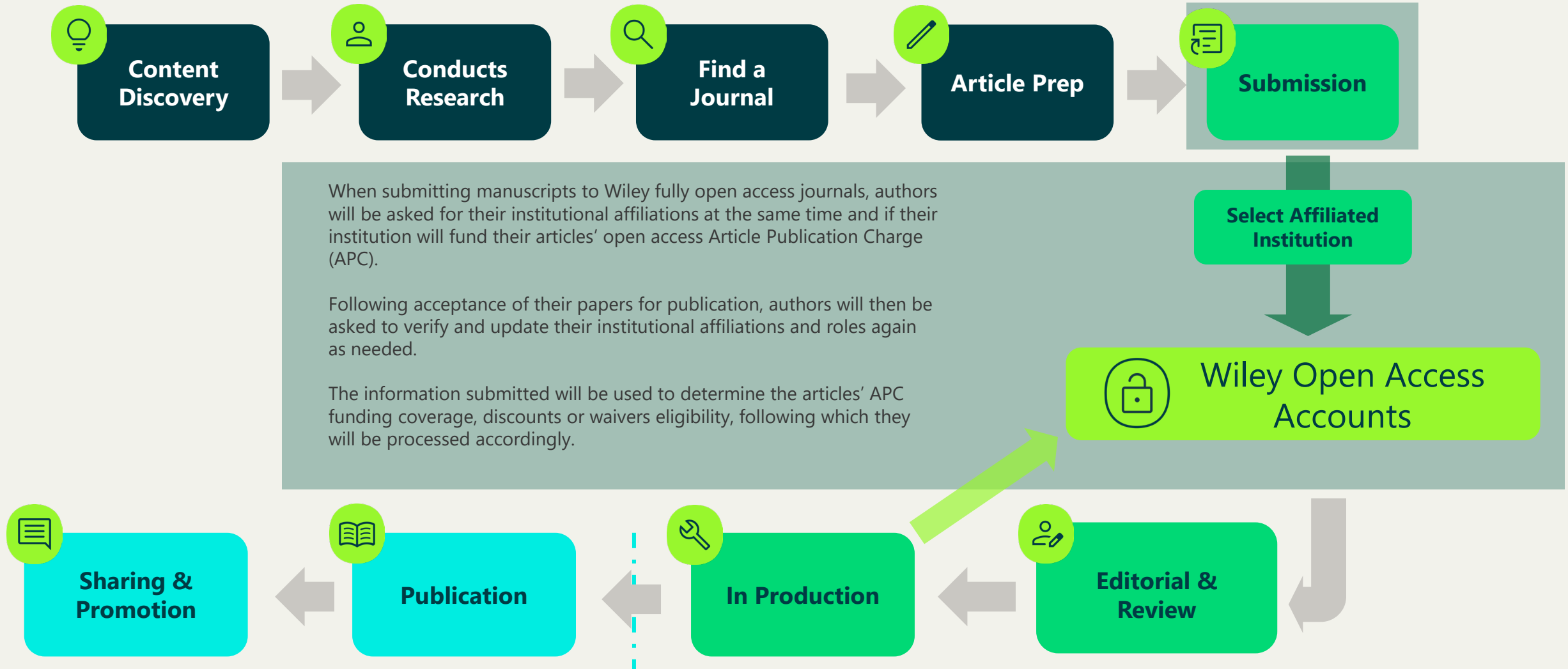


WILEY

# Authors' Workflow for Fully Open Access Journals



# Author Journey for Wiley Fully Open Access Journals



# Author Services Pages

## Agreement page

Authors can access information about their institution's agreement on Wiley's Author Services pages.

This information will be updated to inform authors that:

1. Their funding request approval is dependent on sufficient funds being available at article acceptance and at time of license signing
2. For gold OA articles they will be eligible if they submit or are accepted on or after 1st January 2025

## Open access agreement for authors at eligible Swedish institutions

### Your institution wants you to publish open access

Wiley and Bibsam have an agreement which allows eligible authors to publish open access without paying an article publication charge (APC). The cost of publishing is covered under the terms of the agreement.

Corresponding authors affiliated with [participating Bibsam institutions](#) may publish gold open access in any [fully open access](#) or [hybrid journal](#), at no charge. By choosing gold open access an article is immediately and freely available for all to read, download and share.

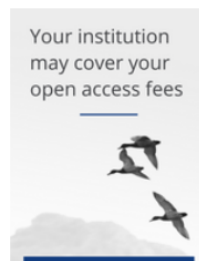
Your institution wants you to make your article gold open access.

