



WILEY

Wiley Journal Author Workflows

Covering Your Authors' Open Access
Publishing Cost



Author Workflow for Wiley Hybrid Journals

After articles are accepted for publication, authors will be invited into Wiley Author Services to complete the next steps in the publication journey of their articles.

Authors will need to confirm on their author roles, research funders, institutional affiliations and choose between publishing their articles behind the paywall or open access. If they select the latter, they will be asked to sign a Creative Commons license, before APC funding requests are generated to institutions for their review, based on the responsible corresponding authors' institutional affiliations.

Institutional OA administrators will need to review and approve/reject the applications on their accounts upon receiving the requests..

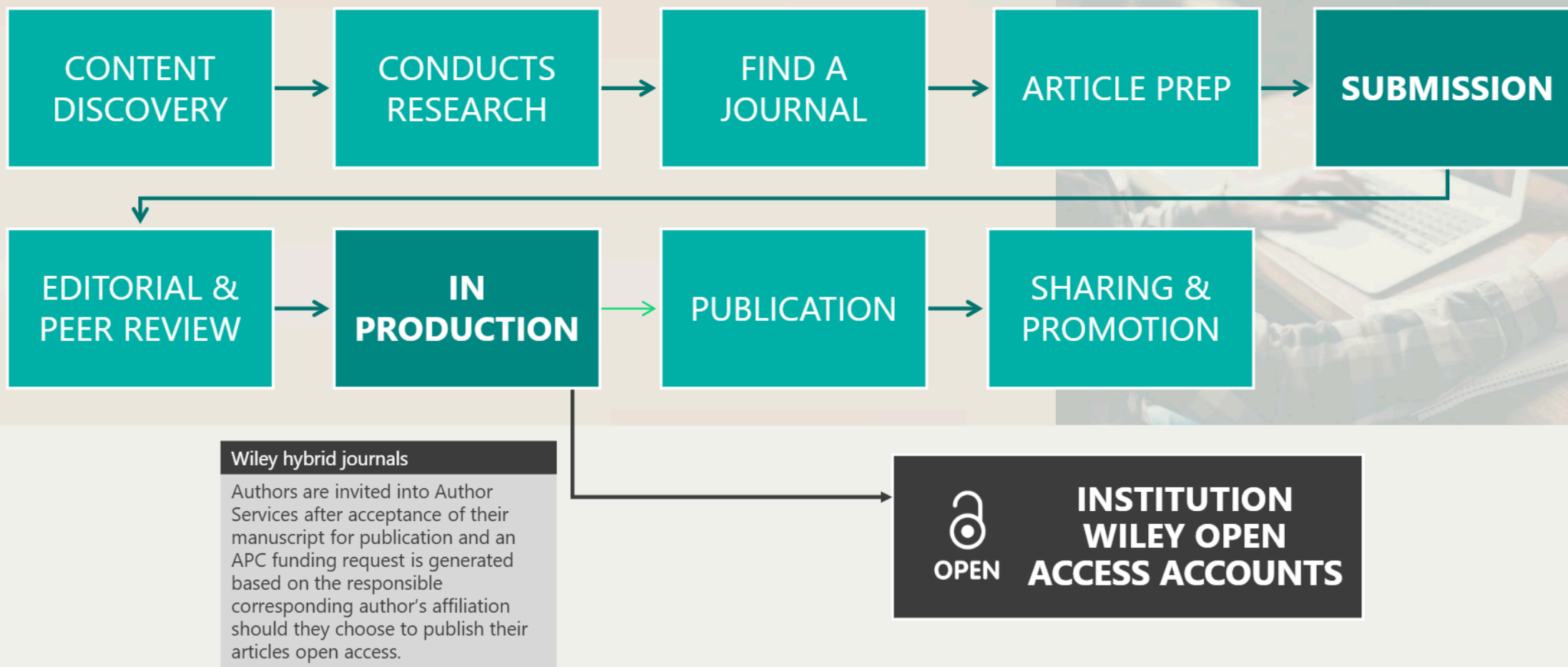
AUTHOR WORKFLOW GUIDE [HERE](#).



