Authors’ Workflow for Hybrid Journals
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.
Step 1:
Confirm 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 corresponding author(s)
Corresponding authors will have their contact information included on the final published article.
Most articles only have one or two corresponding authors.

- Berhane Abhra Asfaw
- Kaori Sakaguchi-Söder
- Anat Bernstein  Corresponding author
- Hagar Siebner
- Christoph Schüth

Selections made here will be reflected on the final published paper.
You will not be able to change this selection during proofing.
Selecting “This list is incorrect” displays this interstitial screen.

The option(s) selected here determine whether Customer Support needs to intervene, or whether the author can proceed through the workflow.
Confirm Author Role

Route 1

If author selects “The list is out of order”, “An author has changed their name” or “One or more names are spelled or formatted incorrectly”, the author sees a confirmation screen before proceeding to the Confirm Responsible Corresponding Author screen.

Rapid Communications in Mass Spectrometry

Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments

DOI: doi.org/10.1063/rcm.8922

Based on the information you provided, you can still proceed with completing your required actions

- If you have not yet reviewed your proofs, you can make these corrections at that time.
- If you have already reviewed your proofs, please contact the production office with your corrections. You should still complete your required actions at this time.

Confirm Author Roles

- Funders & Grant Details
- Your Affiliations
- Copyright ownership
- License Selection
- License Signing

Confirm
Confirm Author Role

Route 2
If the author selects “One or more authors are missing”, “Someone is listed as an author but should not be listed” or “Something else is wrong”, the author cannot continue and must wait for Customer Support to deal with the issue.

Rapid Communications in Mass Spectrometry
Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments
DOI: 10.1002/rcm.8922

 Corrections to the author list have been requested
We have shared your concerns with our support team. Someone from Wiley may reach out for additional information as needed.

Based on the information you provided, we must address these corrections before you are able to complete required actions. We apologize for the inconvenience.

What's next:
You will be invited back to Author Services to finish required tasks once our production office has corrected the issue.
Confirm Responsible Corresponding Author

This screen displays the list of Corresponding Authors selected from the previous screen.

The padlock icon next to author names 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.

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

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.

- Berhane Abrha Asfaw
- Kaori Sakaguchi-Söder
- Anat Bernstein
- Hagar Siebner - Responsible corresponding author
- Christoph Schüth

Assign responsible author
If the author selects themselves as Responsible Corresponding Author, they continue to the Funder/Grant details screen.

If the author selects someone else as Responsible Corresponding Author, there's a confirmation screen.

When the nominated Responsible Corresponding Author logs into Author Services from their invitation email, they will be taken straight to the Funder/Grant details step.
Step 2: Funders & Grants Details
Funders & Grant Details

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).
Funders & Grant Details

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
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 left-hand 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.
Moreover, to make this obvious to authors, when eligible institutional affiliation is inherited from Electronic Editorial Office and there is an exact match, the custom eligibility message will show on the main homepage of Author Services, as well.
If no affiliation is inherited from data entered within the submission systems, authors will be asked to add their affiliation.

The geotargeting feature informs authors of the existence of institutions in their country that have a Wiley Open Access Account.

It looks like you are based in Germany. Did you know that authors affiliated with over 900 German institutions can publish open access at no additional cost?

If you are affiliated with one of these institutions, fees to publish your article open access are covered under the nationwide DEAL agreement with Wiley.

Please confirm your primary affiliation to the institution where the research reported in this article was conducted. This information is only for identification purposes to help assign your article to the correct institution.

Visit the Projekt DEAL Agreement page for more information.
Enter Institutional Affiliation – No affiliation provided

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

Please specify your affiliations for this article

Please add your primary affiliation with the institution where the research for this article was conducted. This helps us determine if your institution may cover your OnlineOpen Article Publication Charge and 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”).

Max Planck Gesellschaft
MUNCHEN, BAVARIA, DE

Max Planck-Institut fur Herz- und Lungenforschung W G Kerckhoff-Institute
BAD NALHEIM, MESSE, DE

Max Planck-Innovation GmbH
MUNCHEN, BAVARIA, DE
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.
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.
Step 4:
Copyright Ownership Selection
Copyright Ownership

Author is presented with the Copyright Ownership selection.

Please specify who owns the copyright for this article.

The answer to this question will tell our system whether you are authorized to sign this form yourself, or if you will be required to obtain the signature of one or more co-authors.

