Wiley Open Access Accounts

December 2019

WILEY

Your Wiley Open Access Account makes it easier for authors to publish open access

Authors affiliated with your institution(s) can publish research open access at no additional charge in two ways:

1. Using OnlineOpen, Wiley's hybrid open access option
2. In Wiley's fully Open Access journals

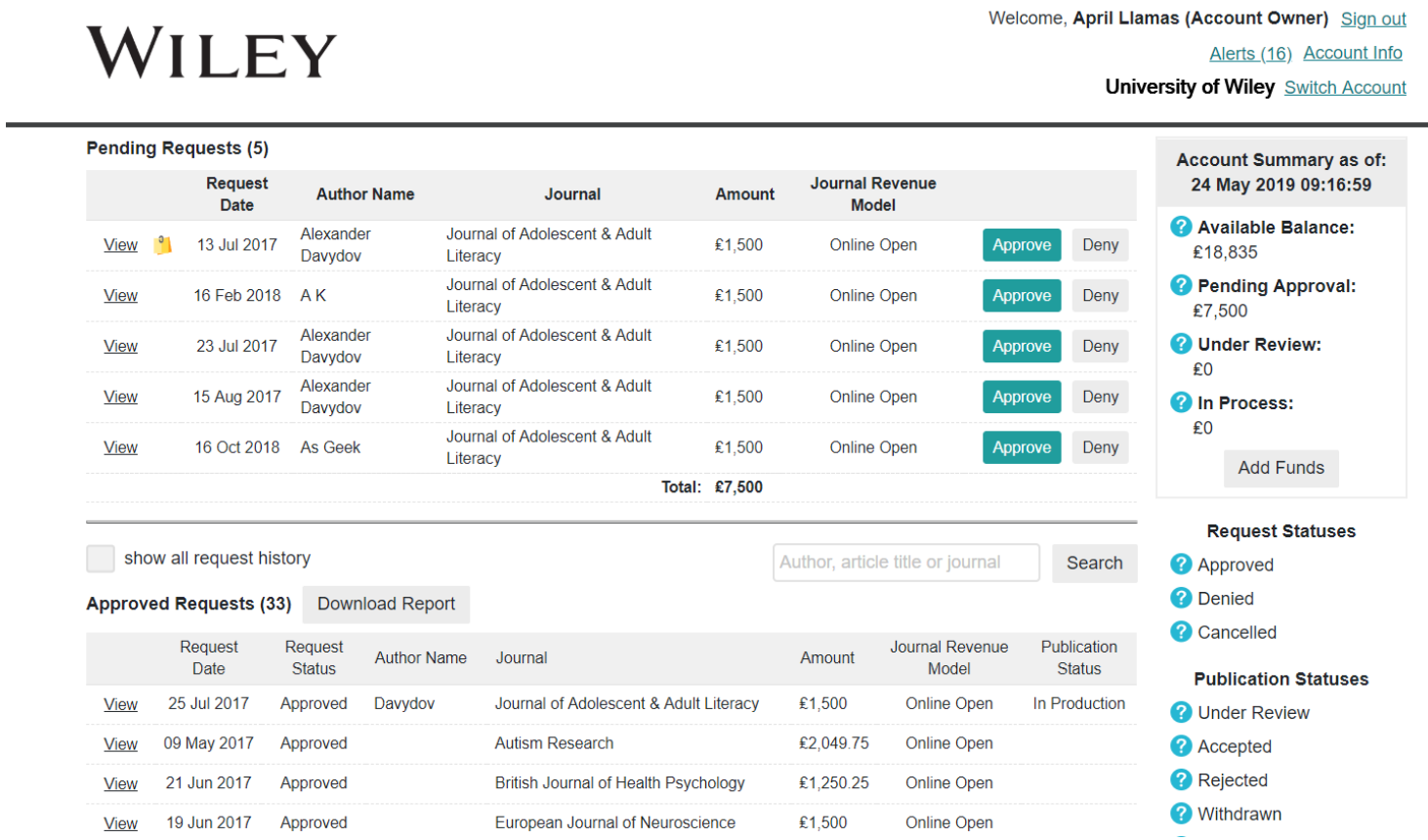
Your Wiley Open Access Account Dashboard

Manage your account easily and efficiently

WILEY

Manage Your Account

- View and approve OnlineOpen and Open Access payment requests
- Monitor your account's usage through real-time reporting



WILEY

Welcome, **April Llamas (Account Owner)** Sign out
Alerts (16) Account Info
University of Wiley Switch Account

Pending Requests (5)

	Request Date	Author Name	Journal	Amount	Journal Revenue Model		
View	13 Jul 2017	Alexander Davydov	Journal of Adolescent & Adult Literacy	£1,500	Online Open	Approve	Deny
View	16 Feb 2018	A K	Journal of Adolescent & Adult Literacy	£1,500	Online Open	Approve	Deny
View	23 Jul 2017	Alexander Davydov	Journal of Adolescent & Adult Literacy	£1,500	Online Open	Approve	Deny
View	15 Aug 2017	Alexander Davydov	Journal of Adolescent & Adult Literacy	£1,500	Online Open	Approve	Deny
View	16 Oct 2018	As Geek	Journal of Adolescent & Adult Literacy	£1,500	Online Open	Approve	Deny
				Total: £7,500			

Account Summary as of: 24 May 2019 09:16:59

Available Balance: £18,835
Pending Approval: £7,500
Under Review: £0
In Process: £0

Add Funds

show all request history

Author, article title or journal Search

Approved Requests (33) Download Report

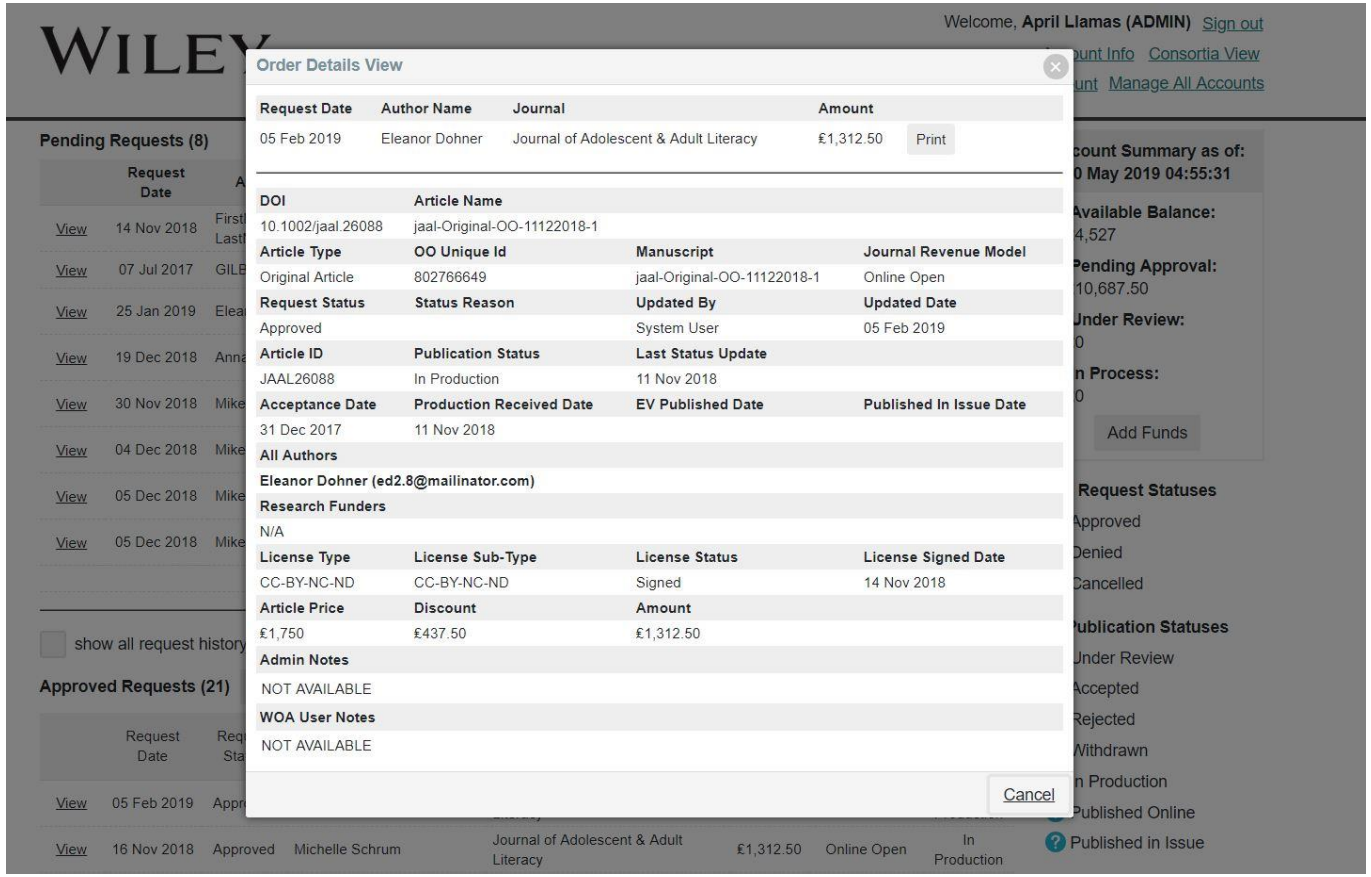
	Request Date	Request Status	Author Name	Journal	Amount	Journal Revenue Model	Publication Status
View	25 Jul 2017	Approved	Davydov	Journal of Adolescent & Adult Literacy	£1,500	Online Open	In Production
View	09 May 2017	Approved		Autism Research	£2,049.75	Online Open	
View	21 Jun 2017	Approved		British Journal of Health Psychology	£1,250.25	Online Open	
View	19 Jun 2017	Approved		European Journal of Neuroscience	£1,500	Online Open	

Request Statuses
Approved
Denied
Cancelled

Publication Statuses
Under Review
Accepted
Rejected
Withdrawn

View requests

You can view details of each payment request, including date of request, author name(s), funding sources, article publication charge, article/journal title.

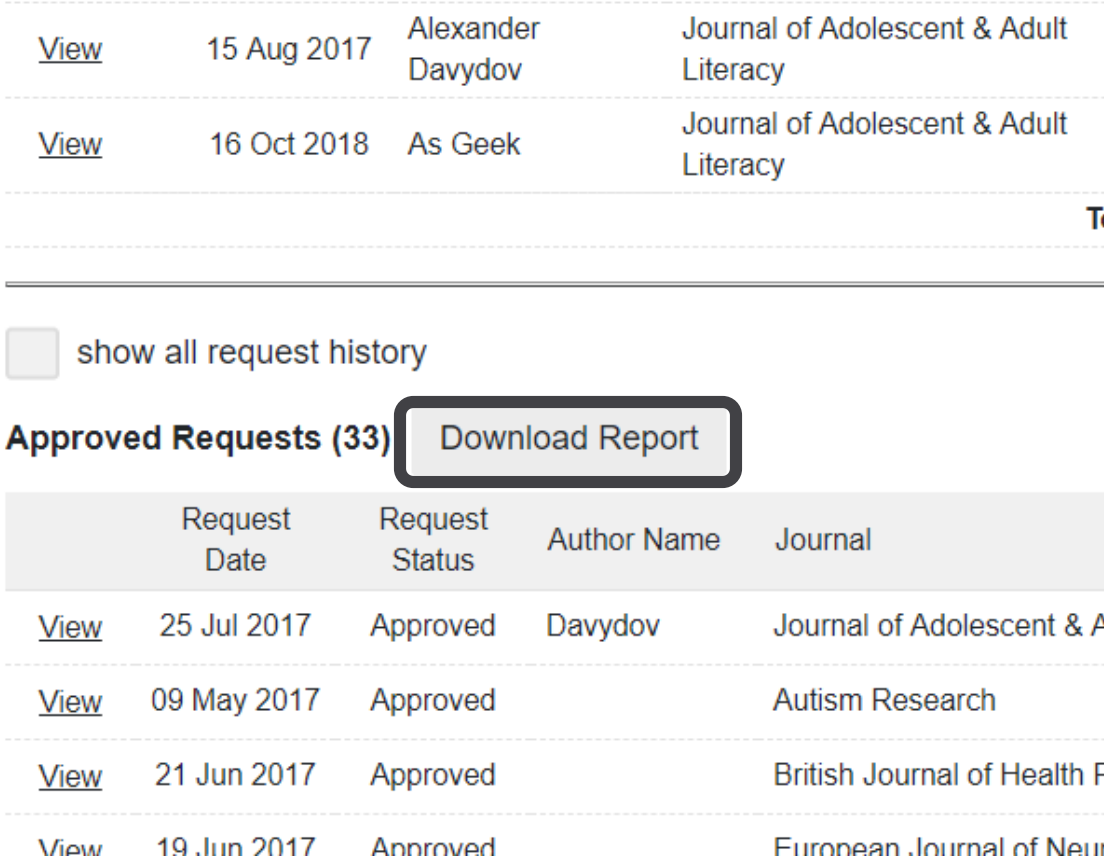


Real-time reporting

Generate detailed reports on your account's activity.

Download reports by your preferred time range and get information on the author, article and licensing type.

