prompt: "Please select ownership type" with a help icon. A list of ownership types is displayed in a scrollable area:

- U.S. Government work
- Contributor-owned work
- U.S. Government work
- U.K. Government work
- Non-Governmental Organization work
- Other Government work

An "OK" button is located at the bottom right of the dialog box.

## License Signing – License Agreement Selection

### 6. License Agreement

If *OnlineOpen* 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.

\*Some journals will only allow a Creative Commons Attribution License (CC-BY) if mandated by a funding source.

INITIATE    SIGN LICENSE    CONFIRMATION



**Journal of Adolescent & Adult Literacy**  
C47010 UAT 1  
DOI:10.1002/jaal.9404

Copyright Ownership ✓

OnlineOpen - Open Access Option ✓

License Agreement Incomplete !

Please select a license

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- Creative Commons Attribution-NonCommercial License
- Creative Commons Attribution-NonCommercial-NoDerivatives License



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CC-BY  
This license lets others distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered. Recommended for maximum dissemination and use of licensed materials.

CANCEL    OK



## License Signing – Option to Sign or Save for Later


### 7. Save & Sign

Once author completes all License Signing sections, author is presented with confirmation icons. ✓

Author has the option to click “SAVE FOR LATER” or “SAVE & SIGN” to proceed.

### License Signing

INITIATE | SIGN LICENSE | CONFIRMATION



**Journal of Adolescent & Adult Literacy**  
C47010 UAT 1  
DOI:10.1002/jaal.9404

Copyright Ownership ✓

OnlineOpen - Open Access Option ✓

License Agreement ✓

## License Signing – CC-BY License


### 8. Review License Agreement

Author is presented with an electronic copy of the Creative Commons license agreement selected and is asked to review. If author agrees with all items within agreement presented, author must:

- confirm by ticking box (“I agree to the OPEN ACCESS AGREEMENT...”)
- type full name (electronic signature)
- Click “SIGN” button to complete licensing signing process.

# License Signing

INITIATE SIGN LICENSE CONFIRMATION



**Journal of Adolescent & Adult Literacy**  
C47010 UAT 1  
DOI:10.1002/jaal.9404

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Click "Sign" to send your signed form to the Journal Production Editor and proceed to the next step.

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Published by Wiley (the "Owner")

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Date: November 04, 2016  
Contributor name: STEFAN BORGWARDT  
Contributor address:  
Manuscript number: HBM-14-1196.R2

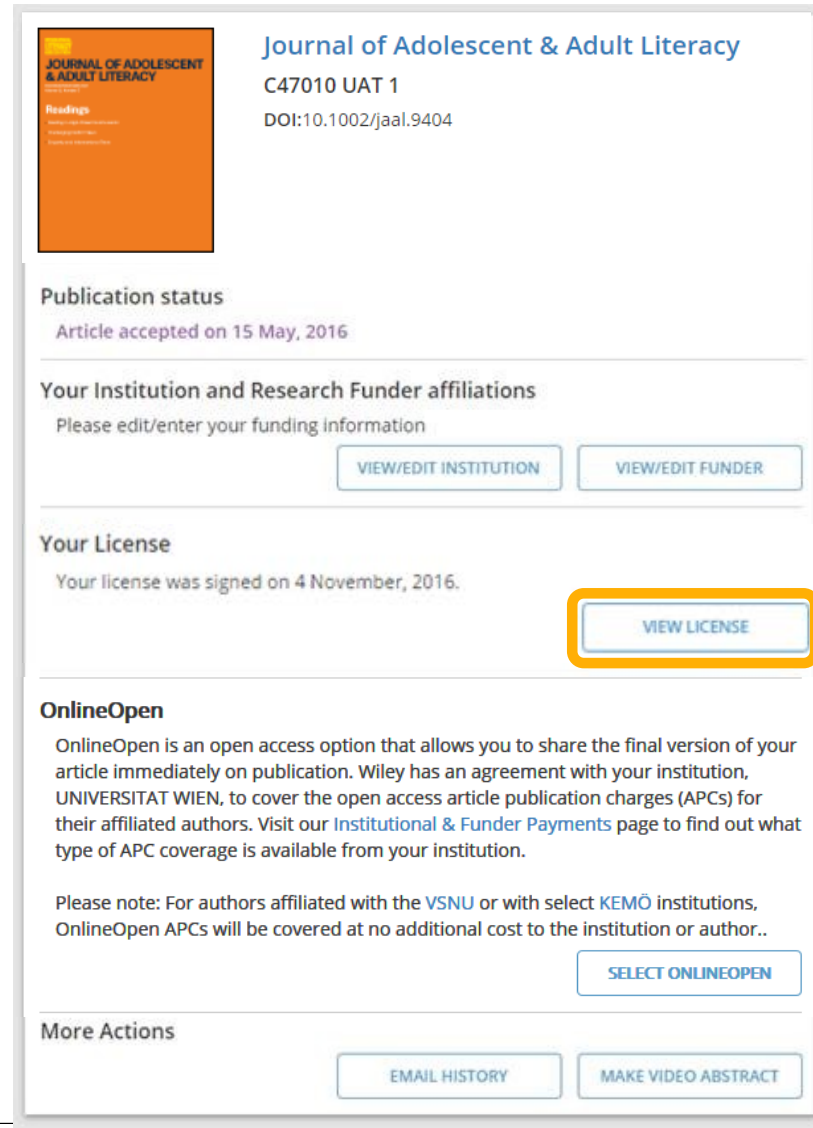
I agree to the OPEN ACCESS AGREEMENT as shown above and have obtained written permission from all other contributors to execute this Agreement on their behalf.