How to select open

Author Journey For Wiley Hybrid Journals

APC Funding Request Submission After Article Acceptance for Publication



Author Services Invitation

Invitation

When an article is accepted for publication in a Wiley hybrid journal, authors will receive an invitation email, inviting them to return to Wiley Author Services to action on the administrative steps required for the article prior to publication.

From: cs-author@wiley.com

Subject: In Production: Your article accepted in <Journal Title>

Body:

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.

Wiley and [Your Institution] have an agreement to cover the cost of your open access publishing.

Eligibility for APC funding
coverage alert

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. Link to Author Services: <Link to article on Author Services>

[<Login Link>](#)

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.

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

Invite your colleague to view your published article

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

Sincerely,

Wiley Author Services

Author Services Dashboard

Author Dashboard

When logged into Wiley Author Services, authors will be able to locate articles on their account that require further action.

To begin the workflow for an article, authors will need to click on the 'Manage article' button.

The screenshot displays the Wiley Author Services Dashboard. At the top, the Wiley logo is followed by navigation links: Home, My Dashboard, Authors, Reviewers, Editors, and Help. A search bar and a user profile icon are on the right. Below the navigation bar, a tabbed interface shows 'My Articles' as the active tab, with other tabs for 'Communication History' and 'Order History'. A 'My Author Profile' link is on the far right. The 'My Articles' section features a sub-header 'Articles missing?' and a filter bar indicating '35 articles'. A search box prompts the user to 'Filter my articles by title, journal or DOI'. A red banner labeled 'Action required' highlights a specific article: 'Test article' from the 'Journal of Field Robotics' (DOI: 10.1002/rob.23166), which is 'In Production'. A red 'Manage article' button is highlighted with a blue border. To the right, two informational panels are visible: 'Find a home for your next article' with a 'Find a journal' button, and 'Author news delivered straight to your inbox' with a 'Sign me up' button and a 'Help' icon.

Author Services Dashboard

Author Dashboard

Authors are invited to Author Services when their article has been accepted by a journal.

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

'Manage article' button kicks off the process.

Manage this article



International Journal for Numerical Methods in Biomedical Engineering

Test article

DOI: 10.1002/cnm.4414

Status: In Production

⚠ Required Actions



Sign license

Please sign your license for your article to be published.

You might be required to answer questions relating to your co-authors and copyright owners of the work.

Sign License →



Review Open Access eligibility



Article is eligible for Open Access coverage through your institution

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

Select open access →

Publication History

- Submitted
1 August 2024
- Accepted
1 December 2024
- 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.



Administration steps for Authors to Publication

WILEY HYBRID JOURNALS

STEP 1

Confirm
Author Role

Confirm Author Role

Author Role

The author list will show all authors from the manuscript.

Author has two options – to select one or more Corresponding Authors from the list and confirm, or to select “This list is incorrect”.

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

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 →**

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

Confirm Author Roles

Funders & Grant Details

Your Affiliations

Copyright ownership

License Selection

License Signing

The author list is incorrect

Tell us more about the problems you see with your author list. Check all that apply:

- ☐ One or more authors are missing
- ☐ Someone is listed as an author but should not be listed
- ☐ The list is out of order
- ☐ 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

[← Corresponding Authors](#)

[Confirm →](#)

Confirm Author Role

Route 1

If author selects "The list is out of order", "An author has changed their name" or "One or more names are spelled or formatted incorrectly", the author sees a confirmation screen before proceeding to the Confirm Responsible Corresponding Author screen.

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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

Based on the information you provided, you can still proceed with completing your required actions

- If you have not yet reviewed your proofs, you can make these corrections at that time.
- If you have already reviewed your proofs, please contact the production office with your corrections. You should still complete your required actions at this time.

Confirm →

Confirm Author Role

Route 2

If the author selects “One or more authors are missing”, “Someone is listed as an author but should not be listed” or “Something else is wrong”, the author cannot continue and must wait for Customer Support to deal with the issue.

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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



Corrections to the author list have been requested

We have shared your concerns with our support team. Someone from Wiley may reach out for additional information as needed.

Based on the information you provided, we must address these corrections before you are able to complete required actions. We apologize for the inconvenience.