Publishing open access:

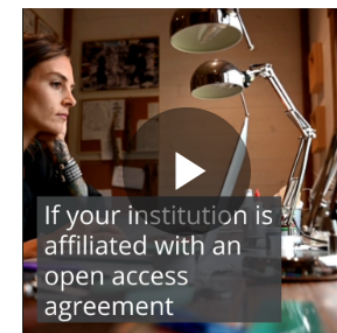
- Complies with funder or institution mandates
- Allows you to retain copyright through a CC BY license
- Enables automatic deposit in PubMed Central (when appropriate)

[Read more about the advantages of publishing open access here.](#)

### Check your eligibility:



- You must be the responsible corresponding author affiliated with an eligible institution at the point of acceptance (if you are no longer affiliated with an eligible institution at the point of acceptance of your paper, you do not qualify)
- You must publish in a [fully gold open access journal](#) or publish open access in a [hybrid journal](#)
- If submitting to a fully gold open access journal your manuscript must have been submitted on or after 1 January 2023
- If submitting to a hybrid journal your manuscript must have been accepted for publication on or after 1 January 2023
- Your article must be primary research or a review article. Other article types e.g. letters,



# Step 1:

Author submits manuscript to Fully Open  
Access Journal

# Submission to Open Access Journals

## Institutional Affiliations

In Wiley fully open access journals, authors must agree that they are responsible for arranging payment of APC.

For authors seeking to apply for APC funding coverage under their institutions' Wiley Open Access Accounts, they need to ensure they state their affiliation to their institution in their submissions. **Their eligibility will be based on this provided information.**

Authors can also input relevant information to claim multiple discounts, if more than one applies, where applicable.

### Article Publication Charge

\* All articles published by ##JOURNAL\_NAME## are fully Open Access. This means that upon publication they are immediately freely available online for all to read, download, and share. To cover publication costs for Open Access articles, Wiley journals charge an [Article Publication Charge \(APC\)](#), which varies by journal. [Learn more about APCs for this journal.](#)

I agree that if accepted, the article will be published open access and that the Corresponding Author is responsible for arranging payment of the APC.

Discounts That May Apply:

Please select from the drop-down menus below for all discounts you wish to claim. Please note that the single, highest discount will apply.

#### Society Membership Discount

If the Corresponding Author is a member of one of the following societies and wishes to request a discount (as applicable), please select it from the list below:

Select...

Please enter the society membership ID number of the Corresponding Author:

Please enter the society Discount Code (this discount code is available from the society membership website or administrator):

#### Institutional Discount

The institutions or funding agencies listed below have agreed to cover a portion of the article publication charges in Wiley Open Access Journals for their affiliated researchers. If the Corresponding Author is affiliated with one of the organizations listed, please select it from the list below:

Select...

#### Other Discount

If you have received another type of discount code, such as a promotional discount code via e-mail or brochure, please enter it below:

### Wiley Open Access Accounts

If the Corresponding Author's institution, funder, or society has a [Wiley Open Access Account \(WOAA\)](#), all or part of the APC might be covered. Eligibility is based on the submission date and the organization having an active account/partnership arrangement when the article is ready to be published.

- For institutional WOAA's, the manuscript will be automatically sent to the institution's Open Access dashboard for APC funding approval.
- For funder WOAA's, please obtain your funder's [Account Code](#) and enter it into the Other Discount field above.
- For society WOAA's, the organizations have asked Wiley to instruct authors to obtain an Account Code directly from them. Once obtained, enter the code in the Other Discount field above.

#### Automatic Discounts and Waivers

A discount or waiver will automatically be given to Corresponding Authors from institutions in countries and locations on the Wiley Open Access [Waivers and Discounts List](#).

Some journals may offer additional waiver initiatives for APCs. If you have received confirmation from an editor that your APC will be waived, please enter the text they have provided to you in the Other Discount field above.

If the Corresponding Author does not qualify for any of the discounts or waivers listed above and cannot pay the APC, do not proceed with submission to ##JOURNAL\_NAME## as there is no additional support available. You should instead submit your article to another [Wiley journal](#) where articles can be published without charge under the subscription model.

# Submission to Open Access Journals

## Institutional Affiliations

When entering author information in submissions, authors can key in their affiliated institutions and choose the best match from the suggestions given by the system.

This information can be updated again when the paper has been accepted for publication, at which point authors will be invited into the dashboard again to verify if the information is up-to-date.

The screenshot shows the 'Submitting Agent' section of a submission form. On the left, a 'Submission' sidebar lists steps: Step 1: Type, Title, & Abstract; Step 2: File Upload; Step 3: Attributes; Step 4: Authors & Institutions (highlighted); Step 5: Reviewers; Step 6: Details & Comments; Step 7: Review & Submit.

The 'Submitting Agent' section has a title 'Submitting Agent' and a section for 'Agent Question' with an 'Edit' link. Below this are two radio button options: 'Author' (selected) with the text 'I, Dr. John Chipperfield, am submitting this manuscript on behalf of myself and my co-authors.' and 'Submitting Agent' with the text 'I, Dr. John Chipperfield, am not an author on this manuscript. I am submitting this manuscript on behalf of an author.'

