

WILEY

所属機関でのOA契約を 利用するための オープンアクセス出版 手続きガイド

ワイリー・パブリッシング・ジャパン
(2024年8月改訂)



はじめに

ご所属機関がWileyと結んだ契約によるオープンアクセス(OA)出版の手続きは、投稿先ジャーナルの種類によって(1)ハイブリッドOAと(2)フルゴールドOAの通りに分かれます。

それぞれ、該当のセクションをご参照下さい。

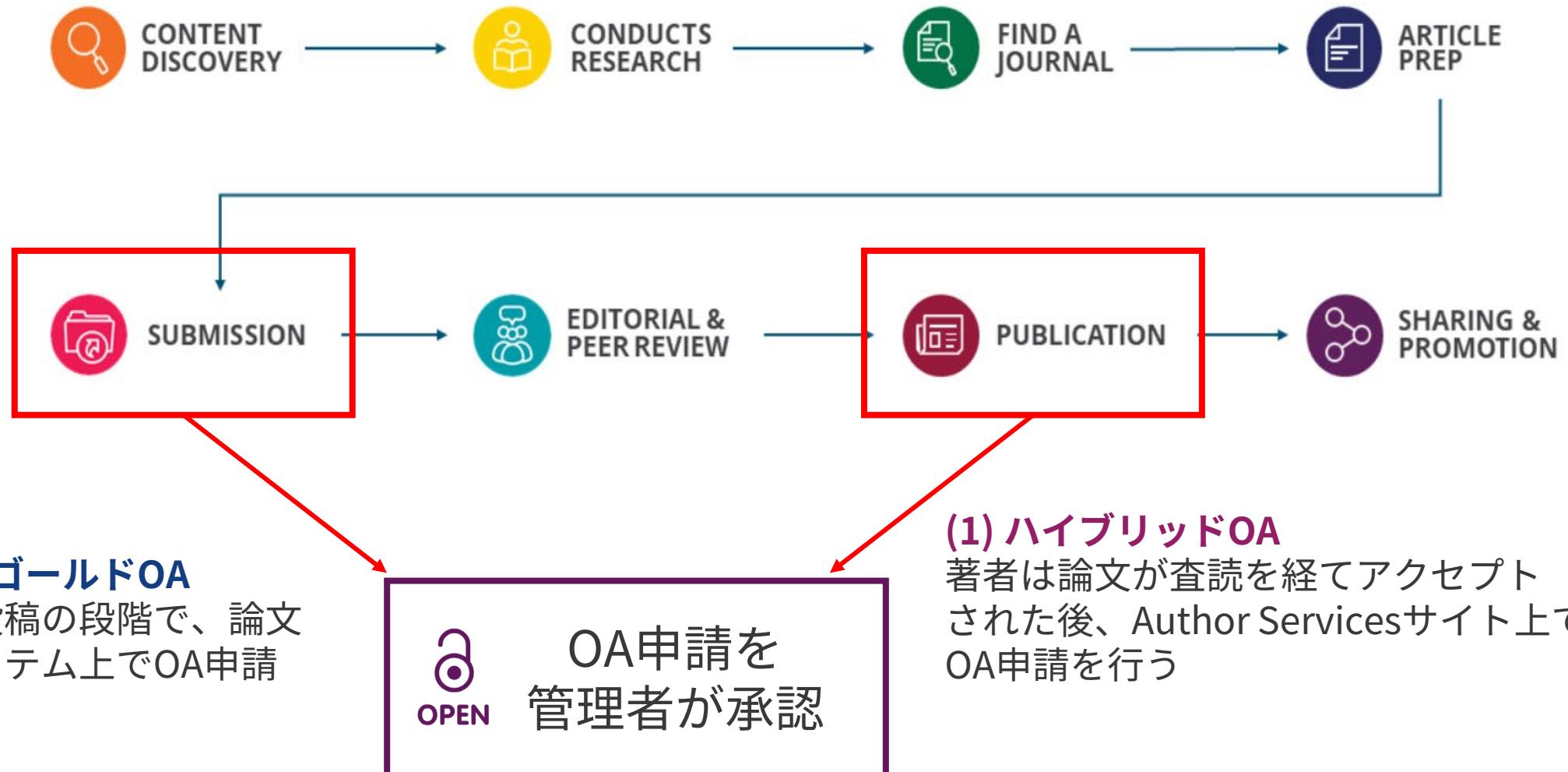
(1)ハイブリッドOA … p. 4

論文の投稿先がハイブリッド誌 = 収録論文の閲覧のために購読契約を要するジャーナルのうち、著者が選択的に自分の論文をOA化できるもの

(2)フルゴールドOA … p.32

論文の投稿先がフルゴールドOA誌 = 収録論文すべてをOAで出版し、閲覧のために購読契約を要しないもの

投稿先ジャーナルの種類によるOA出版手続きの流れ

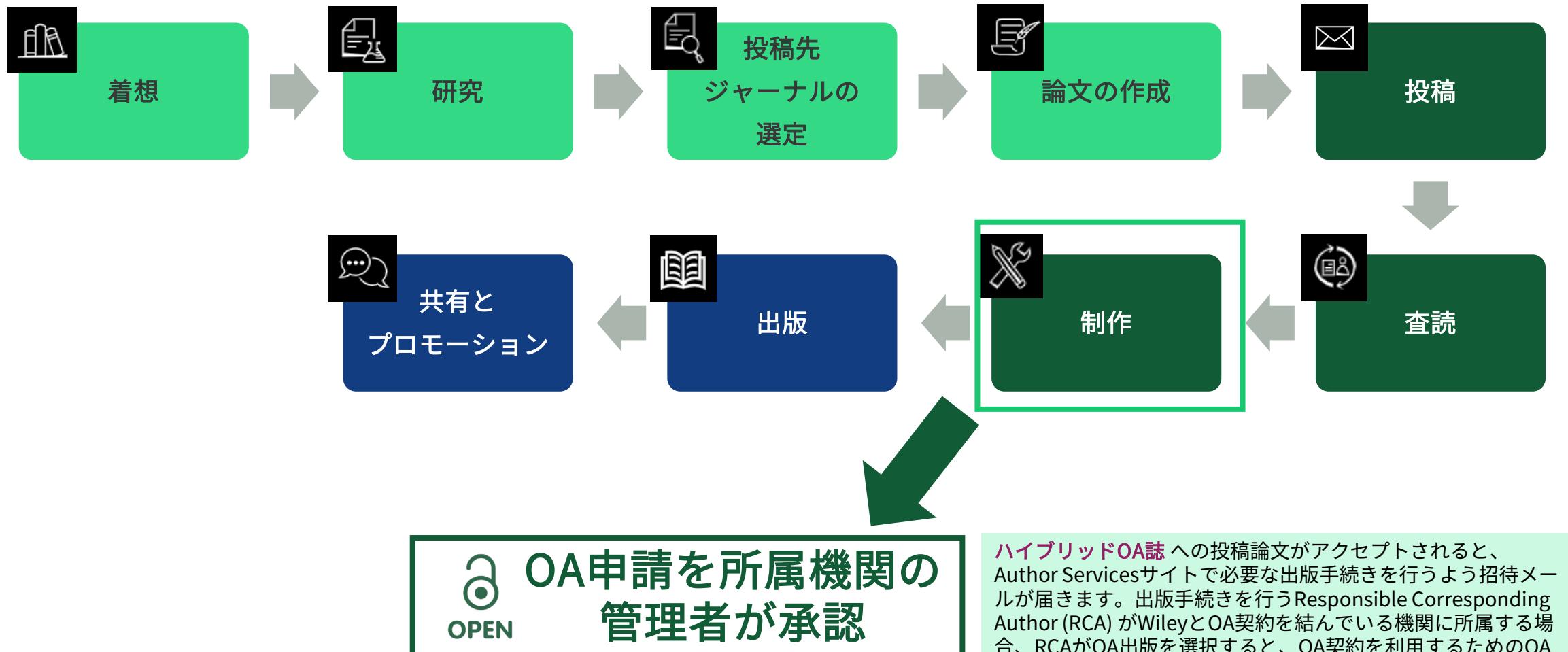


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(1) ハイブリッドOA誌 での著者手続き



ハイブリッドOA誌での論文出版の流れ



ハイブリッドOA誌への投稿論文がアクセプトされると、Author Servicesサイトで必要な出版手続きを行うよう招待メールが届きます。出版手続きを行うResponsible Corresponding Author (RCA) がWileyとOA契約を結んでいる機関に所属する場合、RCAがOA出版を選択すると、OA契約を利用するためのOA申請が所属機関に送られます。申請が承認されると、OA出版のためのAPC (論文出版料金) が契約によってカバーされます。

論文のアクセプト通知メールにOA出版の案内

所属機関とWileyとの
OA契約を利用可能

In Production: Your article accepted in <journal title>

Dear Author,

Article ID: <article ID>

Article DOI: <DOI>

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.

Wiley and <eligible institution> have an agreement to cover the cost of your open access publishing.

Please click on the link below to login using <email>:

<https://authorservices.wiley.com/home.html>

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)

Track your article's progress to [publication](#)

Submit an [OnlineOpen](#) order to make your article open access. Hint: Your open access publication fees may be covered by your institution or funder. [Learn more](#).

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

Sincerely,
Wiley Author Services

Author Services - Manage Articleから手続きを開始

Author Services Dashboard ページ

論文が投稿先ジャーナルに
アクセプトされると、Author
Servicesサイトで必要な手続き
を行うよう著者に招待メール
が送られます。

Dashboardページでは、何ら
かのアクションが必要な論文
が上に表示されます。

‘Manage article’ ボタンを
クリックして、手続きを開始
します。

Manage this article
International Journal for Numerical Methods in Biomedical Engineering
Test article
DOI: 10.1002/cnm.4414
Status: In Production

⚠ Required Actions

1 Sign license
Please sign your license for your article to be published.
[Continue Signing License →](#)

2 Review Open Access eligibility
Article is eligible for Open Access through your institution at no fee
Wiley and <eligible institution> have an agreement to cover the cost of your open access publishing.
[Select open access at no additional charge →](#)

Publication History

Accepted
January 26, 2021
In Production
See required actions for next step

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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.