Copyright Ownership

- **Contributor-owned work**
  - This is the correct selection for most authors. It is customary in most academic and healthcare institutions for faculty to retain copyright for articles that they have authored. Please check whether different policies apply in your institution.

- **U.S. Government work**
  - Applies only if your work was authored as part of your official duties as a United States federal government employee, such works are in the public domain in the US.

- **U.K. Government work**
  - Applies only to employees of the U.K. Government.

- **Non-Governmental Organization work**
  - Applies only if the work was carried out during the course of employment by a Non-Governmental Organization.

- **Other Government work**
  - Applies only to government employees outside of the U.S. and U.K.

- **Company/institution-owned work**
  - This does not typically apply to most universities and academic institutions. Applies when an organization, often a commercial corporation, owns the copyright of a work either because there is a specific clause in the author’s contract of employment that states the company/institution’s ownership of its employee’s intellectual property, or it has been contracted (made for hire).
Step 5:
Confirm Open Access Option
Author is presented with the choice of publishing their article in open access.

Do you want to make your article open access?

Wiley has an agreement with your institution, Karolinska Institutet, to cover eligible open access article publication charges (APCs) for their affiliated authors. Visit our [Bibsam](https://bibliometrics.wiley.com/) page to find out what type of APC coverage is available from your institution.

Make your article freely available for everyone to read, copy, distribute and share.

- Enables the greatest possible readership and multidisciplinary influence
- Allows your article to be cited widely and achieve the greatest possible impact in your field
- Complies with open access mandates - retain copyright and choose a Creative Commons license

[Yes, make my article open access](https://example.com)
Step 6:
License Agreement Types
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
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.
Author Workflow: Author Services Updates

New Features to Improve the User Experience
Author Services

New features

Publication history: timeline of where article is in production workflow.

Once the article is published, this page will show the list of citations for this article.

Manage this article

Geophysical Research Letters

Proof int CD 4

DOI: 10.1002/grl.61446

Status: In Production

Required Actions

Sign license

Please sign your license for your article to be published.

Review proofs

Your article proofs are awaiting author feedback. Review your proofs by February 9, 2021.

Help with this article

For help with your license or ordering Open Access, please visit our FAQ page or start a chat with Customer Support by clicking the Help icon below.
Authors are also able to access their proofs through their dashboard and see confirmation that their proofs have been returned.
Options authors may be keen to find out more about: video abstracts and covers for their articles.

- **Make this article Open**
  - Open access makes your article immediately and freely available to read, download, and share.
  - Discounts may be available
  - [Order Open Access]

- **Video abstract for your article**
  - Turn your findings into engaging and accessible overviews, perfect for sharing on websites and social media.
  - [Learn more]

- **Get featured on the cover of your issue**
  - This journal accepts artwork submissions for Cover Images. This is an optional service you can use to help increase article exposure and showcase your research.
  - For more information, including artwork guidelines, pricing, and submission details, please refer to our Cover Image Resources page
  - [Cover Image Resources]
New features

“Filter my articles” search feature.
Author Services

New features

Help 24/7 via chat.

Login

New to Wiley?

With your Wiley ID, you can access and manage your account on:
- Wiley Online Library
- Wiley Authors

Primary Email Address*
Enter Email

Password*
Enter Password

Forgot password?

Password

Login

Chat

Register

First Name

Last Name

Email

Subject

Start chat
Find Your Article

If an author is missing an article from their dashboard, they can now more easily add this article without intervention from Wiley.

When an author finds the article using the “Find your article” feature, they will see a list of authors on the article and they will be able to say if they are one of these authors.

After system verification to check that there is a match, this article will automatically be assigned to the author and will appear on their dashboard.

Environmental Toxicology and Chemistry
Toward the Development and Application of an Environmental Risk Assessment Framework for Microplastic
DOI: https://doi.org/10.1002/wat2.35086

Which author are you?
You may be asked to confirm your identity with our support team before the article gets added to your dashboard.

- Anat Bernstein
- Christoph Schieth

I am not listed
Only credited authors may add this paper to their dashboard. In order to assist you in adding this article to your account, tell us more about your role on this paper:

Role in this paper

Are you a corresponding author on this paper? Required
- I am a corresponding author
- I am a coauthor

Add missing article
Training Resources

For Authors

- Open Access Resources for Researchers
- Author Compliance Tool
- Author Services website
- Affiliation Policy and Payment Info for Authors
Thank you!

Wiley Customer Support Team:
cs-openaccess@wiley.com

Author Services Support Team:
cs-author@wiley.com