What's next:

You will be invited back to Author Services to finish required tasks once our production office has corrected the issue.

Selecting Responsible Corresponding Author

RCA Selection

This screen displays the list of Corresponding Authors selected from the previous screen.

The padlock icon next to author names indicates the author may be eligible for APC coverage.

Only one author can be selected as the Responsible Corresponding Author. They will be the only person responsible for **signing the license**, and whose affiliations will be used to determine their **eligibility** for APC coverage.

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
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- Reviewing online proofs of the final article



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- 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 →

Confirming Responsible Corresponding Author Role

RCA Confirmation

The padlock icon indicates the author may be eligible for APC coverage.

Only one author can be selected as the Responsible Corresponding Author.

They will be the only person responsible for **signing the license**, and whose affiliations will be used to determine their **eligibility** for APC coverage.

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 →

Confirming Responsible Corresponding Author Role

RCA 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

Funders & Grant Details

Affiliations

Copyright ownership

License Selection

License Signing

Confirm change of responsible author

In order to proceed, please provide us with an up-to-date contact email address for **Anat Bernstein**.

Email address

Once you confirm, you will no longer be responsible for completing required actions.

Anat Bernstein will be responsible for the following:

- 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

[← Responsible author](#)

[Confirm change →](#)

Administration steps for Authors to Publication

WILEY HYBRID JOURNALS

STEP 1

Confirm
Author Role

STEP 2

Funders &
Grants
Details

Funders & Grant Details

Funders

The author is presented with reported funders (if provided at submission) and is given an additional option to add/edit any new/existing funder(s).

WILEY

Home My Dashboard Authors ▾ Reviewers ▾ Editors ▾ Help ▾



← 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 funders for this article [?]

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

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-

Deutsches Forschungszentrum für Gesundheit und Umwelt, Helmholtz Zentrum München

nt Details →

Funders & Grant Details

Funders

Once the funders are selected, enter grant number and information as appropriate, before proceeding to the next step.

WILEY

Home My Dashboard Authors Reviewers Editors Help

← 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)

Enter grant number

Add one or more recipients

+

Add another grant

☐ I have not received a number for this funder

← Funders

Confirm & proceed →

Administration steps for Authors to Publication

WILEY HYBRID JOURNALS

STEP 1

Confirm
Author Role

STEP 2

Funders &
Grants
Details

STEP 3

Confirm
Affiliations

Confirm Institutional Affiliation – Ringgold Exact Match

Confirm/Enter Institutional Affiliation – Exact Match

Authors need to confirm or edit their institutional affiliation.

This information is pre-populated based on the Responsible Corresponding Author's details provided through our submission systems, at the point of submission of the article.

This step should always be the Responsible Corresponding Author's institutional affiliation(s).

The presence of a green bar on the left-hand side of the box, in addition to the 'Verified' text with a green tick, shows that the information entered has been recognised by the Ringgold database.

Sign License

[Funders & Grant Details](#) ✓

Affiliations

Copyright Ownership

Open Access Options

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")

Verified ✓ ⓘ

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+ 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*

United Kingdom of Great Britain and Northern Ireland

← Funders & Grant Details

Confirm & proceed →


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?

Confirm Institutional Affiliation – Ringgold Exact Match (Homepage View)

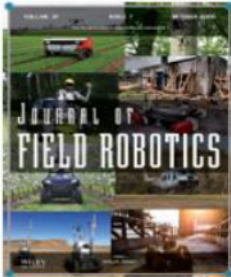
Confirm/Enter Institutional Affiliation – Exact Match

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



Article is eligible for Open Access coverage through your institution
Wiley and <eligible institution> have an agreement to cover the cost of your open access publishing.



Journal of Field Robotics
Test article
DOI: 10.1002/rob.23163
Status: In Production

Manage article

Enter Institutional Affiliation – No affiliation provided

Enter Institutional Affiliation – No affiliation provided

As authors start typing their affiliation, possible matches will auto-populate below for authors to choose from. (This information comes from the Ringgold database.)

Test Research

Test Hybrid article

DOI:10.1002/asxx.70005

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Affiliations

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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.