The 'Authors' section has a title 'Authors' and a section for 'Selected Authors' with an 'Edit' link. Below this is a table with columns: ORDER, ACTIONS, AUTHOR, and INSTITUTION.

ORDER	ACTIONS	AUTHOR	INSTITUTION
1	Drag, Select...	Dr. John Chipperfield (Corresponding Author) jchipperfi@wiley.com	1. Dr University of Oxford 1 Physics Ellipse Oxford, UK OX1 2JD
2	Drag, Select...	Dr. Siarra Collier scollier+testphaseb@wileyqa.com	1. University of Wollongong 123, Baker Street Wollongong, NSW, AU 2522

Below the table is an 'Update Author Order' button. At the bottom of the 'Selected Authors' section is an 'Add Author' section with the text 'Find using Author's email address' and a search input field containing 'AuthorsEmail@example.com' and a 'Search' button.

At the bottom of the form are three buttons: '< Previous Step', 'Save', and 'Save & Continue >'.

# Submission to Open Access Journals

(via Research Exchange Submission)

## Institutional Affiliations

In Research Exchange Submission, affiliations are automatically taken from the manuscript. Authors can choose the best match from the suggestions given by the system. Authors can also manually enter their affiliation if necessary.

✓ Matched

### Ashland University

The affiliation you provided

Ashland University

Choose best match

- ASHLAND UNIVERSITY  
ASHLAND, OHIO, UNITED STATES
- ASHLAND UNIVERSITY LIBRARY  
ASHLAND, OHIO, UNITED STATES
- ASHLAND UNIVERSITY BOOKSTORE  
ASHLAND, OHIO, UNITED STATES

OR

Search for best match

You only need to select your parent organization, you do not need to match your department or other subdivision

*Example: select **University of Oxford**, not **University of Oxford Department of Economics***

Find Organization

Start typing to find your organization

### Author list

Something wrong? Edit [Authors](#).

---

wileydemo@mailinator.com

Email

vlipscombe@wiley.com

Country/Location

Australia

Corresponding Author

Affiliation(s)

Ashland University

# Submission to Open Access Journals

(via Research Exchange Submission)

## Institutional Affiliations

Based on the affiliation authors are shown a message that indicates they may be eligible to have part or all of their APC covered.

This information can be updated again when the paper has been accepted for publication, at which point authors will be invited into the dashboard again to verify if the information is up-to-date.

### Automatic Discounts and Waivers / Wiley Open Access Accounts

APC coverage, discounts, and waivers are only applied if the corresponding author is eligible

### Discounts this submission is eligible for

If you're eligible for multiple discounts, the highest available discount will apply



#### Open access APC discount or coverage

Because the corresponding author **wileydemo@mailinator.com** is associated with **Ashland University**, this submission may be eligible for the Article Publication Charge (APC) to be discounted or entirely covered. If accepted, Wiley will contact you with further instructions.

[Learn more about institutional discounts and coverage](#)

# Author notification: funding request sent

## Confirmation of request

This new email (sent from mid-May onwards) will tell authors that a request for funding has been sent to their institution for their **conditional** approval.

There is wording that tells authors that their coverage depends on there being sufficient funds at the time of article acceptance.

Dear <Author Name>,

I am writing to confirm that, based on the information you have provided during submission, a request has been sent to your institution, funder or society for conditional approval to pay the article publication charge for the following manuscript submitted to <Journal Title>.

Your funding request must be conditionally approved, and your institution or funder must have sufficient funds or article allocations when your article is editorially accepted and an OA license is signed, to pay the article publication charge.

Article Title: <Article Title>

Manuscript ID: <Manuscript ID>

Institution/Funder Name: <Institution Name>

Funder Grant Number Provided: <Grant ID>

You may be contacted by your institution or funder with more details about your request.

Following conditional approval or denial of the request you will receive a further email notification of the decision and any further action required regarding the article publication charge.

If you have questions about the status of your manuscript, please contact the <Journal Title> Editorial Office at <Editorial Office Email>.

Thank you for submitting your manuscript to <Journal Title>.

# Author notification: funding request denied

## Request denial

This email is sent to all authors if their gold OA funding request has been denied by their institution, funder or society while the manuscript is still under editorial review. If a denial reason has been entered by the institution's admin, this will be included in this email.

Dear <Author Name>,

Thank you for writing with an update on the request made to your institution, funder or society to pay article publication charge for the following manuscript submitted to <Journal Title>.

Your funding request has been denied. Denial reason (if provided by your institution, funder or society): <Denial Reason>

You will shortly receive a further notification email with details of the next steps regarding the article publication charge for your manuscript.

