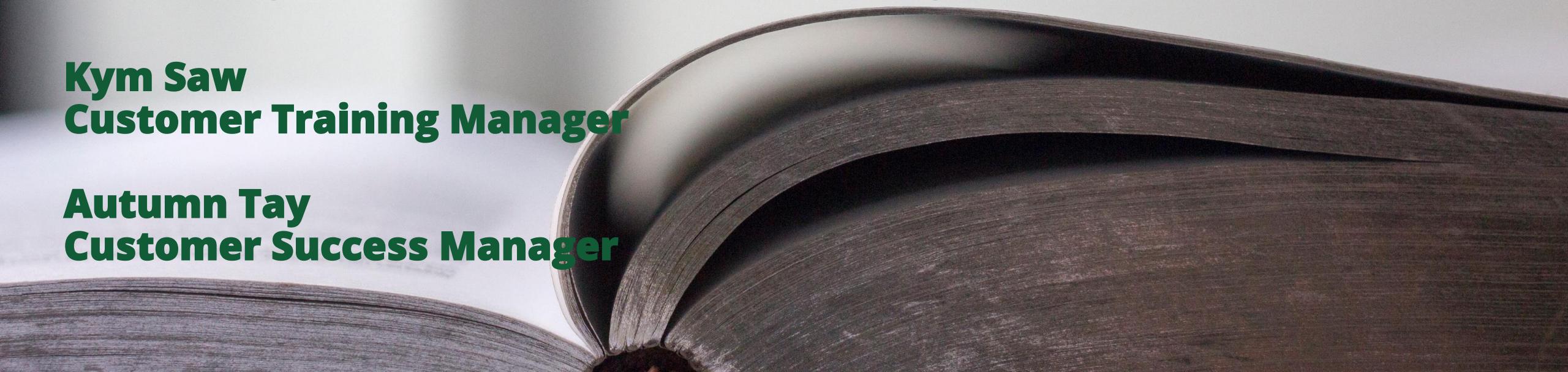


Author Workshop: Publishing Open Access in Wiley and Hindawi journals

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Agenda

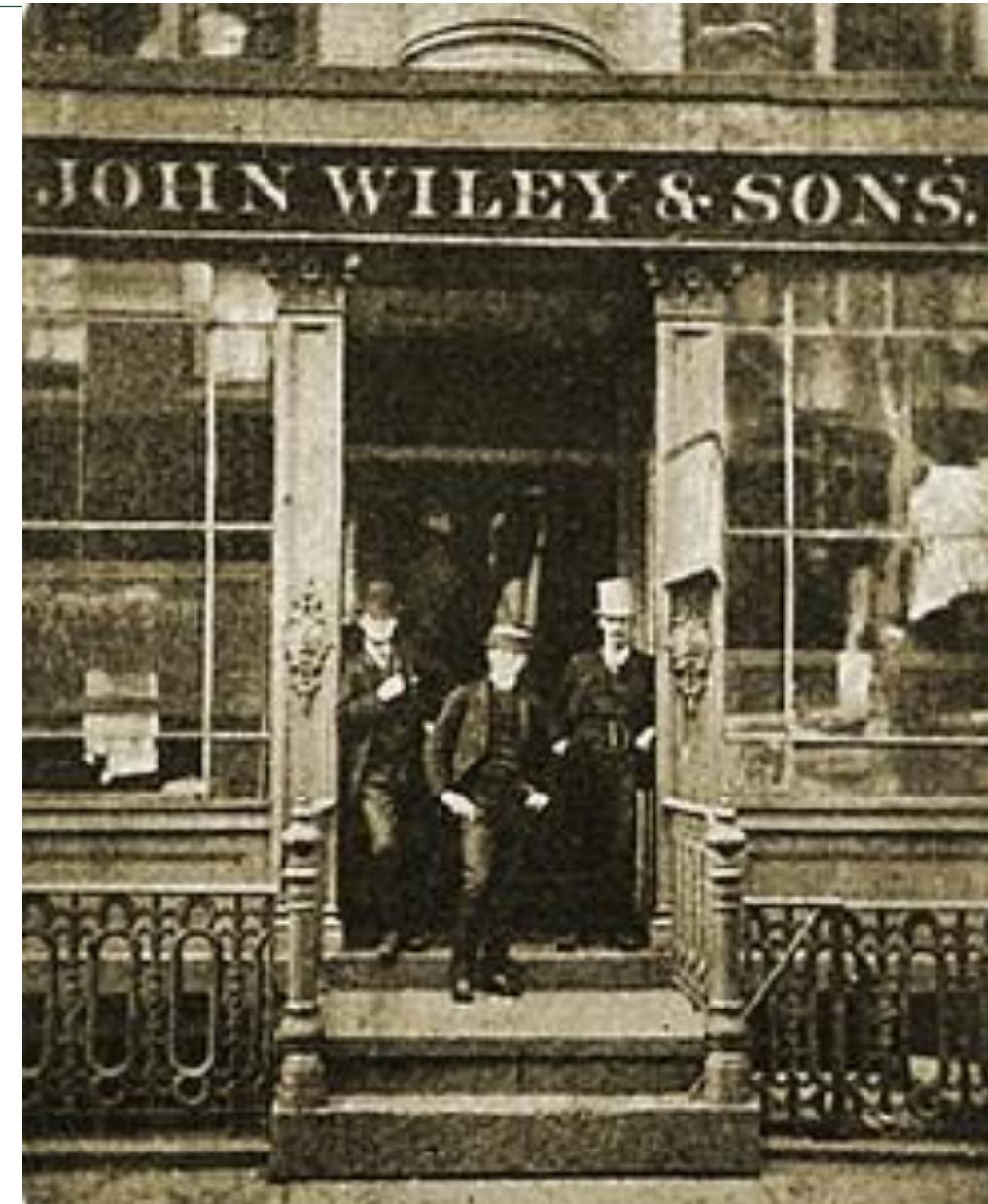
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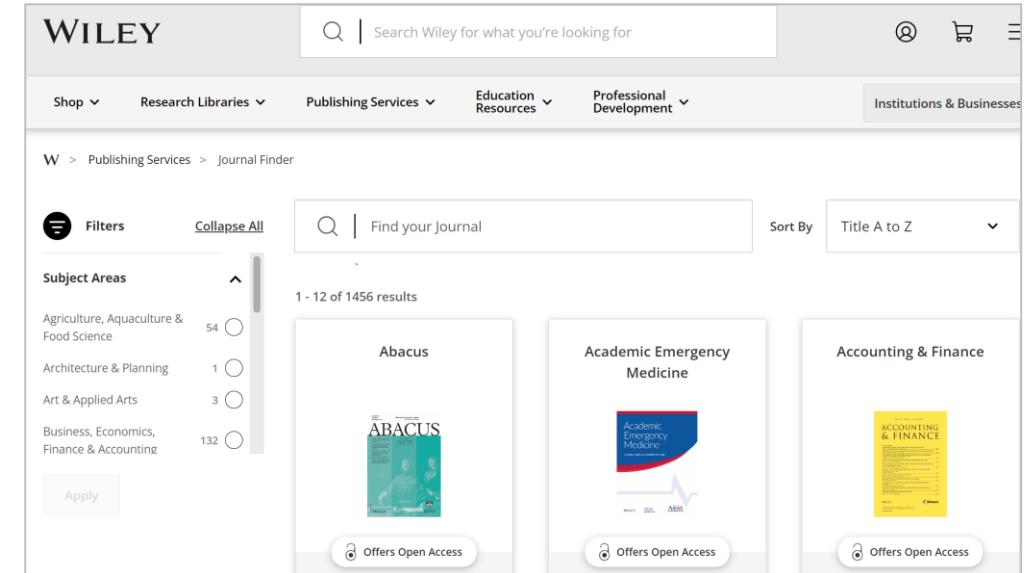
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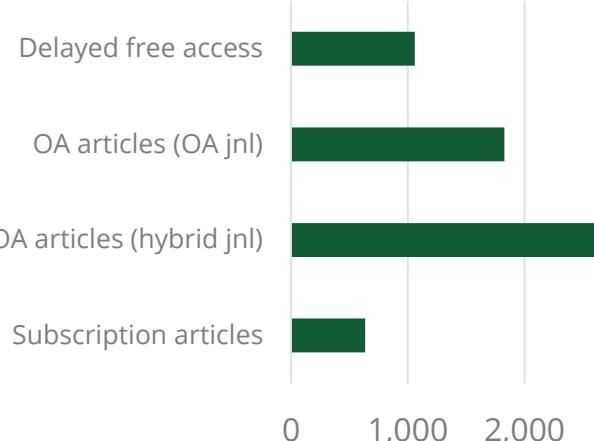
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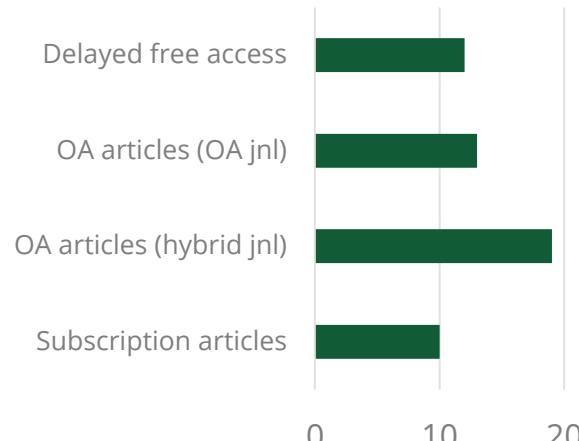