Sign up to receive monthly or quarterly reports via email



View	15 Aug 2017	Alexander Davydov	Journal of Adolescent & Adult Literacy
View	16 Oct 2018	As Geek	Journal of Adolescent & Adult Literacy

show all request history

Approved Requests (33) Download Report

	Request Date	Request Status	Author Name	Journal
View	25 Jul 2017	Approved	Davydov	Journal of Adolescent & A
View	09 May 2017	Approved		Autism Research
View	21 Jun 2017	Approved		British Journal of Health P
View	19 Jun 2017	Approved		European Journal of Neu

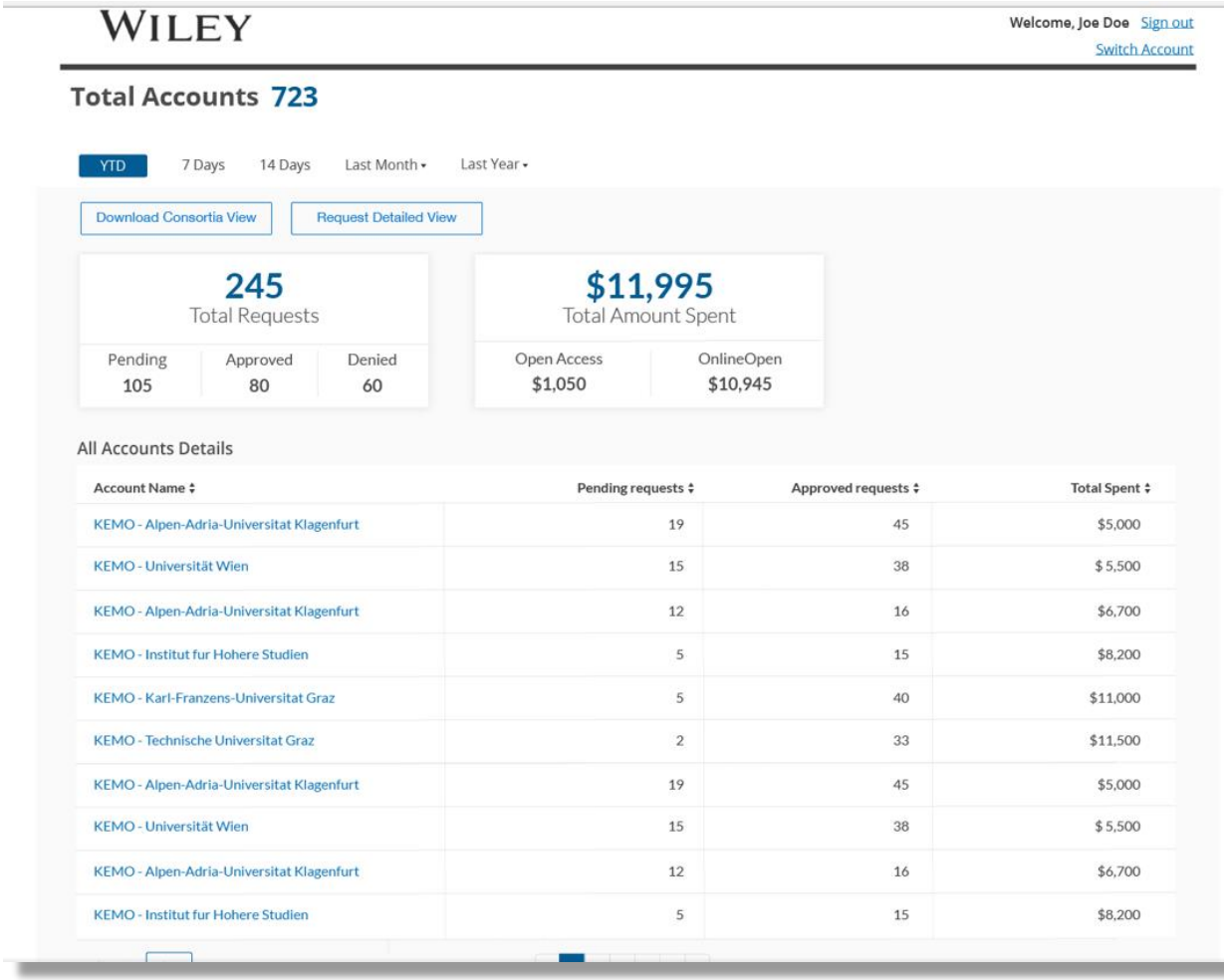
WILEY

Consortia-level reporting

Track activity across all your affiliated accounts in one view.

Download reports at the consortia account level and/or at the detailed article level.

Navigate seamlessly to individual accounts for more detailed information and actions.



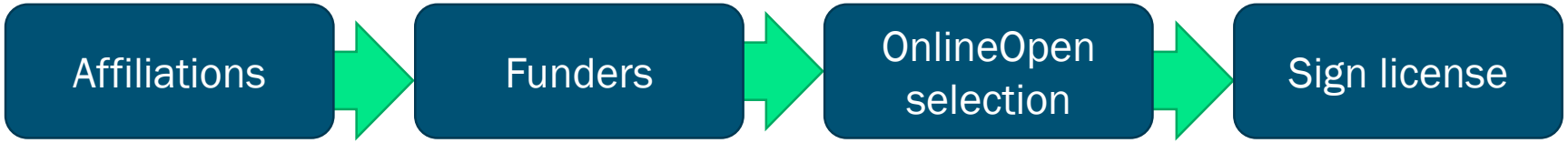
OnlineOpen:
Hybrid Open Access Option

WILEY

Author Invitation Workflow

Author Workflow

All authors are guided through these steps in this order, regardless of how they enter the workflow (via email link, Author Services Dashboard, etc.)



- Step 1: Invitation Email
- Step 2: Log in to Author Services Dashboard
- Step 3: Confirm Affiliations
- Step 4: Enter Funder Information
- Step 5: Select OnlineOpen
- Step 6: Copyright Ownership Selection
- Step 7: Creative Commons License Selection
- Step 8: License Signing
- Step 9: Confirmation

WILEY

Step 1: Invitation Email

Author Services Invitation Email

Invitation Email

Corresponding author receives Article Acceptance letter via email containing eligibility text to alert availability of their Institutional WOA Account*

*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, UNIVERSITY OF SZEGED, a member of the Electronic Information Service National Programme, which covers the cost of the open access article publication charges (APCs) for affiliated corresponding authors. Choosing the OnlineOpen option won't incur any additional costs to you, your institution, or funder.

If you have any further questions, please get in touch with your local Open Access contact.

Please click on the link below to login using 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

WILEY

Step 2: Log in to Author Services Dashboard to Review Actions

WILEY

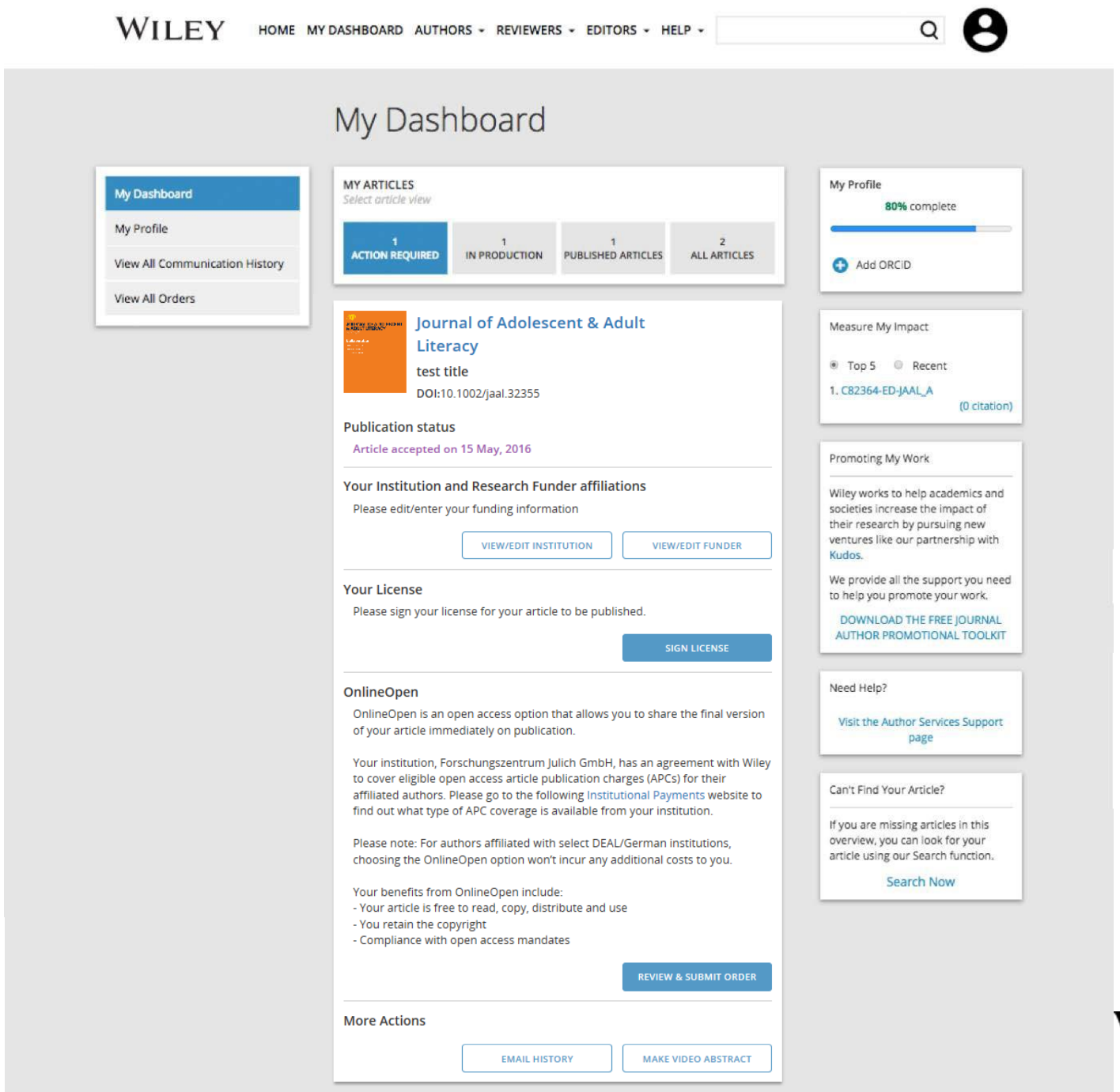
Author Services Dashboard

Author Services Dashboard

The author will see two blue buttons on the dashboard and have two required actions:

1) Sign a license
2) Make an OO selection

Clicking either one of these buttons will take them into the following flow.



WILEY

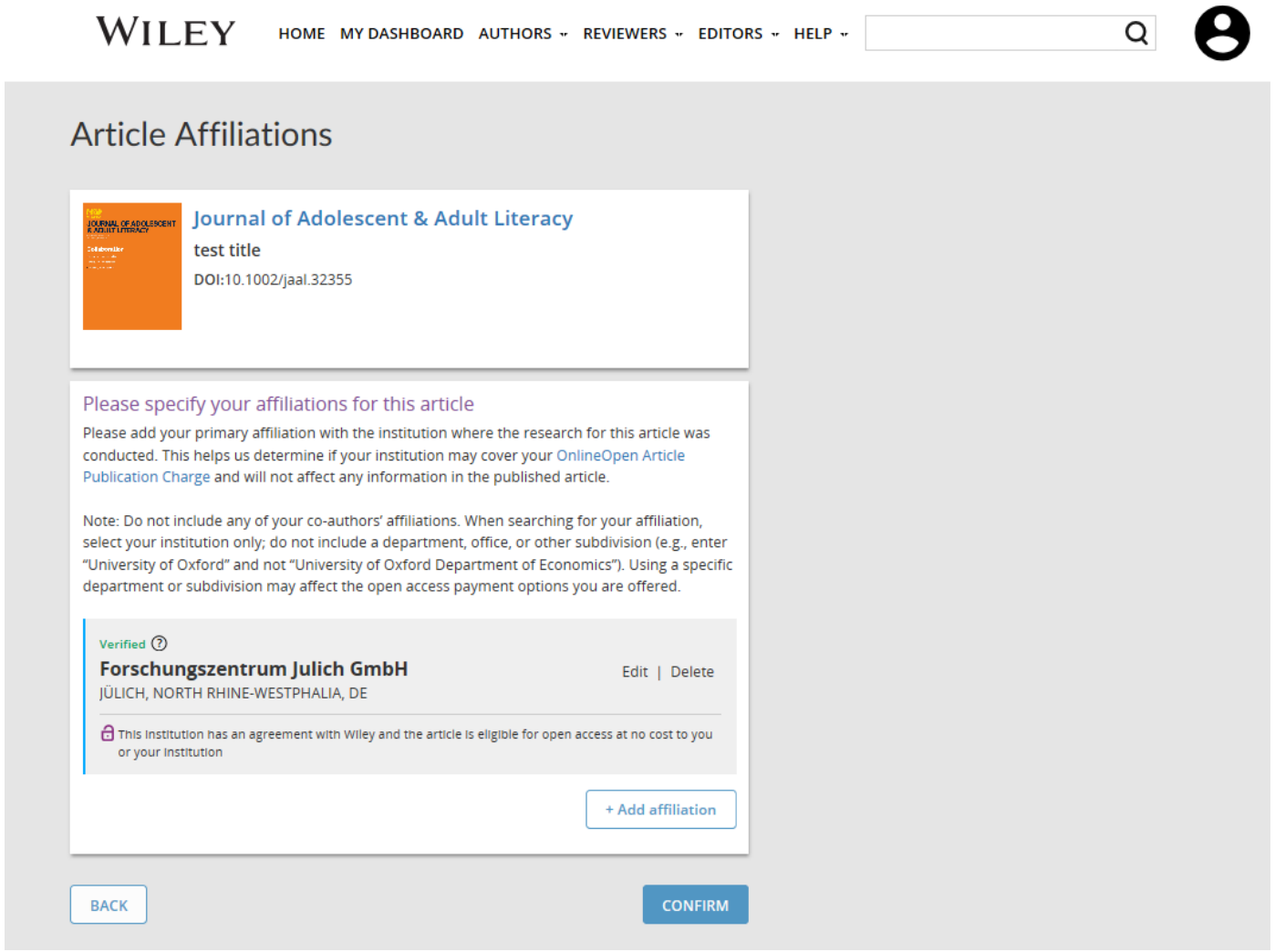
Step 3: Confirm Affiliations

Confirm/Enter Institutional Affiliation – Ringgold Exact Match

Confirm/Enter Institutional Affiliation – Exact Match

Author is taken to the new Institutional Affiliation(s) Confirmation screen.

