The Author Workflow in Wiley Open Access Accounts

Open Access (fully gold)
Authors request funding on submission of their manuscript

Open Access (hybrid)
Authors invited into Author Services at acceptance of their manuscript for publication, and a funding request is generated using the responsible corresponding author’s affiliation

Wiley Open Access Accounts (using Oable)
Authors’ Workflow for Wiley Hybrid Journals
Authors invited into Author Services at acceptance and funding request will be generated using responsible corresponding author's affiliation for **hybrid journals** if author opts for open access publishing and submits their APC funding request to an institution's Wiley Open Access dashboard.
Invitation Email

Customized Text for CARE CRUI members
Wiley and CARE-CRUI, have an agreement to cover the cost of your open access publishing. Visit our Institutional & Funder Payments page to find out what type of APC coverage is available from your institution.

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 CARE-CRUI, have an agreement to cover the cost of your open access publishing. Visit our Institutional & Funder Payments page to find out what type of APC coverage is available from your institution.

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

https://authorervices.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
Authors are invited to Author Services when their article has been accepted by a journal, regardless of institutional affiliation.

To begin the author workflow for the article, they click on the ‘Manage article’ button.
Any articles requiring actions will be automatically featured on the top of the list; old articles after those with actions required.

‘Manage article’ button kicks off the process.
## Steps for authors to benefit from agreement

**Manage article:** Authors are invited to Author Services when their article has been accepted by a journal, regardless of institutional affiliation. From there, they can manage their article.

**Confirm author roles:** The author list will show all authors from the manuscript. You get to indicate who is the corresponding author and responsible corresponding author, who drives this process.

**Confirm funders and affiliations:** The author is presented with reported funders and affiliations (if provided at submission) and is given an additional option to add/edit any. The platform will help authors select their affiliation if missing and will alert them of the eligibility.

**Confirm copyright:** Author is presented with the Copyright Ownership selection.

**Open Access confirmation:** Author is presented with the choice of publishing their article in open access.

**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.

**Signing:** The next step is license signing and confirmation.