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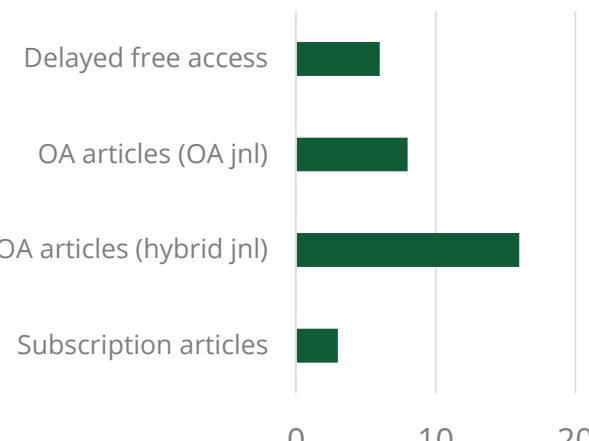


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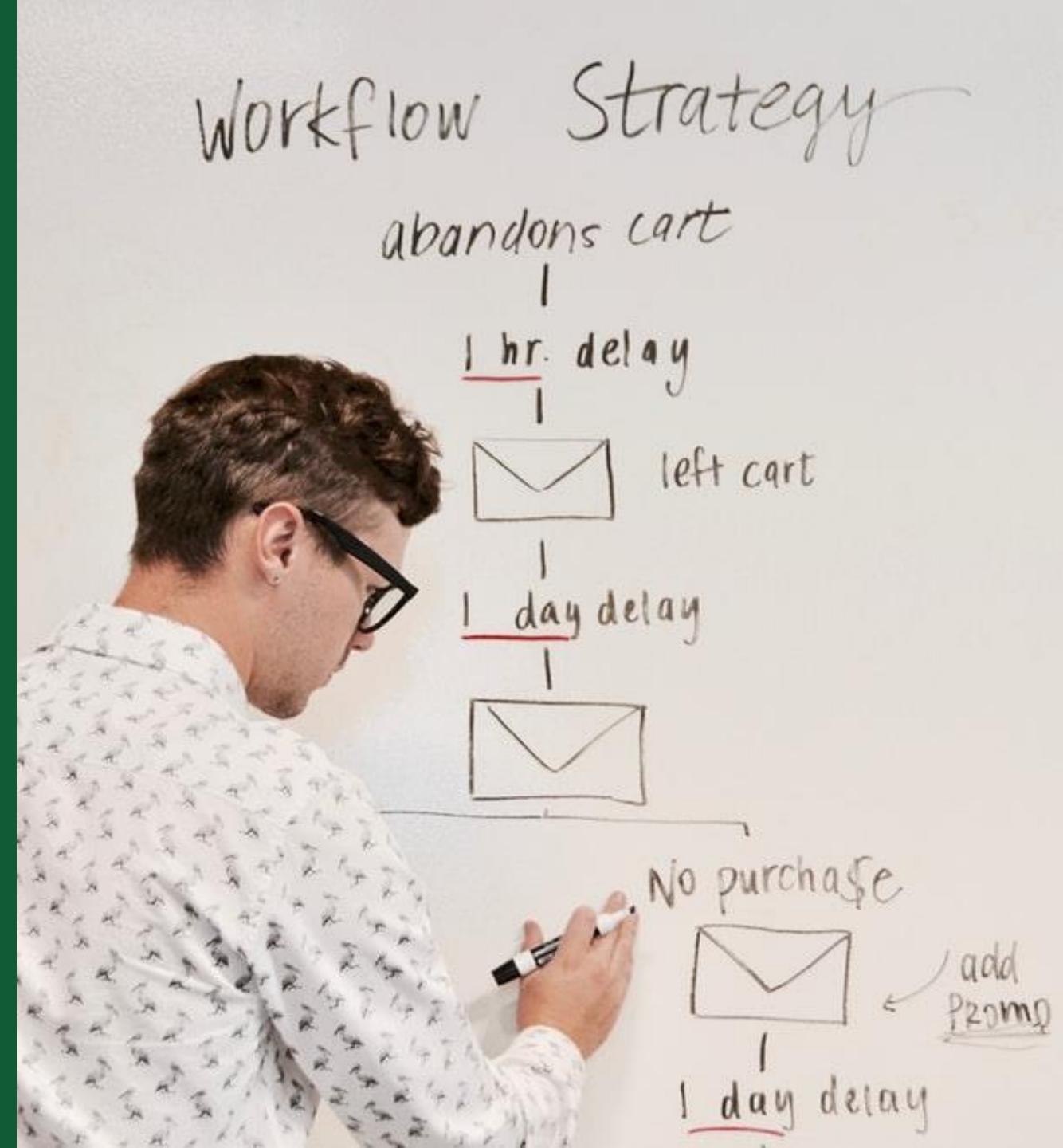
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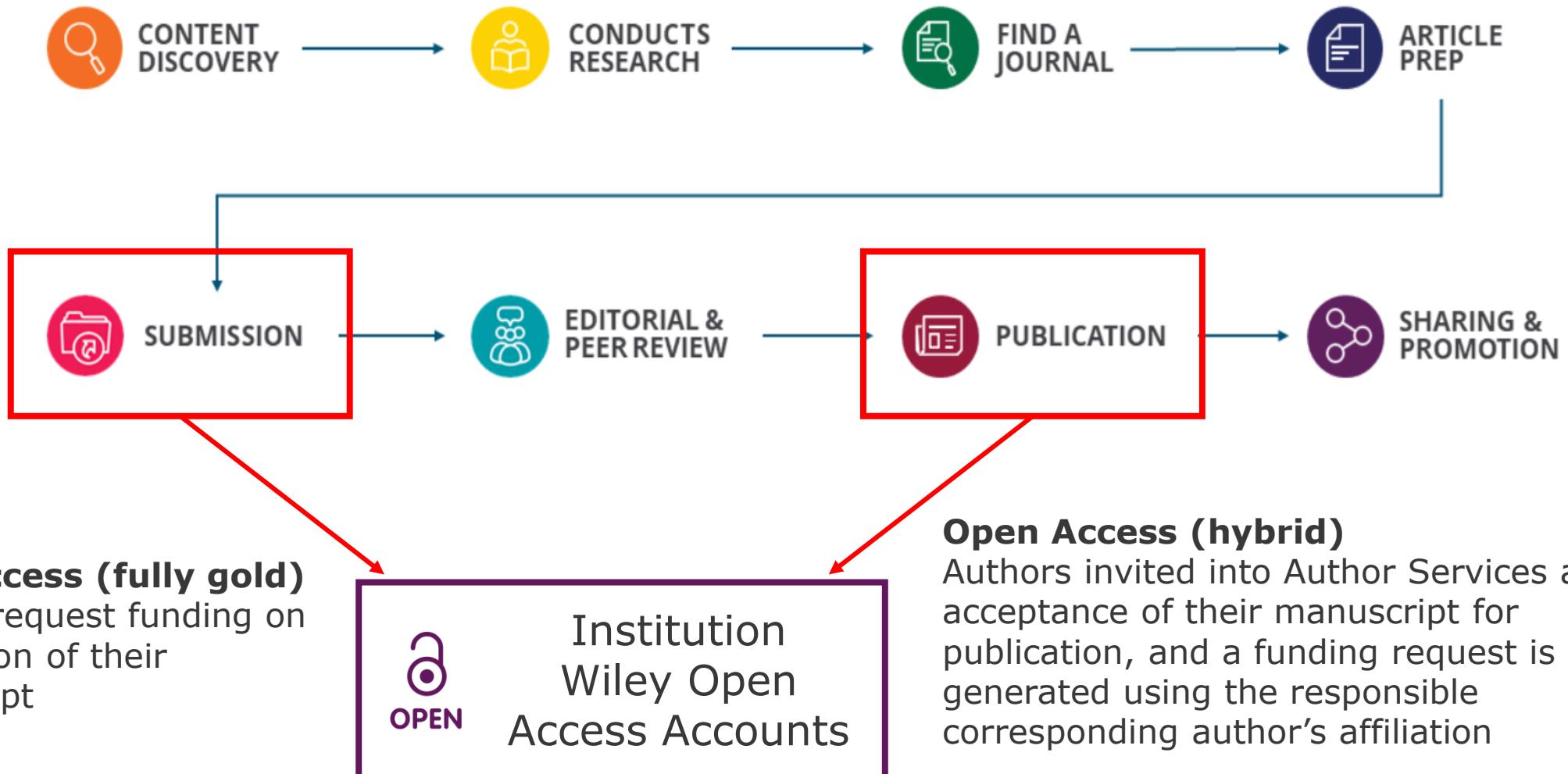
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How to submit a manuscript to an open access journal and getting the APC covered through an existing agreement with your institution



