

# 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2通りに分かります。

それぞれ、該当のセクションをご参照下さい。

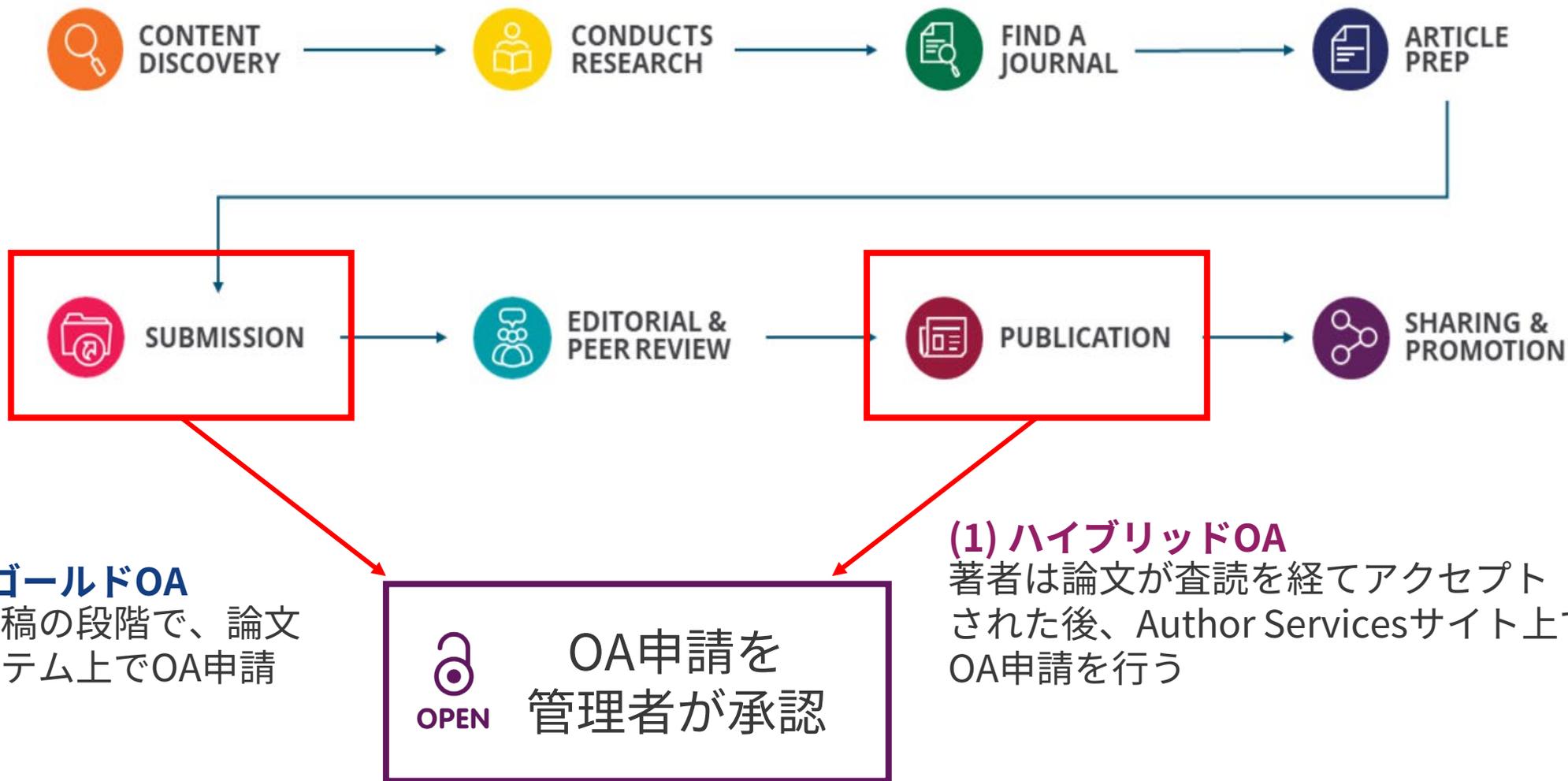
## (1) ハイブリッドOA … p. 4

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

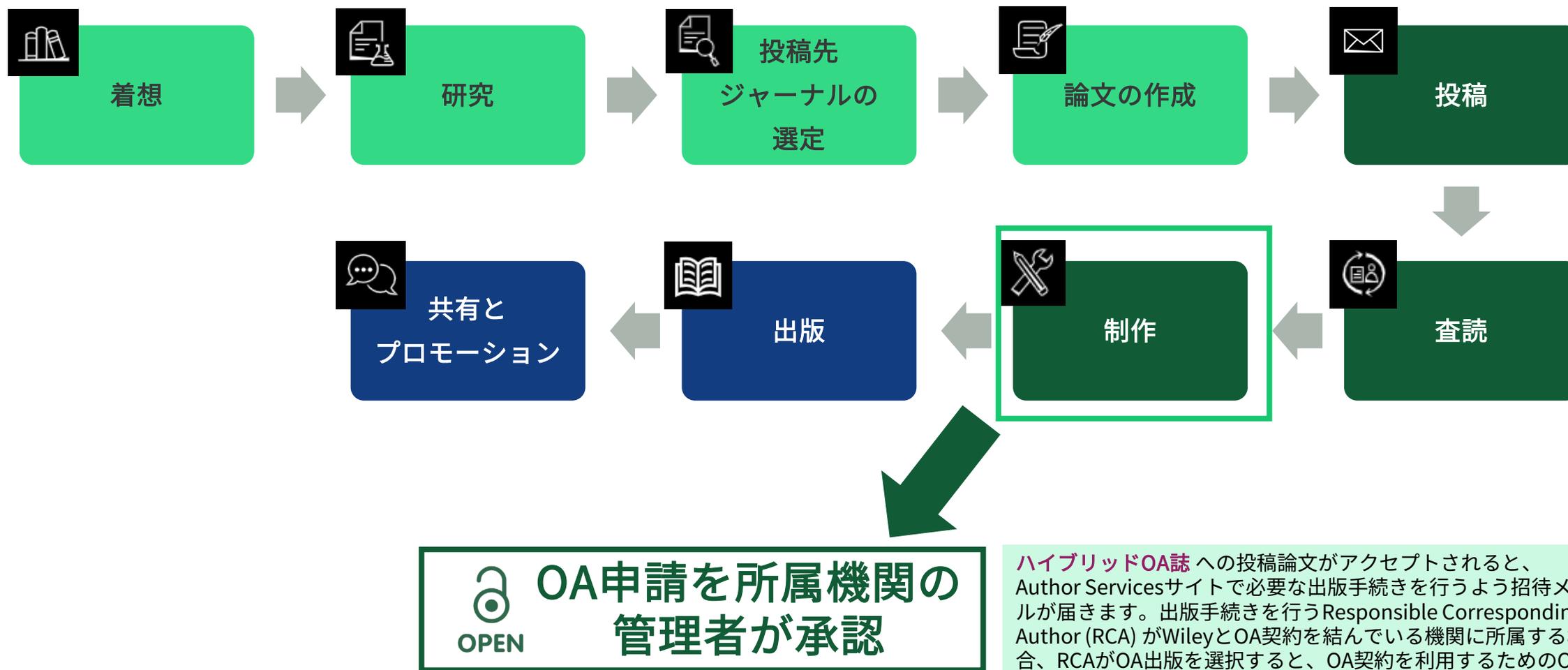


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## (1) ハイブリッドOA誌 での著者手続き



# 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

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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>.

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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  
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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

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January 26, 2021



In Production  
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## 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って、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。

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

DOI: [doi.org/10.1002/rcm.8922](https://doi.org/10.1002/rcm.8922)

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Most articles only have one or two corresponding authors.

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

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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。

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- 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

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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。

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# 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。

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Enter grant number Add one or more recipients

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## Step 3:

所属機関の確認

---

# RCAの所属機関を確認

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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。

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# 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。

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# 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。

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# 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。

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Journal of Adolescent & Adult Literacy

Test article

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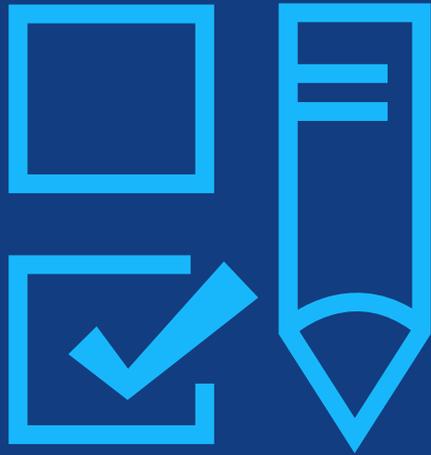
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## Step 4:

著作権者の選択

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# 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。

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## 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.

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- The work has been contacted or 'made for hire'

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## Step 5:

OA出版を選択

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# OA出版を選択

## OA申請を行うには

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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）

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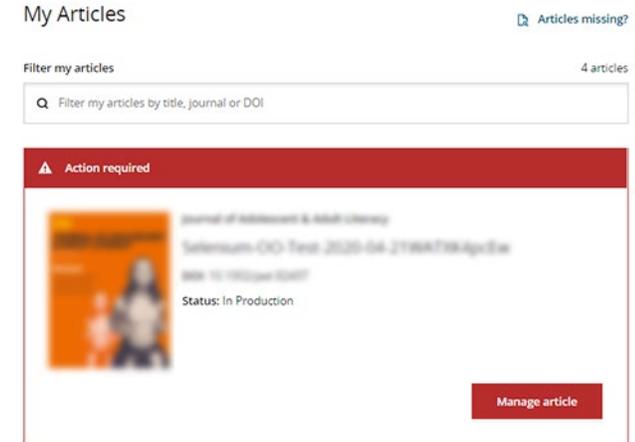
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2. Order Open Access をクリック

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## Step 6:

CCライセンスの選択

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# CCライセンスの選択

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Readers can redistribute commercially	✓	—	—
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## 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