If the institution(s) entered into EEO and ingested into AS match with Ringgold database (exact match), this screen will apply.



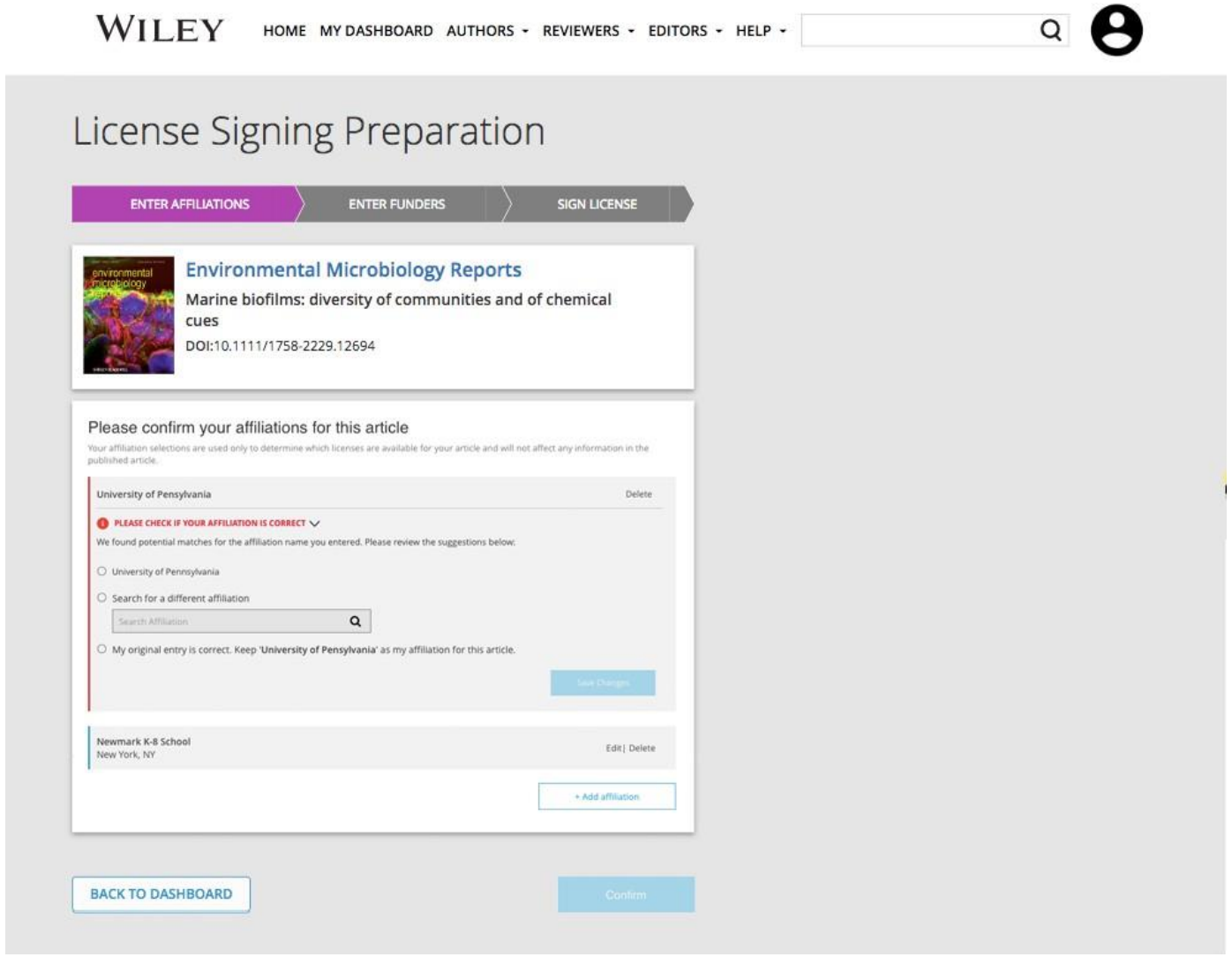
WILEY

Confirm/Enter Institutional Affiliation – One Close Match with Ringgold

Confirm/Enter Institutional Affiliation – One Close Match

Author is taken to the new Institutional Affiliation(s) Confirmation screen.

If the institution(s) entered into EEO and ingested into AS
doesn't have an exact match with Ringgold database, but we have one close match, this screen will apply.



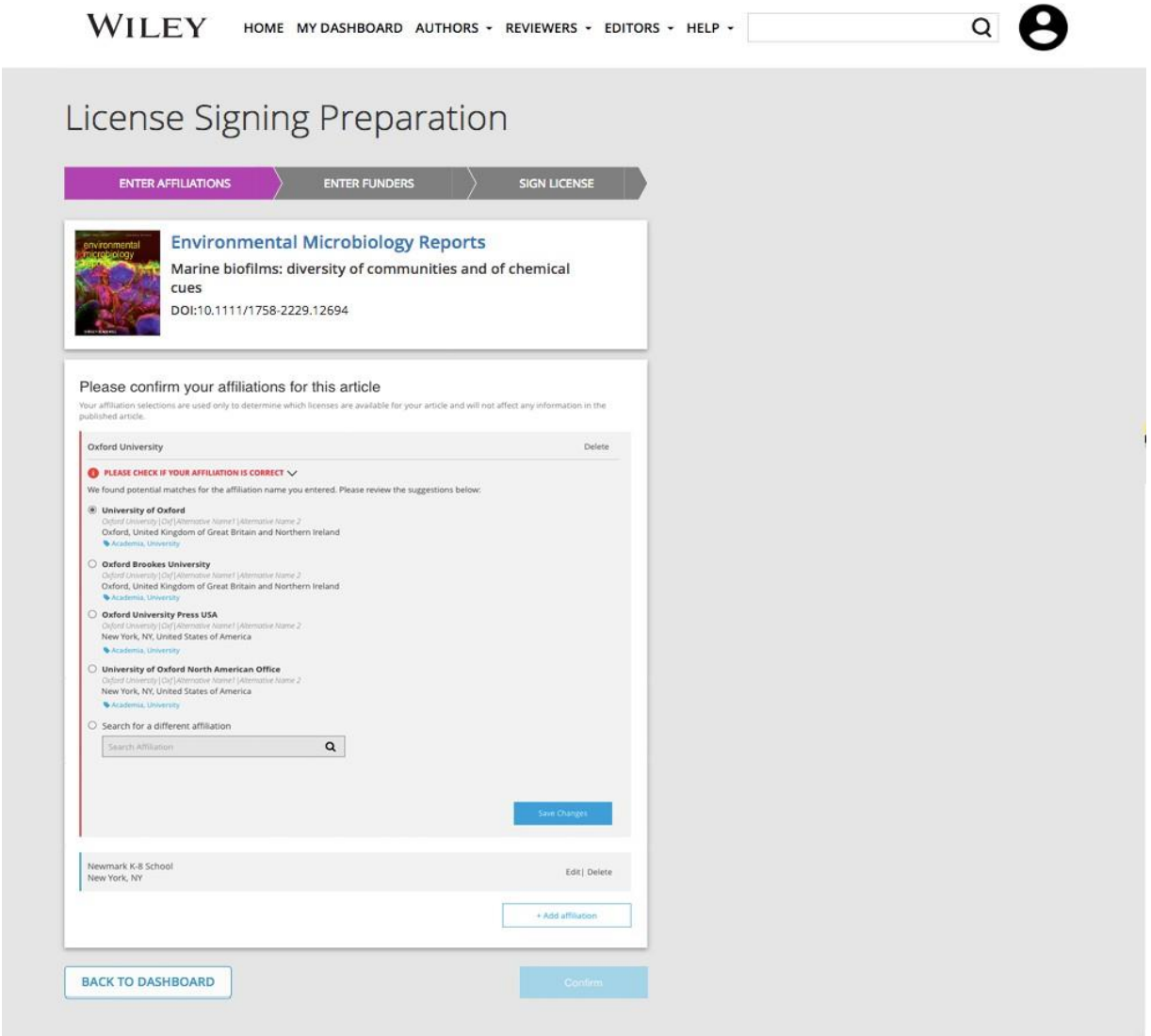
WILEY

Confirm/Enter Institutional Affiliation – Multiple Close Matches with Ringgold

Confirm/Enter Institutional Affiliation – Multiple Close Matches

Author is taken to the new Institutional Affiliation(s) Confirmation screen.

If the institution(s) entered into EEO and ingested into AS
doesn't have an exact match with Ringgold database, but we have multiple close matches, this screen will apply.



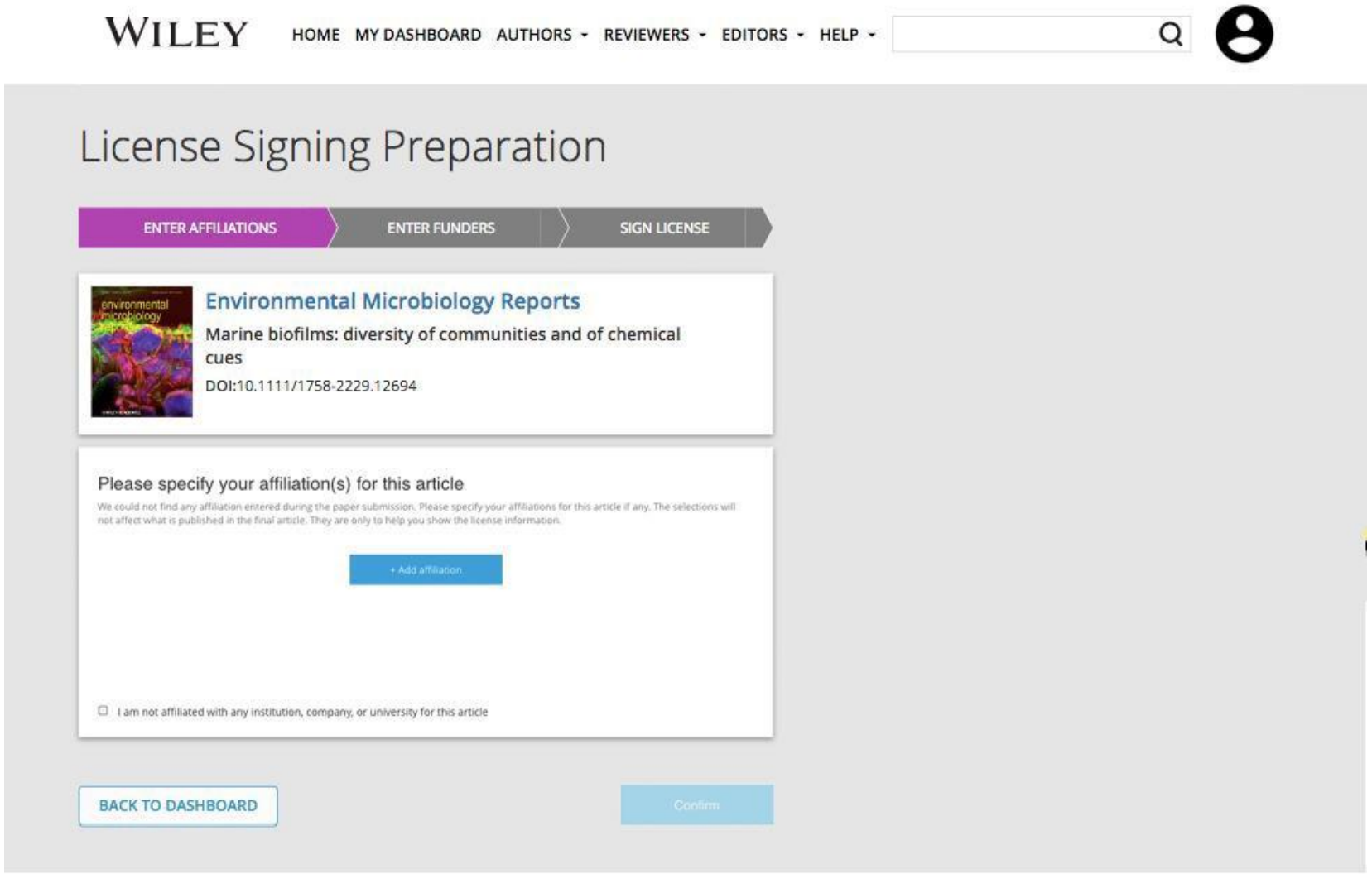
WILEY

Confirm/Enter Institutional Affiliation – No Institution(s) From EEO

Confirm/Enter Institutional Affiliation – No Institution

Author is taken to the new Institutional Affiliation(s) Confirmation screen.