7



Step 1: 著者の役割を確認

著者の役割を確認

著者の役割

Author Servicesでは、論文投稿時の情報に従つて、著者リストが表示されます。そのうち Corresponding Author (責任著者。1人または複数) にチェックを入れてから、Confirmをクリックしてください。

もし著者リストに誤りがあり、修正が必要な場合は “This list is incorrect” を選んでください。

WILEY Home My Dashboard Authors ▾ Reviewers ▾ Editors ▾ Help ▾ Q LOGIN REGISTER

MY ARTICLES COMMUNICATION HISTORY ORDER HISTORY MY AUTHOR PROFILE

← 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

Confirm Author Roles

Funders & Grant Details

Your Affiliations

Copyright ownership

License Selection

License Signing

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 Abrha Asfaw

Kaori Sakaguchi-Söder

Anat Bernstein Corresponding author

Hagar Siebner

Christoph Schüth

Selections made here will be reflected on the final published paper.

You will not be able to change this selection during proofing.

This list is incorrect

Confirm 1 corresponding author →

Responsible Corresponding Author の確認

この画面では、前の画面で選んだ Corresponding Author の中から、**Responsible Corresponding Author (RCA)** を1人だけ選びます。

RCAは、ライセンス契約書への署名をはじめ、論文の出版手続きに関して責任を持つ唯一の著者です。所属機関に**対して論文のOA化を申請できるのはRCAだけです。**

著者名の右に南京錠のアイコンが付いていれば、その著者の所属機関がWileyとOA契約を結んでいて、論文のOA化を申請する資格があることを示します。

Confirm Authors
Funders & Grant Details
Affiliations
Copyright ownership
License Selection
License Signing

Which corresponding author is responsible for remaining publication activities?

Wiley requires **one** corresponding author to be assigned to complete remaining pre-publication activities, including:

- Confirming the article's funding information
- Verifying affiliation with institutions that have pre-paid for Open Access publishing fees
- Arranging payment for Open Access fees, when applicable
- Signing the copyright license and/or gathering signatures from copyright owners
- Reviewing online proofs of the final article



Article may be eligible for Open Access APC funding or discount

- Information provided at submission indicates Christoph Schüth may be affiliated with Technische Universität Darmstadt.
- Information provided at submission indicates Hagar Siebner may be affiliated with Technische Universität Darmstadt.
- Information provided at submission indicates Berhane Abrha Asfaw may be affiliated with Technische Universität Darmstadt, Technische Universität Darmstadt and Technische Universität Darmstadt.

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

Berhane Abrha Asfaw

Kaori Sakaguchi-Söder

Anat Bernstein

Hagar Siebner Responsible corresponding author

Christoph Schüth

← Corresponding authors

Assign responsible author →

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Step 2: 研究助成情報の確認

研究助成団体の確認

研究助成団体

投稿時にFunder（研究助成団体）を入力していれば、その団体名が表示されます。
この画面でFunderを追加することもできます。

The screenshot shows a Wiley manuscript submission interface. At the top, the Wiley logo is on the left, and the navigation bar includes Home, My Dashboard, Authors, Reviewers, Editors, and Help. A search bar and a user profile icon are on the right. Below the navigation, the journal title 'Journal of Adolescent & Adult Literacy' and article title 'Test article' are displayed, along with the DOI: 10.1002/jaal.81557. A 'Back to Dashboard' link is also present.

The main content area is titled 'Funders & Grant Details'. A callout box highlights this section with the text: 'Please confirm your funders for this article'. The text explains: 'Correctly declaring your funders helps us ensure that you're compliant with any funder mandates and determines if you're eligible for OnlineOpen funding.' A dropdown menu is open, showing a list of funders. The first item in the list is 'Deutsche For' (Deutsche Forschungsgemeinschaft), followed by 'Deutsches Zentrum für Herz-Kreislauftforschung', and 'Deutsches Forschungszentrum für Gesundheit und Umwelt, Helmholtz Zentrum München'. A 'Cancel' button is visible in the top right corner of the dropdown.

研究助成の詳細情報

詳細情報

次の画面では、研究助成番号などの詳細情報を入力します。

WILEY Home My Dashboard Authors ▾ Reviewers ▾ Editors ▾ Help ▾ Search 

[← Back to Dashboard](#)

Journal of Adolescent & Adult Literacy

Test article

DOI: 10.1002/jaal.81557

Funders & Grant Details

Affiliations

Copyright Ownership

Open Access Options

License Agreement Types

Payment

License Submission

Please provide grant details for the funders

If you have received a grant number from your funders, please add it here. If you did not receive any number, then please check 'I have not received a number for this grant'.