Article Title: <Article Title>

Manuscript ID: <Manuscript ID>

Institution/Funder Name: <Institution Name>

Funder Grant Number Provided: <Grant ID>

If you have questions about the status of your manuscript, please contact the <Journal Title> Editorial Office at <Editorial Office Email>.

Thank you for submitting your manuscript to <Journal Title>.

Sincerely,  
Wiley Open Access

## Step 2:

Post-acceptance, authors need to sign into the Author Dashboard to confirm author details

# Invitation to Author Services (confirm RCA)

## Author Services Dashboard

Post-acceptance, the Corresponding Author will be asked to log into Wiley Author Services to complete the next administrative steps for their article, including confirming author information and signing the license for their article.

Congratulations on the acceptance of your article for publication in <Journal Title>.

In order to publish your article, we need you to log in to Author Services and confirm the article's author list. Please click below to log in - if you are using a different email address to <Author Email>, you will need to manually assign this article to your Dashboard (see [How do I assign a missing article to My Dashboard?](#)):

Wiley has a new, unified log in process with CONNECT to streamline the author experience across all of its platforms. When you click on your invitation link, you will be redirected to log in through the new CONNECT portal before going back to manage your article.

<Login Link>

Once you confirm the author list, the responsible corresponding author will be able to complete the following actions:

Sign your license agreement (REQUIRED) -- you will receive an email when this task is ready on your dashboard.

Track your article's progress to publication

Make your article open access.

Your institution or funder may help you publish your article open access, making it immediately and freely available to read, download, and share. [Learn more here](#).

Access your published article

If you need any assistance, please click [here](#) to view our Help section.

# Author Services Dashboard

## Author Services Dashboard

Any articles requiring actions will be automatically featured on the top of their dashboard.

'Manage article' button takes to this screen.

'Sign License' kicks off the process

The screenshot displays the Author Services Dashboard for an article in the 'In Production' status. The dashboard is divided into several sections:

- Status:** In Production
- Required Actions:** A red-bordered box contains a 'Sign license' action. It includes a document icon, the text 'Please sign your license for your article to be published.', and a red 'Sign License' button with a right-pointing arrow. The button is highlighted with a green border.
- Publication History:** A vertical timeline shows three stages: 'Submitted' (4 April 2025), 'Accepted' (4 April 2025), and 'In Production' (See required actions for next step).
- Grow the impact of your research:** A green-bordered box contains a shopping cart icon and the heading 'Important information regarding your open access funding request'. The text below explains that a funding request has been sent to Iwate Daigaku and that the request must be approved for the article to be published. It also notes that removing the affiliation that covers the charge will make the article ineligible for coverage.
- Help with this article:** A grey box provides instructions on how to get help, including visiting the FAQ page or starting a chat with Customer Support.
- Help:** A green circular button with a question mark and the word 'Help' is located in the bottom right corner.

# Confirming Author Roles

## Confirming Author Roles

Authors will be asked to check through all of the authors listed on the article and confirm their details and roles.

If there is a change in corresponding author roles and corresponding institutional information, the information may be used to reprocess the article's APC funding coverage application or available discounts or waivers, where applicable.

[← Back to Manage this Article](#)

Journal of Diabetes Investigation  
Flippity-Flop: EEO CA assigns another author as RCA; new RCA is eligible for TA  
DOI:10.1111/jdi.17067


- Sign License
- Confirm Authors**
- Funders & Grant Details
- Affiliations
- Copyright Ownership
- License Agreement Types
- Discount and Billing Details
- Payment Method
- License Submission

### Which corresponding author is responsible for the 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 their affiliation(s) to determine potential eligibility for partial or full coverage of 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

Please note that eligibility for coverage of open access publishing fees is based only on the affiliation(s) of the responsible corresponding author, which cannot be reassigned once confirmed.

 Article may be eligible for Open Access APC funding or discount

- Information provided at submission indicates **Siarra Collier** may be affiliated with **AMERICAN CENTER FOR PHYSICS**

If you wish to participate, they should be assigned as the responsible corresponding author.

- John Chipperfield
- Siarra Collier**  Responsible corresponding author

[← Corresponding authors](#) [Assign responsible author →](#)

# Invitation E-Mail to Author Services – new RCA

## Invitation new RCA

This email is sent if after article acceptance the Corresponding Author chose a different author to be the one Responsible Corresponding Author to sign the license. This email is sent for both hybrid and gold OA articles, but if the article is gold OA, the email includes information about the existing funding request and an explanation about confirming their affiliation information.

Note that this email template allows different text to be shown in different scenarios.