If the author has not entered an institution into EEO during article submission, this screen will be shown requesting that the author please add an institutional affiliation for his/her article.



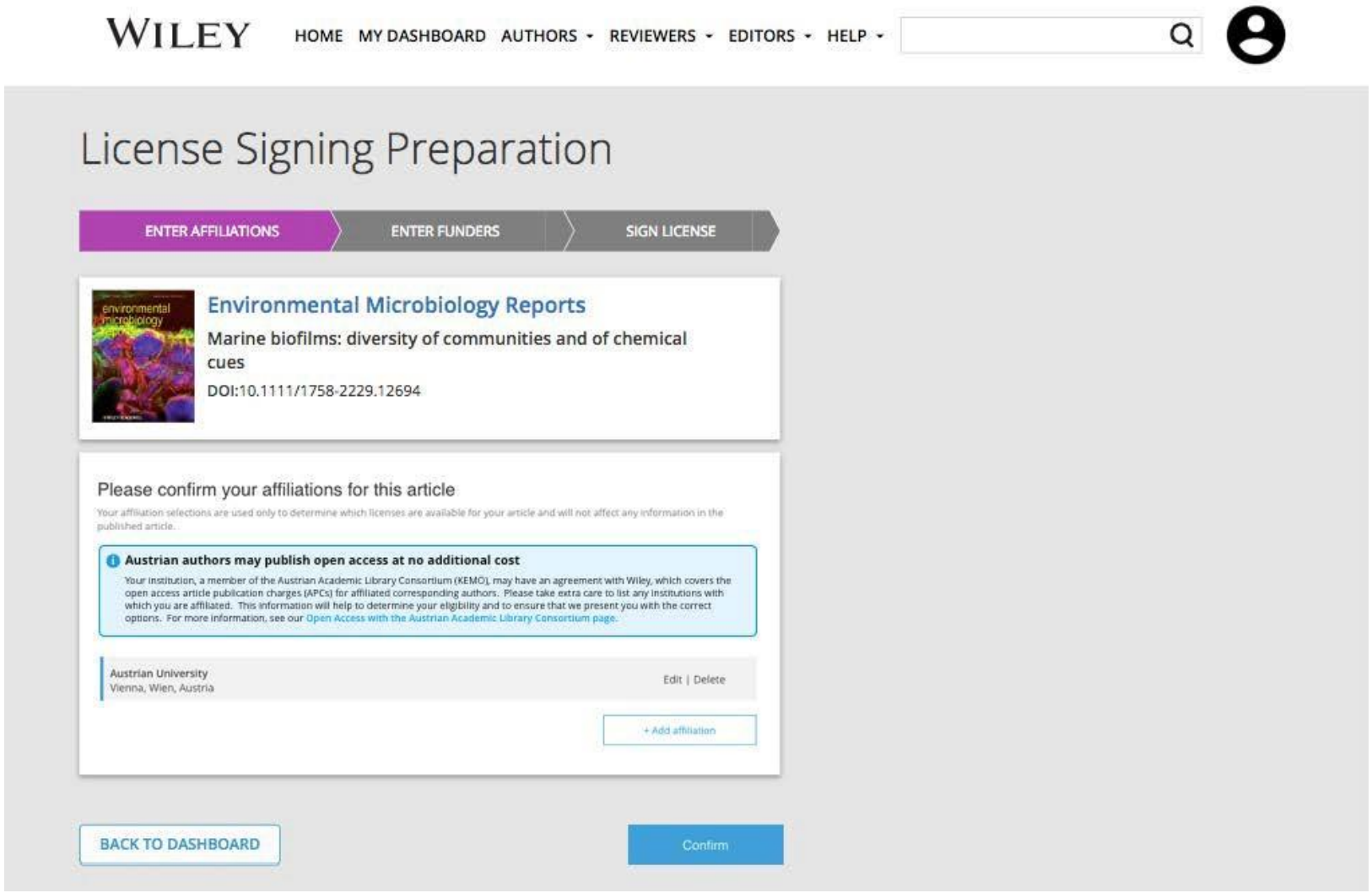
WILEY

Confirm/Enter Institutional Affiliation – Geo-targeting via IP Range (Country)

Confirm/Enter Institutional Affiliation – Geo-targeting

Author is taken to the new Institutional Affiliation(s) Confirmation screen.

In certain cases we will also show a geo-targeted message to users with an IP address within one of our eligible countries to encourage them to select their institution from our list.

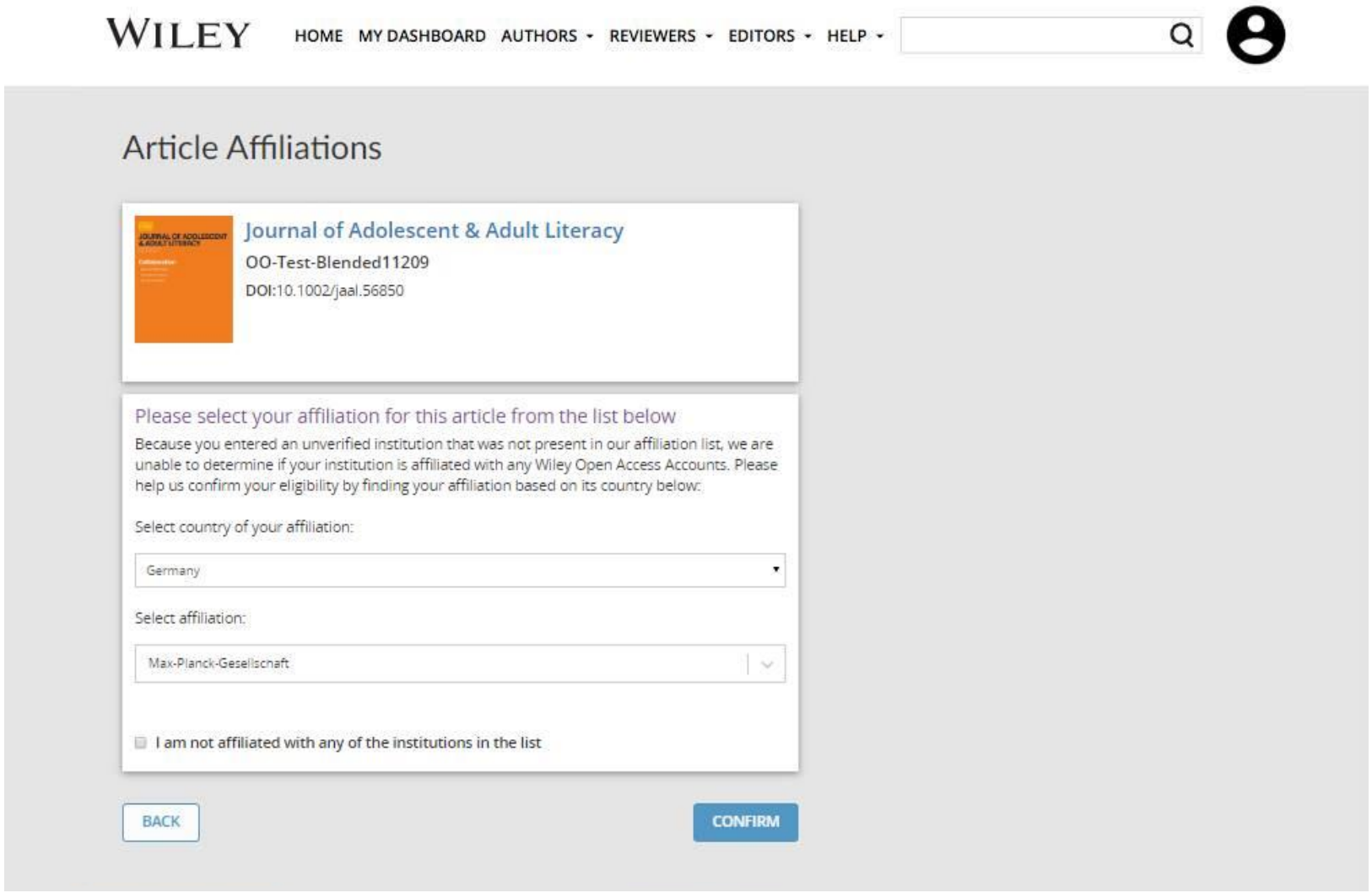


WILEY

Confirm/Enter Institutional Affiliation – Follow-up to Custom Entry

Confirm/Enter Institutional Affiliation – Follow-up to Custom Entry

If the author enters a custom affiliation not recognized in the Ringgold database, an additional screen will ask the author to select from a list of institutions with Wiley Open Access Accounts filtered by country.



WILEY

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

Confirm/Enter Institutional Affiliation – Multiple WOA Affiliations

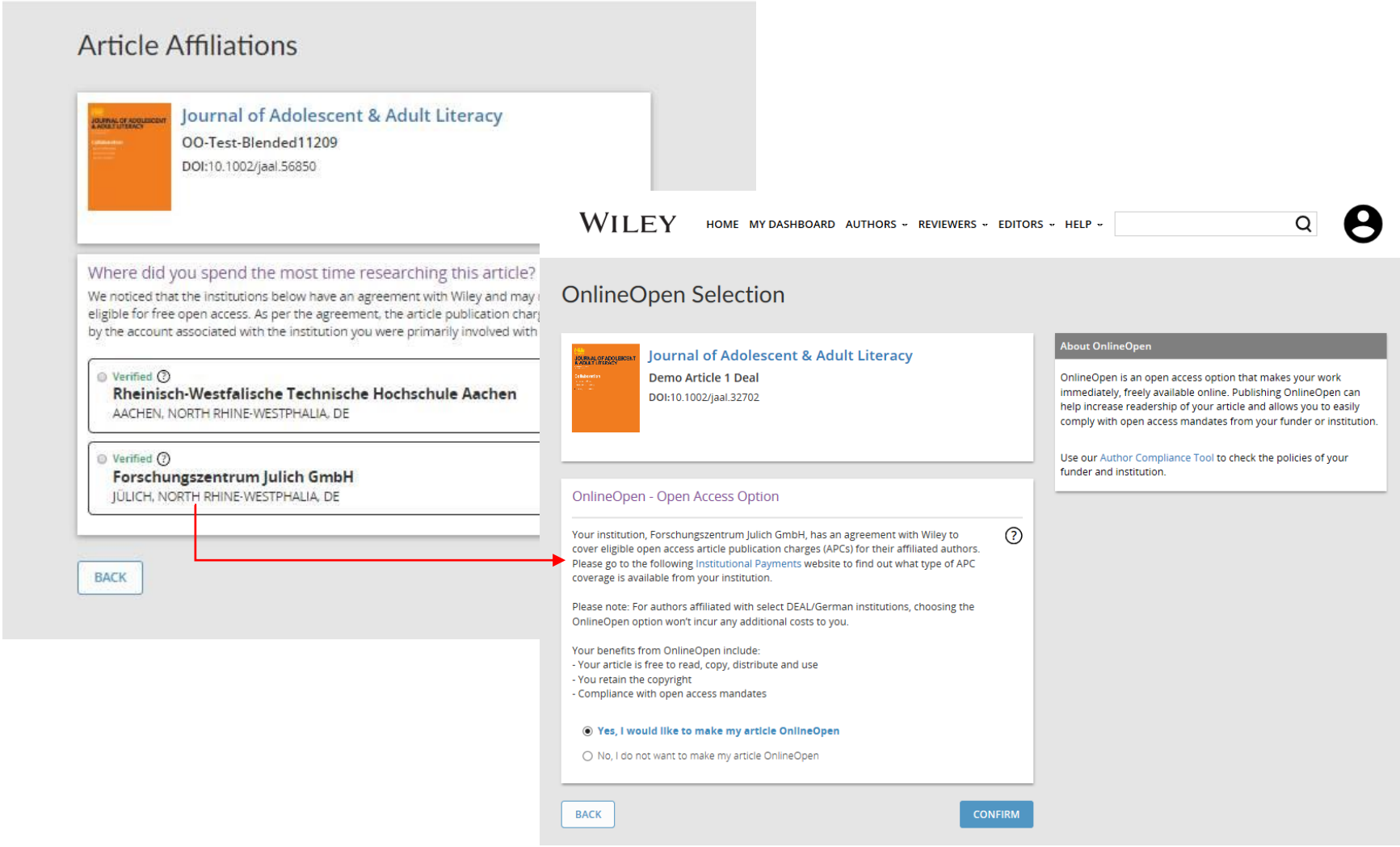
If the author enters affiliations with multiple institutions and more than one of the institutions has a Wiley Open Access Account, an additional screen will be presented asking the author to select which institution is most appropriate to cover the open access fees.

WILEY

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

Confirm/Enter Institutional Affiliation – Multiple WOA Affiliations

Once the author selects one of the institutions, all future screens show the eligibility notification for the institution that was selected.