Wellcome Trust

Grant Number * Add Recipients (optional) Add one or more recipients ▼ Add another grant

I have not received a number for this funder

[← Funders](#) Confirm & proceed →



Step 3: 所属機関の確認

RCAの所属機関を確認

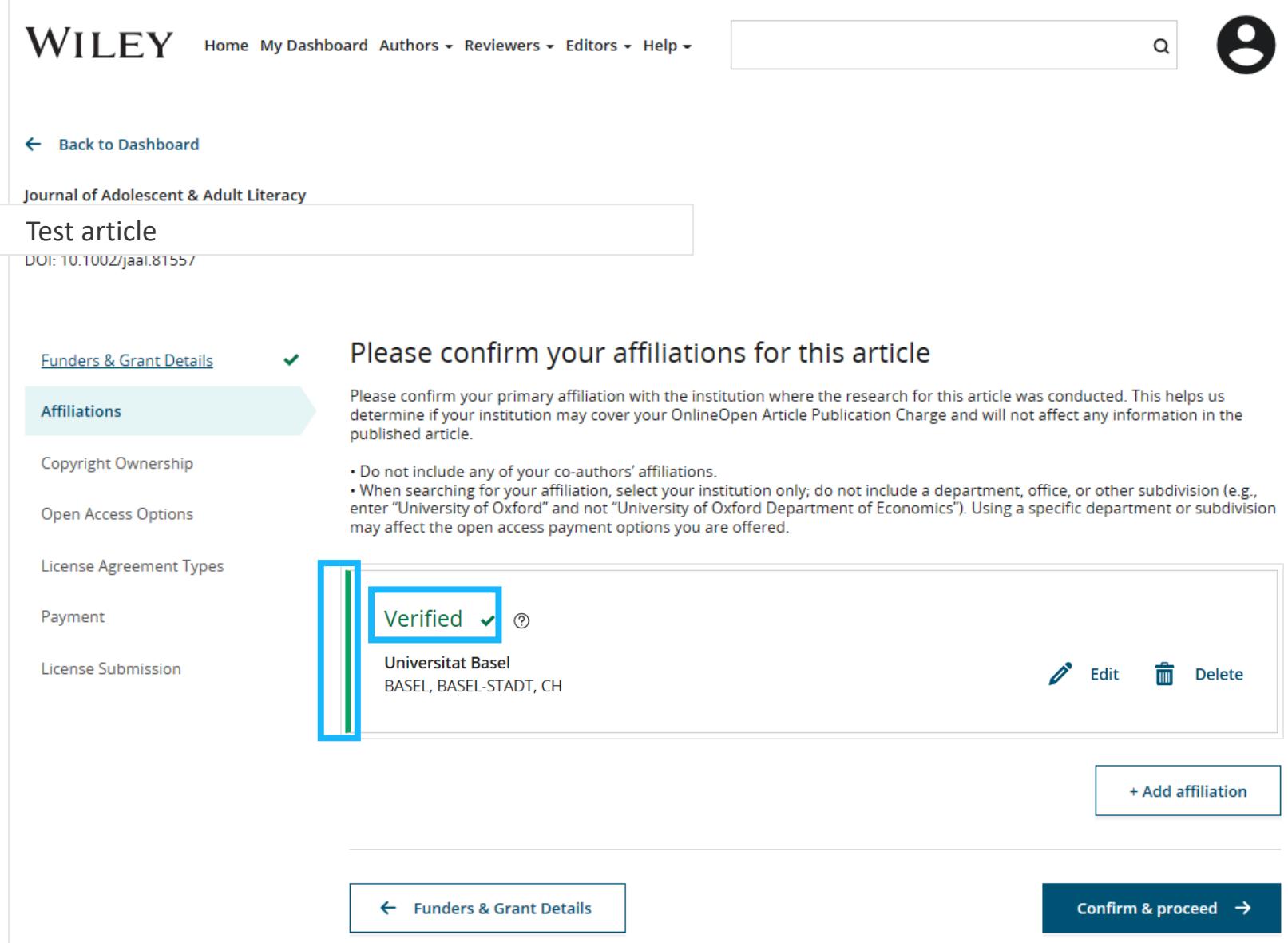
所属機関の確認／入力

この画面で著者は affiliation (所属機関) を確認するよう求められます。

論文の投稿時に、RCAが論文投稿システムで所属機関を登録済みであれば、その機関名が表示されます。

この画面で確認が必要なのは、RCAの所属機関です。RCA以外の著者の所属機関は、ここでは影響しません。

機関名の左に緑色の線と、機関名の上に 'Verified' の文字とチェックマークが表示されていれば、学術機関の国際的なデータベースである Ringgold に存在する機関であることを意味します。



The screenshot shows a Wiley manuscript submission interface. The top navigation bar includes the Wiley logo, a search bar, and user account options. The main content area displays a journal article titled "Journal of Adolescent & Adult Literacy" with a DOI of 10.1002/jaal.8155. A sidebar on the left lists manuscript sections: "Funders & Grant Details" (selected), "Affiliations" (highlighted with a green arrow), "Copyright Ownership", "Open Access Options", "License Agreement Types", "Payment", and "License Submission". The "Affiliations" section contains a sub-section titled "Please confirm your affiliations for this article". It instructs the user to confirm their primary affiliation with the institution where the research was conducted. It also provides guidance on including co-authors' affiliations and searching for institutions. A table lists the confirmed affiliation: "Universitat Basel" from "BASEL, BASEL-STADT, CH", marked with a green "Verified" status and a checkmark. Action buttons for "Edit" and "Delete" are available for this entry. A " + Add affiliation" button is located at the bottom of the list. At the bottom of the page are navigation links for "Funders & Grant Details" and "Confirm & proceed".