The Author Journey and Institutional Wiley Open Access Accounts

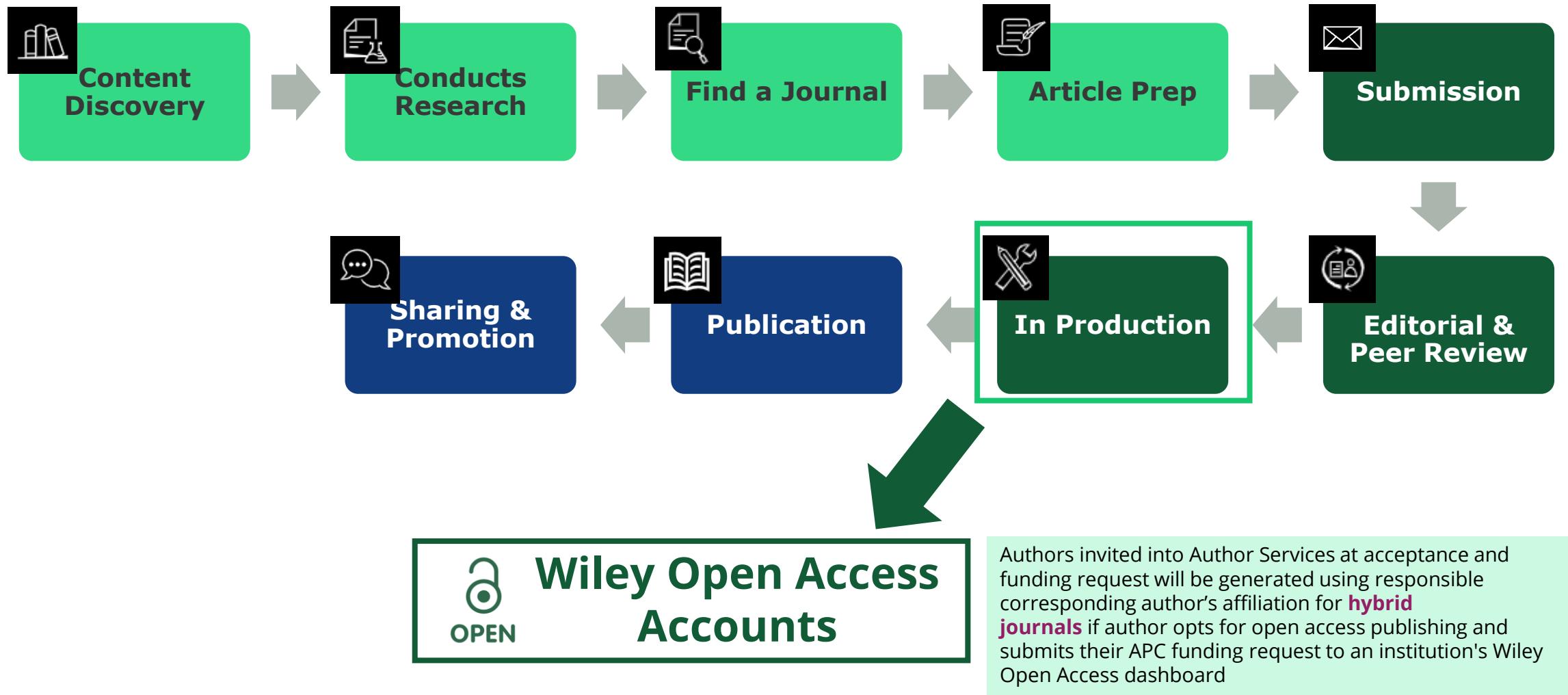


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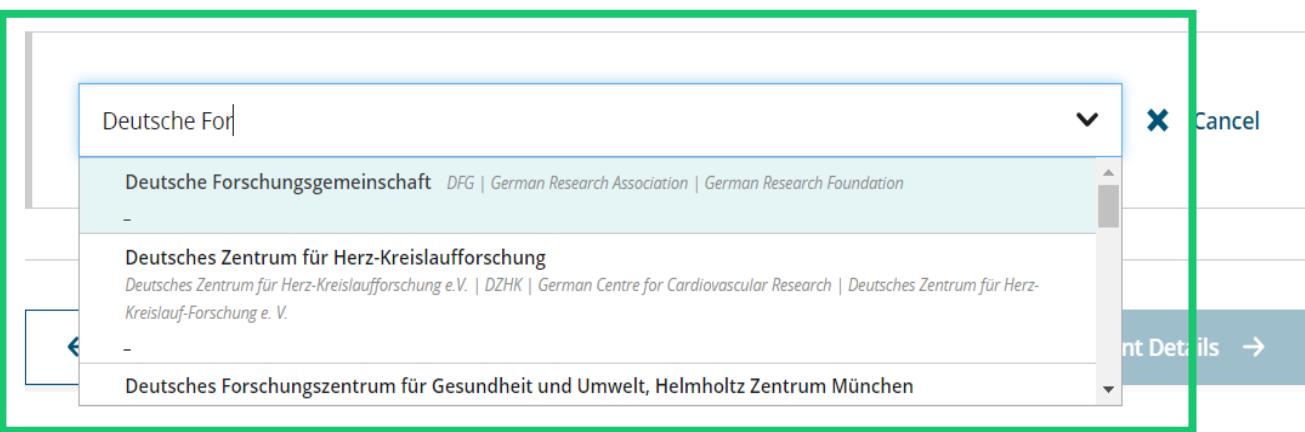
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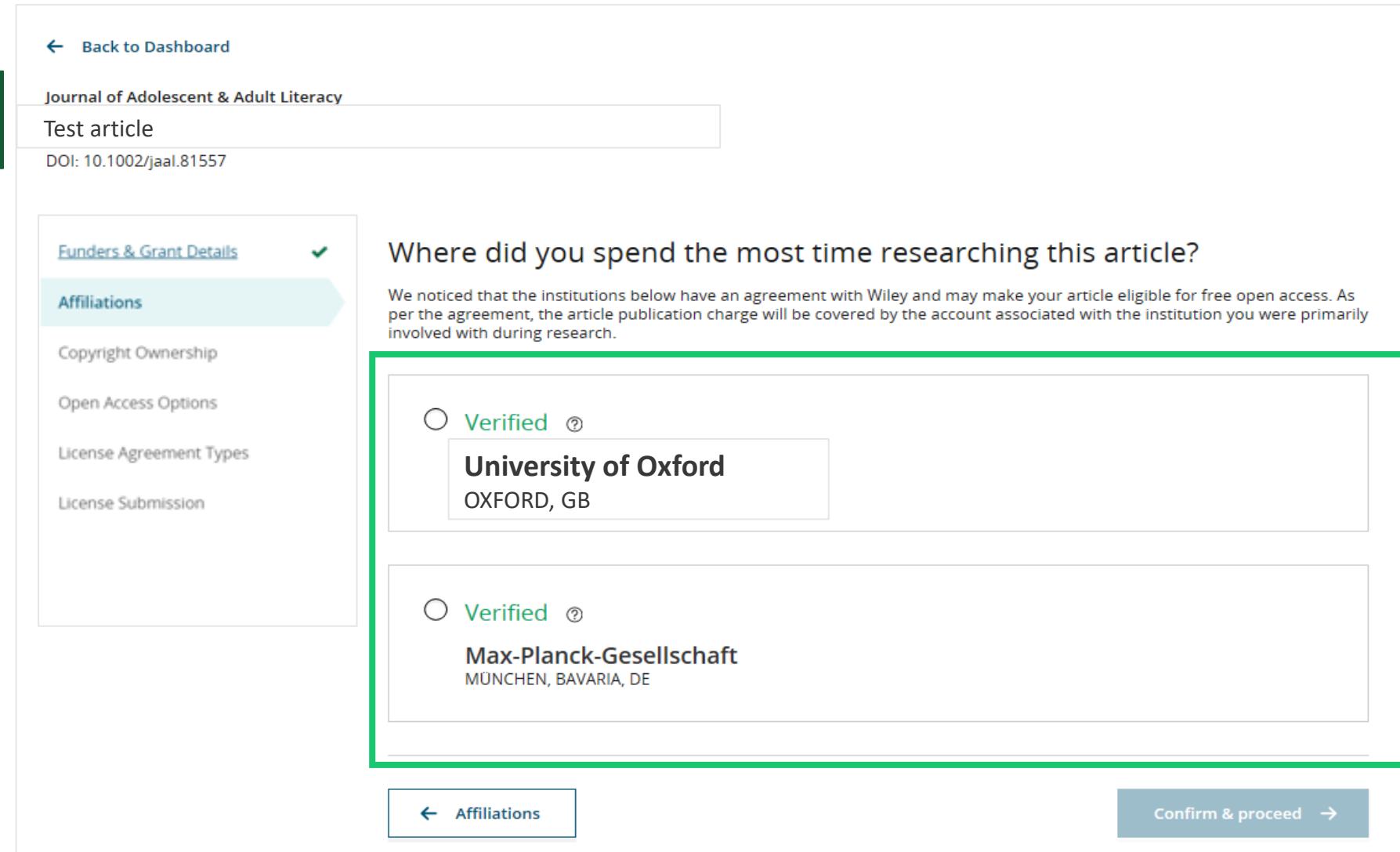
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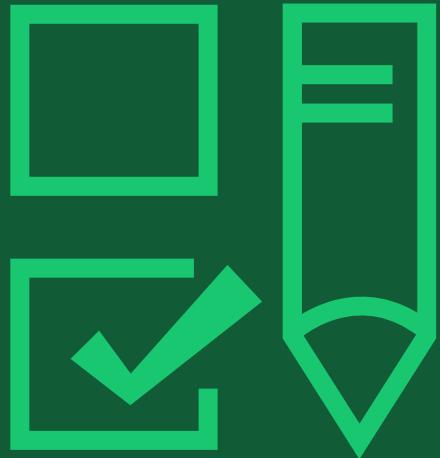
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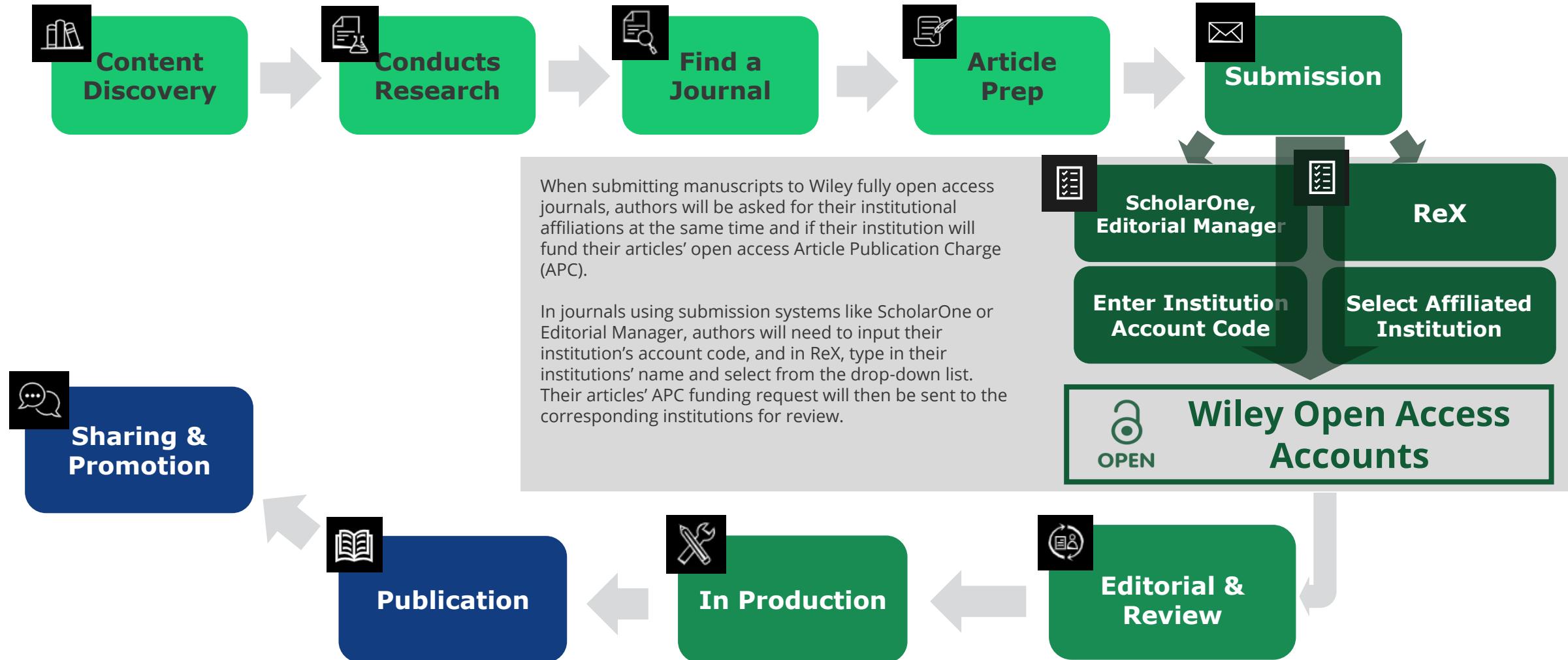
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Authors' Workflow for Wiley Fully Open Access Journals



