

The author experience

The following section outlines the steps that an author will take to publish their article Open Access under a read and publish agreement, from article submission, to the article processing charge (APC) transaction, and publication.



To be eligible for an APC waiver or discount, the corresponding author of the article must be affiliated with an institution participating in the agreement.

The corresponding author:

- Handles the manuscript and correspondence during the publication process
- Has the authority to act on behalf of all co-authors in all matters pertaining to publication of the manuscript including supplementary material
- Is responsible for informing co-authors of the manuscript's status throughout the submission, review, and publication process
- Acts as the point of contact for any enquiries after the paper is published.

Guidance for authors

Author-facing information is available at:
[cambridge.org/publishoa](https://www.cambridge.org/publishoa)

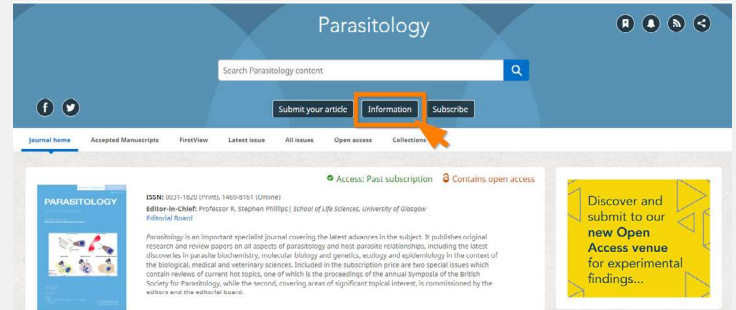
Open Access policies

Find out more about our OA policies:
[cambridge.org/openaccess](https://www.cambridge.org/openaccess)

1. Manuscript preparation

The author finds their chosen journal on Cambridge Core, reviews author instructions, and formats their manuscript accordingly.

Information pages may also contain further information about Open Access options available in that journal.

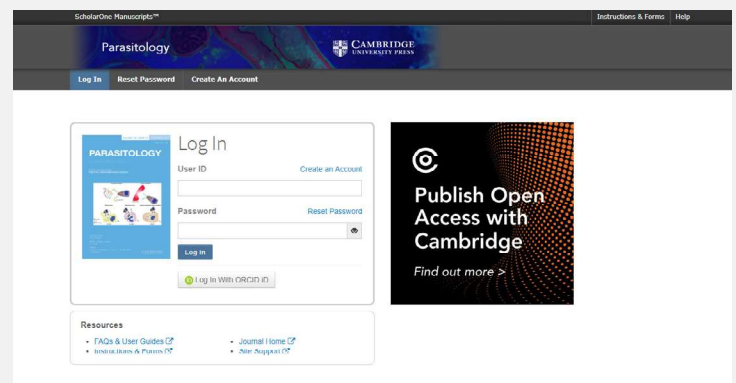


2. Manuscript submission

The author navigates to the journal's submission system (aka. online peer review system) via the 'submit your article button' on the journal homepage. The author then logs in, ideally using their ORCID iD.

Institutional affiliation and email address should be used whenever prompted.

Upon submitting their manuscript and any supplementary materials, the author will receive an email confirming their successful submission.



The majority of our journals use the online peer review system, ScholarOne. Other submission systems, such as Editorial Manager and EditFlow, are also used to better support the needs of our publishing communities.

3. Manuscript review

The author may check the status of their article in the online peer review system. The status shown may differ per journal, but most will say 'under review' or 'awaiting decision'.



4. Manuscript decision

Following peer review, the journal's editorial team will inform the author of their final decision. If accepted, and following the completion of any revisions required, the author must follow the link in the email and complete an **author publishing agreement**.

Author publishing agreement

Before Cambridge University Press can publish a journal article (or any other journal content type) we need a signed licence to publish. To find the right form, start by considering whether or not your article will be published as open access or non-open access and then select the most appropriate option.

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If an eligible author has not selected to publish OA, Cambridge will contact the author to inform them of their opportunity to publish OA via their institution's Read and Publish deal. Authors will be contacted by oaqueries@cambridge.org, who provide a link to resupply the author publishing agreement and select an appropriate CC-BY licence.

5. Transaction process

When the completed author publishing agreement is returned, the article's record will be updated in our production tracking system. This triggers the *Rightslink*[®]-CCC transaction process. *Rightslink*[®] work on Cambridge's behalf to collect article processing charges (APCs).

An institution with a 100% unlimited R&P deal can opt for their authors to bypass the normal APC transaction workflow which would require them to seek funding. This 'touch-free' transaction process means that authors do not interact with *Rightslink*[®].