Dear <Author Name>,  
Article ID: <Article AID>  
Article DOI: <Article DOI>  
Internal Article ID: <Article ID>  
Article: <Article Title>  
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.  
[If article is gold OA and there is an existing funding request] A request has already been sent to your institution, funder or society to pay the article publication charge. Your funding request must be approved, and your institution or funder must have sufficient funds or article allocations when your article is editorially accepted and an OA license is signed, to pay the article publication charge.  
When confirming your affiliations in Author Services, if you remove the affiliation that was asked to cover your article publication charge, your article will no longer be eligible to be covered by this institution. [end]  
Please click below to login - if you are using a different email address than this one, you will need to manually assign this article to your Dashboard (see How do I assign a missing article to My Dashboard?)  
Wiley has a new, unified log in process with CONNECT to streamline the author experience across all of its platforms. When you click on your invitation link, you will be redirected to log in through the new CONNECT portal before going back to manage your article. Link to Author Services: <Link to article on Author Services>  
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) -- you will receive an email when this task is ready on your dashboard.  
Pay your article publication charge (REQUIRED)  
Track your article's progress to publication  
Make your article open access. Your institution or funder may help you publish your article open access, making it immediately and freely available to read, download, and share. Learn more here.  
Access your published article  
Track your article's progress to publication  
Access your published article  
If you need any assistance, please click here to view our Help section.  
Sincerely,  
Wiley Author Services

# Author Services Dashboard (after RCA confirmed)

## Author Services Dashboard

If the Responsible Corresponding Author has been changed, when they log into Author Services to complete the necessary actions, they will again see information about the existing funding request on the manage article screen.

The screenshot displays the Author Services Dashboard interface. It features a 'Required Actions' section with a red warning icon and the title 'Required Actions'. Below this, there are two main action cards. The first card, titled 'Sign license', includes a document icon, the text 'Please sign your license for your article to be published.', and a red button labeled 'Sign License →'. The second card, titled 'Important information regarding your open access funding request', includes a shopping cart icon, detailed text about funding requests to Nihon Genshiryoku Kenkyu Kaihatsu Kiko, and a red button labeled 'Continue →'. To the right, the 'Publication History' section shows a vertical timeline with three stages: 'Submitted 4 April 2025', 'Accepted 4 April 2025', and 'In Production See required actions for next step'. Below this is a 'Help with this article' section with a text box and a 'Help' button with a question mark icon.

### Required Actions

**Sign license**

Please sign your license for your article to be published.

Sign License →

### Important information regarding your open access funding request

A request has already been sent to Nihon Genshiryoku Kenkyu Kaihatsu Kiko to pay the article publication charge. Your funding request must be approved, and your institution or funder must have sufficient funds or article allocations when your article is editorially accepted and an OA license is signed, to pay the article publication charge.

When confirming your affiliations, if you remove the affiliation that was asked to cover your article publication charge, your article will no longer be eligible to be covered by this institution.

Continue →

### Publication History

- Submitted 4 April 2025
- Accepted 4 April 2025
- In Production See required actions for next step

### 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.

Help

# Confirming Research Funders

## Confirming Research Funders

Authors will be asked to reconfirm their research funders and grant details provided when they first submitted their manuscript.

### Sign License

- Funders & Grant Details**
- Affiliations
- Copyright Ownership
- License Agreement Types
- Discount and Billing Details
- Payment Method
- License Submission

### Please confirm your funders for this article <sup>?</sup>

Correctly declaring your funders helps us ensure that you're compliant with any funder mandates and determines if you're eligible for open access funding.

This journal offers a number of [license options](#). By signing, you confirm that you are able to grant the necessary permissions for this article and its supplementary materials. These permissions include your funder policy restrictions. You are expected to meet your funder's policies, for example if the funder is a member of [Coalition S](#).

<b>John Slade Ely Fund</b>	<a href="#">Edit</a>	<a href="#">Delete</a>
----------------------------	----------------------	------------------------

[+ Add funder](#)

[← Back to Manage this Article](#)

[Confirm & proceed to Grant Details →](#)

# Confirming Institutional Affiliations

## Confirming Institutional Affiliations

Authors will be asked to confirm their institutional affiliations provided when they first submitted their manuscript.

If there are any changes at this stage, the information provided will be used to re-check eligibility for open access coverage. This ensures that any authors who may have missed eligibility at submission are captured at article acceptance.

The wording on this screen will be updated to tell authors that removing an eligible affiliation will impact their APC coverage.

← Back to Manage this Article

Journal of Diabetes Investigation  
Flippity-Flop: EEO CA assigns another author as RCA; new RCA is eligible for WOA account funding  
DOI:10.1111/jdi.17060

Sign License  
[Funders & Grant Details](#) ✓  
**Affiliations**  
Copyright Ownership  
License Agreement Types  
License Submission

Please confirm your affiliations for this article

Please add your primary affiliation with the institution where the research for this article was conducted.

