Open Access Publishing
in Cambridge journals

Updated 16/03/20
Open Access Publishing Workflow

- Manuscript Preparation
- Manuscript Submission
- Manuscript Review
- Manuscript Decision
- Transaction Process
- Article Production
- Article Publication
Manuscript preparation

Author:
- Discovers journal
- Visits journal information page
- Reviews author instructions
- Formats manuscript
Manuscript preparation

Information on manuscript preparation is available on Cambridge Core, via the journal landing page. This page will include detail on open access publishing options available in that journal.

Whenever possible, we invite and remind authors to check their eligibility for APC waivers and discounts (e.g. banners).
Manuscript preparation

Detailed information for contributors is available within the journal information pages.

Pop ups appear on relevant gold OA and hybrid journal information pages to invite authors to check their eligibility for an APC waiver / discount.
Manuscript submission and review

Author:

• Navigates to submission system from journal homepage
• Logs into submission system
• Submits manuscript and supplementary materials
• Checks status in online submission system
Manuscript submission

Authors navigates to the submission system from the journal’s homepage on Cambridge Core
Manuscript submission

To submit their manuscript, authors must log in, using either a username and password or their ORCID iD.
Manuscript submission

Start New Submission

Please refer to the Instructions for Contributors before you start your submission. Click here to find out more about our Open Access policies, and APC waivers and discounts.
Manuscript submission confirmation email

Following submission, the author’s manuscript enters the peer review process.

For hybrid journals, authors are not able to select Gold OA at this stage.*

*Authors are able to indicate that they wish to publish OA upon acceptance, by completion of an OA author publishing agreement.
Manuscript decision

Author:

- Receives acceptance email
- Resubmits article with revisions
- Completes author publishing agreement
- Chooses licence
If an article is accepted, following the completion of any revisions required, authors will receive an acceptance email.

Completion of the OA author publishing agreement (APA) indicates that the article to be published OA.*

Once an article is accepted, a record will be created Cambridge’s production tracking system, including the article and APA.
The acceptance email links to the journal information page, where authors can select the appropriate form.

This is the key decision point for the author to make their article OA.

Please note: our standard Gold OA licence is CC BY 4.0
Step 1: Complete Author Publishing Agreement

Upon acceptance of your article, you will be sent an email and asked to complete an Author Publishing Agreement. Within this form, you will be able to select your Creative Commons (CC) licence. When this form is returned to Cambridge University Press, our production team will update your article’s record, triggering an email from Rightslink-CCC.

Please note that Rightslink work on our behalf to collect APCs. Failure to complete this step will delay an article’s production journey.

Step 2: Log in to Rightslink

Correspondence from Rightslink will usually be sent within 48 hours of the record being updated.

If you do not have an account with Rightslink, you will need to follow the instructions in the email to register. This is a quick process.

Once your account has been created, you may proceed.
APC Payment

RightsLink email

All authors must complete this process, whether APCs are part or fully covered under a read and publish agreement with Cambridge.

Discounts and institutional affiliations can be entered during this process.
Open Access Publishing Workflow

**APC Payment**

RightsLink transaction process

Once the author has searched for their institution in the ‘Affiliation Discount’ section and completed the discount/waiver page, they will be returned to an updated version of the charges page, where the net total will appear as zero. At this stage they will confirm and the transaction will be complete.
In our fully Gold OA journals we provide waivers and discounts to authors from low- and middle-income countries, based on the Research4Life country list. Authors from these countries will have APC costs waived (for Group A countries) or reduced by 50% (for Group B countries) during the registration and payment process, which is handled by Copyright Clearance Centre (Rightslink) on our behalf. Waivers and discounts do not apply in our hybrid journals, as any author unable to pay the APC can publish a subscription article in the usual way and make it available as Green OA.

Your institution may also be participating in a Read & Publish deal in which case your APC may be covered under the terms of this deal. Please check with your librarian.
Thanks for listening?

Questions?

Or e-mail:

Caroline Kerbyson
Training Manager
academictraining@cambridge.org