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")

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Please select one displayed information.

→

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?

Enter Institutional Affiliation – Multiple Wiley Open Access Account Affiliations

Enter Institutional Affiliation – Multiple Affiliations

If the author enters affiliations with multiple institutions and more than one of the institutions has a Wiley Open Access Account, an additional screen will be presented asking the author to select which institution is most appropriate to cover the open access fees.

[← 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

Where did you spend the most time researching this article?

We noticed that the institutions below have an agreement with Wiley and may make your article eligible for free open access. As per the agreement, the article publication charge will be covered by the account associated with the institution you were primarily involved with during research.

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☐ **Verified** ⓘ

Max-Planck-Gesellschaft
MÜNCHEN, BAVARIA, DE

[← Affiliations](#)

Confirm & proceed →

Confirm/Enter Institutional Affiliation – Multiple Wiley Open Access Account Affiliations

Enter Institutional Affiliation – Multiple Affiliations

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.

The lack of this purple box, in this case for the University of Basel, also confirms that this institution does not currently have an agreement with Wiley to cover APCs for their researchers.

← Back to Dashboard

Journal of Adolescent & Adult Literacy

Test article

Funders & Grant Details

Affiliations

Copyright Ownership

Open Access Options

License Agreement Types

License Submission

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Verified ✓ ⓘ

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EditDelete

Verified ✓ ⓘ

Max-Planck-Gesellschaft
MÜNCHEN, BAVARIA, DE

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Administration steps for Authors to Publication

WILEY HYBRID JOURNALS

STEP 1

Confirm
Author Role

STEP 2

Funders &
Grants
Details

STEP 3

Confirm
Affiliations

STEP 4

Copyright
Ownership
Selection

Copyright Ownership

Copyright Ownership

Author is presented with the Copyright Ownership selection.

The first option is the most commonly selected, except for work carried out under specific governments' employ or for corporations/ institutions with specific IP ownership contractual clauses.

[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](#)

Administration steps for Authors to Publication

WILEY HYBRID JOURNALS

STEP 1

Confirm
Author Role

STEP 2

Funders &
Grants
Details

STEP 3

Confirm
Affiliations

STEP 4

Copyright
Ownership
Selection

STEP 5

Confirm
Open Access
Option

Open Access Option

Selecting Open Access

Author is presented with the choice of publishing their article in open access or under the subscription model.

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

[Funders & Grant Details](#) ✓

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Open Access Options

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Administration steps for Authors to Publication

WILEY HYBRID JOURNALS



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License Agreement

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

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	<input type="radio"/> Choose CC BY	<input type="radio"/> Choose CC BY-NC	<input type="radio"/> Choose CC BY-NC-ND
Authors can: Generally retain copyright grant a non-exclusive license	✓	✓	✓
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

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Funders & Grant Details

Affiliations

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

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<div>Anyone can</div> <div>Copy, cite, and share - as long as they credit the author</div>	<div>✓</div>	<div>✓</div>	<div>✓</div>
<div>Anyone can</div> <div>Remix and transform the work ⓘ</div>	<div>✓</div>	<div>✓</div>	<div>—</div>
<div>Anyone can</div> <div>Redistribute commercially ⓘ</div>	<div>✓</div>	<div>—[*]</div>	<div>—[*]</div>
	<div>Selected</div> <div>CC BY</div> <div>No additional cost</div>	<div>Select</div> <div>CC BY-NC</div> <div>No additional cost</div>	<div>Select</div> <div>CC BY-NC-ND</div> <div>No additional cost</div>