Correctly declaring your affiliations helps us determine if your institution can cover your open access Article Publication Charge (APC). This 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")

Help with affiliations

- What does it mean if my institution is "not verified"?
- What if my department is not listed?
- What if my organization is not listed?
- Should I list the affiliations of my coauthors?
- What if I changed or moved organizations?
- What if my institution is listed, but its name or location is incorrect?

Verified ✓ ©

AMERICAN CENTER FOR PHYSICS  
COLLEGE PARK, Maryland, US [Edit](#) [Delete](#)

**Open Access**  
This institution has an agreement with Wiley and the article is eligible for open access coverage.

+ Add affiliation

[Please let us know](#) if you cannot find your organization or there are errors with the displayed information.

Please confirm the country/location in which you are based

Country/Location\*

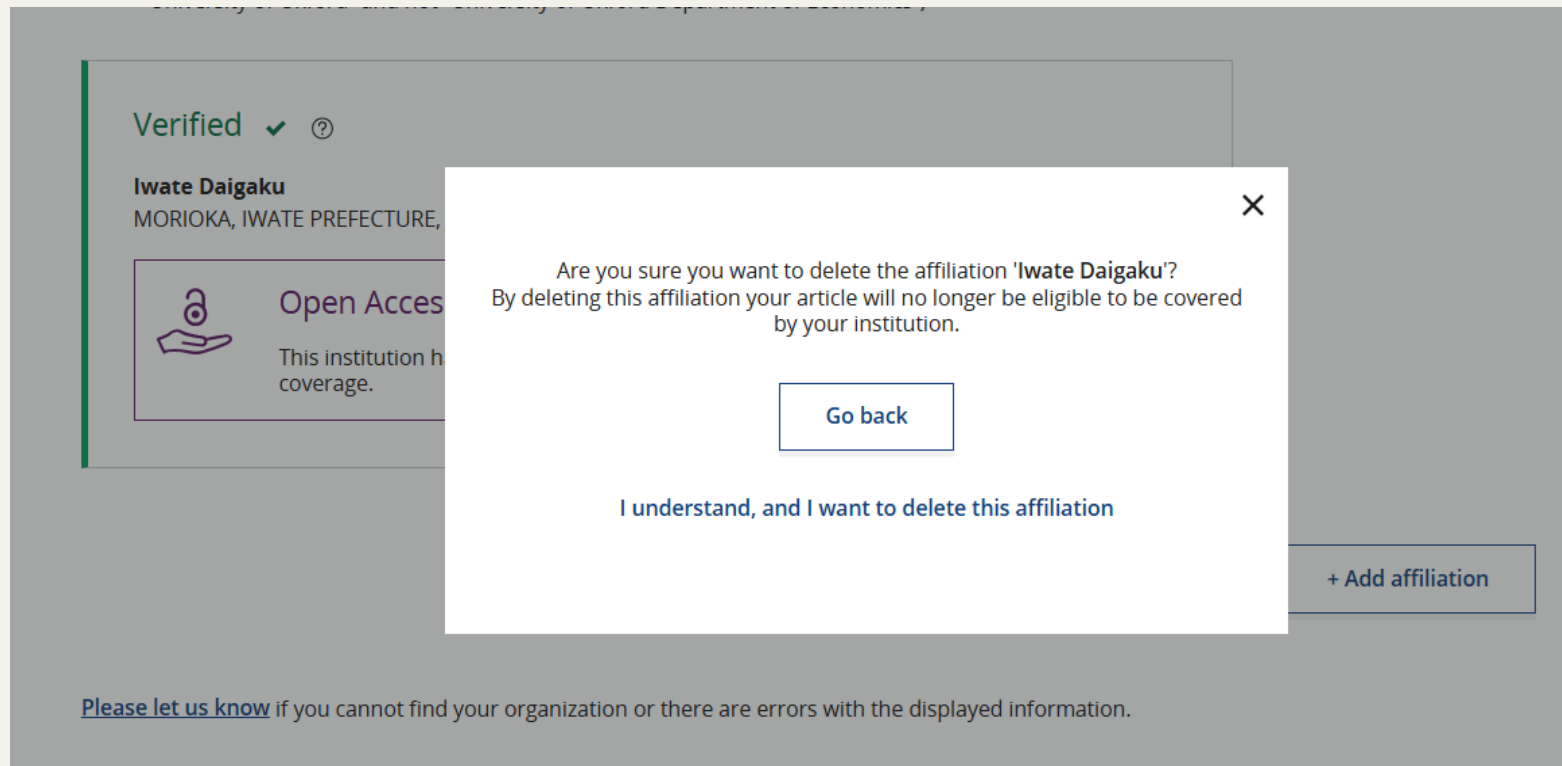
Australia

← Funders & Grant Details **Confirm & proceed** →

# Confirming Institutional Affiliations

## Confirming Institutional Affiliations

If an author does attempt to remove the affiliation that has been sent a funding request, the author will be alerted that doing so will result in them losing open access coverage.