Author Journey for Wiley Fully Open Access Journals





Step 1:

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

Submission to Open Access Journals

(via ScholarOne, Editorial Manager, eJournalPress, etc)

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Instructions

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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)

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HUOS

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Request Approval

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Article Publication Charge:

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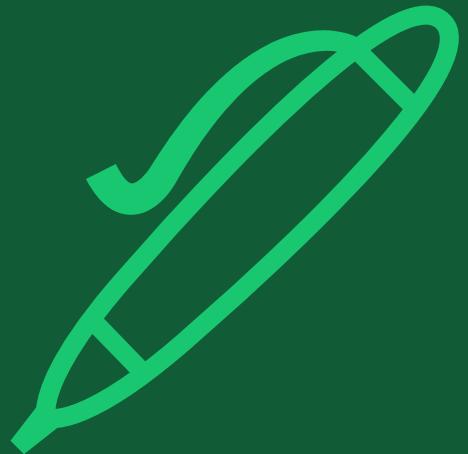
Funder Grant Number Provided:

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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,
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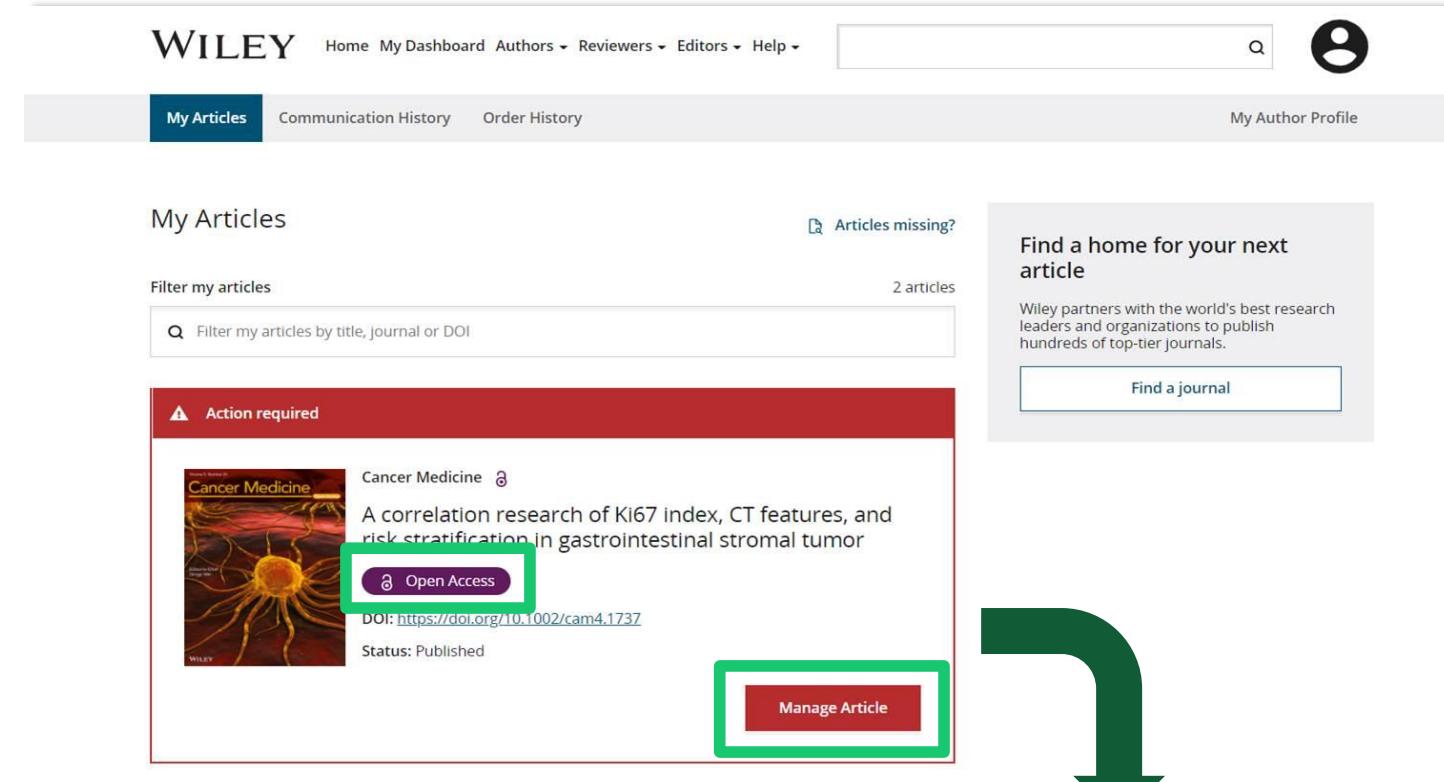
Step 3:

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

Author Services dashboard

Author Services Dashboard

Post-acceptance of the article for publication, the author will be asked to sign a license agreement when they return to Author Services to manage the remaining administrative steps for the article.