RCAの所属機関を入力

所属機関の確認／入力

投稿時に所属機関を入力しなかった場合や、兼任先の機関を追加したい場合は、前の画面で”Add affiliation”をクリックします。ボックスに機関名の一部を入力すると、Ringgoldデータベースから候補が表示されるので、その中から当てはまる機関を選んでください。

WILEY Home My Dashboard Authors ▾ Reviewers ▾ Editors ▾ Help ▾ Search User icon

← Back to Dashboard

Journal of Adolescent & Adult Literacy

Test article

DOI: 10.1002/jaal.79856

[Funders & Grant Details](#) ✓

[Affiliations](#)

Copyright Ownership

Open Access Options

License Agreement Types

License Submission

Please specify your affiliations for this article

Please add your primary affiliation with the institution where the research for this article was conducted. This helps us determine if your institution may cover your OnlineOpen Article Publication Charge and will not affect any information in the published article.

- Do not include any of your co-authors' affiliations.
- When searching for your affiliation, select your institution only; do not include a department, office, or other subdivision (e.g., enter “University of Oxford” and not “University of Oxford Department of Economics”).

Max Planck G

FROM YOUR PROFILE

Max-Planck-Gesellschaft
MÜNCHEN, BAVARIA, DE

ALL OTHER INSTITUTIONS

Max-Planck-Institut für Herz- und Lungenforschung W G Kerckhoff-Institute
BAD NAUHEIM, HESSE, DE

Max-Planck-Innovation GmbH
MÜNCHEN, BAVARIA, DE

Cancel Proceed →

複数の所属機関がある場合

複数の所属機関がある場合

所属機関がWileyとOA契約を結んでいる場合は、紫色の"Open Access"ボックスが表示されます。

画面例の University of Basel のように、紫色のボックスが表示されていない場合は、WileyとOA契約を結んでいないことを意味します。

← Back to Dashboard

Journal of Adolescent & Adult Literacy

Test article

DOI: 10.1002/jaal.81557

[Funders & Grant Details](#) ✓

[Affiliations](#)

Copyright Ownership

Open Access Options

License Agreement Types

License Submission

Please confirm your affiliations for this article

Please confirm your primary affiliation with the institution where the research for this article was conducted. This helps us determine if your institution may cover your OnlineOpen Article Publication Charge and will not affect any information in the published article.

- Do not include any of your co-authors' affiliations.
- When searching for your affiliation, select your institution only; do not include a department, office, or other subdivision (e.g., enter "University of Oxford" and not "University of Oxford Department of Economics"). Using a specific department or subdivision may affect the open access payment options you are offered.

Verified ✓ ⓘ

Universitat Basel
BASEL, BASEL-STADT, CH

[Edit](#) [Delete](#)

Verified ✓ ⓘ

Max-Planck-Gesellschaft
MÜNCHEN, BAVARIA, DE

[Edit](#) [Delete](#)