The screenshot displays a user interface for managing institutional affiliations. On the left, a card for 'Iwate Daigaku' is shown, marked as 'Verified' with a green checkmark and a help icon. Below the name, the location 'MORIOKA, IWATE PREFECTURE,' is listed. An 'Open Access' icon (a hand holding a padlock) is visible, with the text 'Open Acces' and 'This institution h coverage.' partially shown. A modal dialog box is open in the center, asking for confirmation to delete the affiliation 'Iwate Daigaku?'. The dialog text reads: 'Are you sure you want to delete the affiliation 'Iwate Daigaku'? By deleting this affiliation your article will no longer be eligible to be covered by your institution.' It includes a 'Go back' button and a link that says 'I understand, and I want to delete this affiliation'. In the bottom right corner of the interface, there is a '+ Add affiliation' button. At the bottom of the page, a footer note states: 'Please let us know if you cannot find your organization or there are errors with the displayed information.'

# Step 3:

License Submission

# Copyright Ownership

## Copyright Ownership

The next step is to select who owns the copyright for this work.

### Copyright ownership

The following questions will establish who has copyright ownership over the work and help us provide you with the correct license(s) to be signed and submitted.

#### What is copyright ownership?



Owners of the copyright to this work have control of the work's reproduction, distribution, creation of derivatives, etc.

In most cases, the copyright owners are the people who contributed to the research and authored the manuscript. However, if the research was performed when acting within the scope of employment, the copyright owner could be the employer.

### Do you own the copyright to this work?

Please select and confirm from the following options.

**Yes, I own the copyright to this work**

*This is the correct selection for many works*

In most academic and healthcare institutions, faculty retain the copyright for work that they have authored. Please check with your institution to see if different policies apply.

**No, I do not own the copyright to this work**

*Another party may own the copyright to this work*

This can apply if:

- This work was completed as part of official duties during the course of employment. Example employers where this can apply:
  - Local government agencies (U.S., U.K., etc.)
  - Private companies
  - Intergovernmental Organizations (IGOs) or Non-governmental Organizations (NGOs)
- There is a related clause outlined in the original statement of work
- The work has been contracted or 'made for hire'

[← Affiliations](#)

[Confirm & proceed →](#)

# License Selection

## License Selection






The next step is to select an open access license type.

Authors will usually be offered three Creative Commons license types (exact selections will available will depend on the journal).

### Select a Creative Commons (CC) license type

Based on the information you provided, these are your available license options and corresponding rights, which are detailed more fully in the author agreement. Before you select a license, please ensure that the license you select complies with any open access policies set by your funder, institution, or other organization.

**i** The selection you make has no impact on the Article Publication Charge (APC)

	CC BY  <a href="#">Learn more</a>	CC BY-NC  <a href="#">Learn more</a>	CC BY-NC-ND  <a href="#">Learn more</a>
<b>Authors can</b> Retain copyright and archive the work Grant a non-exclusive license to any of the Creative Commons rights associated with the selected CC license	✓	✓	✓
<b>Anyone can</b> Copy, cite, and share - as long as they credit the author	✓	✓	✓
<b>Anyone can</b> Remix and transform the work 	✓	✓	—
<b>Anyone can</b> Redistribute commercially 	✓	—*	—*
	Select CC BY No additional cost	Select CC BY-NC No additional cost	Select CC BY-NC-ND No additional cost

\* Wiley will retain the exclusive right to commercially use the article

# License Submission

## Sign & Submit

The next step is license signing.

The responsible corresponding author will need to sign the Creative Commons license for the article to complete the administrative steps required.

### License Submission

Your progress will be saved should you need to return at a later date

#### License for Contributing authors

Please review the following license, enter your name, and submit the license.

**PDH OO Journal**

**Published by Wiley on behalf of Test (the "Owner")**

**LICENSE AGREEMENT FOR PUBLISHING CC BY**

Date: March 10, 2025

Responsible Corresponding Author (the "Author") name: Venetia UAT\_tester

Author email address:

Manuscript number: TSTDATA-2024-12-31pAuydrFWHqF

Re: Manuscript or work entitled Spare article 3 (the "Contribution")

for publication in PDH OO Journal (the "Journal")

published by Wiley Periodicals LLC ("Wiley")

I agree to the OPEN ACCESS AGREEMENT as shown above and have obtained written permission from all other contributors to execute this Agreement on their behalf.

**Responsible Corresponding Author's name**

---

[← License Agreement Types](#) [Submit license for review](#)

## Step 4:

Author receives notification that their request for APC funding coverage has been approved (if not received pre-acceptance)

# Funding Request Approval Email (Post-acceptance)

## Request Approval

Author will receive this email if the request has been approved after editorial acceptance.