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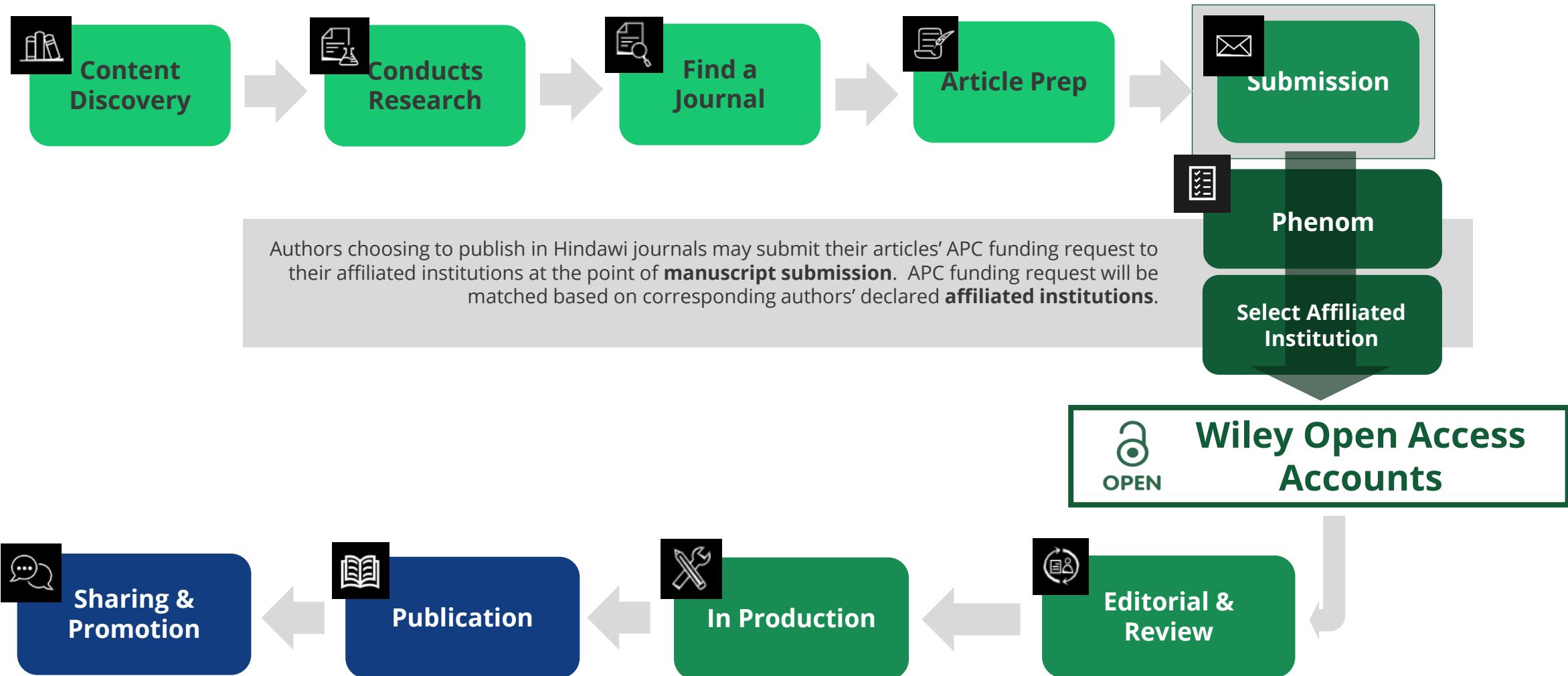
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**Authors'
Workflow for
Hindawi Journals**



Author Journey for Hindawi Journals



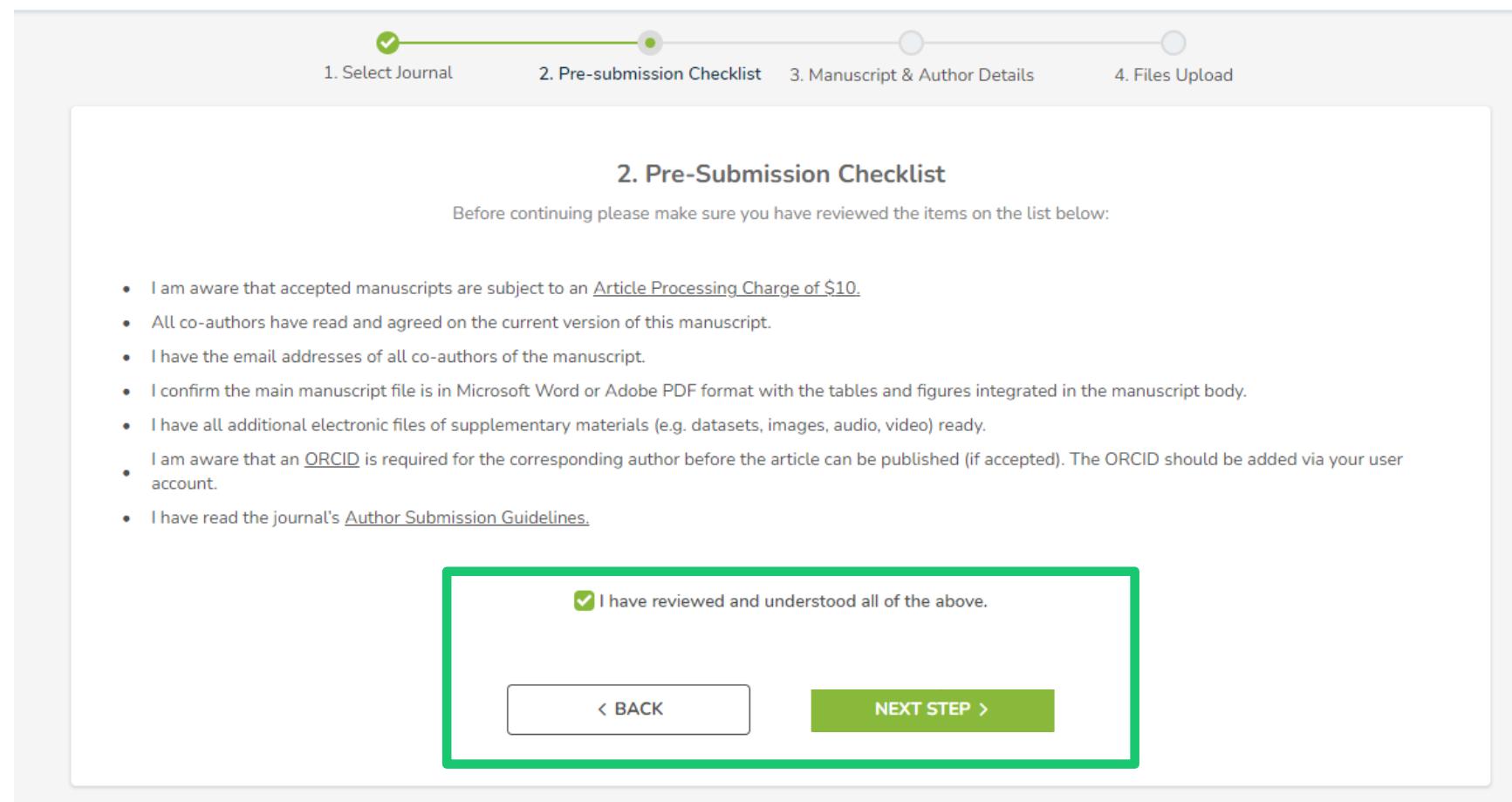
Submission to Open Access Journals (Hindawi)

- Hindawi journals have a **slightly different workflow for authors**, managed through the system Phenom, as opposed to prior workflows taking place in Wiley's EEO/submission systems or Wiley Author Services.
- As part of their submission workflow, authors will be asked to input all authors on the paper. Please note it is this step that **triggers eligibility**.
- This system only allows for **one corresponding author (CA)** to be labelled here. Each author can only add **one affiliation**.
- Authors will get **emails** on:
 - Submission, acceptance, rejection, or withdrawal of manuscript
 - Approval or denial of request

Submission workflow for Hindawi Journals

Pre-submission checklist

The corresponding author submitting an article to Hindawi journals will be presented with the pre-submission checklist that includes an acknowledgement of an Article Publication Charge to the article should it be accepted for publication.