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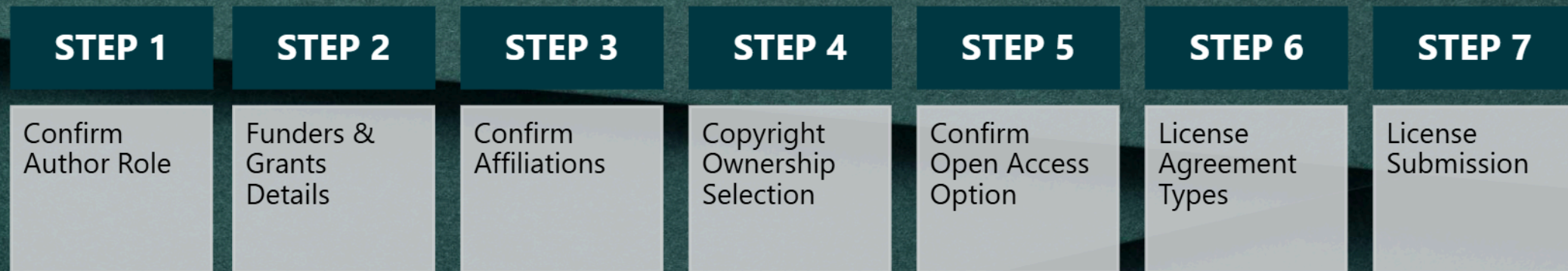
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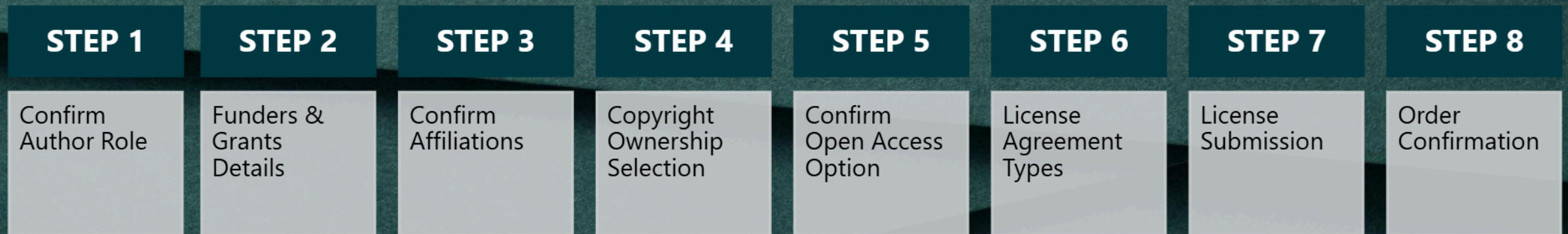
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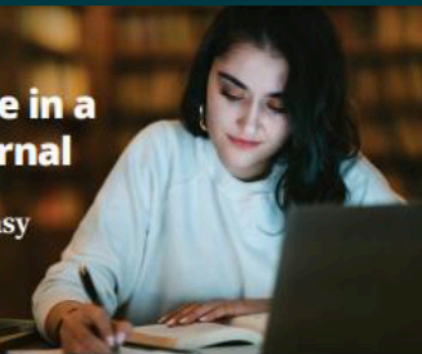
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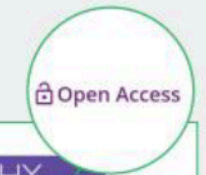

