OA Author Workflow and Publishing Tips

Sam Crowe, Associate Director, Customer Success
Anna Savage, Journals Publishing Assistant, Social Sciences
Agenda

Making use of the Wiley OA Agreement as a CSUC author

What is an OA Transformational Agreement?

Authors Workflow
- How authors submit requests for open access within a hybrid journal

Resources

How to Get Published in Academic Journals
OA Transformational Agreement

What are the benefits?
Transformational Agreements

▪ What is a Transformational Agreement?

- Transformational Agreements (sometimes also referred to as Transitional Deals or Transformative Agreements) are contracts negotiated between institutions (libraries, national and regional consortia) and publishers that transform the Agreements that Consortia have with publishers, moving from one based on paywall access (subscriptions) to one in which publishers are paid for their open access publishing services. This enables institutions, researchers and publishers to transition to a more open future in a sustainable way.

▪ How does it work?

- Your agreement combines both read access to the vast majority of Wiley’s journal content, with Open Access publishing, in all our hybrid journals that offer some form of OA publishing. (Hybrid journals are journals that are paid subscription journals, but also allow articles to publish OA in them for a fee.)

- It allows authors who are affiliated to your institution, the option to publish their article OA in all our hybrid journals.
Types of journals

Included:

Hybrid journals:
▪ Subscription journal that allows open access publications
▪ Article can be published behind or outside paywall
▪ Majority of Wiley journals are hybrid.

Limited (next year):
Open access journals:
▪ Articles are freely accessible online
▪ Authors pay an Article Publication Charge (APC)
▪ The APC can be paid via the author’s institution or funding.

Not included:
Subscription only journals:
▪ Free to publish but need to be subscriber to read
How open access is transforming research communication

- **3x Downloads**: On average, open access articles were downloaded 3x as much as subscription articles.
- **≈2x Citations**: Open access articles were cited nearly twice as much compared to subscription articles.
- **4.5x Altmetric Score**: Open access articles received 4.5x as much Altmetric attention as subscription articles.

### Av full text downloads per article
- Delayed free access: [Graph]
- OA articles (OA jnl): [Graph]
- OA articles (hybrid jnl): [Graph]
- Subscription articles: [Graph]

### Av citations per article (Dimensions)
- Delayed free access: [Graph]
- OA articles (OA jnl): [Graph]
- OA articles (hybrid jnl): [Graph]
- Subscription articles: [Graph]

### Av altmetric score per article
- Delayed free access: [Graph]
- OA articles (OA jnl): [Graph]
- OA articles (hybrid jnl): [Graph]
- Subscription articles: [Graph]
# Article Type Eligibility

<table>
<thead>
<tr>
<th>Article Classification</th>
<th>Eligibility for OA Publishing in Hybrid Journal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>N</td>
</tr>
<tr>
<td>Announcement</td>
<td>N</td>
</tr>
<tr>
<td>Career and Management</td>
<td>N</td>
</tr>
<tr>
<td>Case Study</td>
<td>Y</td>
</tr>
<tr>
<td>Classification</td>
<td>N</td>
</tr>
<tr>
<td>Commentary</td>
<td>Y</td>
</tr>
<tr>
<td>Correction</td>
<td>N</td>
</tr>
<tr>
<td>Correspondence</td>
<td>N</td>
</tr>
<tr>
<td>Data Article</td>
<td>Y</td>
</tr>
<tr>
<td>Editorial</td>
<td>N</td>
</tr>
<tr>
<td>Education</td>
<td>Y</td>
</tr>
<tr>
<td>Events</td>
<td>N</td>
</tr>
<tr>
<td>Index</td>
<td>N</td>
</tr>
<tr>
<td>Introduction</td>
<td>N</td>
</tr>
<tr>
<td>Lecture</td>
<td>Y</td>
</tr>
<tr>
<td>Media Review</td>
<td>N</td>
</tr>
<tr>
<td>Meeting Report</td>
<td>N</td>
</tr>
<tr>
<td>Method and Protocol</td>
<td>Y</td>
</tr>
<tr>
<td>News</td>
<td>N</td>
</tr>
<tr>
<td>Obituary</td>
<td>N</td>
</tr>
<tr>
<td>Opinion</td>
<td>N</td>
</tr>
<tr>
<td>Perspective</td>
<td>Y</td>
</tr>
<tr>
<td>Practice and Policy</td>
<td>Y</td>
</tr>
<tr>
<td>Profile</td>
<td>N</td>
</tr>
<tr>
<td>Rapid Publication</td>
<td>Y</td>
</tr>
<tr>
<td>Research Article</td>
<td>Y</td>
</tr>
<tr>
<td>Retraction or Concern</td>
<td>N</td>
</tr>
<tr>
<td>Review Article</td>
<td>Y</td>
</tr>
<tr>
<td>Short Communication</td>
<td>Y</td>
</tr>
<tr>
<td>Technical Note</td>
<td>Y</td>
</tr>
</tbody>
</table>
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.
Manage Article