The screenshot shows the '2. Pre-Submission Checklist' step of the submission workflow. A green box highlights the 'Pre-submission checklist' section on the left. A green line connects this section to the '2. Pre-Submission Checklist' step in the progress bar at the top. The progress bar shows four steps: 1. Select Journal (green checkmark), 2. Pre-submission Checklist (green checkmark), 3. Manuscript & Author Details (light gray), and 4. Files Upload (light gray). The '2. Pre-Submission Checklist' step contains a list of items to be reviewed:

- I am aware that accepted manuscripts are subject to an [Article Processing Charge of \\$10](#).
- All co-authors have read and agreed on the current version of this manuscript.
- I have the email addresses of all co-authors of the manuscript.
- I confirm the main manuscript file is in Microsoft Word or Adobe PDF format with the tables and figures integrated in the manuscript body.
- I have all additional electronic files of supplementary materials (e.g. datasets, images, audio, video) ready.
- I am aware that an [ORCID](#) is required for the corresponding author before the article can be published (if accepted). The ORCID should be added via your user account.
- I have read the journal's [Author Submission Guidelines](#).

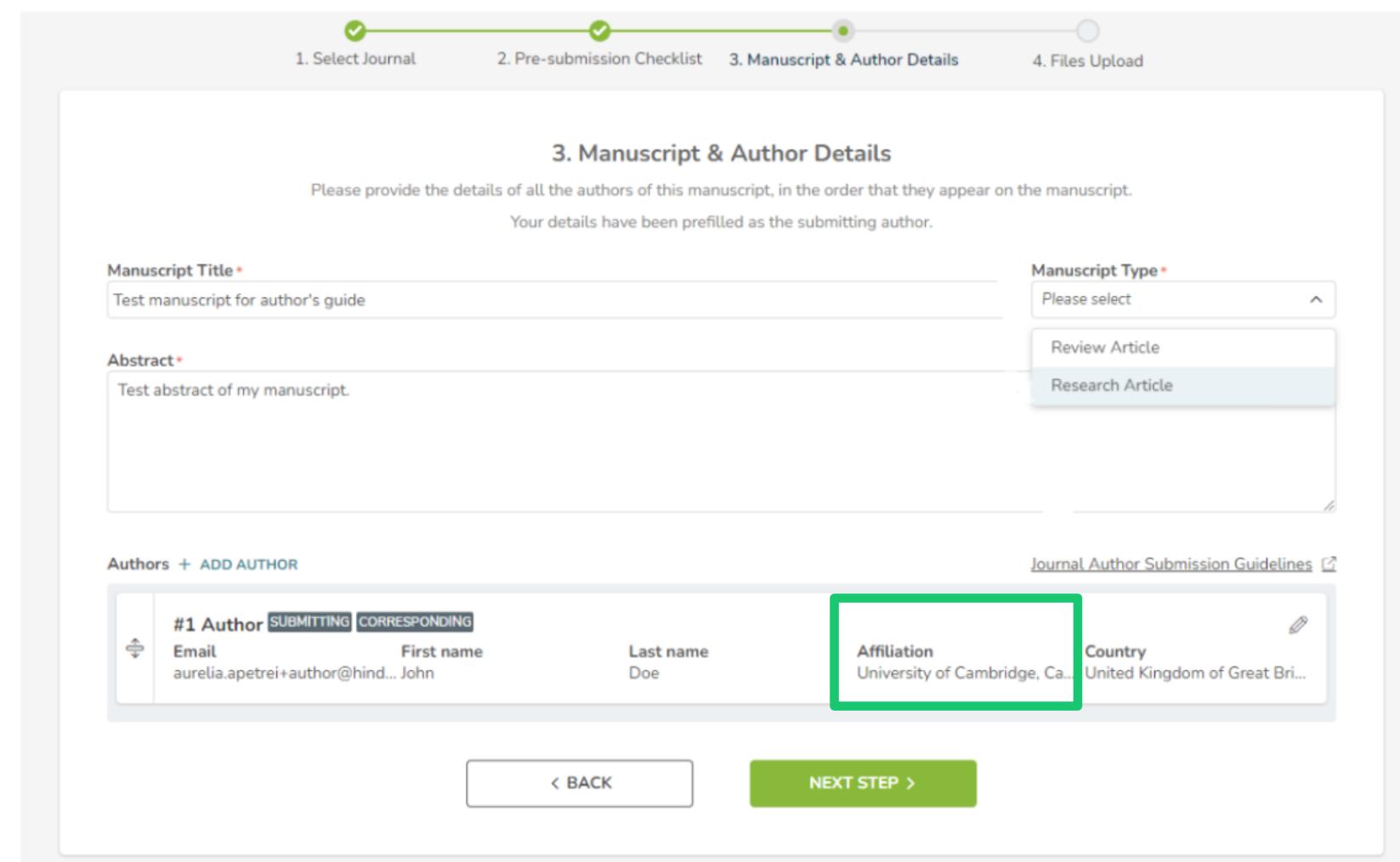
Below the list is a checkbox with the text: I have reviewed and understood all of the above. The entire '2. Pre-Submission Checklist' box is highlighted with a green border. At the bottom are two buttons: '< BACK' and 'NEXT STEP >'.

Corresponding Author's Institutional Affiliation

APC funding request submission

The corresponding author submitting an article to Hindawi journals need to type in and select their affiliated institution from a drop-down list at the submission stage.

If there is a match to an institution with an existing account with Wiley, their OA APC funding request will be routed accordingly. Authors will be notified once their request has been approved.



The screenshot shows the 'Manuscript & Author Details' step of a manuscript submission process. The top navigation bar shows steps 1. Select Journal (completed), 2. Pre-submission Checklist (completed), 3. Manuscript & Author Details (in progress), and 4. Files Upload (not started). The main section is titled '3. Manuscript & Author Details' with a sub-instruction: 'Please provide the details of all the authors of this manuscript, in the order that they appear on the manuscript.' A note says 'Your details have been prefilled as the submitting author.' The 'Manuscript Title' field contains 'Test manuscript for author's guide'. The 'Manuscript Type' dropdown is set to 'Please select', with 'Review Article' and 'Research Article' as options. The 'Abstract' field contains 'Test abstract of my manuscript.' In the 'Authors' section, there is one author listed: #1 Author (SUBMITTING CORRESPONDING) with Email 'aurelia.apetrei+author@hind...', First name 'John', and Last name 'Doe'. The 'Affiliation' field is highlighted with a green box and contains 'University of Cambridge, Ca...'. The 'Country' field shows 'United Kingdom of Great Bri...'. At the bottom are 'BACK' and 'NEXT STEP >' buttons.

Email Notification – Manuscript Submission Confirmation

Manuscript Submission Confirmation and Tracking

Once the submission is completed, the authors would be sent email notifications regarding the submission.

The progress of the manuscript can be tracked on the Hindawi author dashboard.

Manuscript Submitted (Submitting Author)

ManuscriptSubmitted(Author)

From: [JOURNAL]

To: [SUBMITTING_AUTHOR]

Subject: Manuscript submitted to [[JOURNAL_NAME]]



Dear [[RECIPIENT_TITLE]] [[RECIPIENT_SURNAME]] .

Congratulations, the manuscript titled " [[MANUSCRIPT_TITLE]] " has been successfully submitted to [[JOURNAL_NAME]] .

We will confirm this submission with all authors of the manuscript, but you will be the primary recipient of communications from the journal. As submitting author, you will be responsible for responding to editorial queries and making updates to the manuscript.

In order to view the status of the manuscript, please visit the manuscript details page.

Thank you for submitting your work to [[JOURNAL_NAME]] .

[MANUSCRIPT DETAILS](#)

Kind regards,

[[EDITORIAL_ASSISTANT_GIVENNAME]]

[[EDITORIAL_ASSISTANT_SURNAME]]

on behalf of " [[JOURNAL_NAME]] "