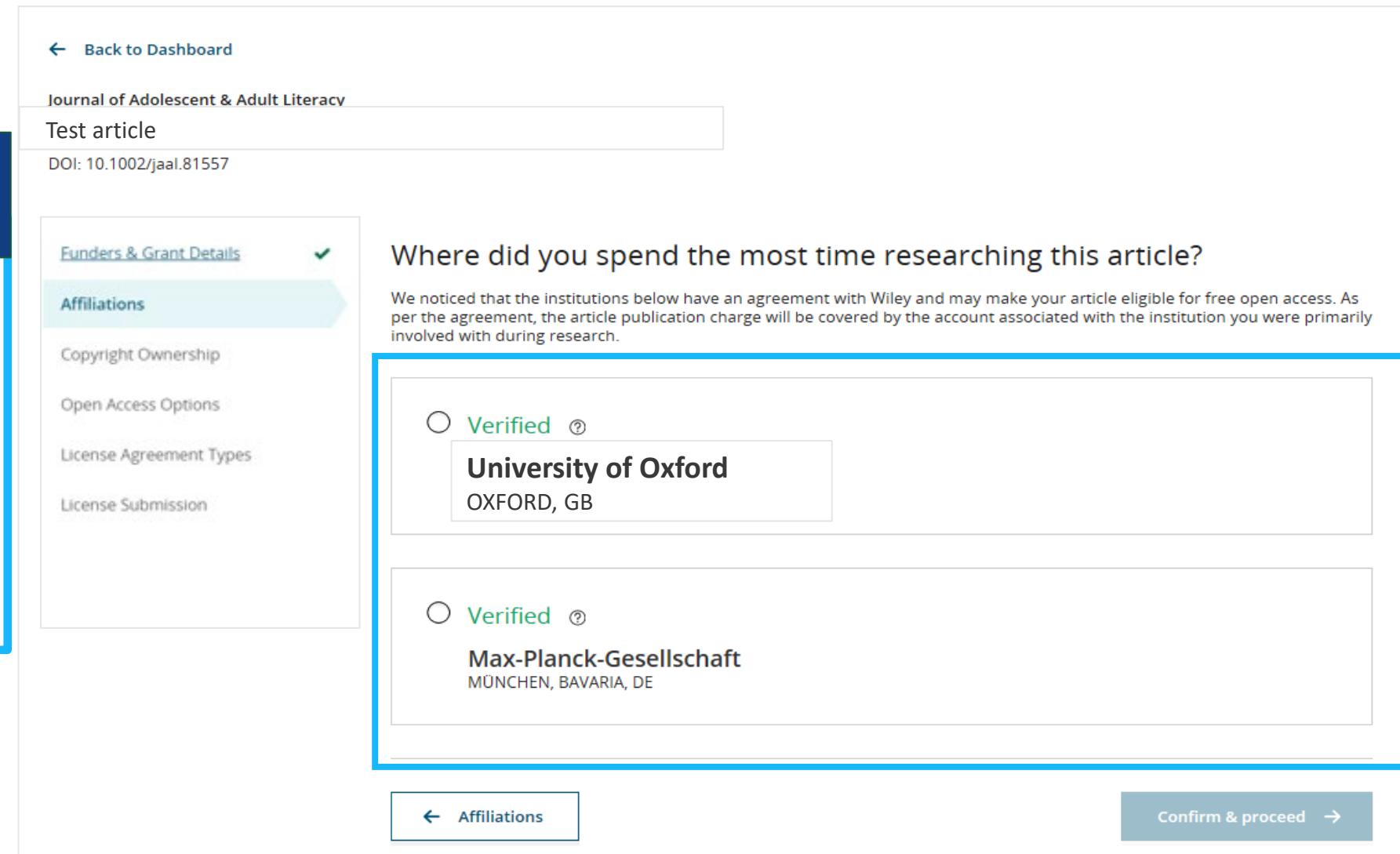
ⓘ Open Access

This institution has an agreement with Wiley and the article is eligible for open access at no cost to you.

複数の所属機関がWileyとOA契約を結んでいる場合

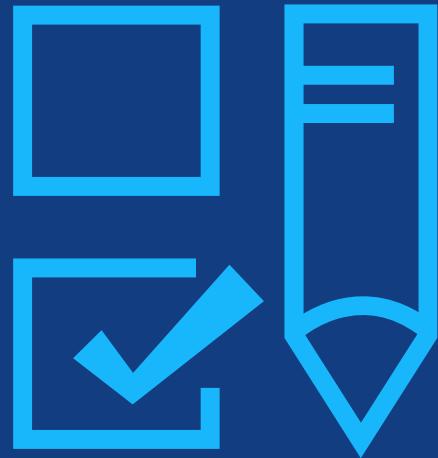
複数の所属機関がWileyとOA契約を結んでいる場合

WileyとOA契約を結んでいる所属機関が複数ある場合は、このような画面が表示されます。その中から、この論文の基になる研究を行った主たる機関を選んでください。



The screenshot shows a digital interface for selecting an affiliation. At the top, it displays the journal 'Journal of Adolescent & Adult Literacy' and the article title 'Test article' with DOI '10.1002/jaal.81557'. A sidebar on the left lists 'Funders & Grant Details', 'Affiliations' (which is selected and highlighted in green), 'Copyright Ownership', 'Open Access Options', 'License Agreement Types', and 'License Submission'. The main content area asks 'Where did you spend the most time researching this article?' and explains that institutions with a Wiley agreement will cover publication charges. It lists two verified institutions: 'University of Oxford' (OXFORD, GB) and 'Max-Planck-Gesellschaft' (MÜNCHEN, BAVARIA, DE). A blue box highlights the 'University of Oxford' entry. At the bottom, there are buttons for 'Affiliations' (with a back arrow) and 'Confirm & proceed' (with a right arrow).

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Step 4:

著作権者の選択

論文の著作権者

論文の著作権者

著者には、論文の Copyright Ownership (著作権者) の選択肢が表示されます。一般には著者自身が著作権者となります。例外となるのは、政府職員や企業の社員が業務の一環として論文を出版する場合などです。

[Funders & Grant Details](#) ✓

[Affiliations](#) ✓

[Copyright Ownership](#)

[Open Access Options](#)

[License Agreement Types](#)

[License Submission](#)

Copyright ownership

The following steps will establish who has copyright ownership for the work.

After we have identified the relevant copyright owners, we will provide instructions on how the license(s) can be signed and submitted.

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'

 Help



Step 5: OA出版を選択

OA出版を選択

OA申請を行うには

前の画面で確認した所属機関が、WileyとOA契約を結んでいることが示されます。論文のOA出版を申請する場合は、Yesを選びます。

一方、OAにしたくない場合は”Keep my article subscription-only”を選びます。ジャーナル編集部によってAPC（論文出版料金）が免除される場合もこちらを選んでください。

← Back to Manage this Article

International Journal for Numerical Methods in Biomedical Engineering
Test article
DOI:10.1002/cnm.4413

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[Affiliations](#) ✓
[Copyright Ownership](#) ✓
Open Access Options
[License Agreement Types](#)
[License Submission](#)

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Open Access

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- Enables the greatest possible readership and multidisciplinary influence
- Allows your article to be cited widely and achieve the greatest possible impact in your field
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[Copyright Ownership](#) [Keep my article subscription-only](#) **Yes, make my article open access →**

