

Read and Publish

The author publishing
experience

cambridge.org/read-and-publish



CAMBRIDGE
UNIVERSITY PRESS

Contents

Open research at Cambridge University Press 3

The author experience 4

Manuscript preparation 5

Manuscript submission 5

Manuscript review 5

Manuscript decision 6

Payment process 7

Article production 8

Article publication 8

Open research at Cambridge University Press

At Cambridge University Press our mission is to unlock people's potential with the best learning and research solutions.

This mission complements the goals of the open research movement, which seeks to unlock the potential in academic research, using open tools to drive collaboration and improve accessibility, efficiency and impact.

That vision, so closely aligned with our own, is why we believe that making open research work for our communities is so important.



Our service and workflow for authors and administrators

To support our Read and Publish agreements, we are continuously improving our publishing workflows, working in close collaboration with our customers to implement feedback and enhance the author and librarian experience.

We have an ongoing programme of technology and infrastructure improvement projects to ensure that we develop the best workflow for authors and customers with a focus on:

- Consistent article and author metadata to fully support Read and Publish programs
- Regular communications to authors across the publishing journey, flagging their eligibility to publish OA under a Read and Publish agreement at key decision points
- Streamlined processes for institutions to administer their Cambridge Read and Publish deal in an author-centric fashion

Have your say!

We welcome your contributions. Please send feedback, questions or suggestions to:

oaqueries@cambridge.org

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 deal.

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

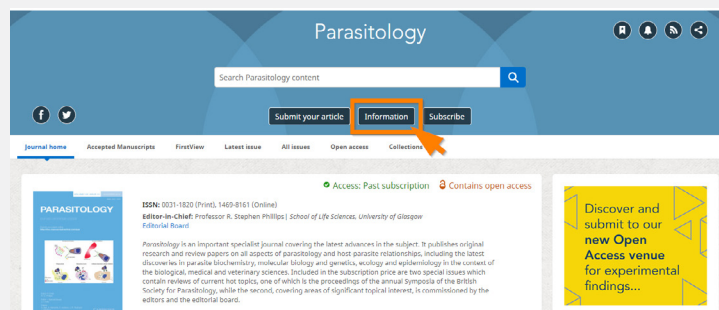
Open Access policies

Find out more about our OA policies:
cambridge.org/openaccess

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.

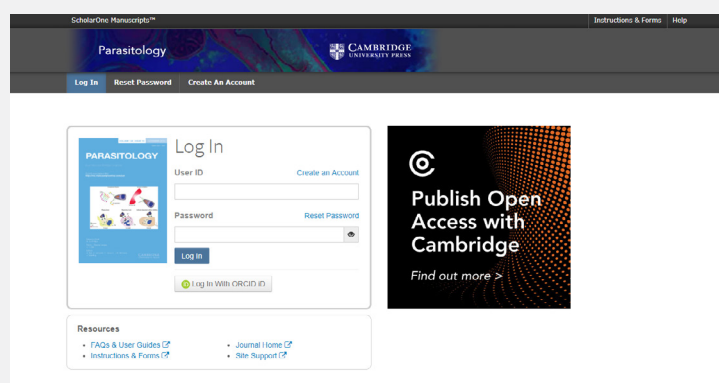


Manuscript submission

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.

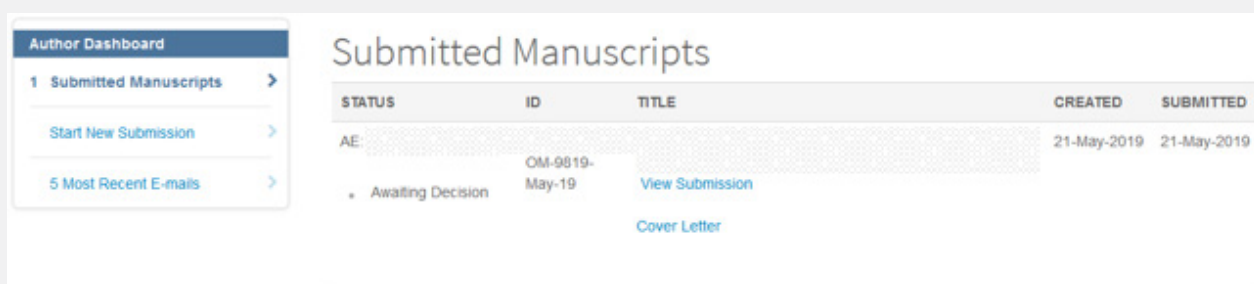
Upon submitting their manuscript and any supplementary materials, the author will receive an email confirming their successful submission.



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.

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'.



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.

Open Access Articles

So that we have the necessary rights to publish your article, we ask you to grant a non-exclusive licence to publish. (We do not ask you to transfer your copyright to us.) A non-exclusive licence means that the rights needed to publish the paper are granted to the journal owner on a non-exclusive basis and the ownership of the copyright remains unchanged. Select the correct form from the choice of two in the table below.

In open access there is a fundamental principle that content should not only be accessible but also be freely reusable for the good of research and humanity. We comply with this principle by asking you to select, within your form, a [Creative Commons licence](#). The CC licence you choose will determine how readers can use your article.

Who are you and who owns the copyright?	Correct Forms	Who Signs?
I am the sole author and I own the copyright in the article OR I am one of two or more authors and we jointly own the copyright in the article		One author
I am the sole author and my employer (government or non-government) owns the copyright in the article OR I am one of two or more authors and one or more of our employers (government or non-government) jointly own the copyright in the article		Each author and each employer

The completion of this form and selection of an appropriate licence is the key indicator that the article is to be published Open Access.

