Step-by-step guide
for authors publishing Open Access
in Cambridge Journals

cambridge.org/open-access
Open Access Publishing in Cambridge Journals

1. **Manuscript Preparation**
   - Find your chosen journal on Cambridge Core
   - Review the Instructions for Contributors (IFCs)
   - Format your manuscript

2. **Manuscript Submission**
   - Click ‘Submit your article’ on your chosen journal’s homepage
   - Complete the submission form in Online Peer Review System (OPRS)

3. **Manuscript Review**
   - Your manuscript goes through Editorial and Peer Review

4. **Publication Decision**
   - Your manuscript is accepted for publication
   - Fill in and submit the Open Access licence to publish form. This indicates that you wish to publish Open Access
   - Your manuscript moves into production

5a. **Payment Process**
   - Receive email from Rightslink requesting APC payment*
   - Login or create an account in Rightslink
   - If applicable, input your institution in the ‘Affiliation Discount’ section
   - Confirm transaction

5b. **Production Process**
   - Copy editing
   - Author proof
   - Type setting
   - Final type setting

6. **Article Publication**
   - Article is published as Open Access

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**Read and Publish**
Cambridge University Press has made a number of Read and Publish agreements to establish OA publishing in Cambridge Journals for publicly financed research articles.

Under the ‘Read’ element, affiliated institutions are granted access to the Press’ journals. The ‘Publish’ element covers the Article Processing Charges (APCs) for authors from affiliated institutions who wish to publish in the Press’s hybrid and fully Open Access journals, depending on the agreement.

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**Key to symbols:**
1 Author action
2 Cambridge action

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