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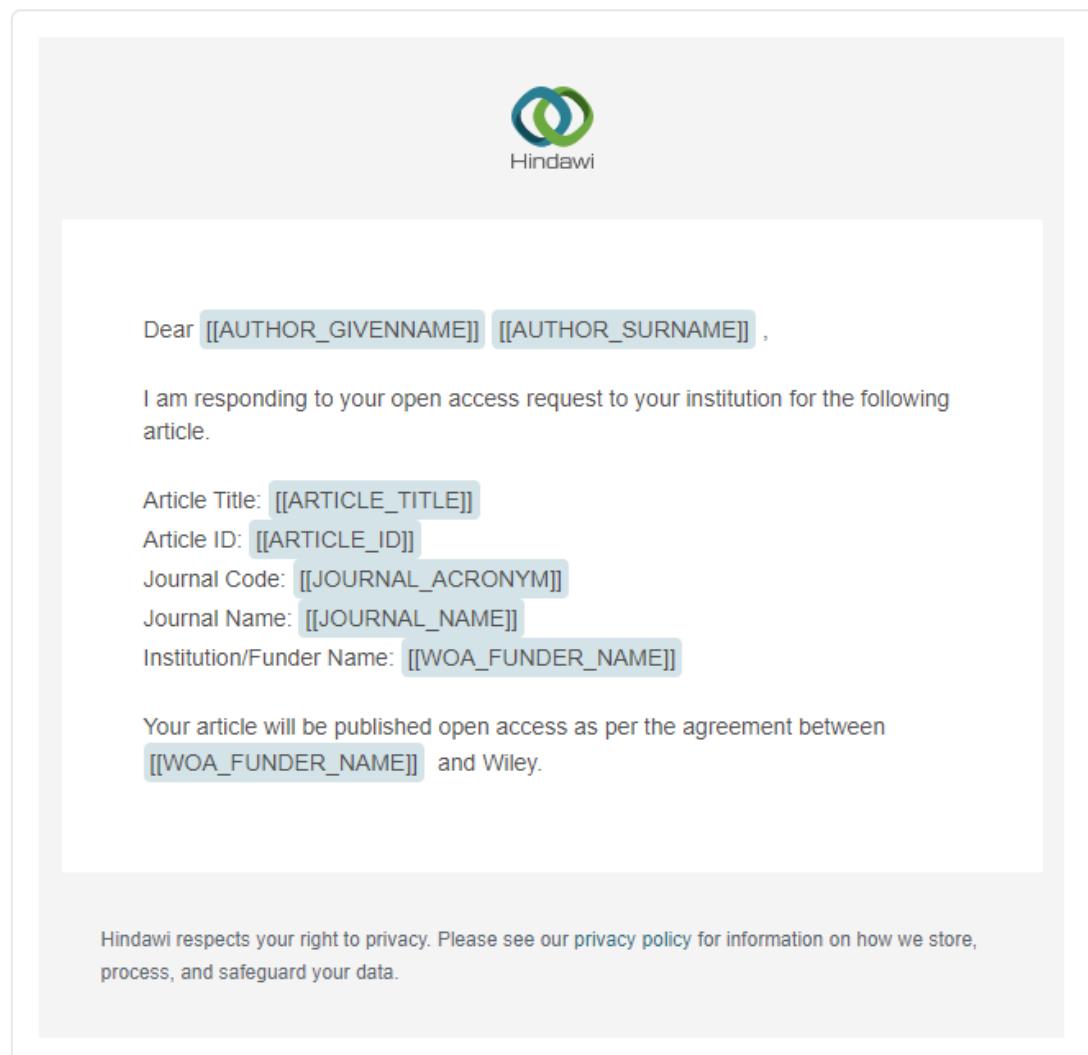
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Email Notification – APC Funding Request Approved

From: [JOURNAL]

To: [AUTHOR]

Subject: Funding request was approved



The image shows an email template from Hindawi. At the top is the Hindawi logo, which consists of two overlapping green circles. Below the logo is the word "Hindawi". The main body of the email starts with "Dear [[AUTHOR_GIVENNAME]] [[AUTHOR_SURNAME]],". It then informs the author that they are responding to an open access request for a specific article. The article details are listed as follows: Article Title: [[ARTICLE_TITLE]], Article ID: [[ARTICLE_ID]], Journal Code: [[JOURNAL_ACRONYM]], Journal Name: [[JOURNAL_NAME]], and Institution/Funder Name: [[WOA_FUNDER_NAME]]. The email concludes by stating that the article will be published open access as per the agreement between [[WOA_FUNDER_NAME]] and Wiley. At the bottom, a privacy notice states: "Hindawi respects your right to privacy. Please see our privacy policy for information on how we store, process, and safeguard your data."

APC Funding Request Approval Email Alert

Once an institution has reviewed and approved an APC funding request, the corresponding author of the article will receive an email notification on this approval.

The article will be published open access in due course, and the APC will be funded by the approving institution.

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Publication tips

Get advice from our experts



Finding a Journal

How to generate a list of potential journals:

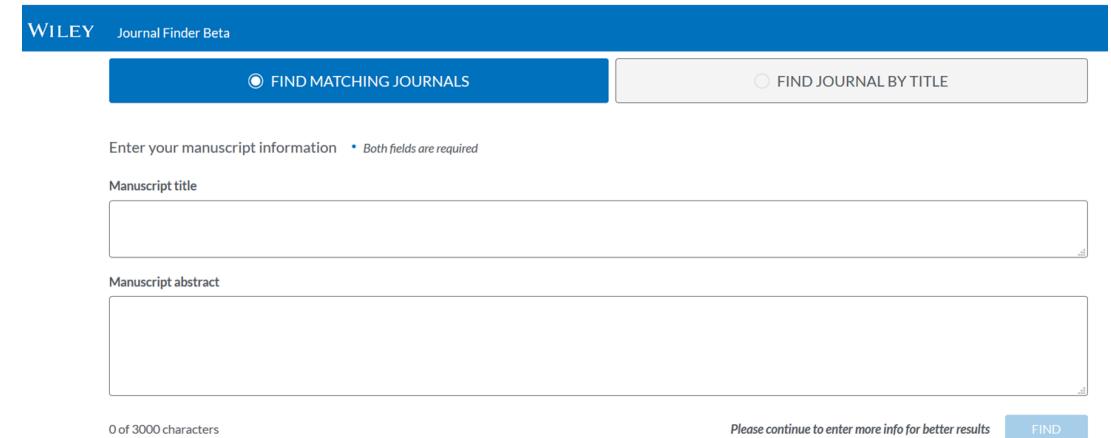
- Where do you read papers related to your research?
- What journals have you cited or intend to cite in your own research?
- What do your peers suggest?
- Where does your supervisor want you to publish?

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.

Find the journal that's right for your research Beta

Not sure where to submit your article? Our Journal Finder Beta can suggest Wiley journals that may be relevant for your research. Simply enter your title and abstract and we'll create a list of potential journals for you to consider. We also recommend reviewing the journal's Aims and Scope before deciding where to submit.

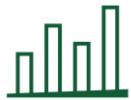


The screenshot shows the Wiley Journal Finder Beta interface. At the top, it says 'Find the journal that's right for your research' with a 'Beta' label. Below that is a sub-headline: 'Not sure where to submit your article? Our Journal Finder Beta can suggest Wiley journals that may be relevant for your research. Simply enter your title and abstract and we'll create a list of potential journals for you to consider. We also recommend reviewing the journal's Aims and Scope before deciding where to submit.' The main form area has a blue header bar with the 'WILEY' logo and 'Journal Finder Beta'. Below this are two buttons: a blue one with 'FIND MATCHING JOURNALS' and a white one with 'FIND JOURNAL BY TITLE'. The form fields are labeled 'Manuscript title' and 'Manuscript abstract', both with text input boxes. At the bottom, it says '0 of 3000 characters' and 'Please continue to enter more info for better results'. There is also a 'FIND' button at the bottom right.

Other Considerations

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

And what else?



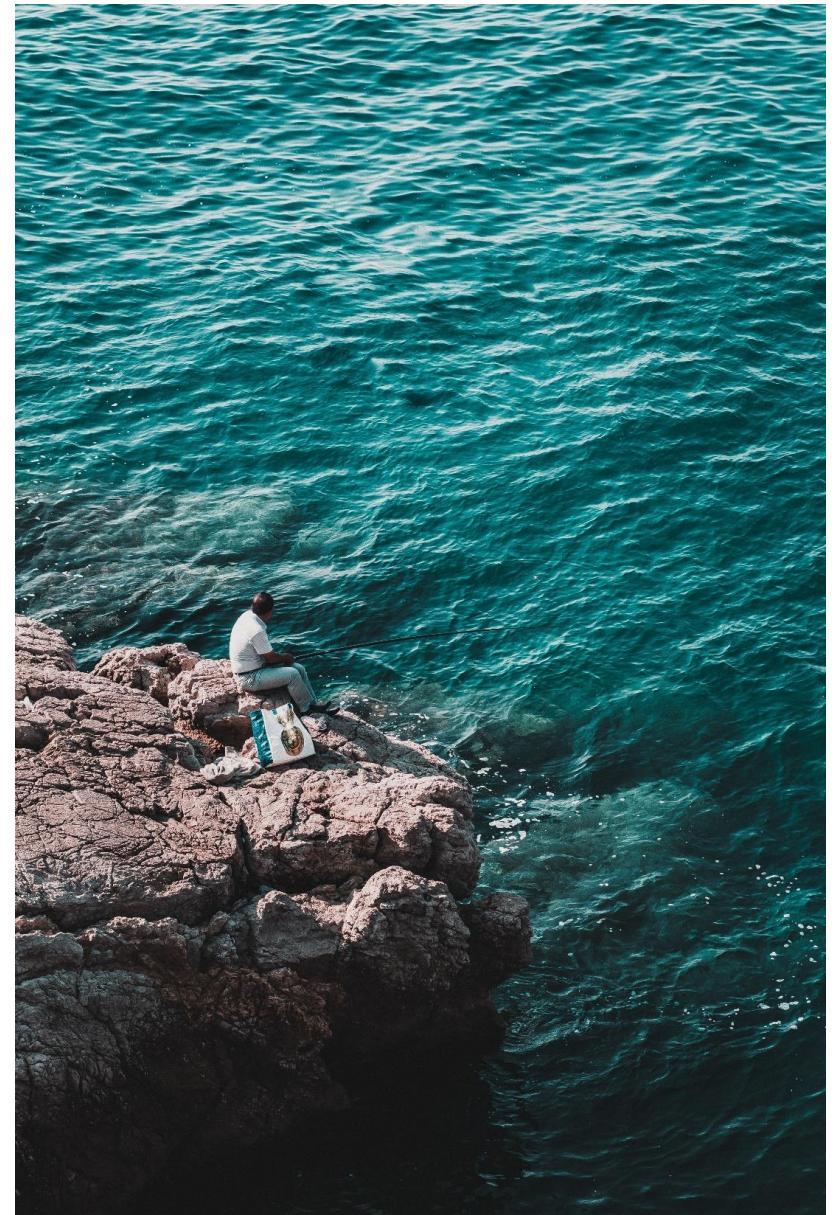
Impact – citations, metrics



Promotion - social media, sharing



Accessibility – readership, Open Access



Poor cover letter: wasted opportunity

Explain to the editor:

- Why work is significant
- What is the major advance
- Why the journal is the right one
- Disclose conflicts of interest
- List related papers in press and prepare to provide copies!
- Provide reviewers suggestions

The cover letter should take shape from the paper's intro & conclusion

Dear Editor of JOURNAL B,
We would like to submit our manuscript ***.**
We hope you will find it suitable for JOURNAL A.