Contributor's Name

## Dashboard – View License

### 9. View License

Author is sent back to Dashboard and is able to view signed license by clicking “VIEW LICENSE” button.



**Journal of Adolescent & Adult Literacy**  
C47010 UAT 1  
DOI:10.1002/jaal.9404

**Publication status**  
Article accepted on 15 May, 2016

**Your Institution and Research Funder affiliations**  
Please edit/enter your funding information

[VIEW/EDIT INSTITUTION](#) [VIEW/EDIT FUNDER](#)

**Your License**  
Your license was signed on 4 November, 2016.

[VIEW LICENSE](#)

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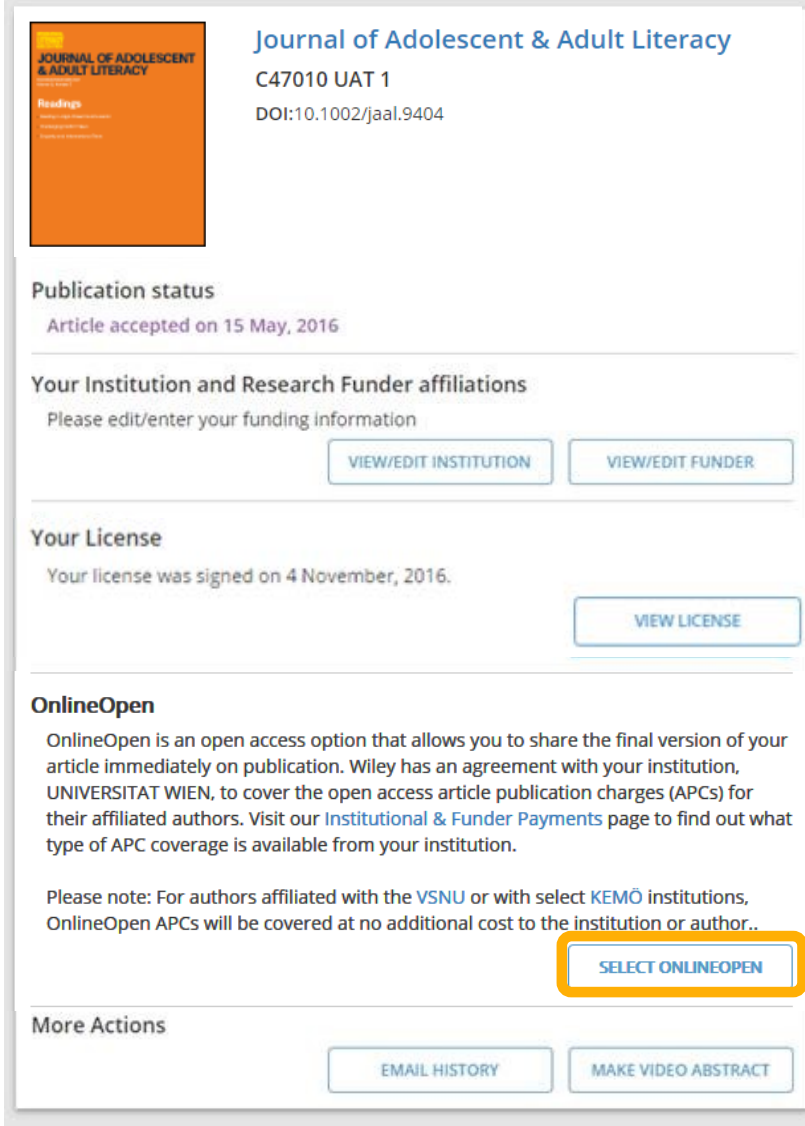
**More Actions**

[EMAIL HISTORY](#) [MAKE VIDEO ABSTRACT](#)

## Dashboard – Select OnlineOpen

### 10. Select OnlineOpen

Author clicks “Select OnlineOpen” to initiate OnlineOpen/Open Access for article.