例外1：OA契約を利用せず、APCを自己負担してOA出版したい場合

OA申請の却下を受ける

何らかの理由で、所属機関のOA契約を利用せず、APCを自己負担してOA出版したい場合は、前ページの画面で**一旦Yesをクリック**してOA申請を行った後、所属機関の管理者に連絡を取って**申請の却下**を受けてください。

申請が却下された後は、Author Servicesに戻って改めてOA出版を選択すると、APC自己負担でのOA出版が可能になります。
(右のリンク先に詳細)

1. 前ページのOA選択画面でYesをクリックしてOA申請を行う
2. 管理者に連絡して申請の却下を受ける
3. Author Servicesに戻って、改めてOA出版を選択 (詳しい手順は下のリンク先)

Yes, make my article open access →

Make this article Open

Open access makes your article immediately and freely available to read, download, and share.

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<https://authorservices.wiley.com/author-resources/Journal-Authors/open-access/hybrid-open-access/how-to-order-hybrid-open-access.html>

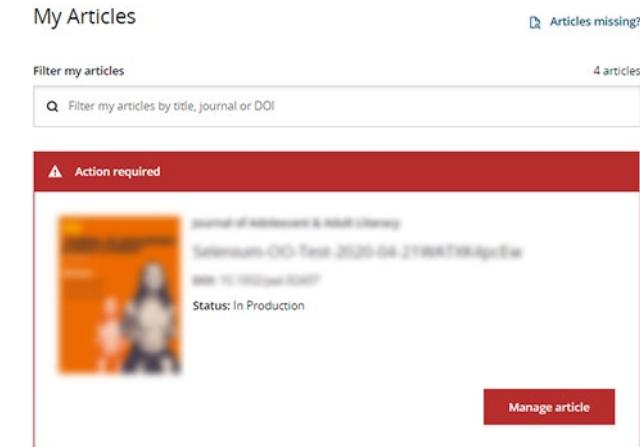
例外2：アクセプト時にOA出版を選ばなかったが、後からOA申請したい場合

Author Servicesに戻って申請

OA契約の対象としての条件を満たす論文であれば、アクセプト時にOA出版を選ばなかった場合でも、後からAuthor ServicesでOA申請することができます。

OA申請は論文の出版前・出版後を問わず可能です。

1. Author Servicesで Manage Article をクリック



My Articles

Filter my articles

4 articles

Filter my articles by title, journal or DOI

Action required

Journal of Adolescent & Adult Literacy
Sellenbaum-O'Dell, 2020-04-2118847984.pdf
DOI 10.1002/late.5007
Status: In Production

Manage article

2. Order Open Access をクリック



Make this article Open

Open access makes your article immediately and freely available to read, download, and share.

Discounts may be available

Order Open Access

3. 以降は以下のリンク先の手順に従ってください (Step 5 以降は “My APC will be covered by an institution or funder that has an open access arrangement with Wiley” の項目を参照)

<https://authorservices.wiley.com/author-resources/Journal-Authors/open-access/hybrid-open-access/how-to-order-hybrid-open-access.html>



Step 6:

CCライセンスの選択

CCライセンスの選択

CCライセンスの種類

OA出版を選択した場合、著者は、クリエイティブコモンズ(CC)ライセンスを選択するよう求められます。

ジャーナルによって、選択可能なCCライセンスの種類が異なります。

CCライセンスの種類ごとに簡単な説明が追記されており、著者がライセンスを選択する際に役立ちます。

International Journal for Numerical Methods in Biomedical Engineering
KEMO test 4
DOI:10.1002/cnm.36197

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Copyright Ownership ✓
Open Access Options ✓
License Agreement Types
License Submission

Based on the information you provided, these are your available license options. Please make a selection below.

	CC BY	CC BY-NC	CC BY-NC-ND
Authors can:	<input type="radio"/> Choose CC BY	<input type="radio"/> Choose CC BY-NC	<input type="radio"/> Choose CC BY-NC-ND
Generally retain copyright grant a non-exclusive license	✓	✓	✓
Enter into other publishing agreements	✓	✓	✓
Archive in an institutional repository, subject archive or personal website	✓	✓	✓
Readers can quote and cite in research	✓	✓	✓
Readers can:			
Create modified versions including abridgments, annotated versions, excerpts and figures	✓	✓	—
Release modified versions under terms of their choosing including CC license	✓	✓	—
Readers can redistribute commercially	✓	—	—
	<input type="radio"/> Choose CC BY	<input type="radio"/> Choose CC BY-NC	<input type="radio"/> Choose CC BY-NC-ND



Step 7:

ライセンス契約書の署名と OA出版の申請

ライセンス契約書の署名

署名

前の画面で選択したCCライセンスに基づくライセンス契約書に署名します。

- "I agree..." にチェック
- 名前を入力

← Back to Dashboard

Journal of Adolescent & Adult Literacy
Test article
DOI: 10.1002/jaal.81557

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[Affiliations](#) ✓

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[Open Access Options](#) ✓

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This license lets others distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered. Recommended for maximum dissemination and use of licensed materials.