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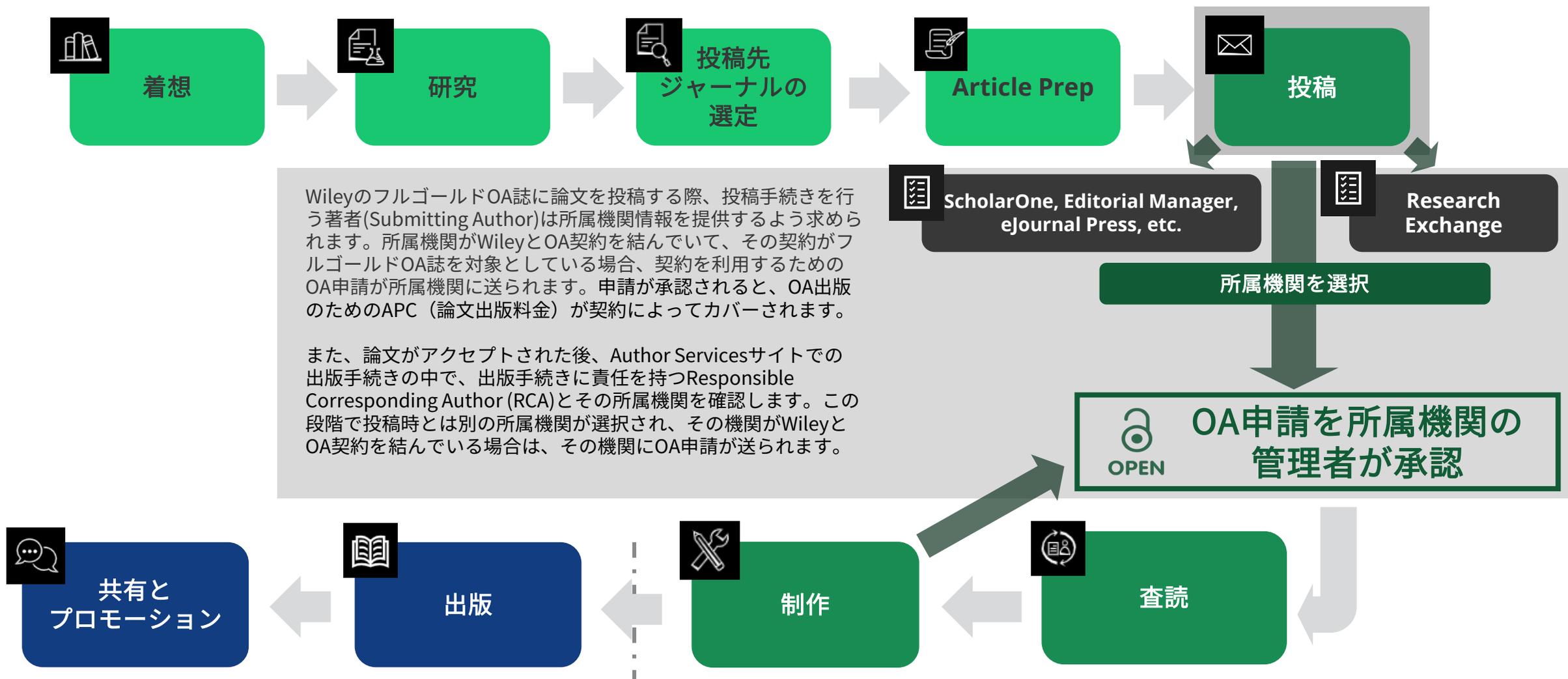
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# フルゴールドOA誌での論文出版の流れ



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## Step 1:

フルゴールドOA誌への  
論文投稿時の手続き

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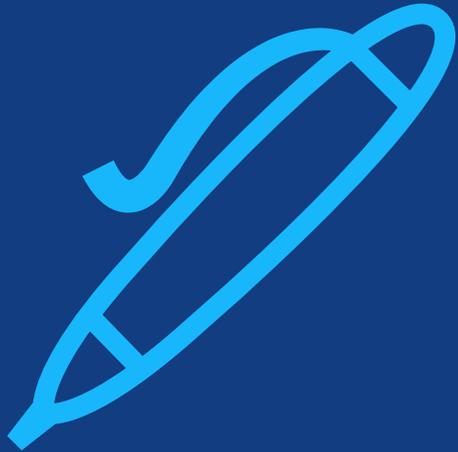
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## Step 2:

論文アクセプト後の、著者情報の確認

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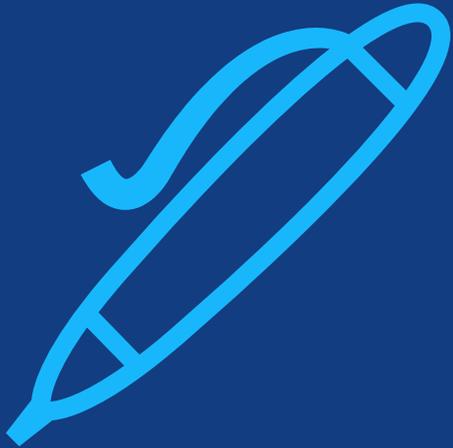
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