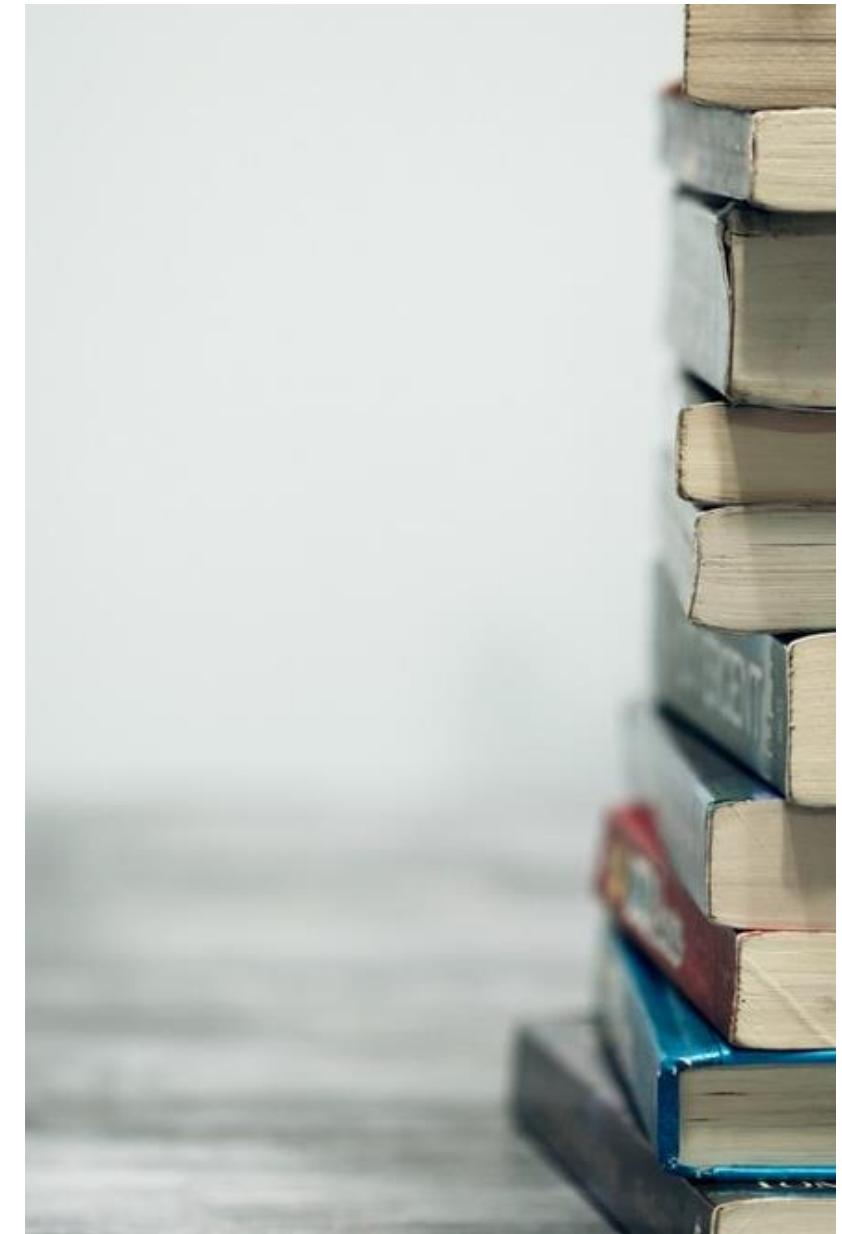
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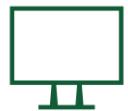


Author Guidelines

Always read the author guidelines before you submit.

Look at:

- Format & style
- Length
- Figures/tables
- Title page or cover letter
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- Video Abstracts

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

Understand that editors and reviewers are trying to help **improve** your paper

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

The role of generative artificial intelligence

Any use of AI-generated content (AIGC) tools in the manuscript, such as ChatGPT, needs to be cited in the manuscript and its use needs to be clearly described. Tools that are used to fix spelling, grammar, and editing are fine for use and do not need to be cited. All named authors in the manuscript are accountable for the research and the output.

Generative AI tools:



Can:

- Be used by authors while they write their manuscript, but this must be transparently and carefully disclosed in the manuscript



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- Be cited, if used in any way, including the sections where those tools were used, and the content generated (citations should appear in the methodology or acknowledgements section, as appropriate)
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Thank you very much!

Questions?

Kym Saw

Customer Training Manager

ksaw@wiley.com

Autumn Tay

Customer Success Manager

atay@wiley.com

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Wiley Author Services

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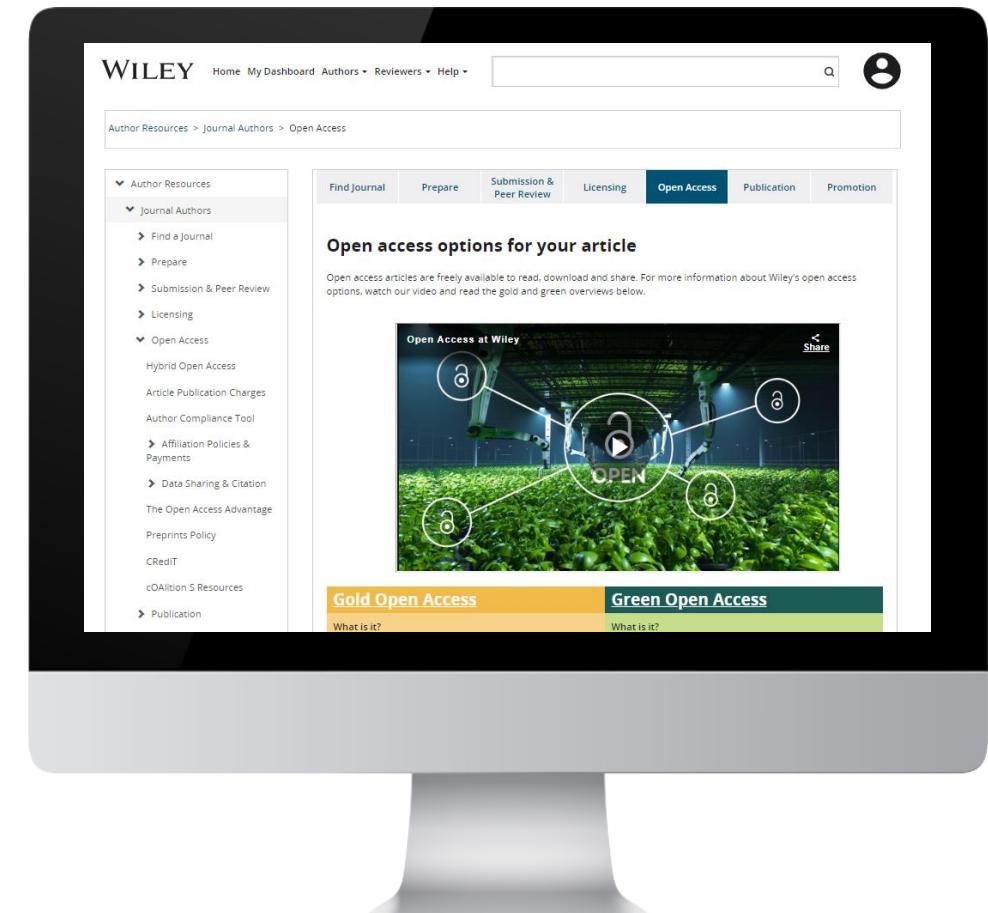
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Lay Summaries

Plain-language summaries of research findings



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- ✓ 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

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- ✓ Register for your unique ORCID iD and add your article details to your profile
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- ✓ Send a link to your article to fellow researchers, colleagues, and friends.



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- ✓ Use Wiley Author Services to nominate up to 10 colleagues to receive free access to your article, or email a link to key colleagues.



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