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
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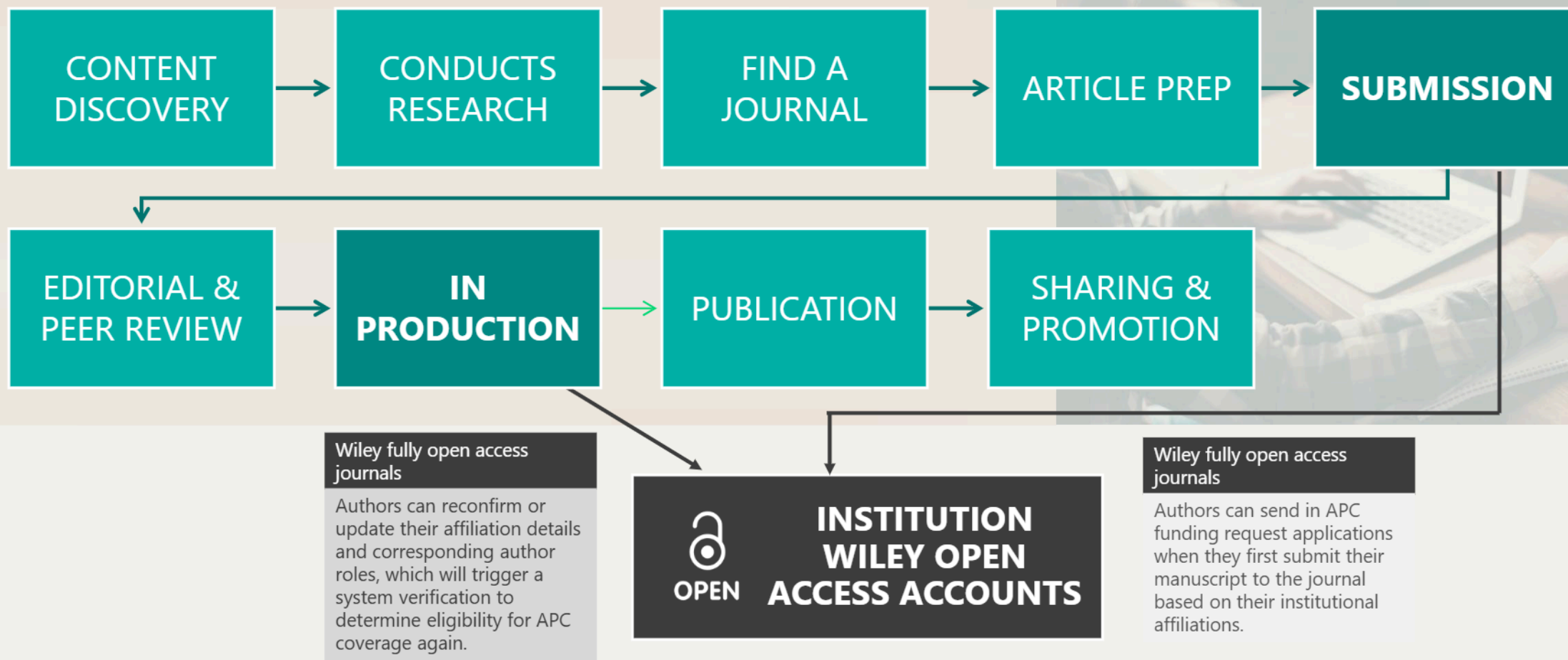
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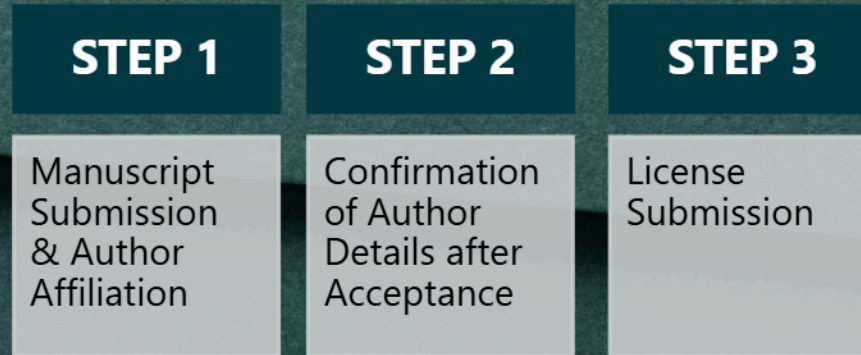
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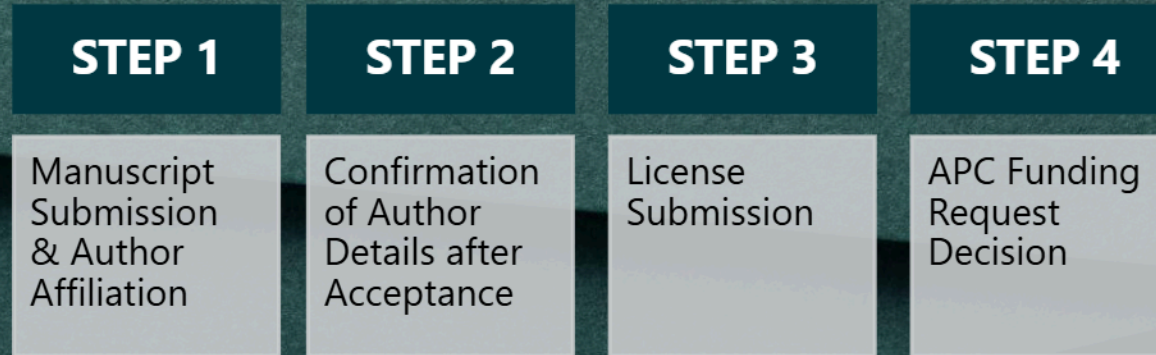
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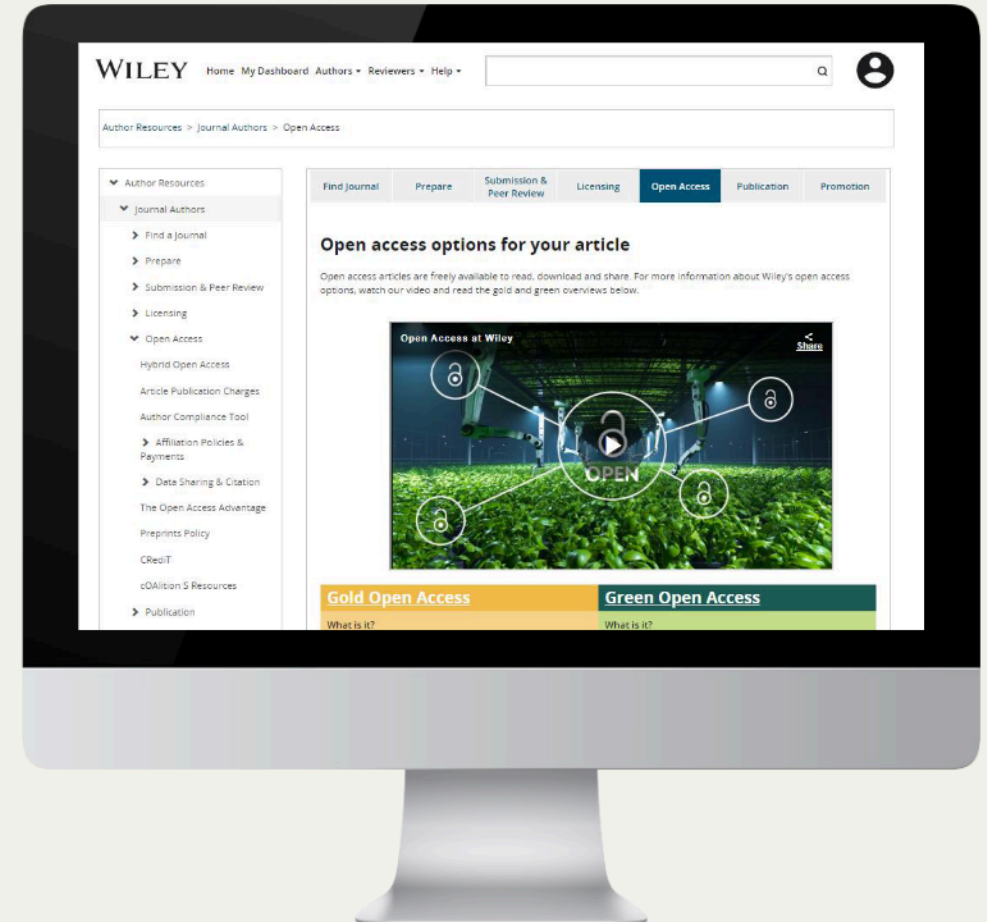
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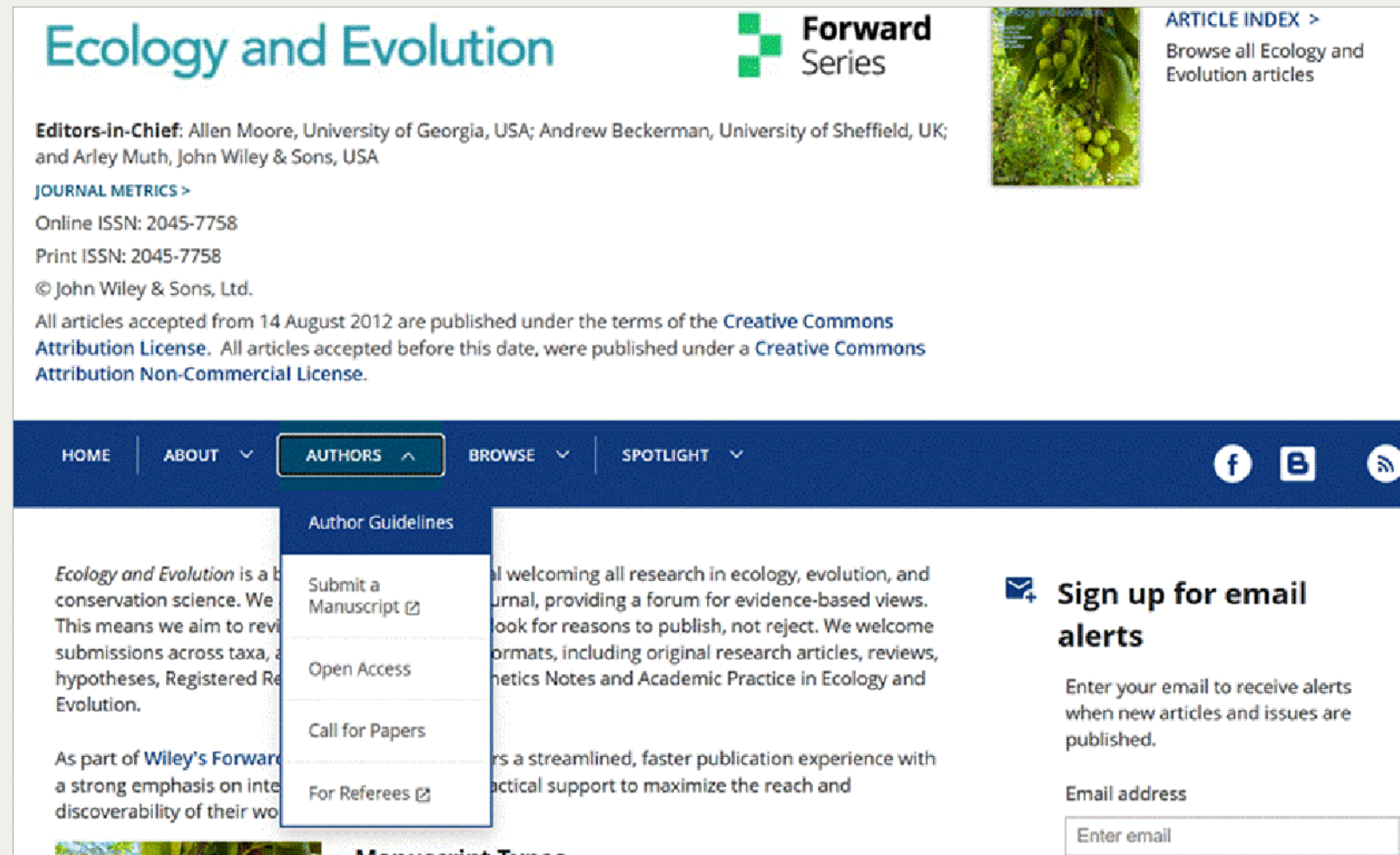


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The screenshot displays the homepage of the journal *Ecology and Evolution*. The header includes the journal title, the **Forward Series** logo, and an **ARTICLE INDEX >** link with the text "Browse all Ecology and Evolution articles". Below the header, the Editors-in-Chief are listed: Allen Moore, University of Georgia, USA; Andrew Beckerman, University of Sheffield, UK; and Arley Muth, John Wiley & Sons, USA. The page also provides the Online ISSN (2045-7758), Print ISSN (2045-7758), and copyright information (© John Wiley & Sons, Ltd.). A Creative Commons Attribution License notice is present, stating that articles accepted from 14 August 2012 are published under its terms. The navigation bar features links for HOME, ABOUT, **AUTHORS** (highlighted), BROWSE, and SPOTLIGHT. The **AUTHORS** dropdown menu is open, showing options: Author Guidelines, Submit a Manuscript, Open Access, Call for Papers, and For Referees. A sign-up section for email alerts is also visible, with a text input field for the email address.

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