Journal of Adolescent & Adult Literacy
Published by Wiley on behalf of International Literacy Association (the "Owner")

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Date: May 07, 2020
Contributor name: Sze-Kie Ho
Contributor address:
Manuscript number: Selenium-OO-Test-2020-04-16WAT9a8kR5Y
Re: Manuscript entitled Selenium-OO-Test-2020-04-16WAT9a8kR5Y (the "Contribution")
for publication in Journal of Adolescent & Adult Literacy (the "Journal")
published by Wiley Periodicals, Inc. ("Wiley")

Dear Contributor(s):

Thank you for submitting your Contribution for publication. In order to expedite the editing and publishing process and enable Wiley to disseminate your Contribution

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.

Contributor's Name Type name here

提出後の確認画面

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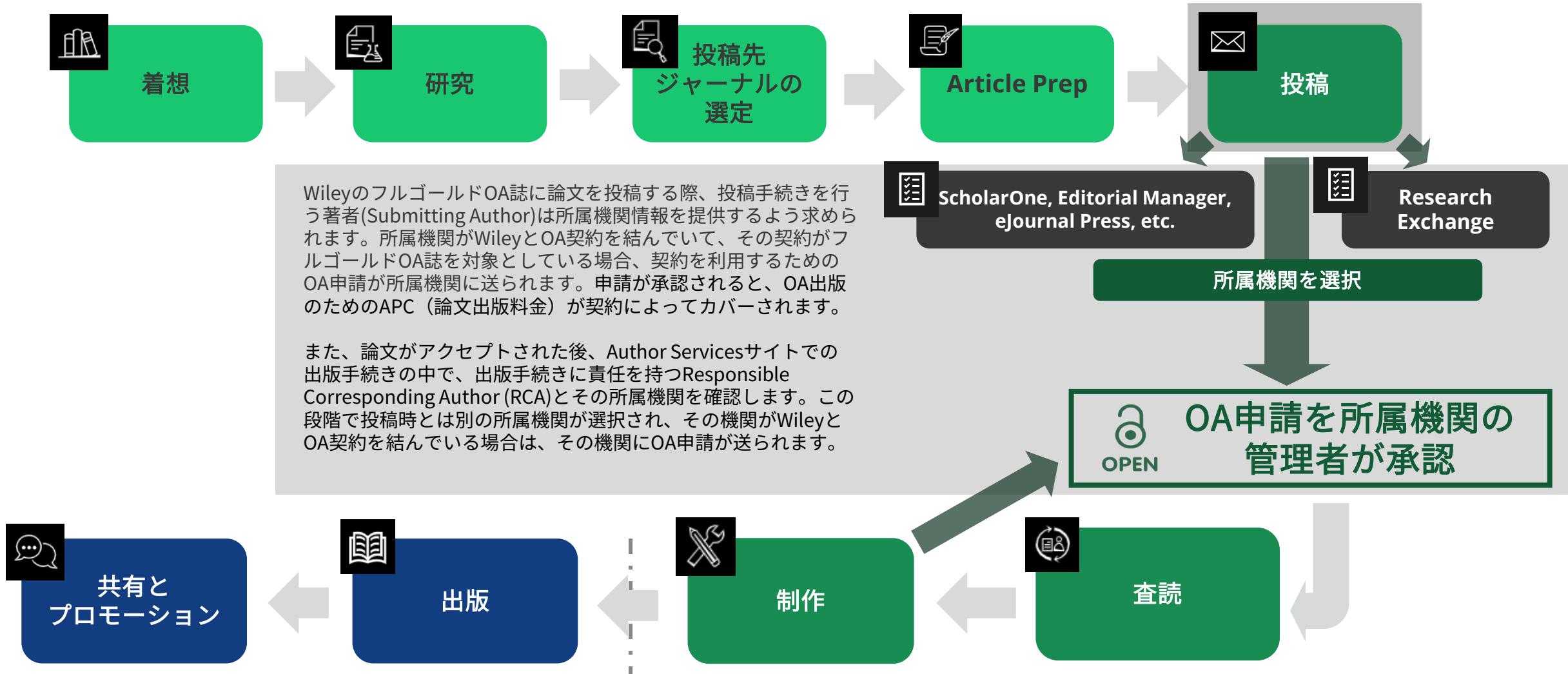


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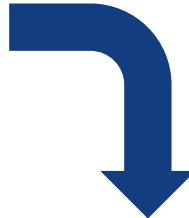
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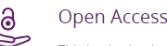
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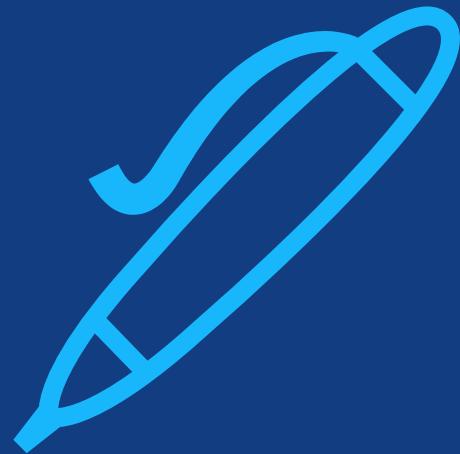
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