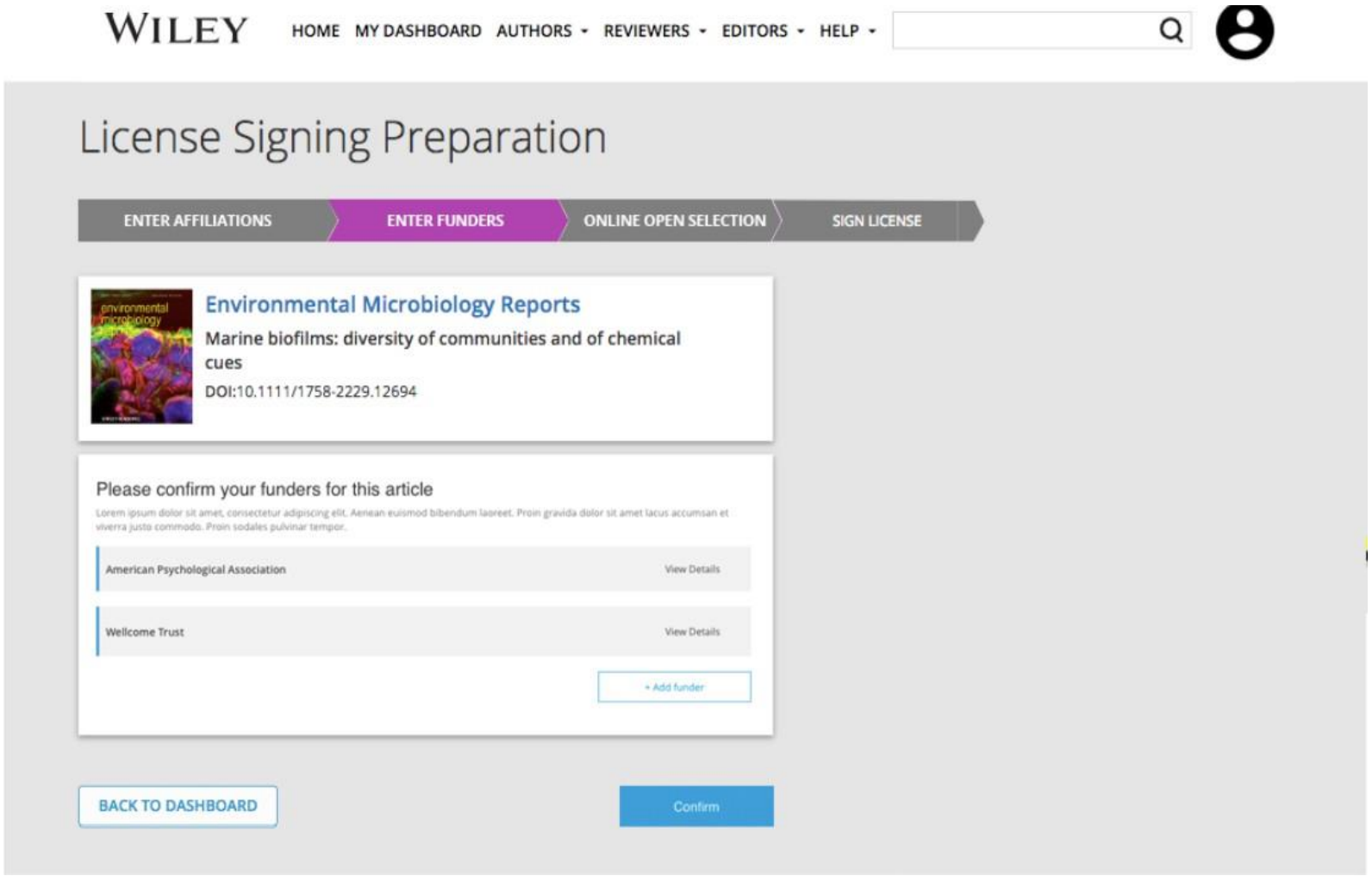
WILEY

Step 4: Enter Funder Information

Licensing Signing – Funders

Funders

Author is presented with reported Funders (if provided at submission), and is given an additional option to add/edit any new/existing Funder(s).



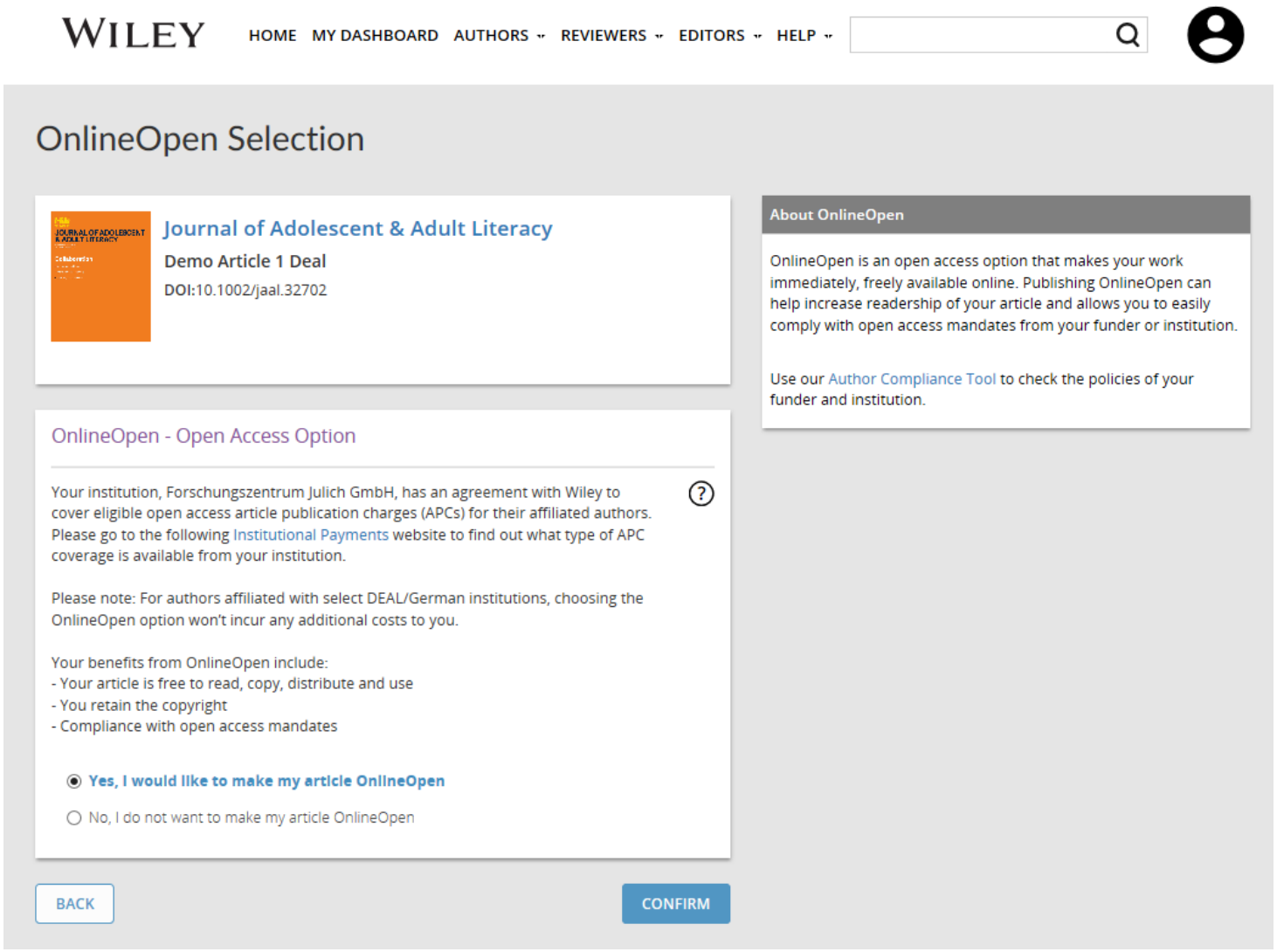
WILEY

Step 5: OnlineOpen Selection Defaulted Yes Option

‘Yes’ is Pre-Selected for Author

Select OO – Default Yes

Author is presented with ‘OnlineOpen – Open Access Option’ pre-selected to “Yes, I would like to make my article OnlineOpen” by default.



WILEY

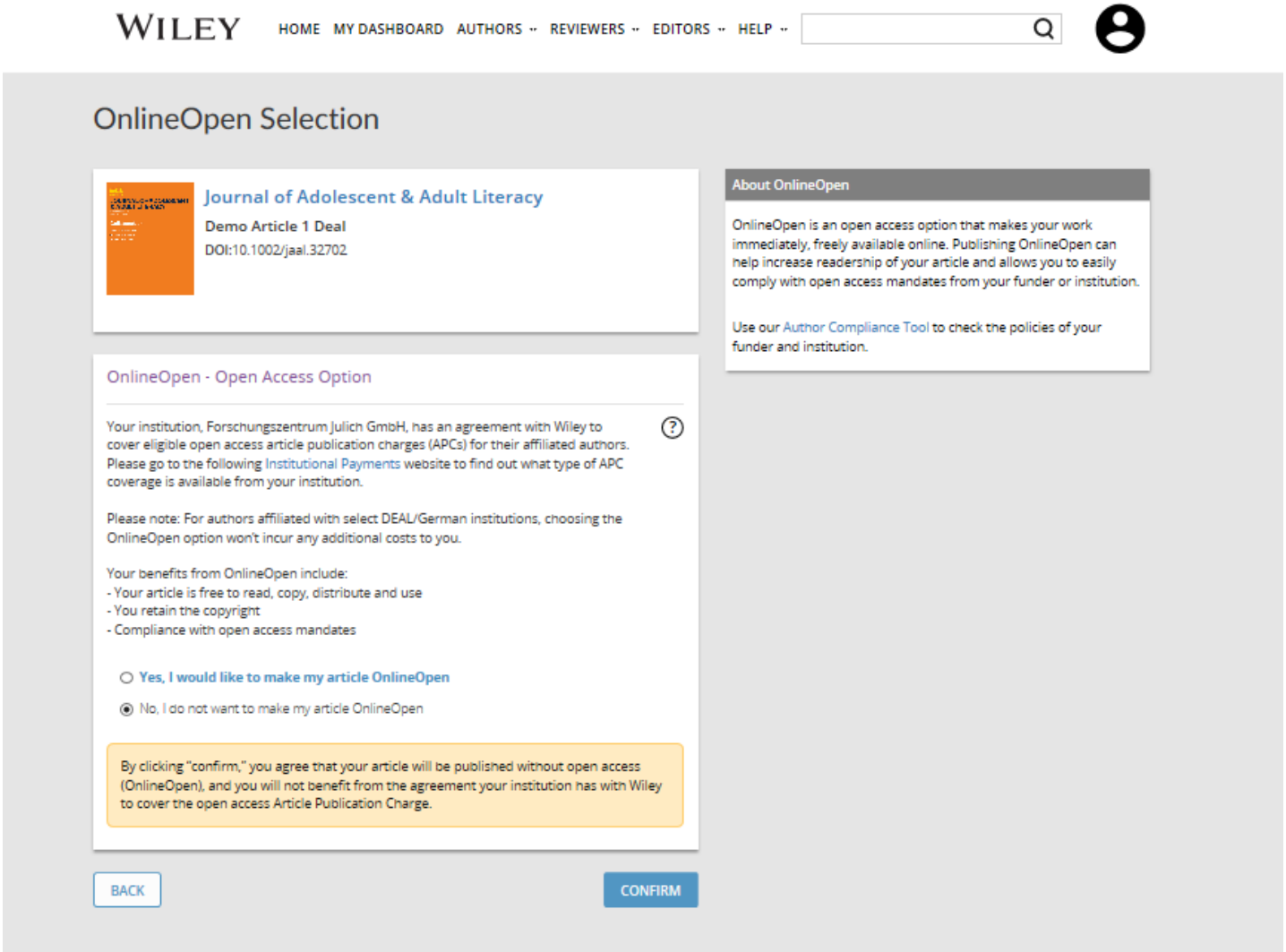
Author Changes Selection From Default 'Yes' to 'No'

Select OO – Author Changes Selection From Default "Yes" to "No"

Author is presented with 'OnlineOpen – Open Access Option' pre-selected to "Yes, I would like to make my article OnlineOpen" by default and actively changes selection to "No, I don't want to make my article OnlineOpen."

Author is then presented with a warning message.

Once author clicks, "Confirm" button, author's opt-out/active selection of 'No' will be recorded for reporting and the author will continue on to sign the appropriate CTA license.