Author Services Dashboard

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
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 Abraha Asfaw
- Kaori Sakaguchi-Söder
- Anat Bernstein *Corresponding author*
- Hagar Siebner
- Christoph Schüth

*Selection 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/10.1062/rcm.8922

Confirm Author Roles

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

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
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 author(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 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

Corresponding authors

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.

Confirm Responsible Corresponding Author - Confirmation

Rapid Communications in Mass Spectrometry
Optimization of compound-specific chlorine stable isotope analysis of chloroform using Taguchi design of experiments
DOI: 10.1002/rcm.9522

Confirm change of responsible author

In order to proceed, please provide us with an up-to-date contact email address for Anat Bernstein.

Email address

Once you confirm, you will no longer be responsible for completing required actions.

Anat Bernstein will be responsible for the following:

- 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

Confirm change

← Responsible author
Step 2:
Funders & Grants 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

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
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.
As authors start typing their affiliation, possible matches will auto-populate below for authors to choose from. (This information comes from the Ringgold database.)
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.
Step 5:
Confirm Open Access Option
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?

Yes, make my article open access
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.
Creative Commons

Creative Commons Attribution
This is the most accommodating of licenses offered
Recommended for maximum dissemination and use of licensed materials
Places umbrella stipulation on all CC licenses requiring credit to original author(s)

Creative Commons Attribution-Noncommercial
Lets others remix, tweak, and build upon your work non-commercially, in any format
Derivative works must also provide proper attribution, a link to the license and the document indicate if any changes were made

Creative Commons Attribution-No Derivative Works
Allows for copying and redistribution, commercial and non-commercial, in any format, as long as proper attribution is given, a link to the license is provided, Does not permit the distribution of modified material
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.
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
Help 24/7 via chat.
Resources
For administrator and authors
Wiley Open Access Resources

For Authors:

- Open Access Resources for Researchers
- Author Compliance Tool
- Author Services website
- Affiliation Policy and Payment Info for Authors
- Funder Agreement
How to get Published in Academic Journals

Overview of the Publishing Process

Anna Savage, Journals Publishing Assistant
July 2022
Today's Session

- Before Publication
- Submission
- After Publication

Wileyauthors.com
@wileyinresearch
Why Publish?

Registration
Establish the ownership and the priority of your work

Recognition
Acknowledgement by your peers

Career Progression
Promotions, grant applications, research funding

Responsibility
To society, to your institution, taxpayer-funded research, to make a contribution to scientific progress
Before Publication

Writing your article and finding the right place to publish
What are you Writing?

Start thinking before you start writing
Keep thinking when you’ve finished writing

What type of article are you writing?
Who are you writing for?
What will make this publication successful for you?
Be self-aware

Original Article
Review/Summary
Academics
Policy Makers
Social Media
Impact
New Media
No Duplications
Finding a Journal

How to generate a list of potential journals:

➢ Where do you read papers related to your research?
➢ What journals have you cited or intend to cite in your own research?
➢ What do your peers suggest?
➢ Where does your supervisor want you to publish?

Journal Finders

Publishers and subject sites (blogs, etc) provide guidance on the best places to publish (especially useful for specialist subjects). They might have journal lists or journal finder tools, such as the one on the right from Wiley.
Other Considerations

- Aims & Scope
- Review and publication timescales
- Likelihood of acceptance
- Article Types

And what else?

- Impact – citations, metrics
- Promotion - social media, sharing
- Accessibility – readership, Open Access
Structure of a Research Article

- Title
- Abstract
- Introduction
- Method/Experimental Section
- Results and Discussion
- Conclusion
- References
- Authors/Acknowledgements

READ AUTHOR SUBMISSION GUIDELINES!
Titles are Vital!

What makes a good research article title?

- **Short:** typically 10 to 20 substantial words
- **Keywords** up front, and optimised (N.B. Google et al.)
- Clearly states a **key finding**, or **asks a question**
- Use **current terminology** in your field of study, e.g. coronavirus, Covid-19 or SARS-CoV-2
- Stimulate reader **interest**
References

• More mistakes are found here than in any other section of most papers
• Be sure to cite **all** the papers on which your work is based
• Make sure your citations are **relevant**
• If you have published lots of papers before, try to **avoid excessive self-citations**
• Most journals are international – avoid citing too many publications from a single region
The Importance of Search Engine Optimisation (SEO)

Visits to Wiley Online Library (WOL)
May 2018 – May 2019

Title: Core keywords / key-phrases

Abstract: Repeat core keywords / key-phrases 2 – 3 times, and add other field-related ones

Headings and body text: Consistent use of keywords
How to get published when English is not your primary language?

