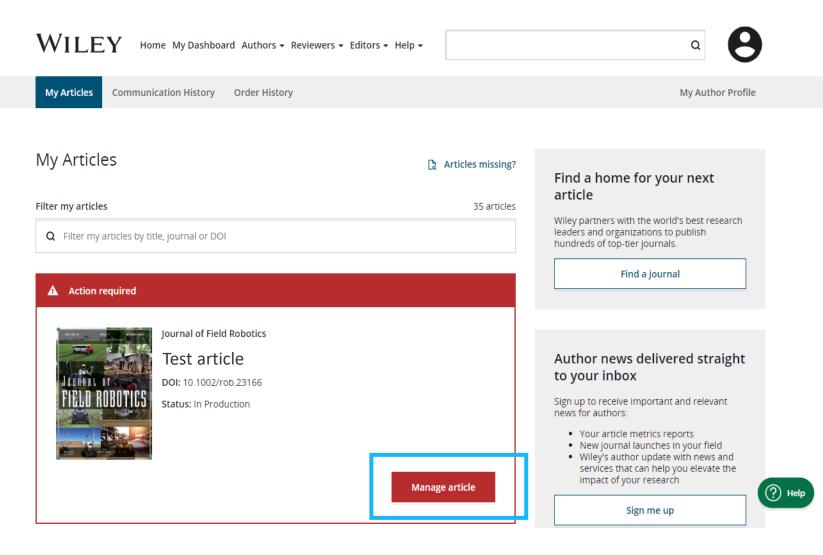
# Authors' Workflow for Hybrid Journals



#### Invitation

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 this article

Test article DOI: 10.1002/cnm.4414

Status: In Production

Methods in Biomedical

'Manage article' button kicks off the process.

A Required Actions **Publication History** Accepted Sign license ł January 26, 2021 Please sign your license for your article to be published. O In Production See required actions for next step Continue Signing License -> Help with this article 9 For help with your license or ordering open Review Open Access eligibility access, please visit our FAQ page or start a chat with Customer Support by clicking the Help icon below. Article is eligible for Open Access through your 9 institution at no fee 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 page to find out what type of APC coverage is available from your institution. Select open access at no additional charge ->

International Journal for Numerical Methods in Biomedical Engineering



# Step 1:

# Confirm Author Role

Author Services

# **Confirm Author Role**

## Author Role

The author list will show all authors from the manuscript.

Author has two options – to select one Responsible Corresponding Author from the list and confirm, or to select "This list is incorrect".

Confirm Authors	Which corresponding author is responsible for remaining
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Affiliations Copyright ownership License Selection License Signing	<ul> <li>Confirming the article's funding information</li> <li>Verifying affiliation with institutions that have pre-paid for Open Access publishing fees</li> <li>Arranging payment for Open Access fees, when applicable</li> <li>Signing the copyright license and/or gathering signatures from copyright owners</li> <li>Reviewing online proofs of the final article</li> </ul>
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	🔿 Berhane Abrha Asfaw ခ
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	Hagar Siebner 8 Responsible corresponding author
	○ Christoph Schüth ခ
	4 Corresponding authors

# **Confirm Author Role**

### **Author Role**

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.

#### Back to Manage this Article

#### **Rapid Communications in Mass Spectrometry**

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

DOI: doi.org/10.1002/rcm.8922

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	An author has changed their name
	One or more names are spelled or formatted incorrectly
	Something else is wrong
	Please tell us more about your issue

# **Confirm Responsible Corresponding Author - Confirmation**

- 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.

#### ← Back to Manage this Article

#### 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

Confirm Authors	Confirm change of responsible author		
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# Step 2:

Funders & Grants Details

# **Funders & Grant Details**

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Test article
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Q



# **Step 3:** Confirm Affiliations

# **Confirm Institutional Affiliation – Ringgold Exact Match**

#### Confirm/Enter Institutional Affiliation – Exact Match

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	+ Add affiliation
← Funders & Grant Details	Confirm & proceed →

# **Confirm Institutional Affiliation – Ringgold Exact Match (Homepage View)**

## **Confirm/Enter Institutional Affiliation – Exact Match**

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.

#### Action required



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## Enter Institutional Affiliation – No affiliation provided

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Journal of Adolescent & Adult Literacy Test article	
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	← Affiliations Confirm & proceed →

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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.

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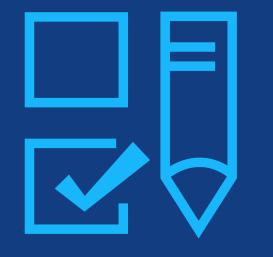
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# Step 4:

Copyright Ownership Selection

# **Copyright Ownership**

## Copyright Ownership

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# Step 5:

Confirm Open Access Option

# **Open Access Option**

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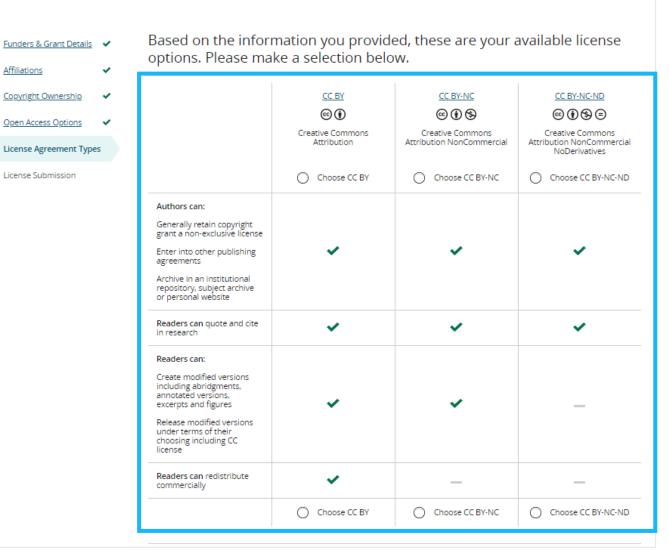
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# Step 7:

License Submission

# **License Submission**

## Sign & Submit

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Journal of Adolescent & Adult Literacy

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