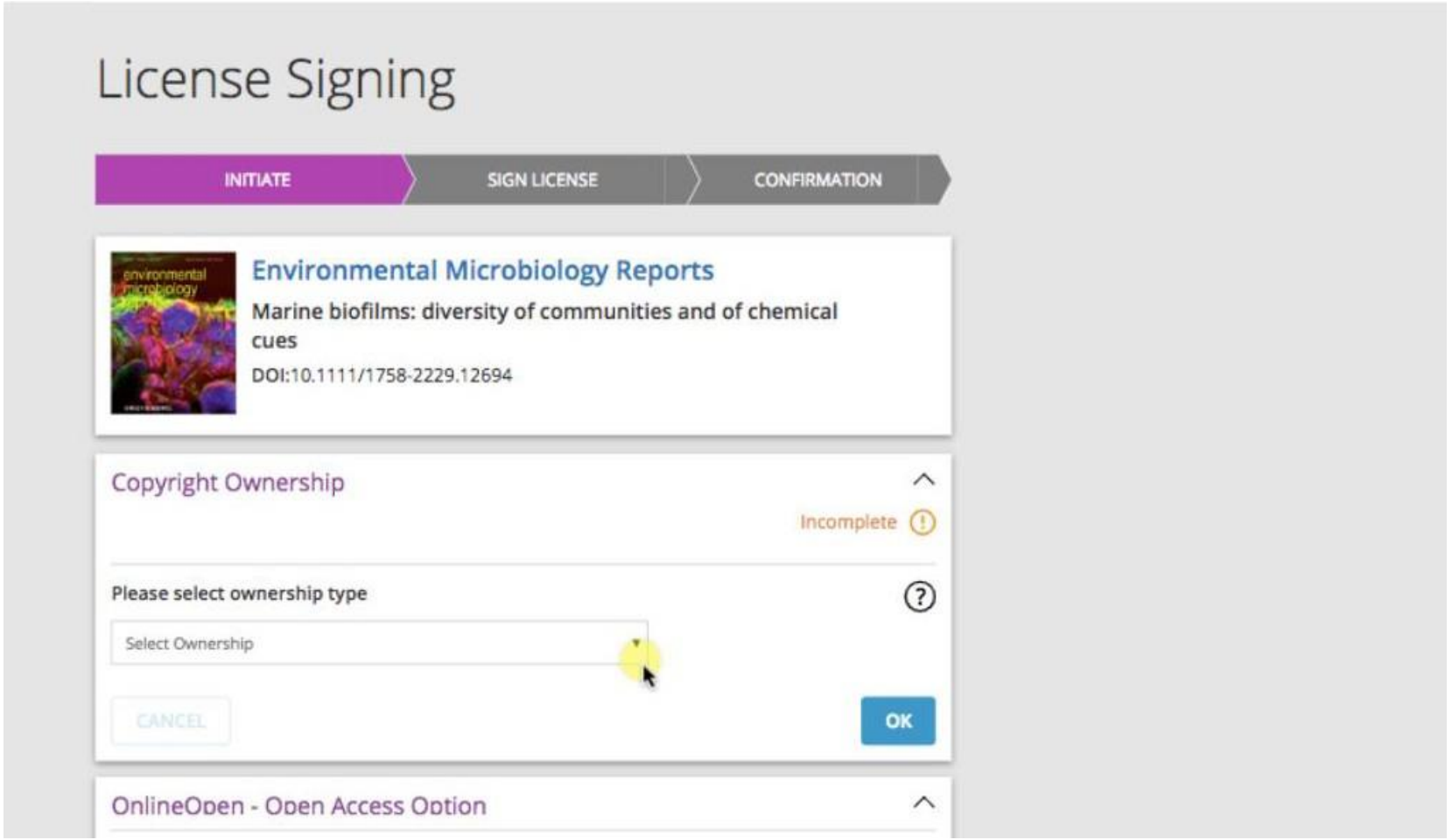
WILEY

Step 6: Copyright Ownership Selection

License Signing – Copyright Ownership

Copyright Ownership

Author is presented with License Signing options: Copyright Ownership selection, Creative Commons licensing selection, etc.



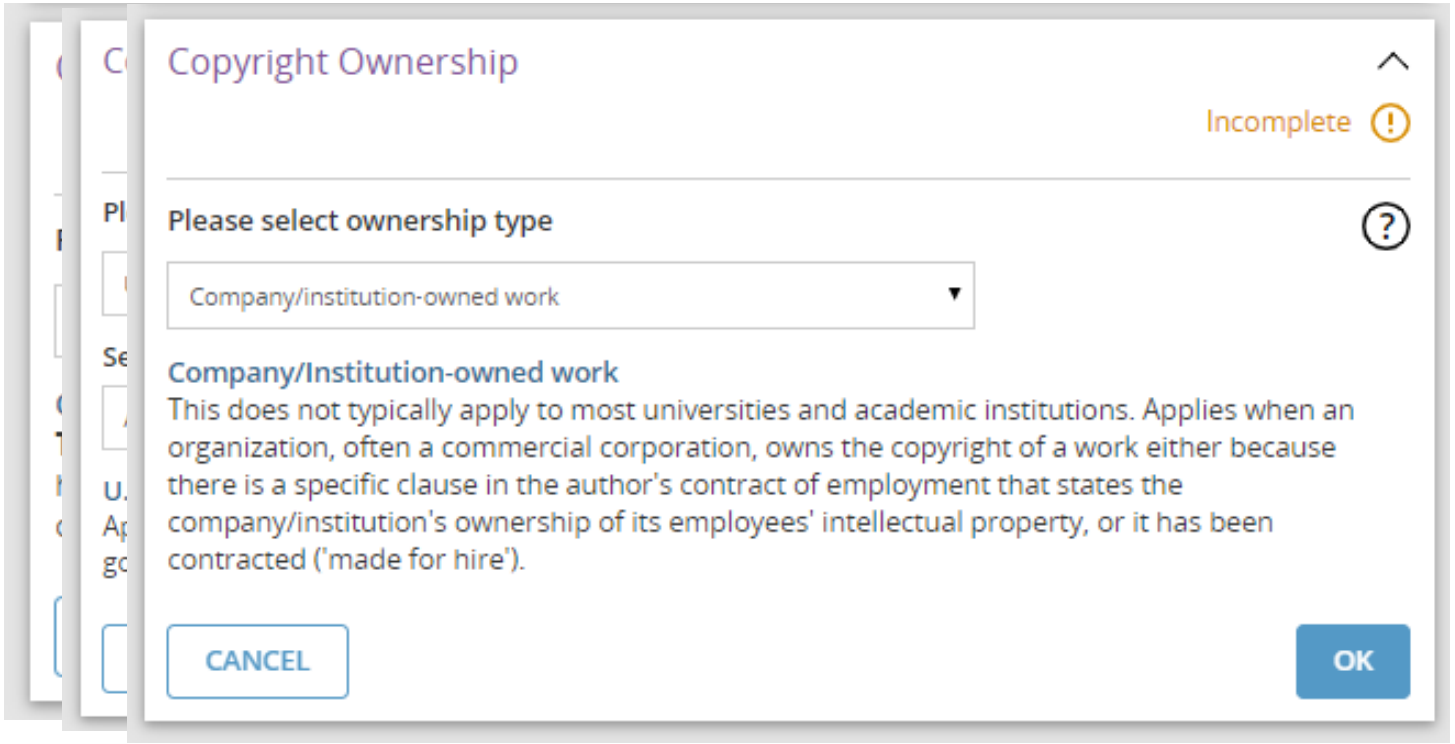
WILEY

License Signing – Copyright Ownership Choices

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.



WILEY

Step 7: Creative Commons License Selection

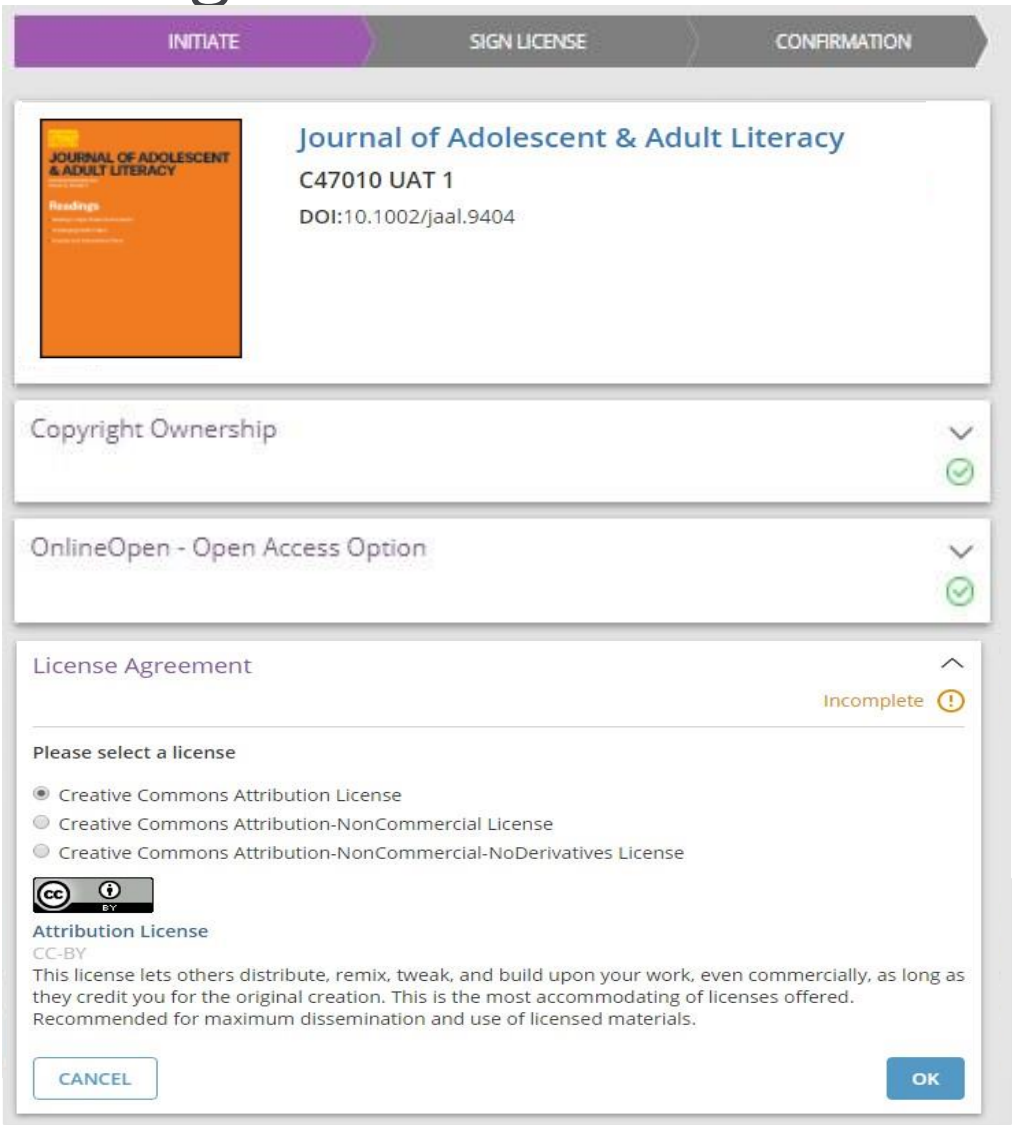
License Signing – License Agreement Selection

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.



WILEY

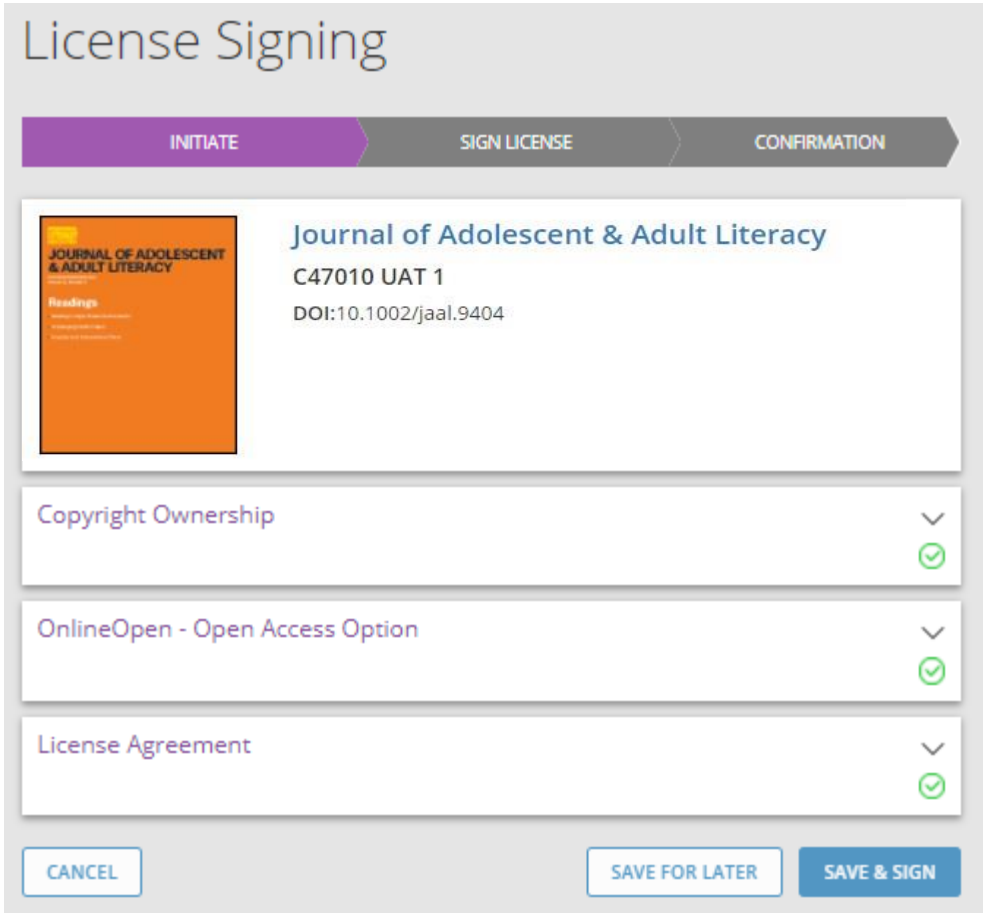
Step 8: Sign License

License Signing – Option to Sign or Save for Later

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.