Rightslink[®] match the GRID ID, corresponding affiliated email domain and journal of publication to a deal's profile and automatically apply the appropriate discount to the APC. If librarian approvals are turned off, the article will also be approved automatically.

A final notification will still be sent to the author to confirm the APC discount has been approved/applied, and that their article will be published OA.

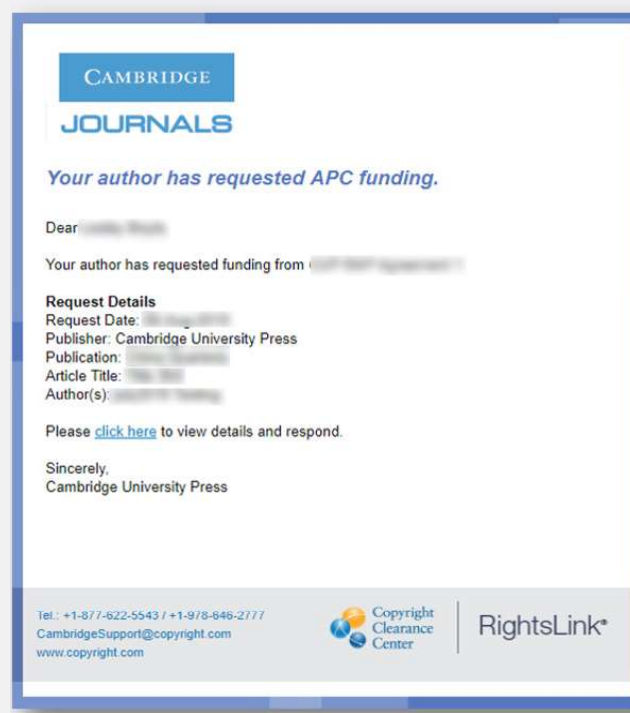


Institution approvals:

Touch-free functionality works with or without institution interaction. Institutions can either:

- Opt for articles to bypass verification and be approved automatically
- OR receive notifications to approve/deny funding

Notifications can be turned on/off from within the *Rightslink*[®] Institutional Portal, and all articles requiring OA funding approval can be viewed from within the Institutional Portal.



Welcome to the RightsLink® Institutional Portal. Use the **Billing Profiles** tab to view the special billing profiles we have on file between your institution and RightsLink® client publishers. Use the **Funding Requests** tab to review and act on your queue of funding requests for researchers affiliated with your institution. Use the **Reports** tab to search and download a report of the APC transactions associated with your account. In the future, there will be an **Invoices** tab for you to review and pay your invoices online.

Account Name: CUP University Operations
Account #: 7001906224

Billing Profiles | **Funding Requests** | **Reports**

The table below includes any funding requests that have been matched to one of your special billing profiles.

APPROVE When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and when a balance is due, included in your next invoice based on the schedule defined in that agreement's profile.

DENY If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author will have the opportunity to self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription model, as available.

Results 1 - 2 of 2

Order Date	Article Title	Author(s)	Funder	Publisher	Accept Date	Profile Name	Total Fees	Status	Actions
06-Aug-2019	Title 364	Testing, July 2019		Cambridge University Press	02-Aug-2019	CUP RAP Agreement 1	0.00 GBP	Pending	APPROVE DENY
02-Aug-2019	Title 577	Testing, July 2019		Cambridge University Press	01-Aug-2019	CUP RAP Agreement 1	0.00 GBP	Pending	APPROVE DENY

When denying requests, a reason must be given. This reason will appear in the email notification sent to the author.

Deny Request

Article Title: Title 137

Please select the reason for the request denial.

Select from the drop down list

- APC exceeds max fee limit
- Missing required Creative Commons license
- Funding no longer available
- Questioning Author Affiliation
- Other (note below)

CANCEL DENY

Deny Request

Article Title: Title 137

Please select the reason for the request denial.

Missing required Creative Commons license

Additional instructions and information for my researcher.

CC BY license required

CANCEL DENY

Once funding has been approved, the author will receive a confirmation email and the article will go into production. If the funding request is denied, the author has the opportunity to contact their organisation, request funding again, or pay the APC.

6. Article production

During production, the author may contact their dedicated production editor, who will be available to answer questions and offer support as their article progresses through the steps towards publication. The exact production workflow for each journal will vary to match its specific requirements.

7. Article publication

Upon publication, the author will receive an email stating that their article is published on Cambridge Core.

Guidance on how to promote the published article is available within the article publication email and on [Cambridge Core](#).