The screenshot shows the Wiley OnlineOpen dashboard for the **Journal of Adolescent & Adult Literacy**. The article ID is **C47010 UAT 1** with DOI **10.1002/jaal.9404**. The publication status is **Article accepted on 15 May, 2016**. Under **Your Institution and Research Funder affiliations**, there are buttons for **VIEW/EDIT INSTITUTION** and **VIEW/EDIT FUNDER**. Under **Your License**, it states **Your license was signed on 4 November, 2016.** with a **VIEW LICENSE** button. The **OnlineOpen** section explains that it is an open access option and provides instructions for authors at **UNIVERSITAT WIEN**. A note mentions that for authors at **VSNU** or select **KEMÖ** institutions, APCs are covered at no additional cost. A **SELECT ONLINEOPEN** button is highlighted with a yellow box. At the bottom, under **More Actions**, there are buttons for **EMAIL HISTORY** and **MAKE VIDEO ABSTRACT**.

## OnlineOpen Form

### 11. Institutional Payment and Research Funding

Author reviews/selects applicable WOA Account from *Institutional Payment* dropdown menu.

If confirmed/edited/added institutional affiliation (see step 3) matches a current WOA Account, this will be pre-selected for the author here to save time with the relevant eligibility text displayed.\*

\*Eligibility text is displayed within *OnlineOpen* section for author dependent on reported/confirmed Institutional affiliation and other eligibility requirements.

## OnlineOpen Order

INITIATE

REVIEW

PAYMENT

CONFIRMATION



Journal of Adolescent & Adult Literacy

C47010 UAT 1

DOI:10.1002/jaal.9404

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### Institution Payment and Research Funding

Are your open access article publication charges (APCs) covered by your institution or funder?

Incomplete

I am affiliated with the following institution or funder and request that my open access fees be covered.

UNIVERSITAT WIEN

Many institutions and funders have agreements with Wiley which allow them to help affiliated authors with article publication charges (APCs) through a [Wiley Open Access Account](#). Use the [Author Compliance Tool](#) to check if your institution has a Wiley Open Access Account. Do not see your institution in this list? Click [here](#) to recommend a Wiley Open Access Account to your institution.

You can edit your Affiliations and Research Funding details if needed.

[Edit Affiliations](#) | [Edit Research Funders](#)

CANCEL

OK

## OnlineOpen Form

### 12. Contact Information

Author completes all fields with the most current information for OnlineOpen selection records.

Once done, author clicks "OK" to proceed.

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#### Institution Payment and Research Funding

Are your open access article publication charges (APCs) covered by your institution or funder? ✓

#### Contact Information

Incomplete ⓘ

Customer Full Name

Enter full name

University/Organization/Institution

Select Institution

Department

Optional

Street Address 1

Enter your street address

Street Address 2

Optional

City

Enter city you live

Country

Select Country

State/Province

Optional

Zip/Postal Code

Enter postal code

Phone Number

Enter phone number

Email Address

Enter email address

CANCEL

OK

CANCEL

SAVE FOR LATER

SAVE & PREVIEW

## OnlineOpen Form

### 13. Save & Preview

Once all sections within the *OnlineOpen Form* are completed, author clicks "SAVE & PREVIEW" to proceed.

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**Institution Payment and Research Funding** ▼

Are your open access article publication charges (APCs) covered by your institution or funder? ✓

**Contact Information** ▼ ✓

## OnlineOpen Form

### 14. OnlineOpen Review

Author is presented with all details provided relevant to selection of *OnlineOpen* for review.

Author clicks "NEXT" to proceed.

# OnlineOpen Order

INITIATE

REVIEW

CONFIRMATION



## Journal of Adolescent & Adult Literacy

N\_C47004\_5

DOI:10.1002/jaal.9568

### Contact Information

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### Institution Payment and Research Funding

EDIT

UNIVERSITAT WIEN  
Japan Society for the Promotion of Science  
17300141

CANCEL

SAVE FOR LATER

NEXT



## 15. OnlineOpen Confirmation

Author is presented with *OnlineOpen* confirmation screen.

To exit the *OnlineOpen Form*, click "BACK TO DASHBOARD" button.

**WILEY** HOME MY DASHBOARD AUTHORS ▾ REVIEWERS ▾ EDITORS ▾ HELP ▾

### OnlineOpen Order

INITIATE → REVIEW → **CONFIRMATION**

**Thank you.**

Thank you for submitting your order. If you have selected to pay by invoice, then you will receive an email with the invoice attached within 24 - 48 hours to the email address indicated in your billing address. If you have any questions please contact Wiley Author Support via [this form](#).

**BACK TO DASHBOARD**

#### Help us improve your experience

Indicate your agreement with the following statement: "It was easy and straightforward to pay for 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.

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