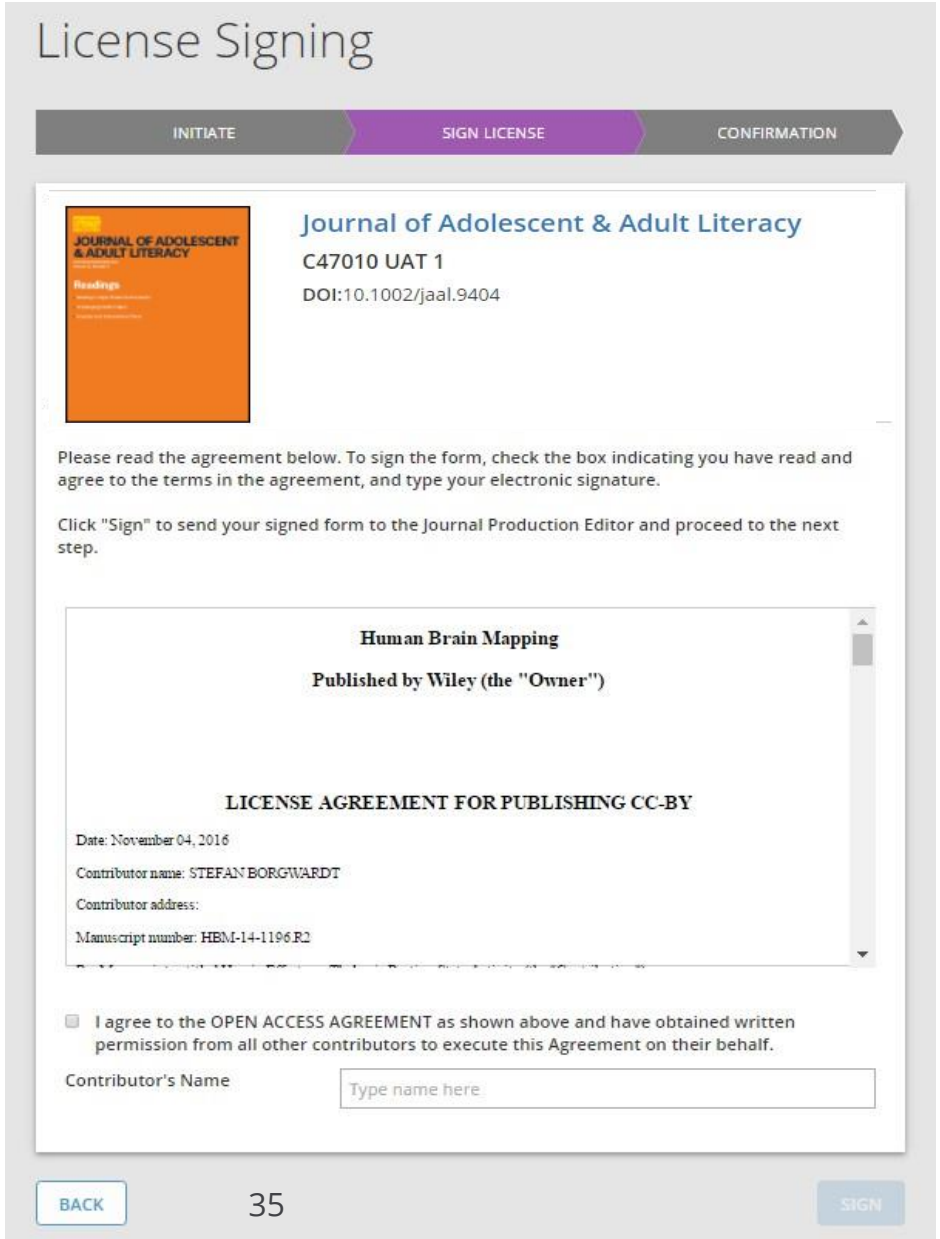
WILEY

License Signing – CC-BY License

Review License Agreement

Author is presented with electronic copy of the Creative Commons license agreement selected and 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.



WILEY

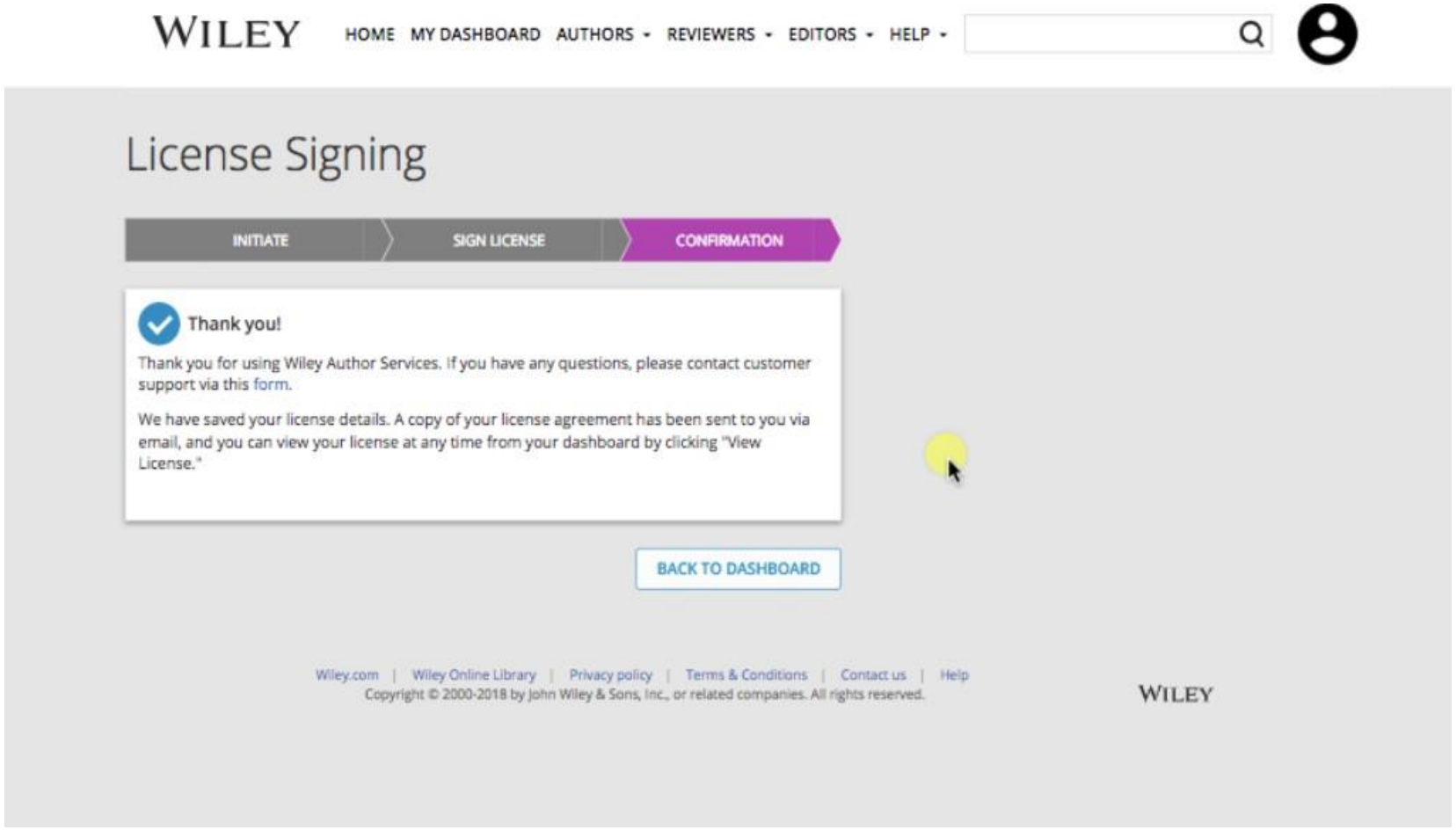
Step 9: License and OO Order Confirmation

License/Order Confirmation

License Signing and OO Selection - Confirmation

If Author continued with "Yes" for OnlineOpen, the order is submitted automatically on behalf of the author and the author is presented with a confirmation screen. New text TBD to make clear that the OO selection has also been submitted.

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



WILEY

Fully Open Access Journals

WILEY

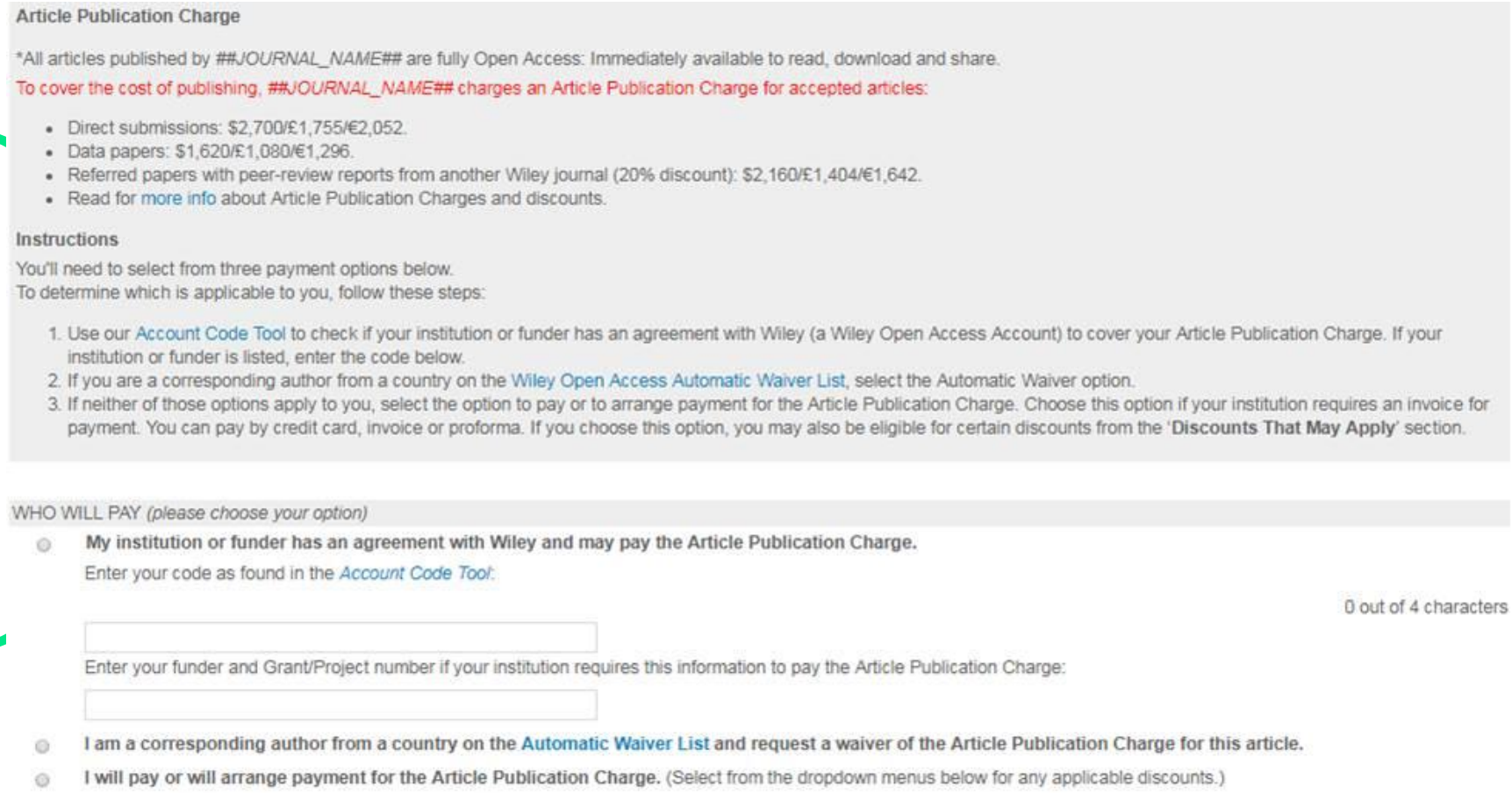
Step 1: Author submits manuscript to Open Access Journal and indicates affiliation with Wiley Open Access Account in payment question

WILEY

Submission to Open Access Journals

Submission to OA journal

Authors will be presented with a payment question during manuscript submission to the OA journal. They will indicate their affiliation with a Wiley Open Access Account when they answer the payment question.



Article Publication Charge

*All articles published by *##JOURNAL_NAME##* are fully Open Access: Immediately available to read, download and share.

To cover the cost of publishing, *##JOURNAL_NAME##* charges an Article Publication Charge for accepted articles:

- Direct submissions: $2,700/£1,755/€2,052.
- Data papers: $1,620/£1,080/€1,296.
- Referred papers with peer-review reports from another Wiley journal (20% discount): $2,160/£1,404/€1,642.
- Read for more info about Article Publication Charges and discounts.