The email is only sent once the request has been deducted from the institution's available balance, so the approval is no longer conditional.

## Example email

I am writing with an update on the request made to your institution, funder or society to pay the article publication charge for the following article submitted to <Journal Title>.

Your payment request has been reviewed by <Institution Name> and it has been approved.

Your article will be published open access as per the agreement between <Institution Name> and Wiley.

Article Title: <Article Title>  
Manuscript ID: <Manuscript ID>  
Article DH\_ID: <Article DH ID>  
Article DOI: <Article DOI>  
Institution/Funder Name: <Institution Name>

Sincerely,  
Wiley Open Access

# Funding Request Denial Email (Post-acceptance)

## Request denial or cancellation

This email is sent to authors after their article has been accepted for publication but after their funding request has been denied or cancelled. For institution denials, if a denial reason has been entered this will be included in this email.

Cancellations could be caused by a failure to deduct the APC amount or article allocation from the institution's available balance. In this case, the denial reason in the email will say "Your institution, funder or society has run out of open access article funding and therefore cannot currently pay the article publication charge."

Dear <Author Name>,

I am writing with an update on the request made to your institution, funder or society to pay the article publication charge for the following article submitted to <Journal Title>.

*(If there is a denial reason)* Your funding request has been denied. Denial reason: <Denial Reason> *(end)*

Article Title: <Article Title>

Manuscript ID: <Manuscript ID>  
*(If these IDs exist)* Article DH\_ID: <Article ID>

Article DOI: <Article DOI> *(end)*

Journal Group Code: <Journal code>

Institution/Funder Name: <Institution Name>

Please visit your Wiley Author Services Dashboard to indicate that you will arrange for payment or to submit a request to a new institution.

Sincerely,  
Wiley Open Access

# Funding Request Cancellation Email

## (Post-acceptance, System Cancellation Due to Exhausted Funds )

### Request cancellation

Author will receive this email if the Approved Gold article funding request has been systematically cancelled after editorial acceptance, due to the account article entitlement cap having been reached -- funds exhausted.

Dear <Author Name>,

I am writing with an update on the request made to your institution, funder or society to pay the article publication charge for the following article submitted to <Journal Title>.

Your request for the article publication charge to be paid by <Institution Name> has been denied. Denial reason: *Your institution, funder or society has run out of open access article funding and therefore cannot currently pay the article publication charge.* (end)

Article Title: <Article Title>

Manuscript ID: <Manuscript ID>

Article DH\_ID: <Article ID>

Article DOI: <Article DOI>

Institution/Funder Name: <Institution Name>

*(The following included if the request was cancelled due to insufficient funds or article allocations)* If you have questions regarding the reason for the denial of your request, please contact your institution or funder. (end)

Sincerely,

Wiley Open Access

# FAQ

## **Q: What will happen at the end of an agreement?**

A: If you have a Transformational Agreement that will be renewing with the same model, any funding requests that are still pending or have been approved but haven't yet deducted from the available balance will be carried to the next year of the agreement. If you have a Transformational Agreement that will be renewing with a different model, any funding requests that are still pending or have been approved but haven't yet deducted from the available balance will be cancelled. Authors can re-trigger eligibility for the new agreement post-acceptance.

If you have a Transformational Agreement that will not be renewing, any funding requests that are still pending or have been approved but haven't yet deducted from the available balance will be cancelled.

Please note that if there is any break in service between agreements, any funding requests that are still pending or have been approved but haven't yet deducted from the available balance will be cancelled. When the new agreement starts, authors can re-trigger eligibility for the new agreement post-acceptance, as long as the article hasn't published yet.

# FAQ

**Q: What happens if we have approved funding requests at submission, but funds/article allocations have run out before these articles have been editorially accepted?**

A: If funds/article allocations are no longer available when an author has been editorially accepted, our system will check if there is an overage agreement in place. If there is an overage agreement a new funding request will be sent to that account. However, if there isn't, the author will receive an email telling them that their funding request has been denied due to funding exhaustion.

**Q: What will happen if we run out of funds/article allocations before the end of the year?**

A: Wiley will continue to have discussions with you regarding your usage so the next steps can be agreed, whether that is a deposit of additional funds, opting for an overage agreement, implementing an institutional discount (subject to your contract), or for the accounts to be effectively closed for the remainder of the year. If the accounts are closed for the remainder of the year, authors will not see eligibility and so will not be able to send funding requests to your institution.

# Author Support

If an admin has an article issue, please contact:

[Accountdashboardsupport@wiley.com](mailto:Accountdashboardsupport@wiley.com)

If you as an author have questions about an article, contact:

[cs-openaccess@wiley.com](mailto:cs-openaccess@wiley.com)