➢ Read widely
➢ Keep the language as clear and simple as possible. Use the first-person, active voice
➢ Make a note of the preferred terminology used in your target journal
➢ Use repositories to find the right terminology
➢ Use a Translation Service
➢ Ask the journal if they’ll publish in your preferred language – either the full article or the abstract

Consider using professional formatting and editing services so you can present your work in the best way possible. More information can be found at wileyeditingservices.com
Additional Considerations

Plagiarism

• Most journals use a plagiarism checking tool such as iThenticate to screen new submissions against published papers
• The tool picks up text matches. Phrases and the odd sentences can be acceptable, but entire paragraphs are problematic

Self-plagiarism or text recycling

• Reusing text from your own previously published papers
Submission

How to submit your article and what is peer review?
Always read the author guidelines before you submit.

Look at:
- Format & style
- Length
- Figures/tables
- Title page or cover letter
- Open research requirements

Many journals now have free-format submission.
Submitting your manuscript

Typically via an Electronic Editorial Office (EEO) such as ScholarOne Manuscripts

You’ll have the option to log in with your ORCID ID
• Free, unique identifier
• Distinguishes you from other researchers
• Connects you with your research activity – preprints, publications, peer reviews, grants
• Your ORCID profile is visible to all and is a valuable promotional tool to gain recognition for your achievements
Peer Review

“Peer review is the evaluation of work by one or more people of similar competence to the producers of the work (peers).”

**What is assessed?**

**Suitability for publication:**
- True, credible?
- Important, relevant?
- Communicated effectively?
- Novel?
- Plagiarism?

**Why is it assessed?**

**Verify and improve the research:**
- Interpretation of results
- Reasoning
- Presentation
- Critical but constructive feedback
- New / additional ideas
Tips to survive peer review

**Accept** feedback as a learning experience

Remember very few submissions are accepted **unconditionally**

Seek **help** with language and statistics if you need it

**Persistence** pays! Answer questions and address revisions quickly

**Celebrate** your accomplishment! You are one step closer to being published

Understand that editors and reviewers are trying to help **improve** your paper
Production Editor will take over co-ordinating publication

Do check proofs – don’t assume everything is fine

Be mindful of turnaround times

Articles rarely go straight into an issue

Congratulations! You’re now published!

WILEY
After Publication
Promotion and Impact
Maximize the impact of your published research!

9 promotional tools to help ensure your work gets seen, read and cited.

- **SEO**
  - Are your article and abstract clear and searchable? Have you used the most relevant keywords?
  - Have you looked at off-page SEO strategies, such as link building, to promote your article?

- **Conferences**
  - Think about simple messages to promote your article at your next conference—whether networking with colleagues or presenting formally.

- **Publicity**
  - Is your latest research newsworthy? Have you shared it with your local press office?
  - If sending a press release, wait until the article is published online, refer to the journal in the first paragraph, and link to the final published article on Wiley Online Library.

- **Networking**
  - If you run a blog, post about your article.
  - Join academic social networking sites such as Mendeley and Academia.edu.

- **The Wider Web**
  - Update your faculty or professional website with an entry about your article.
  - Register for your unique ORCID iD and add your article details to your profile.
  - Find a Wikipedia page on a related topic to your article, and add a reference to your paper.

- **Multimedia**
  - Talk directly to potential readers and create a short video or podcast which conveys the essence of your paper. Ask your Wiley contact for more details.

- **Email**
  - Sign up for journal content alerts, so you know when your article is officially published online.
  - Add a link to your email signature.
  - Send a link to your article to fellow researchers, colleagues, and friends.

- **Article sharing**
  - Use Wiley Content Sharing and receive a unique sharing link to a full-text, read-only version of your article that can be shared with unlimited people.
  - Use Wiley Author Services to nominate up to 10 colleagues to receive free access to your article, or email a link to key colleagues.

- **Social Media**
  - Share a link to your article on Twitter, LinkedIn, Facebook or other social media platforms.
  - Engage with any existing Society / College social media accounts.

For more information, including the latest tips, visit wileyauthors.com/maximise or email authormarketing@wiley.com

97% of authors stated they are likely or very likely to use the toolkit.
Thank You!

Wileyauthors.com
@wileyinresearch