Instructions

You'll need to select from three payment options below.
To determine which is applicable to you, follow these steps:

1. Use our Account Code Tool to check if your institution or funder has an agreement with Wiley (a Wiley Open Access Account) to cover your Article Publication Charge. If your institution or funder is listed, enter the code below.
2. If you are a corresponding author from a country on the Wiley Open Access Automatic Waiver List, select the Automatic Waiver option.
3. If neither of those options apply to you, select the option to pay or to arrange payment for the Article Publication Charge. Choose this option if your institution requires an invoice for payment. You can pay by credit card, invoice or proforma. If you choose this option, you may also be eligible for certain discounts from the '**Discounts That May Apply**' section.

WHO WILL PAY *(please choose your option)*

My institution or funder has an agreement with Wiley and may pay the Article Publication Charge.

Enter your code as found in the *Account Code Tool*:

0 out of 4 characters

Enter your funder and Grant/Project number if your institution requires this information to pay the Article Publication Charge:

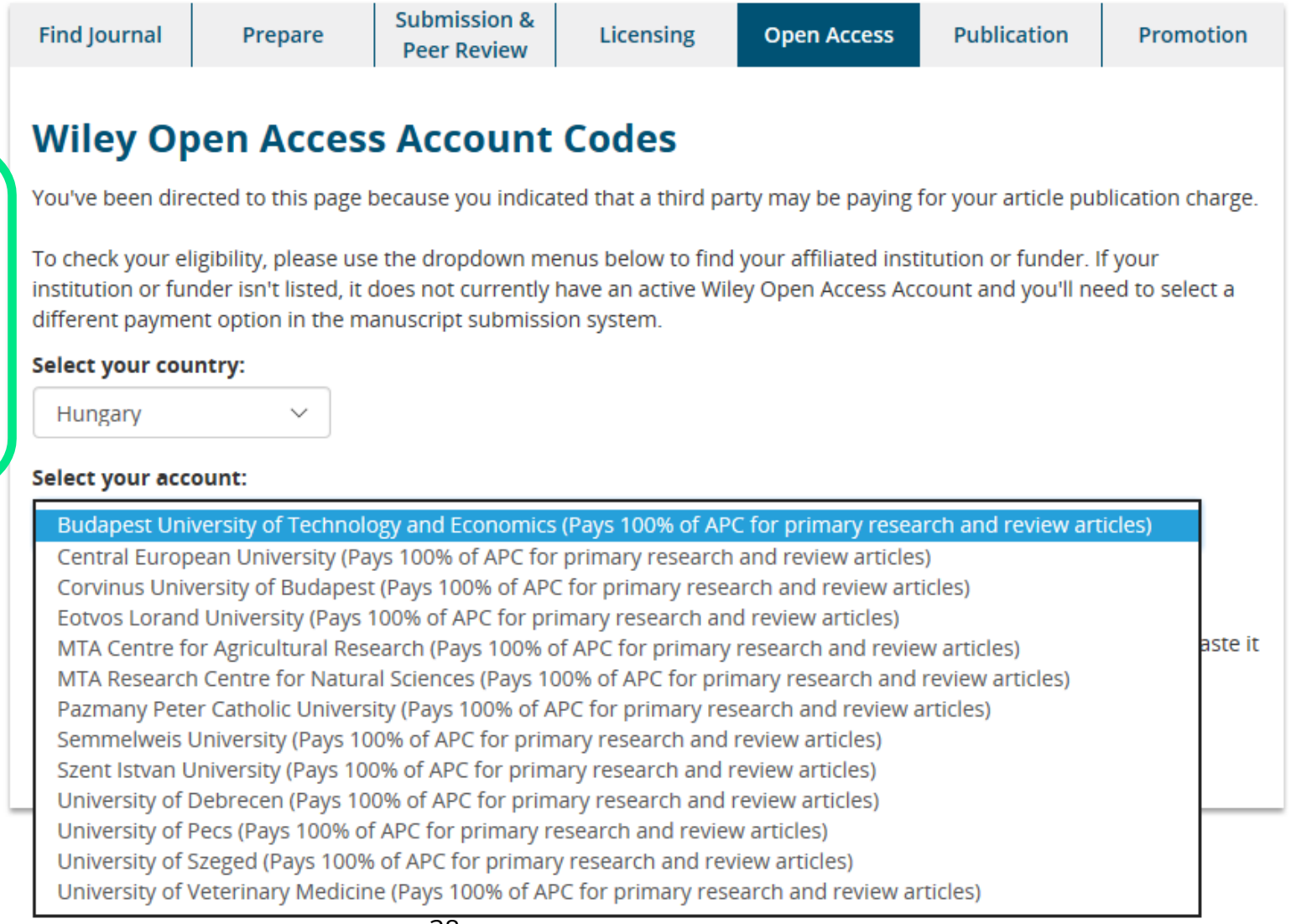
I am a corresponding author from a country on the Automatic Waiver List and request a waiver of the Article Publication Charge for this article.

I will pay or will arrange payment for the Article Publication Charge. (Select from the dropdown menus below for any applicable discounts.)

Wiley Open Access Account Codes

Wiley Open Access Account Codes

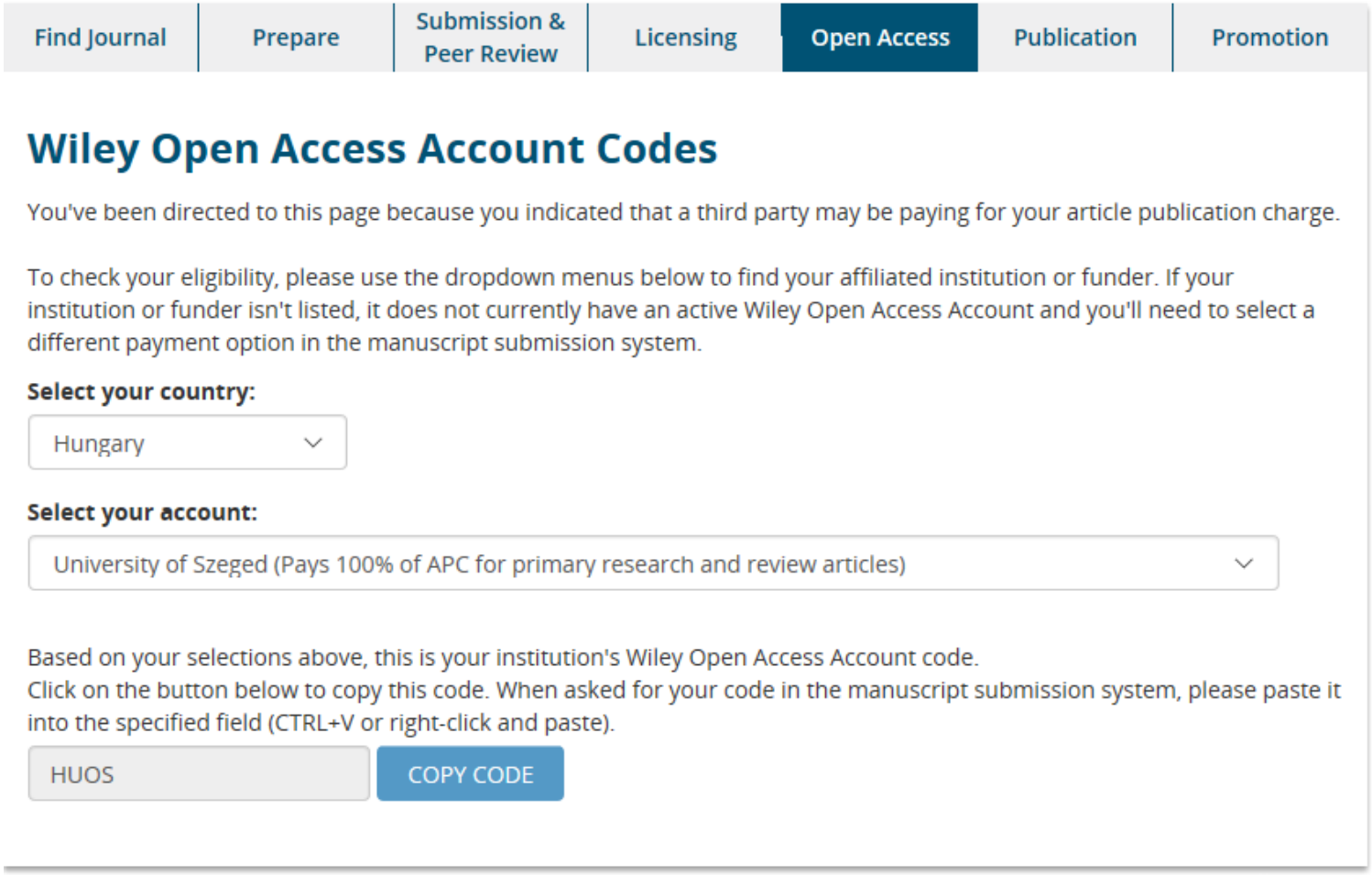
Authors will search for their institution and then copy and paste the code into the appropriate field in the manuscript submission system.



Wiley Open Access Account Codes

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

Step 2: Author receives notification that their request to use the Wiley Open Access Account has been approved

WILEY

Request Approval Provided

Request Approval

Authors will receive an email confirmation that their request to use the Wiley Open Access Account had 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:

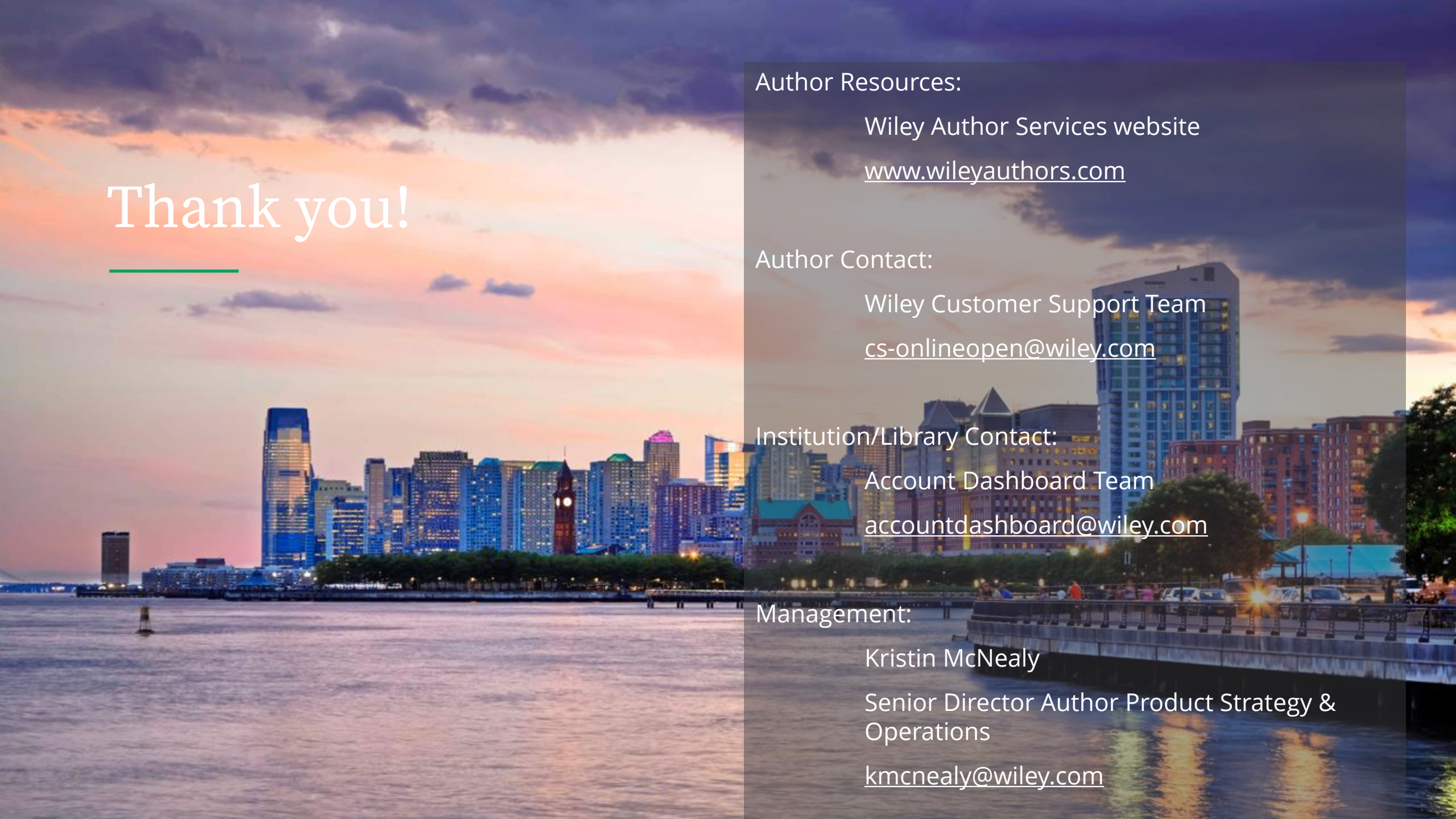
Your payment request has been accepted by the institution or funder.

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
cs-openaccess@wiley.com

Step 3: When article is accepted, author signs license agreement. No payment steps are necessary.



Thank you!

Author Resources:

Wiley Author Services website

www.wileyauthors.com

Author Contact:

Wiley Customer Support Team

cs-onlineopen@wiley.com

Institution/Library Contact:

Account Dashboard Team

accountdashboard@wiley.com

Management:

Kristin McNealy

Senior Director Author Product Strategy & Operations

kmcnealy@wiley.com