[Click here for guidance on Creative Commons licences](#)

GOLD OPEN ACCESS		Decide how the Contribution will be accessed by readers
CHOICE OF LICENCE	<p>By entering into this LTP the Author agrees that the VoR (defined in Clause 2.1.2) will be published on a Gold Open Access basis, under the terms of the Creative Commons licence selected below and subject to payment of an APC (defined in Clause 3.5). Indicate, by checking one box below, which Creative Commons licence the VoR should be published under:</p> <p> <input type="checkbox"/> CC BY 4.0 (Attribution) <input type="checkbox"/> CC BY NC SA 4.0 (Attribution - Non-commercial - Share Alike) <input type="checkbox"/> CC BY NC ND 4.0 (Attribution - Non-commercial - No Derivatives) </p> <p>(each a "Creative Commons Licence")</p> <p> ➤ Please be mindful of the requirements of any funding body/ies (if applicable) when selecting a licence. ➤ More details about Creative Commons Licences: https://creativecommons.org/licenses/ ➤ If a licence is not selected, the Contribution will be published under the CC BY 4.0 licence </p>	

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.

[JUSTICE提案モデル参加機関ご所属の場合、著者による支払プロセスは省略されます。: Touch free機能]

Payment process

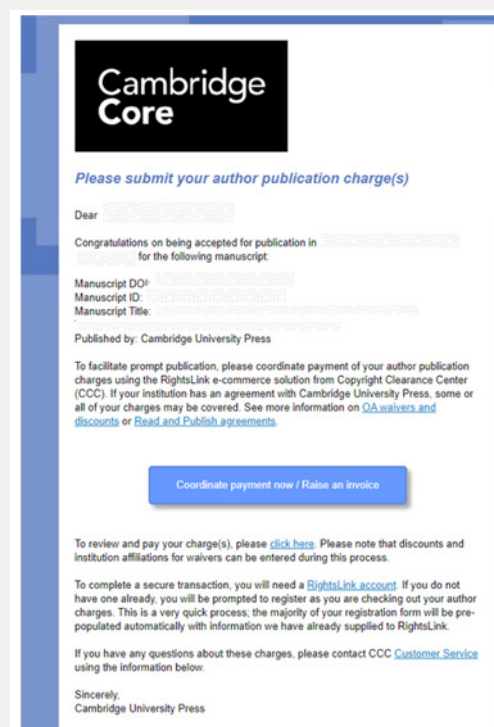
When the completed author publishing agreement is returned, the article's record will be updated in our production tracking system. This triggers the *Rightslink*®-CCC transaction process.

Rightslink® work on Cambridge's behalf to collect article processing charges (APCs). Failure to complete this step will delay an article's production journey.

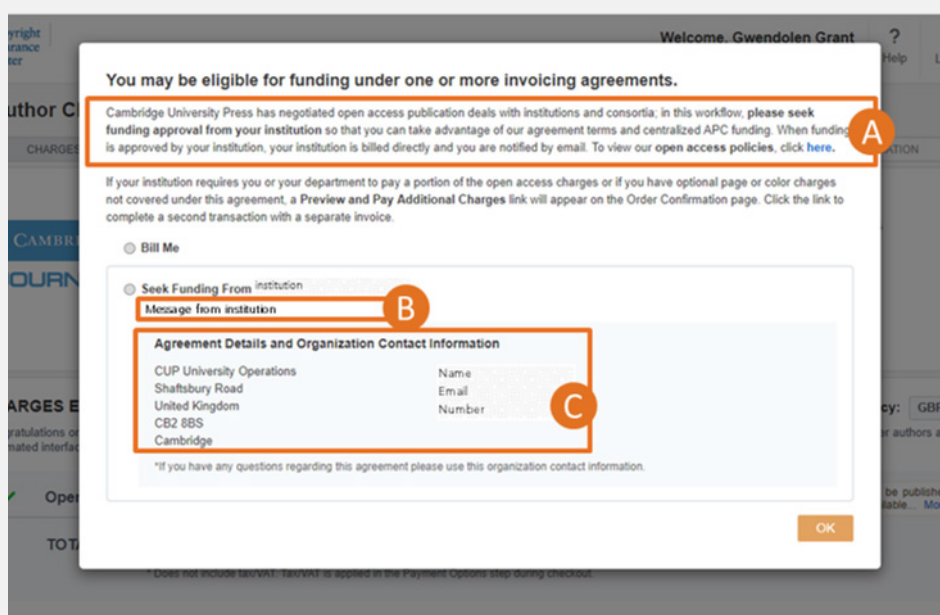
Correspondence from *Rightslink*® is typically sent within 48 hours of the record being updated.

This automated email asks authors to log in and coordinate payment.

All authors must complete this process, even if their APC is partially or fully discounted.



Authors based at institutions with a read and publish agreement have the benefit of using *Rightslink*® OA Agreement Manager to seek funding from their institution. A pop-up message will provide further information, including librarian contact details for queries.



- A. Message about read and publish agreements from Cambridge
- B. Specific message from institution
- C. Librarian contact detail for queries

Within *Rightslink®*, the author is able to view the discount available and submit their request for approval.

The screenshot shows the 'ORDER REVIEW' section of the Cambridge Journals Rightslink interface. It includes a table with the following data:

Charge	Original Fee	Discounts	Tax/VAT *	Total Due
Open Access	1,925.00 GBP	(1,925.00 GBP)	0.00 GBP	0.00 GBP
TOTAL	1,925.00 GBP	(1,925.00 GBP)	0.00 GBP	0.00 GBP

Below the table, there are sections for 'Billing address' and 'Customer location', each with fields for Name, Address, and VAT ID. A 'TOTAL DUE: 0.00 GBP' is displayed. At the bottom right, there is a 'SUBMIT FOR APPROVAL' button highlighted with an orange box and an arrow. A 'Cancel order' link is at the bottom left.

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.

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.

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](#).